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# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DATE: January 18, 2023

PLACE: Grandview Meeting Room - 7:10 PM

MEMBERS IN ATTENDANCE: Joyce Fay; Peter Coppola; Andrew Rittenberg; Kathi Horton; Sandy Coven; Andrea Nemoda; Advisory Person, Wayne Higden; Archivist, Dan McCormack; Guest, James Coven.

Pledge of Allegiance

Secretary's Report – On Line

Treasurer's Report – Read and Accepted

**Shed** – It was decided to take architect, James Coven, out of order. Among items discussed were the exterior, (including roof, shingles, trim, door and windows). The interior, (including floor, walls and loft). Foundation, landscaping and location. Special Permit, Plot Plan and Site Plan were also discussed. Wayne Higden will look into additional Plot Plans, and discussed Fire Alarms.

**Museum** – Some pieces are ready to be refurbished and Peter Coppola will make arrangements. Cataloging was again discussed. Our present laptop is not software ready. Dan McCormack will look at availability from the state. Andrew Rittenberg will help as he is computer knowledgeable. A Boy Scout from Troup 511 will be attending our next meeting looking for an Eagle project he could do at the Museum. We could possibly involve him in the Cataloging. The lockbox in the Museum was discussed.

**Library** – The Historical Commission is responsible for the February display at the Library. Kathi Horton will organize this.

**Annual Report** – Commission Members approved the Annual Report as presented by Peter Coppola. Our group picture was taken.

**Budget** – Joyce Fay reported that our budget is a work in progress.

**Other** – Sandy Coven will order pencils for the Museum and West School. Wayne Higden brought up the possibility of obtaining Commemorative Coins for Burlington's 225<sup>th</sup>. He will look into prices. Afghans were also mentioned.

Meeting Adjourned at 8:50 p.m.

Respectfully Submitted: Sandra J. Coven

