

**North Hampton Heritage Commission**

Meeting

August 21, 2008

Location: North Hampton Town Office, Heritage Conference Room

Commissioners Present:

Jenifer Landman, Chair

Penny Kidd, Secretary

Carolyn Brooks, Treasurer

Paul Cuetara

Jane Palmer, Alternate

Commissioners Absent:

Emily Creighton, Selectman

Jane Currivan, Vice-Chair

Ben King, Alternate

The meeting was called to order at 9:30 a.m.

A. Approval of Minutes

Jenifer Landman notified the Commissioners that at a recent Town Records Committee meeting she learned the new requirements for minutes. Minutes, approved or unapproved, must be provided within five days of the meeting on paper to the Town Clerk and electronically to the Town Administrator for posting on the web. The Town Administrator has taken the responsibility to print the electronic minutes on acid free paper and provide this to the Town Clerk on behalf of the Heritage Commission. Since the Heritage Commission meets monthly, it means that the minutes which are provided from this date forward will be unapproved. The minutes will be reviewed at the next meeting. Any changes to prior minutes will be made as an entry into the current meeting's minutes. It was noted that the reader of minutes must also examine following meeting minutes to learn of any changes. There is no expiration date on minutes and will, therefore, be filed permanently by the Town Clerk. Jenifer Landman has submitted minutes dating back to June 29, 2000 electronically to the Town Administrative Assistant for printing and delivery to the Town Clerk.

The minutes for the last Heritage Commission meeting (already posted with the town) were reviewed. Carolyn Brooks made a motion to accept the June 19, 2008 minutes without changes. Jane Palmer seconded the motion. The motion was passed unanimously.

B. Election of Officers

Existing officers were nominated to serve another term. Paul Cuetara made a motion to cease further nominations. Carolyn Brooks seconded the motion, which was passed unanimously. The Secretary cast one ballot for nominees. Officers for the fiscal year ending June 30, 2009 are the following: Jenifer Landman, Chair; Jane Currivan, Vice-Chair; Penny Kidd, Secretary; and Carolyn Brooks, Treasurer.

C. Treasurer's Report

The Treasurer did not receive a report from the Town regarding the current balance for the Heritage Commission general ledger account #01-4191-10-810. The Treasurer will write the Town Administrator requesting the budgeted allocation for the new fiscal year of \$1,000 to be added to the above account. The remaining balance from each year's budgeted allocation is cumulative. The letter will also include an "Account History" printout for the account to verify the entry was made and to confirm the remaining balance of the account.

D. Heritage Commission Safe

The safe, which was given to the Heritage Commission several years ago by the water company, resides in the Town Clerk's office. Ben King has the combination. Since there is no cellar under this room, it was determined by the Town that this is a very good place for a safe to be stored. It was discussed that The North Hampton Historical Society has purchased and has in its possession value artifacts. Carolyn Brooks made a motion that the Society be allowed access to and use of the Heritage safe, that the combination be given to the Chairman or Curator of the Historical Society (their choice), Chair and Secretary of the Heritage Commission, and placed in a sealed envelope given to the North Hampton Board of Selectmen for security redundancy reasons. The motion was seconded by Jane Palmer. The motion was passed unanimously.

E. Town Record Committee

As reported in Section A above, Jenifer Landman attended The Town of North Hampton Records Committee meeting on Tuesday. She reported the committee has been permanently established. At this second meeting, separate forms for paper and electronic records were established. All commissions, boards, department managers, and other applicable functions of the Town were directed to complete the forms. Each form requires the records, maps, and other significant data to be identified by name, location, type of media, and many other criteria as well as the essential nature of the data in the event of a need to recover the information for the necessity of operation of the Town. Fortunately, the recent Heritage Commission project to review and organize all records is almost finished. The completion of the forms by the September 12<sup>th</sup> deadline is expected to be achieved.

F. Projects: Hills of North Hampton Brochure

The brochure's working title "The Hills of North Hampton" was discussed as lacking the other references to areas of the Town, which were not "hills." The name of the brochure was established to be "Old Locales of North Hampton." Jane Palmer provided, as an example of format and brevity, an excerpt from the Atlantic News written by John Holman, which provided a sample of a similar effort undergone for Hampton. A review of the in-process brochure was made by the Commissioners, resulting in the intent to review a final draft at the next meeting. For the next meeting, Jane Palmer will contact Myopia to determine their customary fox hunt route through North Hampton in the past to be included in this brochure.

G. Projects: Time-Line

Research is being conducted to develop a time-line comparing North Hampton history with state, national and world history. Resources include, but are not limited to, the Historical Society documents, Heritage Commission publications, research by Helen Hobbs, town reports, nationally recognized publications and the internet. All data identified through Wikipedia, will be verified through another source or eliminated from the Time-Line. Jane Palmer and Carolyn Brooks will research historical Town Annual Reports: Carolyn will review 1957 and years after that date, and Jane will review the years prior to 1957. The September meeting will be a work meeting for the Time-Line.

H. Town Hall Update

Paul Cuetara reported that three or four companies have expressed an interest in bidding for the Town Hall restoration project. A decision is forthcoming, possibly within a week.

I. Next Meeting

The next meeting will be held on September 18, 2008 at 9:30 a.m.

J. Meeting Adjourned

There being no other business, a motion to adjourn was made by Penny Holbert; seconded by Jane Palmer, and unanimously approved at 11:15 a.m.

Respectfully submitted,

Penny Kidd  
Secretary

*Note: These minutes are unapproved. Obtain minutes from the next meeting to identify any corrections, if any, and the motion to approve.*