

Town of Lee, NH

Heritage Commission

Minutes of the Meeting on July 11, 2018

Lee Heritage Commission (LHC) Members present: Anne Jennison (alt), Pat Jenkins, Laura Gund, Cord Blomquist (alt), and Scott Bugbee

Members Absent: Elisabeth McCaffrey, David Meeker (alt), Denis Hambucken

Others Present: None

1. Chair Pat Jenkins called the meeting to order at 10:00am.
2. The Commission reviewed the Records Retention Listing. Anne Jennison will make the appropriate changes and send it to Julie Glover, the Town Administrator. The Commission agreed to change the review time from 6 month to 3 months.
3. The Commission discussed the name for the archive collection. The name chosen was "Lee, New Hampshire Heritage Commission Town Archives".
4. The mission statement for the collection was discussed and Anne Jennison read a mission statement from the Henniker Historical Society. The Commission liked the statement and agreed with the town name changed that it would serve our collection as well.
5. Laura Gund will send out the detailed listing from the past years of the contents of all the fire-proof safes to all the LHC members for their review.
6. The Commission reviewed the current listing of archival materials and selected those that the LHC will focus our efforts on. Anne Jennison will compile the list and forward it to the LHC members for their review.
7. The Commission agreed to continue to meet in separate meetings from our regular meetings to focus on this task. The next meeting to discuss the archive collection will be set at our next regular on Thursday, July 19, 2018 at 7:00pm.
8. The meeting was adjourned at 11:55pm.
9. Our scheduled meetings are: Tuesday, July 24, 2018; Tuesday, August 7, 2018; and Tuesday, August 22, 2018. All meetings are at the PSC at 6:00pm.

Minutes written by: _____
Scott Bugbee