MELROSE HISTORICAL COMMISSION MEETING MINUTES FOR MONDAY JUNE 3, 2024 @ 7PM

This meeting of the Melrose Historical Commission was conducted via in-person participation in the Cassidy Room of City Hall, Melrose

CALL TO ORDER

This regular meeting of the Melrose Historical Commission was called to order by Chair Kimberly Marolda at 7:04pm. Members present in addition to Chair Marolda were Vice Chair Tom Champoux, Treasurer Shane Egan, Secretary Rebecca Blumenthal, George Biblios, Joseph Hunt, and Darren Brown. There were no members of the general public present.

ORDERS OF BUSINESS

The first order of business was to approve the previous meeting's minutes from March 4, 2024. The Commission voted unanimously to approve the minutes.

Second order of business was to open the forum for comments from the public, of which there were none.

DISCUSSION

I. ***Review Public Comment Policy***

There was no need to review the Public Comment Policy as no members of the public were present.

II. ***Research Presentation on Curtis Goss home by Commissioner Joe Hunt***

This presentation will be deferred until the next meeting of the Historical Commission scheduled for July 8, 2024 when the owner of the Curtis Goss home, Raymond Hein, will be available to attend.

III. ***Historic Home Plaque Program Project Update***

a. *See 10.16.23 meeting minutes for a summary of the Historic Home Plaque Program.*

b. Chair Marolda reviewed the status of this project.

i. The City Solicitor has not yet provided final approval of all the details of implementing this program. Chair Marolda will follow up with the Mayor's office and update the commission members at the next meeting.
ii. Chair Marolda reviewed the proposed workflow :
    1. Interested homeowners will drop off their application at one of the Commission's monthly meetings,
    2. Commission members will vet and approve the application.
    3. Homeowners will pay the vendor, Markarian Signs, directly.
    4. Markarian Signs will provide homeowners with a proof for their approval.
    5. Homeowners will pick up completed signs during a monthly meeting.
iii. Joseph Hunt will reach out to Markarian Signs to update them that the MHC plans to launch this project in the near future. He will reconfirm the final cost and payment details with the vendor.

IV. ***Lifetime Achievement Award Update***

a. *See 1.8.24 meeting minutes for earlier discussion of the proposal to create an honorary annual award*.

b. As discussed at the 3.4.24 meeting, it is proposed that the Mary Stetson Clark Historical Recognition Award will be presented annually by the Melrose Historical Commission for the purpose of recognizing a deserving recipient for their demonstrated commitment to the celebration and preservation of the history of Melrose, Massachusetts.

c. Nominations will be judged using the following criteria:

    i. Exceptional accomplishments
    ii. Exemplary leadership
    iii. Creativity and innovation
    iv. Achievement of significant improvements in the celebration and preservation of Melrose history
    v. Preference that recipients are now or were previously residents of Melrose.

d. Attempts to contact Mary Stetson Clarke's descendants in Williamstown, MA were unsuccessful. The Commission will proceed with plans to honor her legacy by presenting the award in her name.

e. Chair Marolda reviewed plans for announcing and promoting the award this summer.

i. Nominations will be opened and promoted in July through the HRC's social media platforms and local media.
ii. The Commission will select an honoree from the nominations it receives in August.
iii. The HRC plans to award the 2024 honoree during the Victorian Fair on September 8, 2024.
iv. Chair Marolda will confirm with the Chamber of Commerce that the HRC will have a table at the fair and will request a time slot for the Victorian Fair's center stage for the presentation.

f. Vice Chair Champoux presented the members with an example of a trophy style for their review. Pricing with the necessary configuration will be reviewed at the next meeting.

V. ***Planning of next Research Your Home Night***

a. Chair Marolda reviewed the status of the commission's search for an affordable venue for the next Research Your Home Night (RYHN).

b. The City Solicitor has determined that the RYHN event does not qualify for free use of Mt Hood under the contract between the City and the golf management company. However, Joan Bell of the Parks Department has reached out with an alternative offer to cover the cost of the venue. Chair Marolda will be following up with Joan Bell on details and to determine available dates.

i. This venue provides wifi and a presentation screen.
ii. The purchase of A/V equipment necessary for this and future presentations was discussed.

VI. ***Other Business***

Member Joe Hunt discussed past practices for archiving the HRC's official correspondence and communication.

NEXT MEETING

The next meeting will be Monday, July 8, 2024, at 7pm in the Cassidy Room of City Hall.

ADJOURNMENT

The meeting was adjourned by Chair Marolda at 7:50pm.