

## **Heritage Commission – June 25 Meeting – Minutes**

Present: Ray Clark, Adair Mulligan, Tim Cook, Jane Fant, Richard Vidal

Absent: Laurie Wadsworth, Rick Pond

- *Minutes* of the May 21 meeting were read and approved.

### **- Update on inventory process: Ray Clark**

1. All inventory photos are printed and uploaded to snapfish. The prints (in a shoebox) need labeling, after which they will reside in the individual “blue crate” property folders. Sheets of 3- or 4-up labels may work well, with labeling teams of two people.

2. Ray gave a “tour” of the thumbdrive data. Properties are grouped in folders: historic districts #1000s and 2000s; other historic bldgs/homes #s 1-247; non-historic # 4000s ; non-buildings # 3000s. The back-up thumbdrive is in the Historians’ safe; the 3-ring binder with typed inventory forms is in Historians closet in a blue crate. Jane will take it to David Robbins.

Photos of K. Keane’s house on Market St. undergoing renovation were added to other inventory photos.

3. Ray has delivered the original inventory/property files to Liz Hengen (in Concord, Mass.) to use in preparing her report.

### **- Liz Hengen’s report and presentation**

In a phone call, Adair expressed our disappointment that Liz planned to postpone the rpt. and presentation perhaps until next winter. (Earlier, the Commission had passed on a potential summer presentation, and September had been agreed upon.) Adair stressed reasons why a report this fall would be desirable. Liz agreed to tell us *in the first week of October* whether she could deliver a report in mid-November. The fall-back date would be January. Adair will send a selection of presentation dates in Nov. 2013 and Jan. 2014 to all Commission members (plus Charlotte Furstenberg and Simon Carr) and collate responses.

.All agreed that the Academy upstairs was best venue for the presentation.

.All agreed that donors to this project should receive an update in the near future.

### **- Other business:**

Ray clarified Commission member terms.

Ray Clark 2012 – 2015                      Laurie Wadsworth 2012-2014

Rick Pond 2013-2016                      Jane Fant 2013-2016

Adair Mulligan 2012- 2014      Tim Cook 2012-2014

The meeting was adjourned. The next meeting is July 16.

Respectfully submitted,

Jane Fant, Acting Secretary (for Laurie Wadsworth)

