

**Buxton-Hollis Historical Society**  
**Operations Manual**  
**April 1, 2024**

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# **1. Strategic Plan for the Buxton-Hollis Historical Society as of November 4, 2017**

## **Vision Statement**

The strategic plan for the BHHS aims to further the following organizational vision:

Through its rich collections, dynamic programming, resolute leadership, effective outreach and media presence, the Buxton-Hollis Historical Society is a financially sustainable non-profit organization that strives to preserve the past, to inform the present, and to promote the shared legacies of Buxton and Hollis.

## **Mission Statement**

The mission of the Buxton-Hollis Historical Society is to collect, preserve, and share the histories and genealogies of our towns with relevance to current and future generations.

## **Values Statement**

The primary values of the BHHS consist of the following:

### **→ Authenticity**

The BHHS provides genuine links to the past through its collections, research library, and scholarly programs.

### **→ Engagement**

The BHHS invites members and individuals to actively participate in our exhibits and programs, and to contribute objects and memories that help create the stories of our towns' past.

### **→ Enjoyment**

The BHHS strives to share our passion for history in a friendly and helpful environment.

### **→ Growth**

The BHHS encourages growth in membership, resources, and knowledge through our media presence and diverse programming.

### **→ Stewardship**

The BHHS is committed to providing the highest level of care for the historical objects

and buildings it holds in the public trust.

**→ Sustainability**

The BHHS continues to explore options for financial support while examining methods to preserve and modernize our collections.

**Analysis of Strengths, Weaknesses, Opportunities, and Threats**

<b>Strengths</b>	<b>Weaknesses</b>	<b>Opportunities</b>	<b>Threats</b>
Leadership	Volunteers/Leaders	Local Businesses’ Financial Support	Fire/Natural Disaster
Media Presence	New Funding Sources	Cooperation with School Groups	Collection not Digitized
Use of Technology	Community Governments	Grants	Politics/Town Offices
Buildings	Communication to Towns	Social Media	Four-year Renewable Evergreen Lease
Programs	Demographics	Partnerships	Leadership

**Executive Summary**

The strategic plan for the BHHS consists of the following high-level aims, objectives, and action plans:

**Strategic Aims:**

- Community Outreach and Service
- Financial Sustainability
- Growth
- Preservation and Accessibility of the Collection
- Preservation of Museum Buildings
- Utilization of Technology

**Strategic Objectives:**

- Growth
  - Increase membership
  - Increase the number of volunteers, working committees, and project leaders
  - Increase the number of hours that the BHHS is open to the public
  - Increase the number of new and village exhibits

**Action Steps:**

- **Growth**

Year One (2018)

- Appoint a membership chair and establish a membership committee (President and Membership Chair)( done 2018-2020, then membership chair vacant. No membership committee yet)
- Amend the current membership application to include an annual \$5 student fee and sections for “areas of interest” and “volunteer opportunities” (Membership Committee).
- Establish a follow-up method for new memberships (Membership Committee).
- Establish a postcard system for annual membership renewals (Membership Committee).(not done)

Years Two and Onward

## **2. Buxton-Hollis Historical Society Financial & Other Calendar**

**Monthly** – back up PCs(Brent), fire extinguisher checks (annual by contract, electric, propane & telephone bills(Treasurer) (check PO Box 34 weekly)  
(Treasurer)

Programs – April to October, annual meeting in November

### **January**

6 month sales tax due (Treasurer)

file Buxton and Hollis funding requests if not in Dec. (President)

Program Planning meeting

### **February**

Annual Reports to Buxton & Hollis for town reports(President)

Insurance Payment due, \$500(Treasurer)

### **March**

Spring Cleaning

Spring Newsletter (newsletter committee)

New sales item every other year

### **April**

Review leases, N.C. Watson, Elden store

Program Year Start,

IRS Report 990 postcard fiscal year report due for 501C3 status(Treasurer)

Put Budget to membership vote, set aside money for roof fund

### **May**

Hollis 6 month funds available (Treasurer), MAM Dues due

### **June**

6 month sales tax due (Treasurer)

Town Meeting in Buxton and Hollis vote for funding requests

*No BHHS meeting election day, second Tues. of June*

### **July**

Close Treasurer's Books June 30, Audit for fiscal year July to June (J Myers)

Community Day/Dorcas Fair/Pirate Fest

### **August**

Outing/Picnic/social event

### **September**

Buxton funds available on request (Treasurer)

Fall Newsletter(newsletter committee)

P.O. Box 34 annual fee due(Treasurer)

annual fire extinguisher check by Admiral company, furnace cleaning every 2 years (odd years)

### **October**

Annual check in with SAD 6 Superintendent and Facilities Committee

### **November**

November Program year end at annual meeting Saturday  
After annual meeting, organizational meeting for School Committee  
Hollis 6 month funds available(Treasurer)  
Narragansett No. 1 Grant applications available

**December**

Budget Requests preparation for Buxton & Hollis (President and Treasurer),  
file Hollis

Maine Archives and Museums dues, they send email when due

BHHS Corporation Clerk's (Yarumian) annual report to State of Maine, need  
date

Web site fee due every 3 years, pay early ( due Dec 2025). Domain name free.  
security SSL certificate as that is now standard, future sales via Pay Pal or other

Wreaths Across America

holiday open house social

### 3. Library, Museum and Store Operation

#### A. General Basics— Arrive at least 15 minutes early

- Disarm security system with code - - - - twice, left side first
- When closing, right side first with code ---- twice
- Record day and date in guest book; be first to sign in
- Also, **sign in volunteer hours (time arrived and leaving rounded to nearest 15 minutes)**
- Remember that all children under the age of 12 must be accompanied by an adult
- Turn on area lamps in hall and ceiling lighting in library, office and store
- Turn on TV and run Bar Mills Exhibit video on thumb drive or W. Buxton Exhibit video in meeting room
- Adjust angle of window blinds to admit light in library, office and museum store
- Sweep floors as needed
- Put out flag on left railing of porch (as you exit front door and place “Open” sign and flag by road
- Check rest room for toilet paper, paper towels (stored in entry hall utility closet) & to be sure the bathroom is clean
- Turn on cabinet lights in museum store
- Check project list in notebook on office desk to see what needs to be done, if you don't have a special project
- Check for accessioning to be done
- Check for image worksheets with photos to be scanned or images needing a worksheet.
- **Remind other workers and All Visitors to sign the guest book in hall (We need to report this count to the Towns yearly!)**
- Turn off lights in rooms not being used before leaving (i.e. meeting rooms, portables)
- Turn thermostats to 50 degrees before leaving in heating season
- Keep hall door to portables closed – no public admittance to portables, except through handicap entrance
- Generally Bar Mills & West Buxton Exhibit visitors need an escort guide

## **B. Office Basics**

- Check messages on answering machine when you arrive, log and direct them for responses
- Log inquiries for telephone in log book, use inquiry form for email & walk-in inquiries
- Our phone is set up for outgoing local calls only (and incoming) at this time
- See PCs marked for internet service. If visitors want to use our network on their phone we will generate a QR code to scan.
- Use the intercom feature for the cordless phone upstairs & down
- Public information is stored in the office in files in alphabetical order with Buxton and Hollis files intermixed  
Look up person alphabetically by last name  
School or churches are filed by “School” or “Church” and then in alphabetical order by name of school or church
- Buxton and Hollis Building Surveys are in separate file drawers in alphabetical order by road name in ascending order of numerical house numbers
- A music CD can be inserted into the pc with speakers with continuous play
- Board member materials and other internal files can be placed in file drawers and on shelving in second floor center office (Ex. Secretary's, Treasurer's & Membership reports, special program planning information, grant applications, newsletters, etc. (See index list of file drawer contents posted upstairs
- Some office supplies are presently kept in closet by door in library—Others are in under counter files near main computer
- Poster boards & 2 sided metal sign are stored in center portable; markers & tape are kept in under counter file drawers in office; cellophane to wrap signs is kept in closet near entrance door to library
- Extra frames and mats for art work sold in museum store is also stored in closet by library door
- Cloth tablecloths; paper plates, cups & napkins are kept in closet in portables section in room behind community meeting room
- Utility stool, cleaning supplies, vacuum, broom, dustpan & cleaning supplies are stored in janitor's closet in hall

### C. Library Basics

- Remind visitors to sign guest book in hall (we report the number of visitors annually to towns, along with budget requests)
- Invite visitors to become members—give them a newsletter (with membership form OR
- Fill out a form for them with all contact info; collect dues and clip to form. Email Molly to add their names to email or snail newsletter list; attach copy of membership form to dues and place in money box (which will be checked periodically by Treasurer)
- Fill out Inquiry Form when a request is made and leave in office for next researcher
- Both blank & completed Inquiry Forms are stored in folders on counter under the middle window in office
- Inquiry Forms are also found on the internet at <http://www.buxtonhollishistorical.org/ops.html>
- Be sure all research books are returned to shelves where they came from at closing
- BHHS is a non-lending library, but photocopies can be made by a library volunteer on photocopier in office (\$.25/copy for members, \$.50/copy for non-members)
- Copies of photographs should be stamped with the BHHS stamp found in basket on shelf over computer in office
- Become familiar with what's in library and stored materials
- Please do not eat or drink on the same library tables where there are books/research items

### D. Museum Store

- Fill out a receipt for all sales. The receipt book is on the sales counter. **Top copy** goes to patron; **second (yellow) copy** gets clipped to cash or check and placed in money box) for treasurer's records; **third (pink) copy** stays in record book
- Change can be made from money box...Our treasurer will check box periodically
- Sales tax is presently included in price of item. The treasurer calculates payment and forwards it to the State annually
- Each item on display in store is to have a price tag attached
- A price list is taped to wall behind the sales counter

- Extra books, calendars, etc. for sale are stored in large closet at rear of library research room
- Extra note cards are stored in the bottom of left wood display cabinet in first floor small display room
- Extra framed Bradbury prints are stored in bottom of right display cabinet in store
- If the last of an item is sold in store, be sure replacement item is priced (Price stickers are in box on shelf under the counter in store)
- Complete a DVD order form for the Buxton Documentary, if we are out of copies; DVD's are kept bottom left cabinet in store
- Place completed order form in green folder on shelf over computer in office
- Maps for sale of Buxton & Hollis are stored in library by front window in map storage area (\$20)

## BHHS SALE ITEMS

### Books:

1. Records of the Proprietors of Narragansett Township No. 1, Now Buxton, Maine, William Goodwin, reprinted 1996, including 1870 Dennett map. \$50.00
2. Celebration of First Centennial Anniversary of Buxton, Maine, 1872, J.M. Marshall, reprinted 1999. \$40
3. Buxton, Postcard History Series, James Libby Ph.D. \$20.00
4. Took Three Lives, true account of murder/suicide, Bonny Eagle, by James Libby Ph.D. \$10
5. Hollis Bicentennial book, 1998, \$20.00
6. Kid Sisters Never Forget, Remembering the Great Depression, Mary R. Palmer, 2003 \$15.00
7. History of Hollis, Maine 1660-1976 Jewett & Hannaford \$40
8. Not Far from the Tree, Bunker \$22

### Pamphlets:

- \$5.00 Historical Souvenir Bicentennial of Buxton, 1972
- \$3.00 “ A Cautionary Tale of Olde Buxton “
- \$5.00 “Daniel Dennett and the Mapping of Buxton “
- \$5.00 “Industry in Old Buxton and Hollis “
- \$5.00 Buxton Centennial Address, Rev. Williams 1850, \$5.00
- \$2.00 Buxton Mason Lodge A.F. and A.M. 1826- 1854,
- \$5.00 “Boyhood in Hollis”, Charles Bradbury
- \$5.00 Gibeon Bradbury prints catalog from art show

### Local Artwork

#### Prints of Gibeon Bradbury paintings

1. Salmon Falls on the Saco 8” x 10” \$25.00
2. Tory Hill Meeting House 11’ x 14” \$35.00
3. Trillium, Lilies and Violets 11” x 14” \$35.00
4. Bruce Farm Overlooking Salmon Falls 16” x 20” \$45.00
5. Salmon Falls Gorge Log Jam 16’ x 20” \$45.00

### **Other art:**

1. Buxton Lower Corner photos, matted \$20.00
2. Folk art recreation of Hollis Center circa 1900,  
by James Peterson \$25.00
3. Folk art recreation of Buxton Center circa 1900  
by James Peterson \$25.00

### **Maps:**

1. Daniel Dennett map 1853 with first settlers listed \$20
2. Daniel Dennett map of 1871 with current residents \$20
3. Robert Yarumian map of Hollis with early land owners  
1998, \$20

### **Resources:**

1. Index to Buxton Marriages 1777-1978 \$30.00
2. Index to Buxton Births 1892-1978 \$20.00
3. Index to Buxton Deaths 1892-1978 \$20.00
4. Index to Buxton Marriages 1978-1994 \$35.00
5. Index to Hollis Births and Deaths 1781- 1891 \$20.00
6. Census booklets by Burt Pease \$15

### **Other:**

1. Historic Buxton Coverlet \$55.00
2. Powder House, note cards 6 pack \$3.50
3. Wild Roses and Hummingbird, Bradbury note cards 4/ \$5.00
4. Trillium, Bradbury note cards 4/\$5.00
5. Flag Raising at SD Hanson 6/\$15

## E. Closing Basics

- Take in “Open” flag and sign about **10-15 minutes** before closing time
- Turn off display cabinet lighting in Museum Store, all other lights, fans, computers, printers, air conditioners
- Set thermostats to 50 degrees!
- Clear off Library tables debris/clutter before leaving for the day
- Check/Empty waste cans in Library, Office, Museum Store, Bathrooms, meeting room, kitchenette (Place full garbage bag(s) in dumpster next to Parish Hall & farthest away from road (Replace garbage bags in trash cans; bags are stored on shelf in janitor's closet in hall maintenance closet
- Close and lock all windows
- Close all blinds to help prevent fading of window treatments and collection; be sure angle keeps sun out
- Set security system, right side first, left side last, code - - - -
- Be sure inside front door is closed before setting alarm **AND** when exiting
- Be sure that library chairs are pushed in, tables are free of clutter before leaving
- Please vacuum or dust as needed
- Be sure all lights are off before locking up—don't forget museum cabinet lighting
- Turn heat down to 50 degrees on all thermostats in winter  
Keep internal room doors open to avoid freezing pipes
- Lock up, enter codes twice and THANK-YOU for a job well done!

## 4. Research Assistance, Resources, Filing and Cataloging

BHHS is a non-lending research library. We serve the public by providing access to our collection and volunteer assistance for research during library hours. Our collection is organized in resource areas, files and catalogs as described below. The books and documents are arranged alphabetically within each resource area. Our computer and printed catalogs are also alphabetical by resource area and match the collection for ease of access. The larger catalogs exist only on the computers.

- 1. Accessioning Database – Museum Archives Program.** This is the primary record containing the donors and provenance of our collection. Photographs of items may be associated with the records in the database but we keep them in a separate computer file to keep the accessioning program nimble. Items are marked or tagged with the accession number. Backup regularly to the off site external hard drive.
- 2. Family Catalog** – It is a spreadsheet that currently contains over 4,000 entries for families and individuals. The purpose of the catalog is to point researchers to information about the families or individuals found in our maps, local genealogies, will abstracts, memorial tablets, census information, *Saco Valley Settlements and Families*, Soule genealogies, general subject file, and our other resource materials, with book and page numbers as available. Backup regularly to the off site external hard drive.
- 3. Family Genealogies – Located in the genealogy bookcase next to the Library (mostly printed books) and the nearby file cabinet in the Library.**  
It includes mainly local family genealogies and other family specific material.  
**Task:** put loose 8.5 X 11 family material in upright binders marked alphabetically on shelf. No hole punching.  
**Task:** add all the family history and genealogy references by page number to the Family Catalog
- 4. Buxton Architectural Roadside Survey – File cabinet in Office**  
This includes buildings over 50 years of age in 2003. It is filed with the *Maine Historical Preservation Commission*. It is alphabetical by road name and house number. It is the repository for any building specific information in our collection. See green binder at start of file and in the Buxton bookcase for the summary of *Significant, Contributing* or *Non-Contributing* evaluations.

**Task:** Digitize each folder (done 2024) and file again with State.

**5. Hollis Architectural Roadside Survey – File cabinet in Office**

This includes buildings over 50 years old in 2007. It is pending filing with the *Maine Historical Preservation Commission (MHPC)*. It is alphabetical by road name and house number. It is the repository for any Hollis building specific information in our collection.

**Task:** Add architect est. date and Significance. Finalize two complete matching copies, complete summary and file one digital copy with MHPC, digitize each folder.

**6. General Subject Files - File cabinets in the Office.**

These are the general files for documents other than publications on the resource shelves. They are organized alphabetically.

Schools start with “School” such as “School, Bar Mills Elementary”

Churches start with “Church”. They exclude organizational and other BHHS documents such as minutes, leases or treasurer’s reports which are in the Organizational files upstairs.

**Task:** file pending material from misc. file cabinets and collections

**Task:** digitize suitable documents (has been mostly done by B Hill)

**Task:** catalog the entire file

**7. Image Archive (Photograph Collection) – Images sequentially filed**

to the archive boxes stored in the nearly fireproof room in the basement.

Images are searchable by the Excel Spreadsheet file (Catalog Master) on the imaging PC 2. They can be found by subject, date, location, people, town and road, organization, etc. using the Spreadsheet Filter or Search functions.

**Task:** pull images together from various locations. Backup regularly to the off site external hard drive. The nearly fireproof room is ready for the originals.(they are in the filing cabinet there)

**8. Local Authors Bookcase and Catalog – Barristers Bookcase in the Library.**

Includes publications by local authors organized alphabetically by author. Kate Douglas Wiggin books are alphabetical within her collection.

**Task:** organize alphabetically, update catalog.

**Task:** check for completeness of KDW collection

**9. Object Archive and Catalog – Commercial 15x12x10” numbered cardboard bankers boxes on basement shelving. Boxes numbered 1-Obj, etc. Use the Archive and Object Catalog.**

Storage and spreadsheet catalog of objects that will not be damaged by the acid in the cardboard boxes. The catalog lists the contents of each numbered box and is searchable. Keep on PCs.

**Task:** File catalog boxes numerically on dry basement shelves and post the Archive and Object Catalog index with them.

**10. Document Archives and Catalog – Documents and other items which must be stored in acid free boxes (mostly blue boxes, some dark grey) Use the Archive and Object Catalog Box 1-AR, etc.**

**Task:** the existing boxes need to be renumbered and stored in the dry basement shelves. The Archive items need to be added to the catalog.

**11. Buxton Bookcase and Buxton Catalog**

General and miscellaneous Buxton publications for Buxton, Maine and Buxton, England.

Note the index for *Recollections of Old Buxton* is separate, *Buxton Vitals* has an index in Vol. 4 and is also searchable in the version on the office PC. *Births, Deaths and Marriages* have contents by family name in the front.

*Town Reports* by year

Buxton High School Yearbooks by year

*Buxton News* by date

**Task:** organize alphabetically and create catalog

**12. Hollis Bookcase and Hollis Catalog**

General and miscellaneous Hollis publications. Note the *History of Hollis* has an index.

*Town Reports* by year

*Hollis High School Yearbooks* by year

**Task:** organize alphabetically and create catalog

**Task:** organize other town reports; Saco, Limington, Gorham, etc. in the extensive collection in the portables.

**Task:** sell excess town reports

**13. Other Bookcase Items**

**Maine Bookcase**

Publications about Maine that have some general bearing for Buxton or Hollis

Maine Registers. Note listings under *York County for Buxton and Hollis* (these get very little use, can we store in the portables?)

MSAD #6 Records: annual reports and other publications, BEHS yearbooks

**New England** - Publications about New England that have some general bearing for Buxton or Hollis

**York County** - Publications about York County that have some general bearing for Buxton or Hollis

**Saco Valley/River**

Other Town Histories - Town histories other than Buxton or Hollis that are nearby or have possible information related to Buxton or Hollis families. For example, *Old Kittery* has family information about many early Buxton and Hollis families

**Cemetery, Veteran and Scrapbook Bookcase** to the right of the Town History Bookcase

Buxton, Hollis and York County Cemetery records. These are mainly headstone records. The cemeteries have the burial records which can be different.

The York County published records include the Frost surveys of Buxton and Hollis and have an index in Vol. 4.

**Task:** digitize Buxton and Hollis cemeteries to searchable documents (done by B. Hill, on PC3)

Local Obituary records by year and alphabetically by person.

Veteran burial records and other

Scrapbooks - Cemetery and Scrapbook Bookcase

Various scrapbooks pertaining to Buxton and Hollis.

**14. Large Format Files and Catalog** – Large format files located in the Library. Cataloged by file drawer number.

- *Buxton Dennett Map of 1800, but printed in 1870*: A copy is included in the publication for sale “*Records of the Proprietors of Narraganset Township No. - One, Now Buxton Maine*”
- *Buxton Dennett Map of 1852, 53, but printed in the 1870s*
- Hollis Yarumian Map of 1800, printed for the Hollis Bicentennial and a smaller version is in the Hollis Bicentennial book.

**Task:** add to files and type up the hand written listing

**15. Paintings, Prints and Wall maps of Buxton and Hollis**

**16. Town Reports for Buxton and Hollis** sorted by town and year in the Town Report Room. Also spare copies of the Buxton and Hollis High yearbooks.

**Task:** sort by town and year

**17. Clothing in the storage closet and preservation boxes.**

## **5. Other Resources on office PC3**

- A. Family Catalog Copy
- B. Obituaries List Copy
- C. US Census for Buxton and Hollis, 1900, 1910 1920, 1930, 1940 by Burt Pease, also 1790 for both
- D. Abenaki History
- E. History of the Boston & Maine Railroad
- F. Buxton Vitals (searchable)
- G. 1790 Houses of Buxton
- H. A Brief History of Buxton Schools
- I. 1905 Town Registers for Buxton and Hollis
- J. Fire of 1947 outline
- K. Membership List current with the web site ops list Copy
- M. History of Central Maine Power
- N. CMP Transmission Line Section 172 archeological dig, Bar Mills, Hollis
- O. Copy of the accessioned items in .pdf format

## **6. PC Instructions & Technology Use Policy**

### **6. Buxton-Hollis Historical Society Technology Use Policy**

The Buxton-Hollis Historical Society's (BHHS) information technology systems (networks, copiers, fax machines, software, desktop and laptop computers, PDAs, tablets, mobile phones, telephones and any other equipment) are tools for volunteer use that are provided to further our mission and not for personal use.

#### **Inappropriate Uses of Technology**

- Any use violating law or government regulation
- Any unauthorized access to computer systems or networks
- Any use promoting disrespect for an individual, discrimination, or constituting a personal attack, including ethnic jokes or slurs
- Viewing, copying, or transmitting material with sexual or profane content
- Posting or transmitting harassing or soliciting messages
- Transmitting unsolicited advertising
- Using copyrighted material without permission or legal right
- Any use for personal financial gain, personal shopping, or in a manner creating a potential conflict of interest with BHHS
- Defamatory, inflammatory or derogatory statements about individuals, companies, or their product

Any use that constitutes a waste of BHHS resources, including network resources  
Sending or forwarding chain letters  
Any use of network or systems for recreational games or other recreational purposes  
Installation of unauthorized software or copying our licensed software  
Any use that involves corruption or destruction of data, including knowingly launching a virus, worm, or other malicious software.

**Volunteers** are expected to exercise good judgment in their use of e-mail and the internet to prevent malware and viruses from damaging our equipment. Access to our equipment and network is to be used appropriately.

**Visitors** - The information technology systems may also be used by visitors in our building with the same policy as applies to our volunteers, but use is restricted to local historical and genealogical research on our PCs. Email use is not allowed for visitors. The network password will be available only to volunteers.

May 2, 2023

## Pc Instructions

- 1 Turn on computer. The password is “password” for PC 1 & 2 (Windows 7). Newer PC3 & PC5 pin is “1970” (Windows 10). Older PC4 (Windows XP) does not have a password.
- 2 Check to be sure blue light is on, bottom right of screen. If not, press far right button, bottom right of screen
- 3 If need PC5 printer, be sure that green light is on (to left of printer control panel)
- 4 When screen comes up, left click on “user”
- 5 Minimize office shortcut bar
- 6 From this point, you can click on icons to access many different references such as Buxton & Hollis Vitals, 1790 census, etc. or use Windows Explore function

PC1. Windows 7, HP, 256 Gb; Accessioning  
[Museum Archives Accession Master](#)  
Copy of accessioned items in .pdf format

PC2. Windows 7 HP, 256 Gb; Photo Scanning  
[Image Archive Collection](#)  
Image Archive Catalog Master

PC3. Windows 10 Dell, 900 Gb; Document Scanning, Video Conversion, working copies  
[Video Catalog Master](#)  
[Digital Document Collection](#)  
[Object and Archival Collections Catalog Master](#)  
Working Copies of Image Archive Catalog, Object and Archival Catalog, Family Catalog, Obituary Catalog, Oversized Documents Catalog, Museum Archives, selected videos

PC4. Windows XP, Dell, 229 Gb;  
[Family Catalog Master](#)

Obituary Catalog Master  
Oversized Documents Catalog Master

PC5. Windows 10 HP, 500 Gb; Administrative, Printer, Bylaws, Operations Manual, secretary's minutes, agendas, key list, Treasurer's Reports, Leases, tax exempt and corporate documents, Sales Lists, Strategic Vision, Town Budget Requests, Forms, Correspondence, Signs Membership List Master, Copies of Catalogs on other PCs,

All PCs. Copy Directory for pdf of accessions, operations manual

External Western Digital Passport Hard drive Backup 1, 4 Tb; Odd month backups – 1,3,5,7,9,11  
Video Files  
PC1 to PC5 alternating backup

External Western Digital Passport Hard drive Backup 2, 4 Tb; Even month backups – 2,4,6,8,10,12  
Video Files  
PC1 to PC5 alternating backup

### **Accessioning Instructions**

- 1 Follow instructions from page 1 to turn on computer
- 2 To do accessioning, left double click on "Museum archive" in center of desktop screen
- 3 Type user name "-----"
- 4 Type password "-----"
- 5 Click OK
- 6 Left click on "objects in this archive" (top left)
- 7 Click OK
- 8 Then you can search for an item, if desired
- 9 To accession an item, click on accession number to sort and find last number used. Click on "insert" (bottom left) to get information form to complete—
- 10 Enter basic data on form and hit "Save" icon at end. Once you have created the basic record and saved it, then you can enter additional information in categories below by using "Insert" for new information, then OK, Ok
- 11 Click on the new record: enter condition, events, appraisals, provenance, notes as information is available on paper
- 15 Print 1 copy
- 16 When done, click on "close", then close with "X" at top right
- 17 Turn off PC, monitor & printer
- 16 Add new item sheets to accessioning notebook

## 7. Projects

### A. Project: Fireproofing

Schedule:

Project Director:

Team:

Advisors:

Budget: off site digital storage(done), fireproof files or file drawers

#### Tasks:

1. Identify and separate important items for fireproof storage, index so we can find them
  2. Buy fireproof drawers to fit existing file cabinets, initially the unique media: VHS tapes (convert to DVD), audio tapes, DVDs, etc. Sentry® Fileguard™ GF30S Fire Resistant Drawer Insert
  3. Media to waterproof ammo boxes (done)
- 

**B. Project: Image Archive** on PC 2 with flatbed scanner for access to images by sorted Excel lookup and offsite backup, (put selected photos on *Maine Memory Network? Try 15 per board 2020 discussion*)

Schedule: Ongoing for 6 years (in progress for 4 years)

Project Director:

Team:

Advisors: Brent Hill, *Maine Memory Network*, Kathy Amoroso

Budget: scanning project, additional pc and scanner purchased in 2017

#### Tasks:

1. Scanning training for team with forms and scanner
  2. Scan to .tif format. *Maine Memory* recommends scan to tif, then conversion and use in jpg low compression applications
  3. Decide on method to identify scanned documents in the paper files – use a separate buffered manila folder marked “Scanned”
  4. Use Image Archive spreadsheet for the catalog.
  5. On site storage of prints, fire and water resistant
  6. Work with village project scanning: 1. Bar Mills(done); 2. West Buxton(done); 3. Salmon Falls, Bonny Eagle, Union Falls(start), 4 Hollis (Hollis Center, West Hollis, Clarks Mills); 5 Buxton (Buxton Center, Chicopee, Groveville, Duck Pond/Silver Lake, Tory Hill)
  7. Web site access to results, backup digitally offsite (about 1,000 backed up)
-

**C. Project: Exhibit #2 – West Buxton Village, (done)**

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**D. Project: Convert 1. the Bar Mills exhibit then 2 West Buxton to on line exhibits on the Maine Memory Network and video for SRCTV and the web site**

Schedule: 2021

Project Director: Brent Hill

Team:

Advisors: Maine Memory Network

Budget: not much, use Powerpoint capabilities to create .mpg file

**Tasks:**

1. select image order, put into Powerpoint, narrate audio into Powerpoint and then convert finished product to mpg using Powerpoint
- 

**E. Project: Sawmill River Villages; Union Falls, Salmon Falls, Bonny Eagle**

Schedule: research 2021, assemble winter 20/21, open Apr 2022

Project Director: Brenton Hill

Team:

Advisors:

Budget: mostly 40 story boards, \$2,000

**Tasks:**

1. clean out small room nex to WB exhibit for 10' of display cases and about 40 gatorboards
  - 2 Scan photos by village for Image Archive, develop their stories
  3. set up Pleasant Point artifacts
  4. Find other village small artifacts
- 

**F. Project: Hollis Town Website Tour.** On line tour of significant buildings like the tour done with the town of Buxton at

[http://\\_\\_\\_\\_\\_](http://_____) (their History page and BHHS link)

Schedule: 2017

Project Director:

Team:

Advisors:

Budget: none

**Tasks:**

1. Pull and attach photos

3. Include narrative about BHHS like Buxton document, write building histories, publish as .pdf
4. Post to BHHS web site and ask town of Hollis to include a link

Note – updates to Buxton tour needed, telephone number, Hanson School, etc.

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### **G. Project: Biographies.**

Write and publish on BHHS web site the biographies of citizens who have made a significant contribution to our community. About 17 bios now posted. Expand to include more significant personal deeds and family. 250 biographies for Buxton 250 anniversary

Schedule: 2017

Project Director:

Team:

Advisors:

Budget: none

### **Tasks:**

1. Outline key parameters, birth, death, education, work, contributions, photo, etc.
  2. Document sources with footnotes
  3. Post to web site
  4. How to tie to Bonny Eagle studies?
  5. Present at least one program in 2018
  6. 250 biographies for Buxton 250 anniversary
  7. Additions: LL Bradbury, Olive Bradbury Landry, Bradbury Family with various lines, Phil Brooks, Elmer and Teeny Boothby, Teeny Parker Redlon, Lizzie Parker,
- 

### **H. Project: Buxton Roadside Survey, 50 year old structures**

Schedule: Restart in 2017. Complete in 2018

Project Director:

Team: Buxton team primarily

Advisors: Brent Hill,

Budget:

### **Tasks:**

1. Sanity check for 100% completion, add several missed
2. Create a 100% common digital photo file by scanning negatives, prints and copying existing digital photos, name photos by street and house number
3. Update summary

4. Scan forms, feeder scanner
  5. Update to digital copy with Maine Historic Preservation Commission
  6. Present to Buxton Planning Committee
  7. Web site access to results, backup digitally offsite
- 

**I. Project: Hollis Roadside Survey, 50 year old structures (2007?)**

Schedule: Restart in 2023. Complete in 2024

Project Director:

Team: Hollis team primarily

Advisors: Brent Hill, Julie Larry (Portland Historic Landmarks)

Budget: small, print summary, expert opinion? Feeder scanner with other projects

**Tasks:**

1. Sanity check for 100% completion
  2. Create a 100% common digital photo file by scanning negatives, prints and copying existing digital photos, name photos by street and house number. Scan forms
  3. Make a summary (partially done), map not needed?
  4. Team with expertise to determine approximate age and significance:  
*Significant, Contributing, Non Contributing, Julie Larry recommendation?*
  5. File paper and digital copy with Maine Historic Preservation Commission
  6. Present to Hollis Planning Committee
  7. Web site access to results, backup digitally offsite
- 

**J. Ongoing Projects:**

- 1) Accessioning: Sue Schaller, Vickie Walker, Linda Towle, Steve Roberts  
organizing object and archival boxes
- 2) Cataloging: Brent Hill, Dave Johnson
- 3) Obituaries: Bette Robicheaw, Nancy Pierce
- 4) Document Scanning: Kathy Larry
- 5) Image Scanning:

**Tasks:**

1. Enter new materials to Museum Archive database, Family Catalog spreadsheet, Obituary spreadsheet
  2. Copy newspaper obituaries to archive. File in notebooks by date.
  3. Label and tag accessioned items. Develop storage/location system
  4. Identify more items to catalog: Maine Marriages? Genealogies? Other town history books, Buxton genealogy book collection
-

**K. Project: Document Digitization/Scanning** for better searching, office access, internet access and off site backup

Schedule: Ongoing for 6 years

Project Director: to be determined

Team:

Advisors: Brent Hill, *Maine Memory Network*

Budget:

**Tasks:**

1. Scanning training for team with two side scanner (fast document feeder) and scanner document filing software (Nuance PaperPort 14)
  2. Scannable .pdf format or jpeg, Word, Excel, TWAIN driver
  3. Web site access for more documents. Backup digitally offsite
  4. Scan the Buxton and Hollis roadside surveys (2 sided) and the general file as top priorities, then other documents. File Hollis Survey with the Maine Historical Preservation Commission
  5. File preparation: Go through the general file and separate to subject documents for scanning and images for image archive (existing flat bed photo scanner on old Windows XP PC). Improve the paper files with standard folders and labeling.
  6. Document with standard naming conventions. Use scanner software to create a summary list of documents
  7. Identify and separate important items for fireproof storage.
-

## **8. Collections Policy**

### **1. Purpose**

The purpose of the archives and museum of the Buxton Hollis Historical Society, hereafter “Society”, is to collect, preserve, research, make available, and interpret artifacts and archival materials related to the history of Buxton and Hollis.

### **2. Collecting Objectives**

A. Items collected must be directly related to Buxton and Hollis’ history by name or association. Genealogy must include individuals who have once lived in these towns. Also including town histories of towns in York County and towns abutting Buxton and Hollis.

B. Museum: To maintain and build upon the present collection of artifacts, which contribute to the documentation of Buxton and Hollis history.

C. Archives and Library: To maintain and build upon the present collection of archival materials which promote and encourage the study of Buxton and Hollis history and genealogy. The collection will be an historic resource for the community. It will be non-lending and open to the public during open hours or by individual request through our staff members.

D. The use collection: To maintain and build upon the present collection of artifacts and archival materials purchased, given, or made for use in educational programs and research/reference work of the Society.

### **III. Acquisitions**

Museum artifacts, archival material, and use collection items must meet the following criteria before the society can acquire them:

- A. Means of acquisition: Items may be acquired by purchase, commission, bequest, gift, exchange, field collection, excavation, or abandonment.
- B. The item must reasonably satisfy the stated collecting objectives of the Society or be of such quality or interest that its acquisition transcends the history of Buxton and Hollis.
- C. If the item does not satisfy the objectives of the society, then the donor will be advised to explore other preservative groups.

D. The current owner should have clear title to the item(s), but if not clear title the Society may, with discretion, accept an item that is highly significant, the title of which the Society reasonably believes will not pose a serious problem to retention of the item(s).

E. The item(s), if possible, should have documented or documentable provenance, whether written or verbal.

F. The Society must reasonably provide adequate care and storage for the item(s).

G. The item(s) shall be accepted for the collection only as unencumbered and unrestricted. Its care, exhibition, storage, and disposition to be determined by the Society, unless the Society determines that restricted use is appropriate.

All rights -- copy, patent, trademark, literary and property -- shall accrue to the Society, which for its part, shall accept no material which abrogates international standards or is contrary to state law, or federal law, regulation, treaty, and convention.

H. If item(s) is to be purchased, funding must be arranged before purchase.

I. In effecting any acquisition, the Society shall consider the moral, legal, and ethical implications of the acquisition.

J. Appraisal is the responsibility of the donor, both as to making the arrangements for the appraisal and paying for it. Under United States IRS rules, Buxton Hollis Historical Society cannot appraise an item(s) which it wishes to acquire.

K. The Society will take temporarily an item(s) that is to be disposed of but which is outside the collecting parameters of the Buxton Hollis Historical Society in order to find an appropriate repository for it to prevent its loss.

#### **IV ACCESSIONING**

The following procedures shall be used for all acquisitions to be accessioned:

A. Museum artifacts and Library archival materials.

1. The Collection Committee shall report acquisitions to Board of Directors for authorization and confirmation of all items.

2. The Society will acquire an appropriate instrument of title conveyance such as a Deed of Gift signed and dated by the current owner, or a bill of sale, as the collections committee shall determine.
3. The Society will acknowledge in writing to the current owner the change in title, and otherwise shall create such agreements as the transferor and the Society shall mutually agree upon.
4. The Society will assign and apply an accession number, and will register and catalog the item(s) according to current museum and archival practices.(see procedures)

#### B Use Collection

1. The Society will thank in writing the donor or maker of each item given to it for the use collection.
2. The Society will assign and apply a Use Collection number to each item it accepts.
3. Donor and maker's names will be added to the Donor File.

### **V. DEACCESSIONING**

Deaccessioning is the process of removing permanently from the collections

accessioned artifacts and archival materials. If initiated, the deaccession process

shall be cautious, deliberate, scrupulous and ever mindful of the public trust, and

shall be effected in accordance with applicable law.

#### A. Deaccession Criteria:

Any artifact or archival material considered for deaccession must meet at least one of the following criteria:

1. The item is outside the scope of the charter purpose of the Society and its collection and acquisition policies.
2. The item's physical condition is deteriorated beyond exhibition, study, or educational usefulness.
3. The item is duplicated by better examples in the collection.
4. The item lacks physical integrity or historical authenticity.
5. The Society is unable to preserve the item
6. The item has been stolen or lost for a period longer than five years
7. The item has been accessioned more than once.

## **B. Deaccession Procedures**

1. The Collections Committee shall:
  - a. ascertain clear and unrestricted title to the item(s)
  - b. where possible notify the donor of the proposed deaccession
  - c. vote to deaccession'
  - d. recommend deaccession to the board of directors together with method of disposal.
2. Recommendation of method of disposal will be based upon the following considerations:
  - a. preference shall be given to gift, transfer, or exchange with like tax-exempt public educational institutions.
3. In the event of sale, no members and /or families of staff, trustees, volunteers, or consultants of the Buxton Hollis Historical Society are eligible to bid or purchase material deaccessioned by the Society
4. Proceeds of sales shall be put into the general fund of the Society.
5. Records will be kept as follows:
  - a. Dates and circumstances of deaccessions shall become part of the permanent collection records.

## **IV. LOANS**

Loans are temporary transfers of collection items from the Society or temporary transfers of collections items to the Society for stated museum purposes.

The transfers do not involve a change in ownership. Appropriate provisions for insurance and risk of loss shall be made. Monthly reports of incoming and outgoing loans will be made to the collections committee.

### **A. Loan Records and Procedures**

1. All terms of the loan shall be set forth in writing including date and details of loaner.
2. The item(s) being considered for loan must be stable enough to undergo the rigors of shipping and atmospheric changes.
3. The means of transportation to and from the Society, as mutually agreed upon by the lender and borrower, shall be recorded on the appropriate form.
4. A photograph of the loaned item, in cases where a recent photograph does not exist, shall be taken and filed with the pertinent Loan agreement form.
5. The Society must have clear and documented title to the item(s).

### **B. Incoming Loans to the the Society**

1. Incoming loans shall be for specific purposes such as temporary exhibits, study, or research.
2. Loans shall extend for a term agreeable to both parties.
3. All loans to the Buxton Hollis Historical Society must be approved by the Collections committee if appropriate.

#### C. Outgoing Loans from the Society

1. The Society will consider loan requests at the discretion and approval of the collections committee after consideration of established criteria as stated before.
2. The Society has the right to refuse any loan request if the Society feels its holdings will not be used in a manner consistent with its established standards, or the loan is otherwise inconsistent with or contrary to the Society's interests, or if the society feels that the borrower cannot meet all the criteria of the loan.
3. The Society reserves the right to recall a loan if it feels that the borrower is not following the terms set forth in the Loan Agreement.
4. The borrower must demonstrate the ability to provide complete protection and care including adequate security and suitable environmental conditions for the item(s) while on loan. This includes during transportation.
5. The period of each loan shall not exceed twelve months for any one loan agreement. Loan agreements may be renewed with the consent of the Collections committee. In the case of an extended loan agreement, a new loan agreement, with a specific time frame, must be executed.
6. The borrower shall publicly identify the Buxton Hollis Historical Society as the source of the loaned items in all exhibits as well as in any publications concerning the loaned artifact.
7. All loans from the Society may be terminated on seven days' written notice from the Society to the borrower.
8. The borrower shall assume all responsibility for the items by signing a loan agreement.
9. All packing and transportation costs shall be borne by the borrower.
10. Insurance costs shall be borne by the borrower.

#### VII. Access to Collections

- A. A request for an appointment for access to the collections should be made in advance and should include subject of research except during open library and museum hours.
- B. Exhibit cases may not be opened during exhibition hours.
- C.. No key to any part of the building may be given to researcher.

- D. Photocopies of materials, which, in the staff's opinion, will not be damaged by the process may be made for the researcher. A fee will be charged and will include the cost of postage and handling, should the copies need to be mailed.
- E. Rules for use of archival material must be followed by all researchers.
- F. The collection shall be organized for efficient retrieval of information.

## **VII. Abandoned Property**

Refer to Maine State Statute, Chapter 19, Section 601, adopted 1981 regarding disposition of Abandoned property

## **IX Insurance of Collections**

It is the policy of the Buxton Hollis Historical Society to insure its artifacts, archival materials, or use collection materials.

## **9. Buxton-Hollis Historical Society By-Laws**

### **ARTICLE 1. NAME**

The name of the organization shall be "The Buxton-Hollis Historical Society".

### **ARTICLE 2. PURPOSE**

The purpose of this organization shall be to furnish an opportunity for united thought and action in collecting preserving and publishing whatever may be related to the early and late history of the towns of Hollis and Buxton and to preserve such articles or relics of the early settlers of the country and such records as may be of interest to the society.

### **ARTICLE 3. MEMBERS**

Section 1. Membership in this Society shall be open to all persons interested in the purpose of the Society who are willing to aid and assist in promoting and encouraging its work.

Section 2. There shall be three kinds of membership:

A. Honorary members may be proposed by the Board of Directors and elected by the Society.

They shall have the rights of active members. They shall not be required to pay dues.

B. Memorial membership may be granted by the Board of Directors upon recommendation of a dues paying member.

C. All other members of the Society shall be Active Members.

### **ARTICLE 4. DUES**

Section 1. The amount of the dues of the Active Members shall be established by the Board of Directors.

Section 2. The annual dues of the Active Members shall be payable by the April meeting of each year.

Section 3. If any Active Member does not pay dues for two consecutive years the membership shall be terminated at the end of the second year.

### **ARTICLE 5. OFFICERS - THEIR ELECTION AND DUTIES**

Section 1. The officers of the Society shall be a President, two Vice Presidents, (one from each of the towns of Buxton and Hollis), a Secretary and a Treasurer. They shall be elected at the annual Fall Meeting and they shall serve for one year or until their successors are elected or appointed. The Board of Directors shall consist of the-Officers, the immediate Past President, the Curator and the Chairpersons of all standing committees.

Section 2. The President shall preside at all meetings and have the general and active management of its business and affairs. The President may call a meeting

of the Board of Directors or of the members at his/her discretion. The President shall perform such other duties as may be from time to time prescribed by the Board of Directors. The President shall appoint such committees as seem advisable to carry on the business of the Society.

Section 3. The Vice Presidents shall act as assistants to the President and shall perform the duties of the President in the absence of that officer.

Section 4. The Secretary shall keep the records of the meetings of the members and records of the Directors' meetings in a book or books kept for that purpose. The Secretary shall also attend to all correspondence of the Society and shall, in general, perform all such other duties as are incident to the office.

Section 5. The Treasurer shall keep all monies of the Society and disburse same under the general supervision of the Board of Directors. The Treasurer shall also have custody of all funds and securities belonging to the Society and shall sign all promissory notes or other obligations of the Society required, in the regular course of its activities and shall have authority to sign checks on the bank accounts or deposits of the Society.

At each annual meeting of the members the Treasurer shall submit a written statement of the accounts for the past year with the proper vouchers in support thereof. All books and papers of the Treasurer shall be at all times open to the inspection of the Board of Directors.

Section 6. The auditor or Finance Committee shall examine the financial records of the Society and shall make such reports as the Board of Directors shall require.

Section 7. The Curator shall have charge of all articles or real or personal property belonging to the Society or loaned to the Society, subject-to the control of the Board of Directors.

Section 8. The Board of Directors shall have the power:

- a. To incur such indebtedness as they deem necessary on behalf of the Society.
- b.
- c. To fill all vacancies in any office of the Society however such vacancies may occur.
- d. To cause to be audited at least once each calendar year all books of account and financial records of the Society.
- e. A majority of the members of the Board of Directors shall constitute a quorum.

## ARTICLE 6. MEETINGS

Section 1. Regular meetings shall be held on the second Tuesday of each month from, April to November inclusively, except that the June meeting will be the first Tuesday.

If it is deemed advisable to change the date of a meeting this may be done by a majority vote at the preceding meeting or by the Board of Directors.

Section 2. Special meetings of the membership may be called upon written application of five or more members. Notice of any special meeting must be issued three days in advance of such meeting.

Section 3. A quorum shall consist of fifteen members of the Society.

#### ARTICLE 7. AMENDMENTS

These By-laws may be altered or amended or an entirely new set of By-laws substituted therefore at any annual or regular meeting of the members called for any purpose upon the affirmative vote of two-third of the members present and entitled to vote at the meeting provided notice of the proposed alteration, amendment or substitution is presented at a regular or annual meeting of the Society and laid upon the table until the next regular or annual meeting when it shall be acted upon. The notice of such proposed action shall be set forth in the call for the meeting at which the vote on the proposal shall be acted upon.

#### ARTICLE 8. FEDERAL TAX STATUS

This organization is organized exclusively for religious, charitable or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code and which has established its tax-exempt status under that section.

#### Article 9. N. C. WATSON SCHOOL COMMITTEE

Section 1. The purpose of the N. C. Watson School Committee shall be to raise and expend funds for the ongoing educational programs of the school and to maintain the school in good condition. It shall not incur any debt except as it has cash in its accounts.

Section 2. The Committee shall consist of the President of the Buxton-Hollis Historical Society and four (4) other Active Members of the Society.

Section 3. The four (4) other Committee members shall be elected at the annual Fall Meeting of the Society. They shall serve four (4) year terms with the initial election in four classes for initial staggered terms of one, two, three and four years each. They shall serve their term until resignation or until their successors are appointed for the balance of a term or elected for a new term at the next annual meeting, whichever comes first.

Section 4. All monies raised and dedicated for the N. C. Watson School educational and maintenance program shall be held in a separate account by the Treasurer of the Society and shall be expended by authorization of a majority of the Committee.

Section 5. The Committee shall meet and organize as soon as is practical after each annual Fall Meeting. It shall elect a N. C. Watson Committee Chairperson and Secretary from the Committee members. The Secretary shall record the minutes of the Committee meetings. The Chairperson shall call meetings of the Committee. Special Committee meetings may be called upon application of fifty percent of the members with at least three days written notice. The Committee shall recommend and report a Watson School budget to the Society for the Society's budget year.

Amended November 10, 2012

## 10. 2023-24 Officers and Directors

### Officers

President	Nancy Ponsetti
Vice President Buxton	Barry Plummer
Vice President Hollis	Steve Rovers
Secretary	Vickie Walker
Treasurer	Linda Towle

### Directors

Curator	vacant
Registrar & Newsletter	Sue Schaller
Past President & Life Stories	Janice Hill
Clerk	Robert Yarumian II
Librarian	Nancy Pierce
Membership	Nancy Pierce
Social Media	Janice Lane
Graphic Design & Composition	vacant
Print Communication	vacant
NC Watson School	Vickie Walker, chair
Audit	John Myers Jr.
Hospitality Chair	Bette Robicheaw

### N. C. Watson School Committee

Kathy Brooks	to Nov 2025
Vickie Walker	to Nov 2026
Doris Hicks	to Nov 2027
Beth Plummer	to Nov 2024
Tony Taylor	Emeritas
Nancy Ponzetti	Ex Officio

### Projects

Buxton Building Survey	
Hollis Building Survey	Rita Bradbury

## **11. Contractors and Vendors**

### **Carpentry/Masonry**

**Jason Knight**

**83 Parker Farm Rd.**

**Buxton, ME 04093**

**727-5229**

### **Carpenter/Reproduction Trim**

**Wade Junkins**

**Waterboro, ME**

**247-4832**

### **Copying / Printing**

**Dale Rand Printing**

**Portland, ME**

**773-8198**

### **Dumpster**

**Bill McCormick of Hollis**

**329-5517**

### **Electrician**

**D & R Electrician**

**Dave Desruisseaux**

**P.O. Box 419**

**Buxton, ME 04093**

**727-5142**

### **Rick Emery**

### **Floor Sander**

**Brothers' Hardwood Floors**

**58 Tide Mill Rd.**

**Portland, ME 04102**

**1-866-829-3134**

**Gas Supplier**

**PitStop Fuels**

**125 Ossipee Trail East**

**Standish, ME 04084**

**1-888-773-8357**

**Granite, Old Cut to Order**

Cliff Whitney/Hiram

**692 Durgintown Rd.**

**625-8241**

**Heating Maintenance**

**Airserv**

**Insulation/Weatherization**

NorthEast Spray Insulation, Inc.

P.O. Box 9739-1205

**Portland, ME 04014**

**Phone 797-8887**

**Insurance**

Kennebunk Savings Insurance

50 Portland Rd, Buxton, 04093

207-985-2941

**Plumber**

**Paul Berry**

**Philip Berry Plumbing**

**576 Killick Pond Rd, Hollis**

**929-4370**

**Rug Cleaning**

Moderne Rug Cleaning

**P.O. Box 26**  
**Westbrook, ME 04098**  
**854-5361**

**Signage**

**Chris Rule, Scarborough, 939-3567**  
**Jim Shula, Buxton, 929-4006**

**Supplies/Hardware**

**Plummer's Store**

**Surveys**

**Robert (Butch) Yarumian**  
**Maine Boundary Consultants**  
**727-5359**

**Windows**

**Gerald S. Worden Carpentry / Attic & Basement Paradigm**  
**771 Sokokois Ave.**  
**Limington, ME 04049**  
**675-3667**

## **12. Forms**

- A. Image worksheet
- B. Accession Form
- C. Inquiry Form
- D. Tax Exempt Form
- E. Indemnity Form
- F. Permission Form for Minors
- G. Donation Form
- H. Loan Form
- I. House Sign Order Form
- J. Incident Report Form
- K. Facility Use Form