

JERICO HISTORICAL SOCIETY

BOARD MEETING MINUTES | JULY 18, 2023

(Rescheduled from 7/13 due to weather conditions)

Board members present: Ann Squires, Shelly Dionne, Keiko Williams, Betty Koshinsky, Cheryl Thomas, Sue Richardson, Nancy Spier. Members absent: Stacie Griffiths. Guest Present: Tom Joslin.

The meeting was called to order at 6:01 PM.

Agenda: Old Business: Secretary's Report – Approve Minutes for 6/14/23 meeting. Property update on Mill House rental. Craft Shop - Square processing update. Historic Preservation report - Damage to Mill & boulder removal. Update – contract negotiations with VT Snowflakes. Craft Shop Sales Report.

New Business: Corresponding Secretary position; Other new business; Adjournment.

New Business – Wastewater permit - Presentation by Tom Joslin

Tom Joslin updated the Board about the current wastewater permit for the Mill House and amendments necessary prior to occupancy of the first floor living space. Background: two years ago, the permit was amended to allow water usage by the scoop shop and for commercial kitchen use in the Mill House property. Tom Joslin paid for part of the permitting update fee. JHS will need to re-permit for the first-floor Mill House rental. Board members discussed water allocations related to wastewater permitting. Tom noted that his space is permitted for 30 gallons/day, but actual usage is lower due to less in-office time and office staffing. One suggestion was to reduce the usage allotment for Tom's office by 30 gallons per day, allowing for a greater allocation to use in the Mill House. Tom noted that the former permitted water usage for Saxon Hill School is still included in the Mill property allotment. The total allotment depends partly on the State engineer responsible for issuing the permit.

Logistics for permit amendment: Normal permitting completion takes 45 days; due to flooding impacts, the time needed could be longer. The cost for a minor amendment is \$150, plus Tom Joslin's fee to submit the permit application. Estimated total cost is \$500.

Sue felt that the Board is ready to act based on Tom's expertise and recommended that we hire him for the permit filing. Tom will cap his hourly rate for JHS at 10 hours billing. Actual time spent on the project often exceeds hours billed. Tom asked if the Board was ready to move forward. Ann Squires called for a vote to approve hiring Tom for the permit project. Motion to approve by Sue Richardson, second by Shelly Dionne. The motion passed with no objections.

Approval of June meeting minutes – Reviewed amendments requested re former Saxon Hill School contract. Minutes of the June meeting were approved as amended.

Discussion - UJFD Fire Chief visit: There was discussion at the June meeting about a fire safety visit. The visit decision was tabled due to concerns about requirements that could be imposed. Nancy asked the Board to revisit the issue: to summarize, the UJFD fire chief wants to visit the building strictly to understand the building layout and structure in a fire or other emergency, not to impose fire safety orders. The Board agreed that this visit is critically important for the safety of community volunteers and fire professionals.

Motion to approve a scheduled visit with Matt Champlin from UJFD by Sue Richardson, second by Shelly Dionne. Motion was approved. The Board asked Nancy Spier to reach out to Matt and provide Sue's contact information for setting an appointment.

Mill House report: Keiko Williams

Renovations – each room has a to-do list posted for volunteers to follow.

Next steps – will need to re-connect plumbing to washer/dryer hookup in kitchen; wood floors will need to be refinished. Keiko met with Elegant Wood Floors, obtained a quote: \$5.00/sq ft for 750 SF – includes sanding and application of 3 coats of polyurethane finish. Total proposed cost \$3,750.00.

Discussed kitchen renovation needs including countertop, dishwasher, refrigerator, and stove. It was agreed that items could be purchased locally at a reasonable cost and don't need to be top of the line to make the kitchen functional. Keiko asked for the OK to buy items within reasonable cost and was given permission to go ahead. Sales tax exemption will apply. Painting of walls/ceilings will need to be complete before floor finishing is done. Miscellaneous upgrades such as programmable thermostats will be added to the renovation list. The board agreed to an update to the bedroom closet to create a more usable space. Target completion date for renovations has been moved up to September 15, 2023.

Rental process: Nancy recommended a committee be appointed to review renter applications. Discussed alternative - use a property rental firm/broker - to supply screening, background and credit checks, and to act as a mediator if multiple applications are received. The decision to hire a rental manager will depend on fees and terms for the services. Monthly rent collection and property issues can be handled by JHS and its property management service.

Event Debrief – June Lecture – Nancy Spier

Nancy reported on the successful launch of the lecture series, with the Champlain Sea lecture conducted at DRML on June 19. Nancy appreciated the efforts of Terry Hook who was instrumental in arranging the program. The next scheduled event in the series is a walking tour of Jericho Corners on Sunday, August 20, with a rain date of August 27. The tour will be led by Gary Irish and recorded by MMCTV. Refreshments will follow at the Red Mill. The committee organizing the event includes Keiko, Shelly and Gary Irish. Nancy was pleased with the positive response to JHS from the community.

Keiko reported that the next event in the planning stages is a lecture by author Joe Citro. Details of the topic and location for the lecture are still being worked out. A partnership with Underhill Historical Society may be considered.

Update on Mill Riverbank damage and foundation – Sue and Ann plan to attend the next Selectboard meeting on July 20, to request an update for the record. It is hoped that Board members being present at town meetings may be more effective in moving the project forward.

Update on contract with Vermont Snowflakes:

Negotiations continue with Ray and the attorney who drew up the agreement. Stacie emailed Ray today to request an in-person meeting. The board would like Ray to sit down and negotiate personally.

Topics of concern include inventory management and the future cessation of the licensing agreement.

Discussion / Thoughts: Is it possible that we can change the tone of the language in the contract and keep the spirit of the legal agreement? Shelly noted that Ray wishes to meet with the full Board present. Ray shared the original contract willingly with the Board. Sue said that the proposed contract was a proposal, not a final document. Board members felt strongly that the negotiation committee should have seen and shared the document with the Board before its presentation to Ray. One member felt there were many changes from the original document, clauses that she does not like from a small business owner's perspective. We discussed that some of the clauses about control of VT Snowflakes are too restrictive, and JHS could renegotiate if Ray's ownership of the business ends at some future date.

New Business: Craft Shop report: Sue Richardson - reporting for Stacie

No June report is available yet. Estimated June revenue is up about 65% over the same period last year. May craft shop sales: \$7,526 vs. \$4,496 in May 2022. Gross revenue for May 2023: \$11,032 vs. \$7,653 for May 2022. Square processing: Sue Richardson reported that she has a technical issue with the terminal installation. She has tried to resolve the problem with Square, but the wait time for a customer service consultation by phone is lengthy. Shelly suggested working with Snowflake Chocolates to consult on the process their IT specialist used to install the terminal.

New Business:

Correspondence Secretary – per JHS Bylaws, the Board shall appoint a Correspondence Secretary. The position is currently vacant. The Board discussed its vision for the position: coordination of communications, such as formal record keeping for conversations with the Town about riverbank repairs; everyday communications with donors, JHS members and

vendors that don't require the Board to approve in advance; filing JHS resource information in a shared online resource such as Teams; new forms of communication such as a quarterly newsletter; and distribution of the monthly Board agenda.

A motion to appoint Cheryl Thomas as Correspondence Secretary was made by Shelly Dionne. Motion seconded by Keiko Williams. Motion passed.

Archives update: Nancy Spier

Nancy proposes to use the 2021 archives report, working with Sue, to serve as a guide to the Archives committee. The Board discussed the development of a policy for archives accession / acceptance of new materials to the Archive. Nancy is using dehumidifiers in the Archives room to reduce the chance of mold developing on historical materials. She has documented the reduction in humidity level to help conserve materials. She also recommended a policy be developed that decides proper destruction of items. Nancy noted that document destruction must involve a committee. Regarding accession of materials, Sue Richardson created a Deeded Gift form, to be reviewed by the Board.

Other new business: Archives – Nancy reported that there are 2 empty file cabinets in the storage room of the Mill to be given away. The Archives filing space and storage room will need cleaning and organization. Cleaning will be scheduled when the craft shop isn't open for business.

Domain name: Keiko acquired the domain name JerichoHistoricalSociety.com for a nominal cost. Web searches to that domain name will now forward to JerichoHistoricalSociety.org.

Disaster Committee: Meeting is needed - date/time to be determined.

Motion to adjourn by Cheryl Thomas, second by Nancy Spier. The meeting was adjourned at 8:10 PM.

Next Board meetings will be held on 8/10/23 and 9/14/23, 6:00 PM at the Red Mill.

Respectfully Submitted,

Betty Koshinsky

Recording Secretary