

**Heritage Farm Commission**  
**Regular Meeting**  
**Monday, January 6, 2025**

The Bolton Heritage Farm Commission held its regular meeting at Bolton Town Hall on January 6, 2025 at 7:00 PM. Members in attendance were Chairman Arlene Fiano, Treasurer Cara Wraight, Rhea Klein, Leslie Shea, Ann Maulucci, Paula Lynn, and Bonnie Massey. Building and grounds supervisor John Butrymovich, Board Clerk Kacie Cannon, and Resident Kevin Drake were also in attendance.

**Call to order**

Arlene called the meeting to order at 7:06 P.M.

**1. Approval of Minutes of Regular Meeting on September 9, 2024 and November 4, 2024.**

Arlene noted that printed copies of the September 9, 2024 meeting minutes were not available for review at the meeting. Rhea made a motion to review the September minutes next month. Paula seconded the motion. No one opposed.

Leslie asked about the language in Items 5(D) and 5(E) in the November 4, 2024 minutes and suggested that the items be clarified due to incomplete and incorrect information. She noted that the word “Reported” does not make sense at the end of Item 5(D) and asked what “Highest” is referring to in Item 5(E). John explained that he was going to get quotes and bring the highest quote to CAPA for funding. Arlene suggested correcting the minutes as follows:

- Item 5(D): Correct the minutes to note that John also reported the replacement of two cellar window frames and the repointing of bricks on the pillars.
- Item 5(E): Correct the minutes to read “The highest quote goes to Capital Improvements Commission to set future funding.

Rhea made a motion to approve the November 4, 2024 minutes as corrected. Paula seconded the motion. The motion passed unanimously.

**2. Resident’s Forum (Public Comment for Items NOT on the Agenda)**

No residents were present other than Kevin, who is assisting with special projects for the Commission.

**3. Correspondence**

There was no correspondence.

**4. Unfinished Business**

**A. Farm Maintenance Report**

John Butrymovich reported that his team has been working on clearing the fields and working on the property at least one day a week. He stated that they have been unable to use the tractor due to the ground being frozen. Bonnie stated that she noticed all of the wood is gone from behind the barn. John replied that the wood has been removed for cutting and will be returned to the barn. He stated that the woodworking will start once the fields are cleared. John noted that he has been short on staff and added that Brianna Martin’s mother recently passed. The Commission discussed sending her a sympathy card, and Kevin volunteered to assist with getting a card sent out.

## **B. BHF accounts report**

Cara reported that, as of last Friday, there is \$10,375.98 in the Heritage Farm Fund. Cara stated that the Rosie Fund has increased by eleven cents as a result of interest, and the new total is 6,861.37.

### **1. Winter Faire**

Arlene noted that an additional \$6,500.00 will be deposited into the Rosie Fund from the Winter Faire.

### **2. Festival of Trees**

Arlene stated that a total of \$695.00 in checks was deposited between the Winter Faire and Festival of Trees. She explained that the Town received a \$500.00 check for winning the Festival of Trees, and the money has been deposited into the Town account.

Kevin reminded the Commission that the Christmas decorations need to be replenished and asked if it would be a good time to use some of the funds to purchase new decorations. Arlene approved the request and asked Kevin to look for discounted items that would be appropriate. She stated that he would be reimbursed from the petty cash fund.

## **C. Update on climate-controlled display case/ Digging for History artifacts**

Rhea reported that much of the grant has been written, and Christine Pittsley has reviewed it and made some suggestions. She added that Sarah Sportman can help with the section on artifacts. Rhea stated that she expects the grant to be completed by February 1<sup>st</sup>. She added that the Board of Education is meeting on Thursday, and she has asked if they would consider having shop students construct a display case.

Rhea stated that once the display case is completed, there will be an event to unveil the case and other display items. She explained that the grant amount is up to \$5,000.00, but the Town must match the amount requested. Kevin asked how the case would be climate-controlled and the total expected cost of the case. Arlene noted that the case will not need to be climate-controlled since it will be housed in the climate-controlled library. Rhea estimated that the total cost would be around \$3,000.00 to \$4,000.00 and added that the Town would have to raise \$1,500.00 to \$2,000.00 to match the funds.

Leslie shared concerns about having students build the case as she believes craftsmanship is key, especially since it will have a lock. The Commission discussed whether anyone knew a cabinet maker. Arlene mentioned that Country Carpenters or a fine furniture builder she knows may be interested. She added that a pre-made cabinet had previously been considered, but it is no longer available. Rhea stated that the case will be positioned adjacent to the LODSIC trail for visibility and an enhanced experience. Arlene stated that she and Rhea will work on the details of the case and report back to the Commission.

## **D. Manure Pit Proposal**

John stated that the Town suddenly had ARPA money, which was previously COVID money, that they needed to use. He noted that the funds were intended for the partial demolition of the Notch Road Municipal Center; however, the bids came in lower than expected, and the extra money is going to be used for the manure pit and other capital improvement projects. John stated that he received three updated quotes from the previous contractors, and The Andrew Ansaldi Company came in with the lowest bid at \$17,800, which has been accepted by the Town. Arlene noted that The Andrew Ansaldi Company also does concrete work.

Bonnie asked if a concrete pad would be poured after the site is leveled. John replied that it would. Arlene asked if trenching would be needed for wires. John stated that he will find out as they get closer. Arlene asked when construction would start and if a completion date has been determined. John replied that it would start when it gets warmer; however, a completion date has not been determined. Arlene asked if leveling the hump in the driveway is included, and John replied that it is.

## **E. Outstanding Projects**

### **1. LOTCIP follow up Trail Design**

There are no updates at this time.

### **2. NPS Wayfinding signage**

There are no updates at this time.

### **5. Master Garden Plan Revision**

Arlene stated that it is time for the Commission to take a walk at the farm and decide what to do on the Master Garden Plan. She stated that people she has spoken to during walks at the farm do not want to see a lot of furniture such as benches and tables, which also create additional maintenance, but suggested utilizing some of the stones and wood to create flat benches. Leslie shared her concerns that some visitors, particularly elderly people, may want to have seating areas that provide back support. Arlene stated that she is not opposed to seating areas or picnic tables and suggested certain areas where some furniture could be placed. She also proposed providing an access area to the large oak tree as it is difficult to reach in the summer due to vegetation. Arlene reminded the Commission that the Massey family has also offered to plant a tree and provide a bench and noted that it could be a bench with a back on it.

Leslie recommended planting more trees on the property. Arlene stated that when the Town had the WHIP grant, part of it was for habitat improvement; however, they did not want any trees planted on the farm. Arlene noted that she does not disagree with planting trees but noted they can get very tall and require trimming, and the look of the farm needs to be preserved. She stated that there may be a spot near the boardwalk where trees could be planted that would not change the look of the property. Arlene asked John if a plot plan was available for the property. John stated that he will find out. Rhea stated that she appreciates the rocks being removed and noted that the walk up the hill is much smoother.

## **6. New Business**

### **A. Other**

Arlene reported on the library display case. She noted that the month of June is currently booked, and she would like to put the Master Plan in the display case. Arlene stated that she is interested in contacting architects to build a model for the case that mimics the barn, the proposed walk, the church and the Town Hall. She added that she does not mind if the model is made of milk cartons or other craft items and suggested the Commission could get together to build it themselves. Arlene explained that it does not need to be perfect or to scale but would serve the purpose of providing a visual to go with the Master Plan that will be showcased.

Arlene noted that she spoke with Liz to discuss holding a presentation at the library to talk about the Town's goals and the LOTCIP Connectivity Trail. She added that it would include a Q&A session and a walk from the library to the farm. Paula asked when the LOTCIP Connectivity Trail would be completed. Arlene stated she does not have an answer but noted that she has e-mailed Gwen and Jim to find out what the people might like to hear about at the presentation. She added that the last she heard, the Town

Engineer had a final plan completed for the trail but she has not seen it. Arlene added that she will be meeting with Gwen and Jim on Monday.

The Commission continued discussing various materials that could be used to make a model for the display case. Paula offered to donate some small wooden houses she has that could be painted for the model buildings.

#### **7. Adjournment**

Cara made a motion to adjourn the meeting. Paula seconded the motion. The meeting was adjourned at 7:59 P.M.

Respectfully Submitted,

Kacie Cannon  
Board Clerk

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.