



## **June 24, 2024 Meeting Minutes**

Archiving Committee on Creating a Public/Private Historical Archive  
*City Hall Conference Room A, 9 - 10:30am*

*Attending:* Richard Candee, Charles Doleac, Elizabeth Farish, Christine Friese, Tom Hardiman, Jeff Keefe, Vincent Lombardi and Emma Stratton

*Attending on Zoom:* Kristen Peterson

*Absent:* Alan Cohen

**Meeting Opened** by Vincent Lombardi: 9:07am

**MOTIONED** and **SECONDED** to accept May 29, 2024, Meeting Minutes.

*Discussion of:*

- Group met with non-profit paralegal Dan Hersey, Hurwit & Associates of Massachusetts, who is helping with the 501(c)(3) formation. Jeff discussed the process of creating and implementing a draft of the application (3-5 months to complete), and submitting to the IRS (7-9 month waiting time), which can be expedited to 1-2 months via a political avenue with the help of our senator, resulting in having the entire process completed in 6 months. Additional discussion regarding the structural details of this entity. The cost to complete this process is approximately \$10,000, including a \$3,500 retainer within this estimation.
- Charles and Jeff discuss a Letter of Intent (LOI) following discussions with the various boards of the involved institutions, assuring the boards fully understand the contents of the LOI. The LOI will be needed on/by the next

Archive Committee meeting, June 22, or virtually sooner, with development of the LOI document worked on with Dan and Trevor at a date TBA.

- Discussed the development and implementation of two fundraising letters: one personalized for a small group, and one for all others. Kristen volunteered to help Vince complete.
- Vince discussed conservation assessments funding. The City has funding for their Archives. For the other involved institutions, each one can begin fundraising for their held archive.
- Alan and Christine will add new developments to the project timeline.
- Christine will open an RFP for the city archives assessment costs.
- Cost to build has changed to \$500sf, a mathematical correction per Tom Hardiman.

**Public Comment:** George Dumas suggested soliciting the community for funding. The group discussed doing so via a mailing and city website, by releasing a press release in the various city departmental newsletters and web pages. More such planning to follow.

No additional attendees on Zoom with questions.

**Next meeting**, July 22, 2024, 9am, in City Hall Conference Room A.

**Meeting Adjourned** by Vincent Lombardi: 9:54am