**Clarksburg Historical Commission (CHC) Meeting Minutes**

December 8, 2020, 4:00 PM

Present: Jeanne Moulthrop, Edward Denault, Joseph Bushika, and Susan Brandon

Town Hall, Historical Commission Room, open to public via virtual teleconference

Jeanne opened the meeting and presented the minutes from the November 10th meeting. Ed made a motion to accept the minutes as written and Joe seconded the motion; the minutes were accepted as written.

**Status of Historical Commission Space & Move**

Joe refurbished and delivered the metal shelving unit donated by Kie Chesbro. We gave kudos to Joe for taking on this job and supplying us with needed metal shelving to store our archives. Now we can move some of the files from the basement and other areas and begin to sort and organize them. Jeanne said that our archives were once stored in the vault. They had been meticulously inventoried with recommendations of actions needed for proper storage. Everything was eventually removed from the vault, but not everything was replaced and we don’t know if any files have been discarded. We will need to reconcile whatever files we find with the master inventory before we can proceed with the recommendations for proper storage.

**Updates on Clarksburg Inventory – Where to Begin**

We cannot make much progress on the historic inventory until the Registrar of Deeds reopens to the public; the online Mass Land Records website only go as far back as the 1950’s.

**Laptop, Window Shade and Printer**

Susan reported on her communication with Jason Morin about the need for an Internet connection and an office software suite for the laptop. We have not been able to successfully connect to the Town Hall wifi. There is a short Ethernet cable in the room; Jason said that it is the same network that supplies the wifi, so that we can use it until the wifi is upgraded. Susan said that she has an Ethernet connector and cable to lengthen its reach to the desk or table.

Jason said that we could purchase an Office 365 subscription for $8/month or $12.50 with a .gov email address. For the time being, he could issue a temporary @clarksburgma.us email that won’t cost us anything. We could convert it to a .gov email account, if we have money in our budget. We will need to find out if this comes out of the Town Budget or the CHC budget. Susan will speak to Donna Estes, the town accountant.

Jason said, alternatively, he could create a free Gmail account and set us up with Google Docs and Sheets, which are similar to Microsoft Word and Excel. We will wait until we meet in January to have time to consider if we want an email account and what our best option is for an office suite and whose budget will cover the cost.

The window shade has been delivered. Joe and Ed said that they would get a couple of ladders and install it. Jeanne ordered a printer. The shade costs 216.99 and the printer $179.99. With the recent donation of $500 from the VFW, we have $1371.94 in our savings account. Donna Estes said that $25 for Jason’s IT service was moved to the Town’s IT budget.

**Clark & Gates Cemetery Updates**

Ed presented his hand written account about the restoration work of the Gates Ave Cemetery. Joe read it aloud to us. It was an excellent first person narrative of the whole story from conception to completion. Jeanne will retype it to be added to the Gates Ave Cemetery file.

Jeanne showed us some photos that were taken of the Clark Cemetery before Ed began clearing all the under brush. It was a remarkable transformation. Ed said that he would also write up a first person narrative for the Clark Cemetery restoration.

**Other Business to Come Before Commission**

Jeanne replied to the new owner of the house behind the Town Hall informing her that we aren’t aware of any historic photos of the house. We may come across one as we search through our archives.

The retelling of the restoration and the history of the Gates Cemetery sparked another discussion of the desire to receive first hand historical accounts to be written and saved for the next volume of the history of Clarksburg. There are new memories to be recorded, like the aftermath of Hurricane Irene.

Our next meeting is scheduled for Tuesday, January 5th at 4 PM

Meeting adjourned at 4:40 PM