

LYME HERITAGE COMMISSION  
February 28, 2012  
MINUTES

PRRESENT: Adair Mulligan, Charlotte Furstenberg, regular members; Laurie Wadsworth, Tim Cook, alternates; Simon Carr, Selectperson

ABSENT: Ray Clark, Jane Fant, regular members

1. **Minutes:** The minutes of the January 24th meeting were approved.
2. **Fund raising:** To date \$5,700 has been received including \$2,000 from the Lyme Foundation, \$2,000 from the Byrne Foundation, and \$500 from Ledyard National Bank. Most commission members and 3 other individuals have contributed. Commission members will call those individuals who have not yet contributed to see if they have any questions. A letter to the Mascoma Foundation that had been drafted by Adair and Simon was reviewed. The commission decided to increase our goal to \$14,500 and to ask for \$1,000. The request will be submitted for Mascoma's March deadline. A second, broader appeal to individuals may be sent out in the spring if necessary.
3. **Liz Hengen:**
  - a. Conversation with Liz: Adair reported on the conversation that she and Ray had with Liz. Liz will concentrate on structures outside the 2 historic districts but will take a quick look around the districts. Liz thought that all pre-1962 structures should be included since that is the standard and there probably aren't many structures built between 1940 and 1962. The commission agreed to go with the 50 year cut off. The survey will include all structures including barns, jails, etc. Liz will take all the photographs but she could use our help in labeling them. She also needs to have permission from property owners before she enters their property or takes any photographs. It's not clear whether she needs to have written permission or a verbal ok. Prior to beginning the survey, Liz needs to have a survey base map that shows all pre-1962 structures. David Robbins can produce a map with all structures on it. Information on construction dates is in the tax records but it's not clear whether the two systems can be linked. Simon will talk to David and Diana Calder to see what's possible.
  - b. Letter of Agreement: Ray's concerns about the letter of agreement were discussed. Simon didn't see a problem with the 5% late payment fee since the town usually pays its bills quickly. The issue of indemnification is currently being dealt with by the selectmen. One of the selectmen will sign the letter since it is a town project. The commission agreed to instruct Liz to start with phase I since we do not yet have funds to do the entire project. The first field date with Liz will be May 1 & 2. Structures to the west of and including route 10 will be surveyed. Two other field trips will take place in the fall.

4. **Town Meeting:** Either Tim or Charlotte will make an announcement about the survey at Town Meeting. Adair will draft the announcement.
5. **Inventory forms:** The following changes were made to the sample form that Liz had provided: add date of construction, existence of outbuildings, current and historic use of the structure; delete storefront; reword building rank and level of integrity to make them less offensive to some property owners. Charlotte will make the changes and circulate a draft. The completed forms will be stored with the tax records to make them accessible to town officials. A copy could be available at the Historians and on-line to make them more accessible to property owners.
6. **Preliminary Work:**
  - a. Property owner questionnaire: Adair will get a sample from Liz that will be reviewed at the next meeting. Questionnaires will be mailed to property owners whose property will be surveyed in May. The questionnaire will inform owners about the upcoming survey and ask their permission to survey and photograph their property. Commission members will call property owners who do not return the questionnaire to obtain a verbal ok.
  - b. Survey base map: Simon will talk to David and Diana about how best to produce the map.
  - c. List of pre-1962 structures: Simon will get a list from Diana. The list will be by street address.
  - d. Background information: Commission members will get together in working groups of two to create a folder on each structure starting with the structures to be surveyed in May. Laurie will check with Nancy Wray to see if she might be able to help with this. Each folder should include an inventory form, any photographs the Historians have, the name of the property owner on the 1855 and 1892 maps, any reference to the structure in "Patterns and Pieces", and a completed property owner questionnaire if there is one.
7. **Other Business:** In line with its policy ensuring as much open-ness as possible, the Select-Board will publicly advertise Ray's expired position on the commission. The Board's policy is generally to follow committee and commission recommendations in reappointing members. The next meeting will be at the Town Hall since the Academy Building will be closed during mud season.
7. **Next meeting:** Tuesday, March 27, 2012 at the Town Hall.

Meeting adjourned at 8:47 p.m.

Respectfully submitted,  
Charlotte Furstenberg