



Veterans Affairs Task Force

Organizational Meeting February 11, 2021 @ 7:00 PM

Municipal Office Building – Lg. Conference Room & Zoom # 847 2995 9940

Members by Zoom: E. Bernard Plante, Stephen Marden

Members in Person: Robert Roy, Stuart Mulhane, Ronald Stacey, Shelly Gannon, Mary Krumsiek, John Nolan.

Others Attending: Keith Gasco (appointment comes complete March 1, 2021), Sean Hendricks – Town Manager, Justine Caggiano –Human Resources and Jayne Marie Davolio – Town Clerk

The meeting began at 7:00 pm with the pledge of allegiance, followed by a moment of silence for Thomas G. Brown a member of the Task Force that passed away.

At this time each task force member introduced themselves and I Jayne Marie Davolio, Town Clerk sworn in the members and began the organization of the task force.

Put out 1st was the chairman's position, nomination came from Mary Krumsiek for Robert Roy, this was second by Shelly Gannon all members were in agreement and Mr. Roy took the Chairman position.

Put out 2nd was the vice chairman's position Stuart Mulhane nominated Mary Krumsiek and this was second by Shelly Gannon all members were in agreement and Mrs. Krumsiek took the vice chair position.

Put out 3rd was the clerk position Stephen Marden nominated John Nolan and this was second by Mary Krumsiek all members were in agreement and Mr. Nolan took the clerks position.

Next in discussion was the charge of the committee which is as stated

“The Veterans Affairs Task Force shall be tasked with providing direction, consultation and strategic plans to the Town Manager and the Board of Selectmen concerning expenditure of Town funds for the restoration and upkeep of Veterans monuments, grave markers, and remembrance artifacts, and to recommend experts and artisans to the Town Manager of the purpose of accomplishing these tasks.”

At this time, I the town clerk turned the meeting over to the Chairperson Robert Roy.

Discussion took place on the charge. Mr. Roy spoke first of how to obtain what money we have allocated for the task force? Justine Caggiano said she would get this information for the next meeting.

Mr. Roy than spoke of the Down town project – Phase II that he and Stuart Mulhane have spoken with Laurie Connors the town planner and will be meeting with the architect to go over the area. They would like to make the focal point at the end of Bicentennial Way the town hall driveway. This would include benches and markers to incorporate all the conflicts that have occurred. Mr. Roy mentioned that Vietnam is the last conflict that we have recognized.

Discussion took place on the wheels to the cannon and they should be returned to us within 2 to 3 weeks. Jayne Davolio, town clerk said that she would check with Kristen Livoti director of the mansion to see if we can paint the wheels ourselves or if there are any historical restrictions.

The next agenda item was to speak about the grant paperwork that the State Historical Records Advisory Board has put forth for the “Preservation Grants for Veterans Collections, Monuments and Memorials”.

The grant needs to be submitted by April 9, 2021 @ 11:59 PM. The task force discussed monument cleaning, markers & plaques with historical information and grave stone restoration.

Mary Krumsiek made a motion to have Justine Caggiano help the Task Force with the grant for submission, E. Bernard Plante second all members were in favor. Justine agreed and Jayne Davolio offered her assistance to Justine.

Other discussion took place as to the amount of monuments that the town has, which is believed to be 30. A disk was given from Mary Krumsiek to Keith Gasco so he could view the monuments and take notes on conditions. Keith will also send out the information to the rest of the task force so they can view the monuments also. John Nolan mentioned that he knows the Grave Stone Girls company and they could give us proper information on how to contact the families and properly take care of the grave stones of the veterans that

the task force feels needs the proper restoration first. Robert Roy mentioned that we could get the boy scouts to help out with history in the cemeteries, as they have done eagle scout projects like this before.


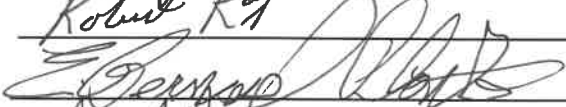

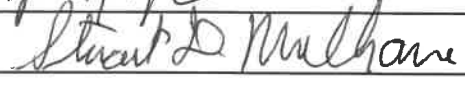


Mr. Roy then wanted to thank Jamie Kelley and Justine Caggiano for all their help over the past year and hopes this will continue as the veterans in this town have benefited from the work that has been done and the work that we will be carrying out.

Decision was made to have the next meeting on March 4, 2021 @ 7:00 PM in the Large Conference Room of the Municipal Building.

Motion to adjourn by Mary Krumsiek second by Robert Roy all were in favor.

Meeting Adjourned @ 7:41 PM

- Robert Roy, Chairperson:
- Mary Krumsiek, Vice Chairperson:
- John Nolan, Clerk
- Stuart Mulhane
- Shelly Gannon
- Ronald Stacey
- E. Bernard Plante
- Stephen Marden

Town Clerk

Memo

To: Veterans Affair Task Force Members
From: Jayne Marie Davolio, Town Clerk
cc: Sean Hendricks, Town Manager
Date: February 2, 2021
Re: Organizational Meeting February 11, 2021 @ 19:00 Hrs.

Hello:

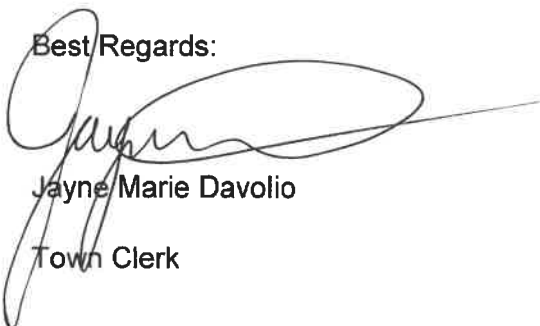
Your initial meeting will be to swear all members in and go through the OML and State Ethics. We will then proceed with introductions from all of you who don't know each other in order to organize a Chairperson, Vice Chair and Clerk. Once these actions are complete, I will turn the meeting over to the Chairperson chosen to conduct business.

I have included in your package the charge of the committee and a grant application for you all to look over.

This meeting will be in person at the Town Hall in the Large Conference Room, we will have it set up with the proper Covid safety precautions.

Should you need further information, please contact me at 508-865-9110.

Best Regards:



Jayne Marie Davolio
Town Clerk



VETERANS AFFAIRS TASK FORCE

2-11-2021 @ 19:00

MUNICIPAL BUILDING- LG CONFERENCE ROOM

ORGANIZATIONAL MEETING

**Members: Keith Gasco, Shelly Gagnon, Mary Krumsiek, Steven Marden-ALT,
Stuart Mulhane, John J. Nolan, E. Bernard Plante, Robert Roy, Ronald Stacy**

- 1. Town Clerk will swear in the Task Force and discuss OML & State Ethics**
- 2. Introductions and Organization of Chairperson, Vice Chairperson and Clerk**
- 3. Task Force discussion of How they will proceed with the charge**
- 4. Discussion on Grant Application from the SHRAB (State Historical Records Advisory Board) for The Preservation for Veterans Collections, Monuments and Memorials.**
- 5. Discussion to set up a meeting schedule and to adjourn the meeting.**

“All Business Not Reasonably Anticipated to be Discussed”

VETERANS AFFAIRS TASK FORCE

The Veterans Affairs Task Force shall be tasked with providing direction, consultation and strategic plans to the Town Manager and the Board of Selectmen concerning expenditure of Town funds for the restoration and upkeep of Veterans monuments, grave markers, and remembrance artifacts, and to recommend experts and artisans to the Town Manager for the purpose of accomplishing these tasks.



Preservation Grants for Veterans Collections, Monuments and Memorials

SUMMARY

The Massachusetts State Historical Records Advisory Board (SHRAB) is accepting applications for matching grants to preserve objects, sites, and collections of documents that are significant to the history and experiences of military veterans in the Commonwealth.

Municipalities and non-profit organizations may apply for matching funds for the renovation, rehabilitation, preservation, or enhancement of objects including existing markers, memorials, monuments, and plaques significant to the commemoration of the veterans of any military engagement. Proposals for construction of new markers for significant sites currently lacking markings will also be considered. Funds may be awarded for objects and sites that suffer from exposure to the elements, deferred maintenance, or are threatened by destruction. Grants will also be awarded to sites which would benefit by improving public access or adding educational markers. Projects requiring planning including feasibility studies, historic research, or historic evaluations will also be considered. All projects related to physical structures and sites should follow the "Secretary of the Interior's Standards for the Treatment of Historical Properties" and are required to submit a Project Notification Form for the Massachusetts Historical Commission with their application.

Funding will also be awarded for the conservation, preservation or digitization of historically significant documents and archival collections related to the history and experiences of military veterans. Grants to survey and enhance physical and/or digital access to collections and grants for oral history projects will also be considered.

This grant program is offered through support from the Office of the Secretary of the Commonwealth and the Massachusetts General Court. Activities of the MA SHRAB are also supported by the National Historical Publications and Records Commission (NHPRC).

ELIGIBLE PROJECTS

Planning Projects: Requests may be submitted to conduct studies necessary to enable conservation and preservation of documents or an eligible property, including assessment and architectural/engineering fees to conduct such studies. Costs associated with the project, such as signage, photography, legal ads, and conducting and documenting

historical research are also eligible.

Preservation Projects: Requests may be submitted for conservation of documents and archival materials, as well as projects to stabilize and rehouse collections in appropriate boxes and housings, and/or to provide or improve public access to these records. Requests may also be submitted for preservation, safety, and accessibility improvements to physical structures and sites. These may include site stabilization, protection, rehabilitation, restoration, ADA compliance, and landscape preservation. Requests may also be submitted to construct new markers and educational signage for publicly-accessible sites.

Eligible costs: Labor, materials, overall site preservation, non-routine landscaping, building code compliance, universal access, signage, project legal notices, and certain other professional services.

Ineligible costs: Routine maintenance, upgrading mechanical systems (HVAC), administrative personnel, and construction of buildings and additions.

Ineligible Projects: Non-historic objects, non-veterans related objects, private residences, privately owned documents, or sites not open to the public.

ELIGIBLE APPLICANTS

Municipalities and non-profit organizations that steward eligible objects, sites, and documents located in the Commonwealth of Massachusetts.

GRANT AMOUNTS

Matching funds are granted in amounts up to 50% of total project costs, but not to exceed a maximum grant of \$20,000 for applications from single institutions.

Cost sharing is required. The applicant's financial contribution may include both direct and indirect expenses, third-party contributions, and in-kind contributions including volunteer time. The rate for volunteer time in Massachusetts is \$32.96 per hour.

Work completed prior to a grant award is ineligible for funding consideration.

SELECTION PROCESS

Proposals will be reviewed by the SHRAB and additional subject experts, including representatives from the Massachusetts Historical Commission (MHC). All projects involving physical sites and memorials are reviewed by the MHC for suitability of the project. The review panel may request further information or hold interviews.

SELECTION CRITERIA

- Level of historical significance of the object, site or collection of documents
- Potential for public education, as well as public use of and interest in the site or item(s)
- Potential for loss or destruction
- Administrative and financial management capabilities of the applicant
- Appropriateness of proposed project

- Demonstrated financial need
- Demonstrated ability to provide matching funds and complete the project
- Extent of public support
- Consistency with state and local preservation and community revitalization plans
- Use of historically accurate materials and preservation techniques
- Geographic distribution of proposals

APPLICATION DEADLINE

Final application due April 9, 2021

SUBMITTING PROPOSALS

By mail:

Massachusetts Archives
ATTN: MA SHRAB Veterans
220 Morrissey Blvd
Boston, MA 02125

Electronically*:

SHRAB@sec.state.ma.us

Subject line: Veterans Preservation Project application

*Electronic submissions are preferred.

DISPERSAL OF AWARDS

Final awards will be selected in late April 2021. Upon completion and receipt of all required paperwork, funds will be distributed to grantees in May and June 2021.

FOR GRANTEES UPON COMPLETION OF PROJECT

Upon completion of the project, grantees are required to submit a brief description of completed work, a final budget including sources of funds, and other documentation such as photographs of the completed project. Grantees receiving funds for archival or document collections are encouraged to include information about their collections in the Digital Commonwealth (www.digitalcommonwealth.org).

Compliance Notice

Access Policy

In accordance with state law, applicants may not discriminate on the basis of race, gender, religion, creed, color, national origin, disability, sexual orientation, or age.

Organizations funded under this program must make reasonable accommodations to ensure that people with disabilities have equal physical, programmatic, and communications access as defined by federal law.

Equal Employment

In compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and Chapter 151B of the Massachusetts General Laws as amended, the applicant shall not discriminate in employment because of race, color, religion, national origin, ancestry, age, sex, or handicap.

Procurement requirements

Applicants must comply with all state and local rules and regulations regarding procurement.

Conflict of Interest

To ensure that the Commissioners acting as grant review panelists are free from conflicts of interest and the appearance of such conflicts, review panelists are required to disclose any past, current, or prospective affiliation they or their immediate family members may have with an actual or potential applicant. "Affiliation" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, and other financial relationships. In addition, review panelists are required to disclose any past or current adversarial relationships with actual or potential applicants of a professional or personal nature. Review panelists disclosing an affiliation with an applicant must recuse themselves from participating in the review of said applicant.



**Preservation Grants for
Veterans Collections, Sites
and Memorials
FY2021 Application**

Final Deadline: April 9, 2021 at 11:59pm

All materials must be received by the MA SHRAB by the final deadline.

SECTION 1. Project Information

A. Application Date:

B. Project Name/Title:

C. Project Address:

City/Town:

Zip:

Application Information

D. Name of Applicant (Non-profit organization or municipality)

Applicant Address:

City/Town:

Zip:

Phone:

Email:

Website (if available):

E. Project Contact(s): Indicate contacts authorized to oversee procurement, enter into contracts, and administer and disburse funds for the proposed work (additional contacts can be listed in a separate attachment).

1. Name:

Title/Role:

Phone:

Email:

2. Name:

Title/Role:

Phone:

Email:

F. Will these funds be paid to a Massachusetts municipality/municipal office?

☐ Yes

☐ No

SECTION 2: Project Proposal

- A. In a separate attachment, please include a detailed description (no longer than 1000 words) of the project, highlighting the following topics:
- Is this proposal for a planning project or an implementation project?
 - Describe the proposed work to be done under this grant proposal and the expertise of persons who would be completing the proposed project.
 - Timeline for project completion
 - How will additional funds for the project be secured?
 - How much of additional funding has already been secured?
 - Include relevant information such as location description, ownership, condition, work to be performed, and historical and educational significance to the public.
 - Attach any professional assessment or survey of the object which may have been conducted.
- B. In a separate attachment, please include a budget narrative (no longer than 250 words) that describes how grant funds will be used in this project.

C. Total cost of project

Total grant amount requested:

Total matching funds secured to date:

- a. Cash contributions secured to date:
- b. Other contributions secured to date:
- c. In kind contributions secured to date:

In kind contributions can be met with volunteer time at a rate of \$32.96 per hour.

SECTION 3: Attachments

- A. REQUIRED: Letter of commitment documenting and indicating all necessary approvals and permissions to complete the proposed project have been obtained.
- B. REQUIRED: Letters of support from the community and/or researchers.
- C. REQUIRED: Letters of commitment for matching funds and in-kind services.
- D. REQUIRED FOR CONSTRUCTION PROJECTS: Assessors map or legally recorded plot plans or surveys and/or photographs.
- E. REQUIRED FOR CONSTRUCTION PROJECTS: Project Notification Form (PNF)
 - a. All projects related to physical structures and sites are required to submit a PNF **by mail** to the Massachusetts Historical Commission (MHC).
 - b. Available at <https://www.sec.state.ma.us/mhc/mhcform/formidx.htm>
 - c. Please include a copy of the PNF in your grant application to the MA SHRAB.
The MHC has 30 days from receipt of the form to determine if the project meets their guidelines, so please consider submitting your PNF before April 9, 2021 so that issues can be worked through prior to the final application deadline.
Project approval by MHC does not constitute a grant award, but a construction grant cannot be awarded without MHC approval.
- F. OPTIONAL: Any other supporting materials

SECTION 4: Post-Award Requirements

- A. Awarded grants made to **non-municipal entities** will be required to complete the following documents:
 - a. Massachusetts Standard Contract and Terms and Conditions:
<http://www.macomptroller.info/comptroller/docs/forms/contracts/StandardContractForm-.docx>
 - b. W-9 (if not on file with the Commonwealth)

B. Award Acknowledgement and Final Reports

- a. Successful applicants are requested to credit the Preservation Grants for Veterans' Collections, Sites, and Memorials in any materials and publicity associated with the project.
- b. Successful applicants are required to submit the following, within 60 days after completion of the proposed project:
 - i. Brief description of completed work;
 - ii. A final budget including sources of funds;
 - iii. Other documentation such as
 1. photographs of the completed projects,
 2. finding aids, or
 3. publicity materials, etc.

SECTION 5: Selection Criteria

Eligible projects must be relevant to veterans and their military service.

- A. Level of historical significance of the object, site or collection of documents.
- B. Potential for public education, as well as public use of and interest in this site or item(s).
- C. Potential for loss or destruction.
- D. Administrative and financial management capabilities of the applicant.
- E. Appropriateness of proposed project.
- F. Demonstrated financial need.
- G. Demonstrated ability to provide matching funds and complete the project.
- H. Extent of public support.
- I. Consistency with state and local preservation and community revitalization plans.
- J. Use of historically accurate materials and preservation techniques.
- K. Geographic distribution of proposals.

Submitting Proposals

By Mail:

Massachusetts Archives
ATTN: MA SHRAB Veterans
220 Morrissey Blvd Boston,
MA 02125

Electronically:

Electronic submission preferred

SHRAB@sec.state.ma.us

Subject line: Veterans Preservation Project application