

HISTORICAL COMMISSION MEETING

August 9, 2018

8:00 a.m.

Town Hall

100 Ann Edwards Lane

Committee Room, 3rd Floor

MINUTES

- MEMBERS PRESENT:** Rick Gutowski, Chairman; Patrick Morrissey, Vice Chairman; Marc Fountain; and Heidi Schless
- EXCUSED ABSENCE:** Robert Macdonald and Brittany Lavelle Tulla
- ABSENT:** William Ray
- ALSO PRESENT:** Mary Julia Royall, Town Historian
- STAFF PRESENT:** Chris Luly, Senior Planner; Kate Dolan, Planner

Mr. Gutowski called the meeting to order at 8:10 a.m.

I. Approval of Agenda

Mr. Morrissey moved for approval; seconded by Mr. Fountain. All present voted in favor.

II. Approval of Minutes

Ms. Schless moved for approval; seconded by Mr. Morrissey. All present voted in favor.

III. Public Comment

Mr. Luly introduced Kate Dolan, who is in her third week of employment by the Town of Mount Pleasant.

Ms. Dolan stated that she has always been interested in historic preservation and loves old architecture and history. She was an intern

for the Preservation Society of Charleston last summer. She stated that she heard about the Town's Historical Commission and was excited to be involved.

Mr. Luly stated that on a day to day basis, Ms. Dolan will be doing Planning and Zoning for the Town. He said that she is enthusiastic and excited and has a historical background.

IV. Discussion on the Contents of the History Room

Mr. Gutowski asked if Ms. Dolan will be in a position to help with the contents of the History Room.

Mr. Luly responded in the affirmative and has advised her that this is one of the more significant projects, as well as the rack cards. He stated that he distributed photographs of the items currently in the History Room. He stated that the intern the Town hired last year for the summer completed an inventory of items in the History Room. He advised that a number of items have come into the room and they do not have notes or where they may have come from.

Mr. Gutowski asked about access to the History Room.

Mr. Luly stated that most of the Planning staff has access to the History Room. He stated that he has advised Planning staff about this; however, will circulate an internal email to contact him if there are any donations of material or artifacts for the History Room. He stated that the Town has items in the History Room and is not aware of where they came from.

Ms. Schless suggested putting a sign on the front door.

Mr. Morrissey stated that a security camera would solve this issue.

Ms. Schless asked how the legal department is advancing on the protocol procedures and forms for accepting items.

Mr. Luly stated that they are currently attending to more pressing issues. He said that he will set up an appointment to meet with Legal Counsel.

Mr. Morrissey stated that he has no substantive updates since last month. He asked Mr. Luly if there would be new shelving, cabinetry or filing cabinets.

Mr. Luly stated that a contractor recently came in to do some measuring for the table; however, he has not heard further. He said the metal racks that are currently in the History Room will remain.

Mr. Gutowski stated that Ms. Royall put together a list of questions and said that it will be very helpful. He would like to keep moving forward on acquiring items that do belong in the History Room.

Mr. Luly stated that one of the first items that need to be addressed is access to the room, which he will address, as well as a sign that directs people to his office. He said this way, there will be a description of the item, who donated it and contact information. He said meeting with Legal Counsel is something that is also a priority.

Mr. Morrissey stated that anything that has come into the room has come from Town staff, because they were the only individuals with access. He suggested sending an internal email requesting that if they deposited an item in the History Room, please identify where the item came from and its background.

Ms. Schless suggested using the form for donations currently online in the interim to capture important information, while a new form is created and reviewed by Legal Counsel. She also suggested for Mr. Morrissey to be included in the meeting that Mr. Luly is scheduling with Legal Counsel.

Mr. Luly asked if a Quick Fact Friday (QFF) has been released on the History Room.

Ms. Schless responded in the negative and stated that the Commission was waiting until it was ready. She said it is noted on the new rack cards; however, the Commission has been waiting to release a QFF on the room until it has been completed.

Mr. Luly asked if there are ideas on how to publicize the room, in addition to the QFF and the website.

Mr. Gutowski suggested doing a press release.

Ms. Schless agreed and stated that the Town website currently has a form that people may fill out; however, this form needs to be replaced and the new form needs to be accessed on the Historical Commission page, making it clear that artifacts and historical materials are welcome. She said it must be crafted carefully. She asked Mr. Morrissey if he would be willing to draft the form up.

Mr. Morrissey stated that this is what he anticipated from the legal department; however, the idea was that it would not only be for the archive room, but any item donated to the Town. He said the Town wanted one standard form for any donation to the Town, not just one for the Historical Commission.

Mr. Luly stated that when someone does donate, how does the Commission wish to handle receiving the item or items, to determine whether the Commission accepts the donation or not. He suggested some sort of a process to select what will go into the History Room.

Mr. Morrissey stated initial discussions were for Commission members to be incorporated in the process. The Commission would review the items(s) and advise the donating party whether their donations were accepted or not.

Mr. Luly asked if the Commission members see this as a once a month vote on an item or to have a Committee formed for an approval process.

Mr. Morrissey stated that he sees it more as a Committee responsibility in order to respond quickly and not wait for once a month. He suggested two Commission members and a staff member from the Planning Department to form a Committee.

Ms. Schless suggested that Mr. Morrissey and Mr. Macdonald be appointed the two Commission members.

Mr. Morrissey agreed.

Mr. Gutowski said that residents may bring in their original pictures and archival documents and allow the Commission to make a copy, returning their originals. He said that Ms. Royall also brought up access to the room. He said there must be procedures on this.

Mr. Luly stated that security can be changed for this room.

Ms. Schless stated that once the room is full of artifacts and archives and the public would like to visit the room, how will access be addressed.

Ms. Dolan asked Commission members if they want certain hours that the room is accessible or by appointment.

Mr. Luly stated that if a resident wished to do research and spend 4 to 5 hours in the History Room, the Town would not be able to dedicate a staff person to stay in the room with them. He said they could allow access; however, this means that items and artifacts are left unsecured.

Mr. Gutowski suggested that a security camera be installed.

Mr. Morrissey stated that he does not believe anyone anticipated Town staff staying in the room while someone from the public does research or looks at any historical artifacts / documents. He said the Commission did; however, foresee this room as having a controlled access/reservation period so that the Commission and staff would know who was in the room. He said having a security camera would be very helpful. He said that some of the areas of Town Hall have security cameras and asked if it could be extended to the History Room, once the room begins to fill up with historical items.

Mr. Luly stated that he would make a request.

Mr. Fountain stated that as a fallback, he would suggest a sign in/sign out list with times for individuals visiting the room. He said from years of experience, security cameras do not always work.

Mr. Morrissey stated that just having a security camera would be a deterrence.

Mr. Luly said something along a multi-layered security of a sign-in / sign-out sheet, the purpose of their visit, along with a security camera.

Mr. Gutowski asked if Mr. Morrissey would work with Mr. Macdonald on the receiving of materials and/or artifacts for the History Room.

V. Committee Reports

EDMUND JENKINS RECOGNITION

Mr. Morrissey stated that he covered most of his committee report in earlier discussions; however, he wanted to report on the Edmund Jenkins project. He stated that Mr. Brown has not yet gotten back with him, so he will conduct his own research on Mr. Jenkins' military background, other than being the Marshal of the Town of Mount Pleasant.

RACK CARDS

Mr. Gutowski stated that he received a bid from Forms and Printing Solutions to print another 5,000 rack cards. He said the cost is \$349 and asked what the price was to print the last 5,000 rack cards.

Ms. Schless stated that it was included in the design services and there was no breakdown.

Mr. Gutowski stated that it will be the same quality. He said he provided the printer with the current rack card. He said he would like a motion to approve the \$349 in the Fiscal Year 2018/2019 budget to print an additional 5,000 rack cards. He said the printer has done work for the Town previously.

Ms. Schless stated that there were a few typographical errors in the previous rack cards, so she would like to ensure they are corrected, as well as using the Mount Pleasant Historical logo.

Mr. Gutowski stated that the printer requires "print-ready" files. He asked Ms. Schless to work with staff to ensure the corrected files are sent to the printer.

Ms. Schless stated that the Commission's annual budget has not yet been discussed, so she would like to wait until budget discussions.

Mr. Gutowski stated that he would like to have approval now in order to get it going.

Ms. Schless stated that she is not sure this is the correct way to proceed. She said the overall budget needs have not yet been addressed, which is her hesitation. She said she is 100% behind additional rack cards as this was her project. She asked how other Commission members felt.

Mr. Morrissey stated that for \$349 he believes it will fit into the budget.

Mr. Morrissey moved to approve \$349 for additional rack purchases for this fiscal year; seconded by Ms. Schless. All present voted in favor.

Ms. Schless stated that she has divided up the 5,000 rack cards, according to the distribution plan at the July meeting. She has not replaced schools for real estate offices, because she suspected that more rack cards would be printed. She also included the new member, Marc Fountain. She discussed in detail the distribution of the rack cards to Commission members. She emailed the distribution list to Commission members with an area to fill in the contact information in order to follow up on any replenishments. She stated that stickers were printed to put on the back of the rack card holders indicating that they are the property of the Town and whom to contact if they need additional rack cards.

Mr. Morrissey asked if any of the commercial businesses have been contacted to determine whether they want to host the rack cards.

Ms. Schless stated that she did not. She stated that this is the first run and would like to know in the future where the rack cards are being depleted the fastest for better distribution in the future. Ms. Schless suggested creating an E-version of the rack card that can be distributed to all the teachers of the Mount Pleasant schools.

Mr. Gutowski stated that what he has found is that teachers' emails to the parents are read more diligently than any other communication.

Mr. Schless stated that this is a Communication's issue, so she would defer to Ms. Tulla to brainstorm on. She indicated that for the schools, she had planned for the placement of one rack card holder at the front entrance reception and one in the library. She said that is two locations per school.

Mr. Gutowski stated that the next Historical Commission meeting will be held at Moultrie Middle School on September 13th at 9:00 am, and the Commission should pass out the rack cards to the students attending the meeting.

Ms. Schless stated that she would like to ask the students for ideas on how to distribute the rack cards to their parents.

Mr. Luly asked if there is a plan to bring the rack cards back if one of the hotels or other areas of business do not have the space or desire to have them.

Ms. Schless stated that they should be brought back, because real estate agents have already been requesting them. She said there are only 50 rack cards being placed in each school, which will not be enough, so this distribution list is to test where the rack cards will have the most impact. She stated that Commission members will need to come up with a plan on restocking the rack cards and whether the same members will be responsible for the same locations.

Mr. Gutowski agreed that Commission members will be responsible for restocking their locations.

Ms. Schless asked if the distribution list could be put on the Commission's shared drive so that contact information can be entered by Commission members when distributing. She said this would be very helpful.

Mr. Morrissey asked if Mr. Luly would advise Commission members via email when the list has been put on the shared file.

Mr. Gutowski also suggested making rack cards available for Town Council meetings.

Ms. Schless stated that as Commission members distribute the rack cards, to write down any other locations that may benefit by having rack cards. She said Mr. Ray for example had suggested hospitals.

QUICK FACT FRIDAYS

Ms. Schless stated that QFF's are going well with Mr. Gutowski writing about Parks, Recreation and Gardens this month. She said Ms. Tulla will be writing about churches in September.

ACTION PLAN

Ms. Schless stated that she has not updated the Action Plan since January; however, they now need to focus on what Mr. Fountain's areas of responsibility will be.

Mr. Fountain reviewed his background with the Commission and stated that history has been his hobby since childhood.

Mr. Gutowski stated that he would like Mr. Fountain to consider helping the Communications Committee of which Ms. Tulla is also a member. He said this is an area that needs assistance. He said this Commission is one of few Historical Commissions that are appointed by the Town itself. He said others are stand alone. He said this Commission is funded by Accommodations Tax funding.

Mr. Fountain stated that he would help wherever needed.

Mr. Luly stated that the Commission has a \$10,000 annual budget that is made available every year on July 1st. He added that there are recurring projects. He asked Mr. Fountain to share any ideas he may have with the Commission.

Mr. Fountain asked if there has been any discussion regarding using local boy scout troops or high school history clubs to help with the history room or distribute rack cards, both benefiting them as well as the Commission. He said they will be able to see what is happening in

their own community, because the scouts are always looking for projects for badges.

Mr. Gutowski stated that this is part of the Commission's outreach program when holding Commission meetings at the Middle Schools, where one of the Principal Planners also gives a history presentation on the Town dating back 10,000 years.

Ms. Schless asked Mr. Fountain to review the Action Plan and the Commission Review Report to see if there are any other areas in addition to Communications that he would be interested in assisting with.

VI. Staff Update

Mr. Luly followed up with Cary Harding of the Library Society, who is binding the old Town minute books. She has been out of the office, so he will follow up. He stated that the purpose of the call was to follow up on the progress of the book binding, as well as if the quotes would remain consistent for this year's budget. He will await her return call. He stated that he has started editing the webpage and has made some of the edits that Ms. Tulla forwarded. He will continue working on that list. He said the budget spending for Fiscal Year 2017/2018 was circulated to Commission members.

Ms. Schless stated that she will format the budget information so that it is easier to understand. She said at the next meeting Commission members can work on the annual fiscal budget allocations for Fiscal Year 2018/2019.

Mr. Luly reiterated that next month's meeting would be held at Moultrie Middle School on Thursday, September 13th at 9:00 am.

VII. General Discussion – Items of Interest

Mr. Gutowski stated that he will reach out to Mr. William Ray and ask what his intentions are for continuing to serve on the Historical Commission as this is the 2nd meeting in a row that he has missed.

VIII. Adjourn

Mr. Morrissey moved to adjourn and for members to pick up their rack cards; seconded by Ms. Schless. All present voted in favor.

There being no further business, meeting adjourned at 8:54 a.m.

Respectfully submitted

Barbara Ashe

August 9, 2018