

**Watchung Historical Committee  
Minutes of the May 15th, 2024 Meeting**

**Attendance:** Chris Vander Fliet, Tim Logan, Don Monetti, Karen Jubin, Stephen Pote, and Keli Leunes

**Absent:** Bob Mayers, Maureen Greenbaum, Michael DeParto, John Guzman, Emily White, and Paul Fischer (Council Liaison)

The Meeting was called to order at 7:05PM. Members of the meeting were present for a quorum. Minutes of the April 17th meeting were discussed. Motion to approve the minutes from the April 17<sup>th</sup> meeting was made by Steve Pote and seconded by Keli Leunes. Minutes approved.

**CHAIRPERSON'S REPORT – C. Vander Fliet**

Vander Fliet provided a reminder to all members that the Weekend Journey in the Past will be October 12<sup>th</sup> and 13<sup>th</sup>. The county provided a form for participation and insurance that must be filed with the Borough. Don Monetti agreed to process these forms for the committee and coordinate with the Borough. The committee voted and approved participating in the Weekend Journey.

The Watchung Borough picnic will be held on May 18. We had coverage for the picnic on Saturday to staff the table (Maureen, Karen, and Chris) and also on the Sunday rain date (Karen, Maureen, and Tim).

Vander Fliet thanked all members who helped with the T-shirt project. This included writing the advertisement for the event (distributed by the Borough), those who helped to prepare for the event (picking up supplies, packing, cutting cardboard), and for checking on the procedures for the post-care for the T-shirts.

Vander Fliet thanked Maureen G. for her continued work on the historical website which is shaping up and becoming an important feature for the committee and the upcoming 100th anniversary.

Remaining key fobs for the main door to the Texier House were distributed to members. Vander Fliet reported that he needs to coordinate/discuss with Steve Pote about the next steps for the door/lock/fobs. There needs to be future discussion and coordination with the Borough on this subject as well.

Vander Fliet thanked Steve Pote for attending two workshops in April and May, which provided education relating to the required Response and Recovery of Museum items in the event of an impending or real-time disaster in town (e.g., hurricane). Part II of the workshops was very hands-on; the focus was on a simulated flood, e.g., at the Texier House Museum, and the consequential attempt to recover and restore as many “in

distress” (wet/under water) artifacts of various materials (photos, books, paintings, memorabilia, etc.) as possible. At the training, there was discussion on the processes and procedures required to effectively respond to the disaster.

Don Monetti had finished a second posting on Facebook of excerpts from the Whispering Leaves newspapers (newspapers from the 1960’s). All the excerpts he posted on Facebook are in a word document he will share with the committee, for posting online. Don said he has other ideas for future postings but will share them with the committee at another time.

The Borough had asked the Historical Committee for photos of Al Ellis for an upcoming honorary program. Steve Pote was able to provide photos from the past Veterans Day services when Al was honored by then Mayor Pote for his military service (thanks, Steve)

Vander Fliet reminded all members that there will be a ceremony honoring Al Ellis for his contributions to the Borough, on Thursday May 16th in Borough Hall at 7:30 pm. All members are welcome to join.

### **VICE CHAIRPERSON’S REPORT**

The sign previously located at Brook Hill was discussed. Emily White will be working to restore one side of the sign. The sign could be hung up at the Texier House (inside), but there were also discussions about having both sides visible to the public.

Tim also discussed Ness property artifacts that might be available for display.

### **LIAISON REPORT – P. Fischer**

No report. Paul Fischer was not present. Vander Fliet mentioned that he needs to speak further with the mayor about the liaison’s role and participation going forward for the rest of the year.

### **PROJECTS/NEW BUSINESS**

#### **Weekend Journey**

The entire committee voted unanimously to participate in Weekend Journey though the past this October 12<sup>th</sup> and 13<sup>th</sup>.

#### **Brook Hill Sign**

Emily White is working behind the scenes to restore one side of the Brook Hill sign.

#### **God’s Acre Sign**

Christine Ead provided a revised sign layout that was reviewed by the Committee. The committee recommended the following comments to the Gods Acre sign – the symbols for the “Revolutionary War Veteran” and “Civil War Veteran” should be a larger, nicer symbol (e.g., star instead of asterisk) should be used. Emily White will continue to work on the restoration of the sign. More details to come in the June meeting.

### **Trivia for Watchung Sign (Mike Departo)**

Mike is working on new trivia questions for the digital sign outside of Borough Hall.

### **Disaster Recovery and Artifact Assessment Program (Steve Pote)**

Steve took several minutes to go into more detail regarding the training and associated documentation that might be required to preserve artifacts, as well plan for a disaster, and consequential prioritization, recovery and restoration of artifacts. See attachments.

### **Community Scanning Day**

The committee agreed to a future community scanning date of July 8<sup>th</sup> at 6 pm. Previous volunteers from the community will be invited.

### **Museum Filming Tour (Updates to Proposal #1 & #2 from Strix Media)**

Vander Fliet presented (2) proposals (Proposal #1 & #2), both of which were revised from Strix Media to exclude an outside voiceover talent and utilize Sue Tucker's voice as the voiceover for the video tour (#1 for Video Production, #2 for Video Editing/Postproduction, See attached Proposals). At a high level, the proposal amount did not change in price – the previous 2 proposals totaled \$8,500 and the revised proposals amounted to \$8,500. The third proposal, which includes photographs of the Museum artifacts will be discussed after our June 14<sup>th</sup> meeting with the members from the Artifact Assessment Program to better understand if this is money well spent or what we should focus on instead.

#### Original Proposal

#1 - \$5,500

#2 - \$3,250

#### Revised Proposal

#1 - \$4,750

#2 - \$4,000

### **Video Proposal from Greg Principato**

Greg's schedule has been very busy, and he has not had time yet to meet with the Committee to provide a cost estimate for filming a tour by Sue Tucker of the Texier House Museum. We will be in touch with him before the next meeting so we can have a quote for his services. Due to the cost of the video tour, and in keeping with Borough requirements that services greater than \$6,600 requires a second reputable quote, we will seek this second proposal from Greg.

### **Historical Artifacts from the Watchung Rescue Squad**

Don Monetti will touch base with the Rescue Squad on artifacts that they are planning to donate to the Museum. The Rescuer Squad has been in touch with the Historical Committee on artifacts, equipment and photos they have an interest in donating.

### **Watchung 100<sup>th</sup>/Coloring T-shirts Shirt**

**Thomas Schaefer Eagle Scout Project** – It was voted upon that the Historical Committee would support Thomas Schafer on his Eagle project up to \$500.00. The Committee felt that Thomas should provide a breakdown of the estimated costs for his project, understanding that these costs could change as his project develops. The Committee was also in full support of his project at the Texier House, although the actual details of the scope of the project still need to be determined based on Thomas’ initial findings.

### **PUBLIC PORTION**

(No comments)

### **SCHEDULE FOR TEXIER HOUSE OPENINGS (through June is as follows)**

**May 19, 27**

**June 2<sup>nd</sup>**

**July 21<sup>st</sup>**

**August 18<sup>th</sup>**

**September 15<sup>th</sup>**

**The meeting was adjourned at 9:15 PM.**

Submitted by: Steve Pote (Secretary)

**NEXT MEETING: June 19, 2024 at 7PM.**

Attachments:

1. Abbreviated Incident Command System, Emergency Preparedness, and Photos/Notes from Artifact Assessment Program, Part II Workshop
2. Notes from Thomas Schafer for his Eagle Scout Project Proposal
3. Strix Media – Proposal #1 & #2.



PAPER TOWEL  
LEAVES LINT;  
MAY OR MAY NOT  
BETTER DRYING  
CAPABILITIES  
DEPENDING ON  
MATERIAL

TABLE SPACE  
IS LIKELY  
AT A PREMIUM;  
FLOOR SPACE  
MAY NOT BE  
AVAILABLE  
NEED TO  
IMPROVISE  
(FENCING,  
LAUNDRY PINS)

SOME OBJECTS  
YOU KNOW ARE  
RUINED. PUT  
ASIDE.



Steve Pote <stevepotewatchung@gmail.com>

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**Photos of Artifact Recovery Training**

1 message

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**Steve Pote** <stevepotewatchung@gmail.com>  
To: Steve Pote <stevepotewatchung@gmail.com>

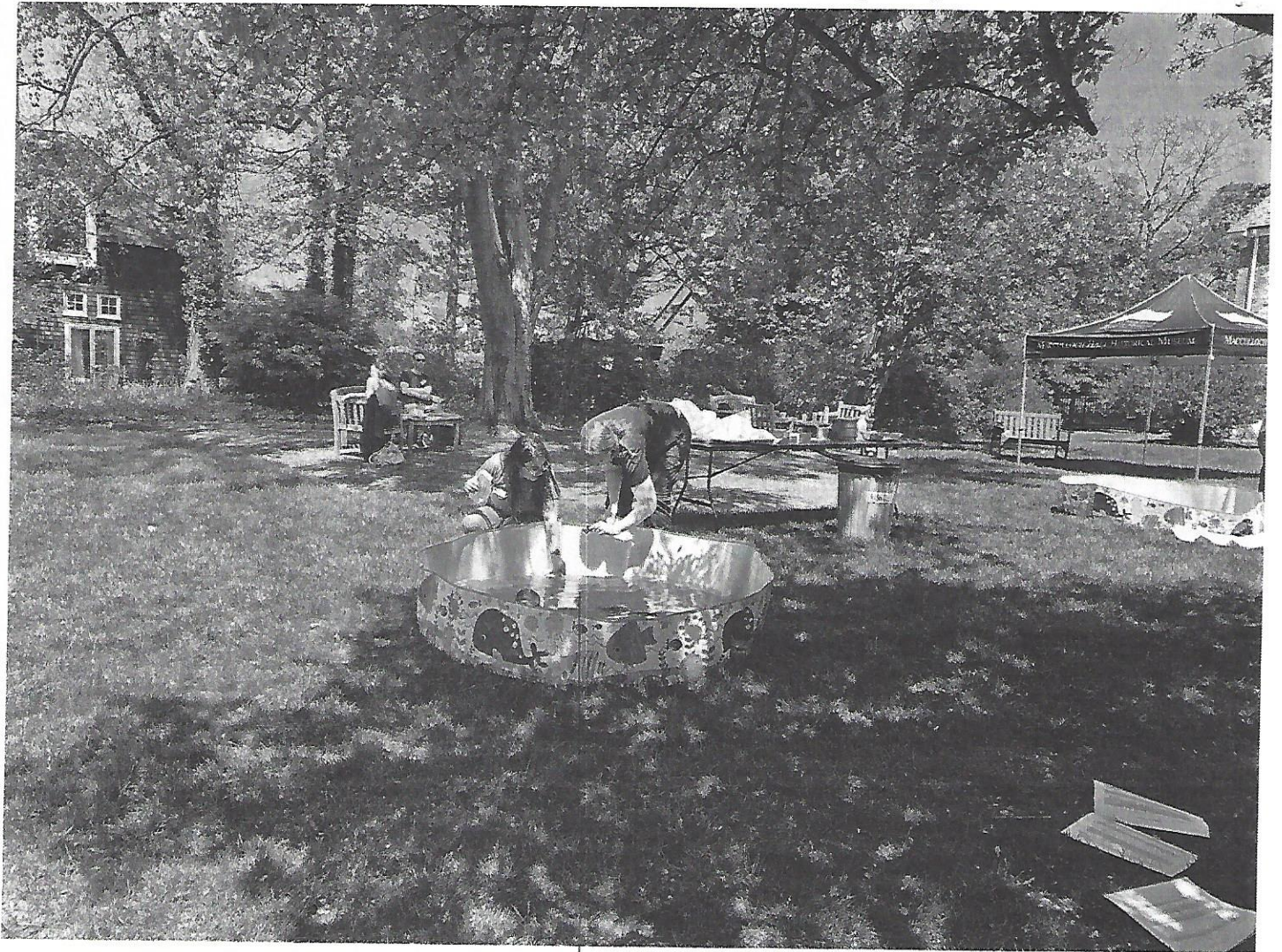
Tue, May 14, 2024 at 4:25 PM



IT'S KEY TO UNDERSTAND WHO HAS RESP FOR RETRIEVAL AND RECOVERY, AND WHICH ITEMS CAN BE RESTORED AND BY WHOM

IT'S KEY TO UNDERSTAND WHAT PRIORITY ITEMS ARE! THEY SHOULD HAVE BEEN PREVIOUSLY INVENTORIED BUT NOW MAY BE INVENTORIED AS PART OF MATERIALS RESCUED

MAY NOT HAVE A CHOICE; GROUND (ON PAPER) MAY BE WHERE OBJECTS MUST RESIDE

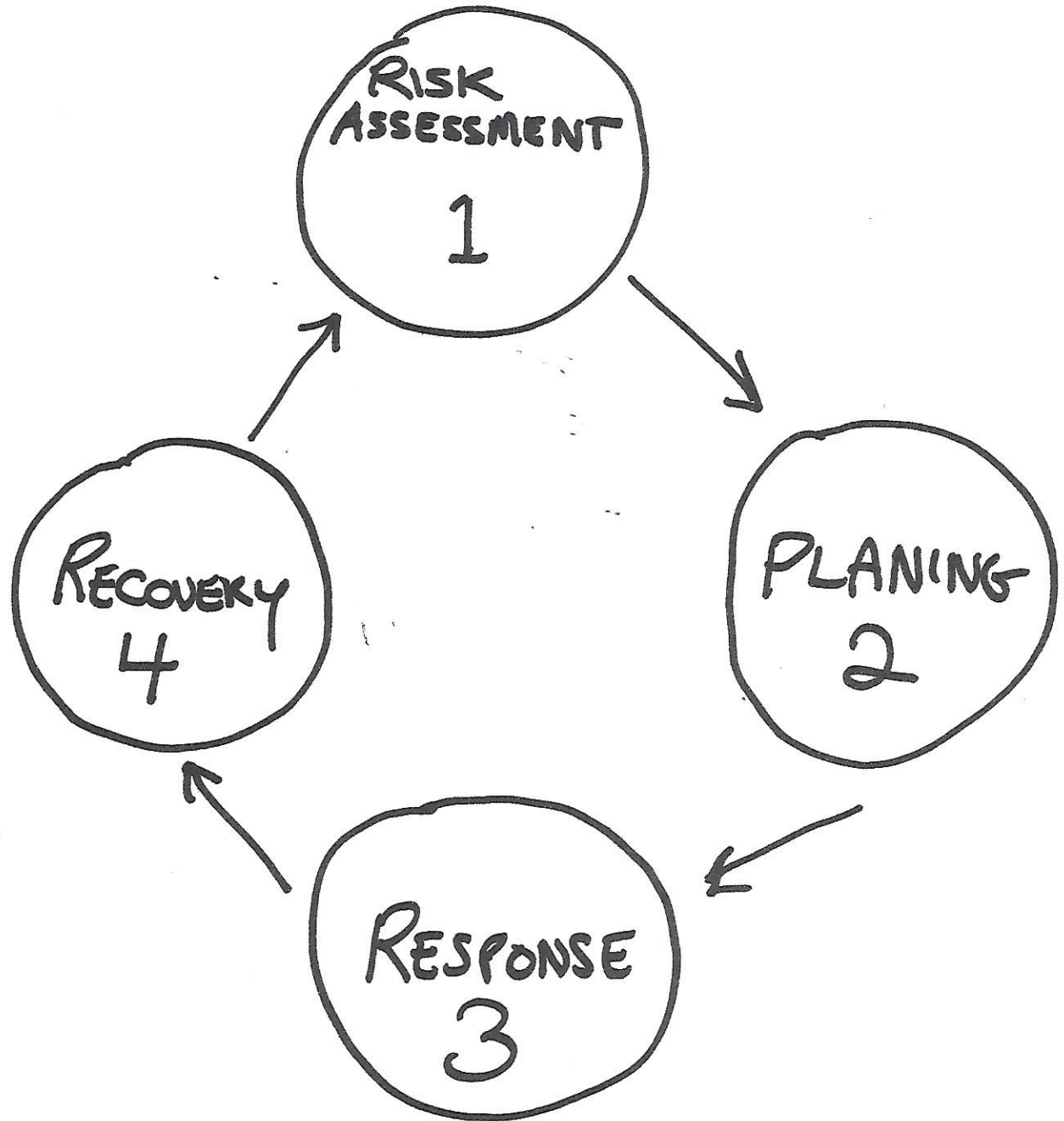


ANYONE WHOSE  
BASEMENT HAS  
FLOODED KNOWS WHAT IT  
IS LIKE TO HAVE TO  
"FISH" FOR OBJECTS  
FLOATING BY.

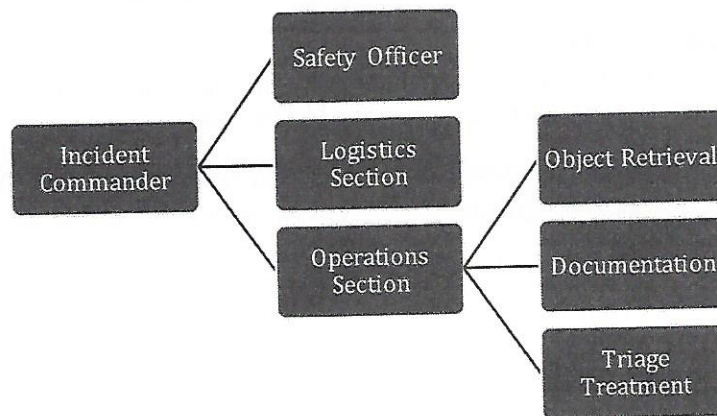


SOME OBJECTS  
(E.G. BOOKS) REQUIRE  
AN INORDINATE  
AMT OF TIME + O  
SALVAGE. IS THIS  
WHERE TIME SHOULD  
BE FOCUSED?

# EMERGENCY PREPAREDNESS



## Abbreviated Incident Command System



### *Incident Commander*

- **Incident Commander (IC)**

The overall leader of the response. The IC determines the objectives of the response. The Safety Officer, Logistics Section Chief, and Operations Section Chief report to the IC. This role involves minimal movement and can be performed seated.

### *Command Staff*

- **Safety Officer (SO)**

Looks after the safety of everyone involved in the incident response. This includes not only determining the necessary personal protective equipment, enforcing safe practices, and identifying potential hazards, but also things like checking to make sure that people take breaks. The SO reports to the IC.

This role can involve some movement, mostly limited to walking. No bending or lifting. It may be performed fully or partially seated, depending on need.

### *Operations Section*

- **Operations Section Chief**

Directs the salvage operations. The Operations Section Chief reports to the Incident Commander

This role can involve some movement, mostly limited to walking and minimal bending. It may be performed fully or partially seated, depending on need.

- **Object Retrieval Team**

Responsible for salvaging objects from the incident and transporting them to the triage area. The Object Retrieval Team reports to the Operations Section Chief.

This is the most active role, involving bending, crouching, light lifting, and walking to/from the triage team. The retrieval team will also get a little wet!

- **Documentation Team**

Responsible for developing a strategy for documentation and ensuring that all collections are tracked as they move through the salvage. The Documentation Team reports to the Operations Section Chief.

This role requires minimal movement, mostly limited to walking and bending.

- **Triage Treatment Team**

Responsible for staging salvaged objects for drying or preparing them for freezing. The Triage Team reports to the Operations Section Chief.

This role involves movement including crouching, bending, stretching the arms over the head, and light lifting. Some responsibilities can be performed seated. The triage team will also get a little wet!

Klonk@eccaha.org

### OBJECT DOCUMENTATION LIST

Categories of Salvage:

- A: Action needed – by staff (e.g., freezing, air drying, vacuuming)
- B: Action needed – by conservators (e.g., treatment)
- C: Believed stable and can be dealt with later
- D: Believed unsalvageable and should be discarded following documentation

Example

Accession no.	Object	Damage	Category of Salvage	Action	Old Location	New Location
MS239.10	Ye Olde Soggy Hotel Guest Register (1895-96)	Wet (water-logged)	(A) B C D	Freeze	Row 12, Shelf F	Freezer Truck

Accession no.	Object	Damage	Category of Salvage	Action	Old Location	New Location
1	PHOTOS - Bl	wet	(A) B C D	Paper towel	1	Room 1
2	BOOK 1 - stab strips		A B C D	1/4 pin	2	Room 2
3	Book 2		A B C D	in pen <sup>Paper phase</sup>	2	Room 2
4	Slide (4)	wet	A B C D	paper	1	Room 1
5	wooden PICS	wet	A B C D	paper	1	Room 1
6	Film Strip - stab	wet	A B C D	paper	1	Floor Room 1
7	Book 2 FILM		A B C D			" "
8	Picture - Seal		A B C D	paper	2	Floor Room 1
9	Film Slides	wet	A B C D	paper	1	" "
10	B+W P. film	wet	A B C D	paper	1	" "
11	Victor Laska	wet	A B C D	paper	1	" "
	AC disk (2)	wet	A B C D	dry it	1	" "
12	Swan - cut	"	A B C D	dry it	2	Tabl Room 2
13	mug	wet	A B C D	dry it	2	" " "
14	Painting	wet/harp	A B C D	dry it	2	Tabl 2
15	Bam-wood	wet	A B C D	dry it	2	Room 2
16	Basket	wet	A B C D			Room 2
17	re cord	wet/water	A (B) C D	Need expert	2	
			A B C D			

*- lot of pics*  
*- Blot immediately*  
*- re-wetting*  
*- Space/string + clips*  
*- water mildly*  
*- polyester*  
*- No paper towel*  
*- Use paper*  
*- Back of photos (never paper)*  
*- Bins, PWS*

*- Set up with good labels to dry*  
*- soft paper*

*Standard Property - Common*



## Salvage at a Glance

The "❄" symbol indicates that materials can be safely frozen. In some cases freeze drying or a sequential treatment like freeze-thaw-air dry is the most appropriate technique for salvage. In other cases freezing is the best way to "buy time" by putting wet items in stasis. See recommendations for individual materials below for more detail.

### Books




Material	Priority	Handling Precautions	Packing Method	Drying Method
❄ Cloth or paper covers	Air Dry. Freeze within 48 hours, if many books.	Do not open or close; do not remove covers.	Pack spine down in plastic lined cardboard box, one layer deep.	Air Dry, fanning pages and standing upright. Freeze, then Vacuum Freeze Dry.
❄ Leather and vellum covers	Air Dry immediately. Freeze if many books.	Do not open or close; do not remove covers.	Separate with freezer paper, pack spine down in plastic lined cardboard box, one layer deep.	Air Dry, fanning pages and standing upright. Freeze, then Vacuum Freeze Dry.
❄ Books with coated paper	Freeze immediately. Air Dry if no other option.	Do not open or close; do not remove covers. Coated paper will permanently block if allowed to dry.	Keep wet, pack spine down in plastic lined cardboard box, one layer deep.	Freeze, then Vacuum Freeze Dry. Air Dry, interleave pages and fan books open.

### Paper: Uncoated

Material	Priority	Handling Precautions	Packing Method	Drying Method
❄ Stable media	Air Dry or Freeze within 48 hours.	Do not separate single sheets.	Pack in plastic lined cardboard box.	Air, vacuum or freeze dry.
❄ Soluble inks (e.g., felt, colored, ball point pens)	Freeze immediately. Air Dry if no other option.	Do not blot.	Pack in plastic lined cardboard box.	Air or freeze dry.
❄ Friable media (pastels, chalks)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.
❄ Maps and posters	Freeze immediately. Air Dry if no other option.	Wet paper is fragile; use extra caution if folded or rolled.	Support large items with board covered with plastic or keep in existing metal drawers.	Air or freeze dry.

## Salvage at a Glance

### Paper: Coated

Material	Priority	Handling Precautions	Packing Method	Drying Method
 Maps and posters	Immediately freeze or dry.	Wet paper is fragile; use extra caution if folded or rolled. Coated paper will permanently block if allowed to dry.	Support large items with board covered with plastic or keep in existing metal drawers.	Freeze drying preferred.
 Thermofax and fax copies (sensitize coatings)	Freeze immediately. Air Dry if no other option.	Coated paper will permanently block if allowed to dry.	Pack in plastic lined cardboard box.	Freeze, then Vacuum Freeze Dry. Air Dry on blotter paper or nylon screen.
 Architectural or engineering drafting linens	Freeze immediately. Air Dry if no other option.	Avoid pressure - inks can smear away. Coated paper will permanently block if allowed to dry.	Support large items with board covered with plastic or keep in existing metal drawers.	Support large items with board covered with plastic or keep in existing metal drawers.

### Paper: Framed Works on Paper

Material	Priority	Handling Precautions	Packing Method	Drying Method
	Remove from frames if possible. Air Dry or Freeze within 48 hours.	Handle with care - glass can puncture or tear wet paper.	Unframe if possible, then pack according to recommendations for paper type.	Once unframed/unmatted, dry according to recommendations for paper type.

### Parchment and Vellum Manuscripts

Places we've discussed –

Texier Glove Company

Plainfield Ice Company

Ginard Glass Company

Watchung Spring Water Company

Watchung Silver Company (near Gray's florist)

Gray's Florist (Steve Black is contact)

Spencer Distillery (was near the circle)

Various Farms

- Sunbright Farm
- Mushroom Farm
- Ness Farm
- Phillips Farm

Quarries

- Weldon
- Wilson Stone Company

Copper Mines

- Bill Butkowski may have info

News Paper

- Whispering Leaves (Don Minetti has info)



# PROPOSAL

Bill to  
Chris Vander Fliet  
Watchung Historical  
cvanderfliet16@gmail.com

Invoice #  
46954-000042

Date issued  
Jan 26, 2024

Next payment due  
Jan 26, 2024

## SERVICE INFO

QTY UNIT UNIT PRICE TOTAL

### Video Production

\$0 \$0

#### Pre-Production

1 Item \$250 \$250

- Creative Brief & Production Planning
- Story Boarding / Shot List
- Competitor & Market Research
- Virtual Site Scout
- Set Building & Prop Curation

#### Video Production (10 Hours)

1 Day \$3,000 \$3,000

- Producer/Director
- Camera Operator
- Sound Technician/Operator
- Grip/Gaffer (Lighting Tech)
- Production Assistant
- 1 Location
- Includes Setup and Breakdown Of Equipment

#### Walkthrough Audio Day

1 Day \$1,500 \$1,500

- Sound Technician
- Sound Assistant

#### Final Deliverables & Ratios

Watchung Historical Museum Tour (Approx 1 Hour)



PROPOSAL 46954-000042  
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PROPOSAL 46954-000042



Subtotal \$4,750

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Total (USD) **\$4,750**

### PAYMENT SCHEDULE

AMOUNT	DUE DATE	PAYMENT DATE	PAYMENT ID	STATUS
\$2,375	Jan 26, 2024		#000042-001	<b>OVERDUE</b>
\$2,375	Milestone 1		#000042-002	<b>UPCOMING</b>





# PROPOSAL

Bill to  
Chris Vander Fliet  
Watchung Historical  
cvanderfliet16@gmail.com

Invoice #  
46954-000067

Date issued  
Mar 20, 2024

Next payment due  
Mar 20, 2024

## SERVICE INFO

QTY      UNIT      UNIT PRICE      TOTAL

### Video Production

\$0      \$0

#### Video Editing/Post Production

25      Hours      \$150      \$3,750

- 2 Revisions Per Video
- Basic Logo & Lower Thirds Animation
- Sound Design
- Color Correction
- Mastering Audio

*Any Additional Revisions - \$200/Per Hour*

#### Music For Commercial Use

1      Item      \$250      \$250

- Royalty Free Music For Commercial Use

Subtotal      \$4,000

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Total (USD)      \$4,000



