



North Hampton Heritage Commission

Meeting

June 16, 2011

Location: Heritage Commission Conference Room

Commissioners Present:

Jenifer Holbert (f/k/a Landman), Chair

Carolyn Brooks, Treasurer

Penny Holbert, Secretary

Paul Cuetara

Donna Etela

Commissioners Absent:

Jane Currivan, Vice-Chair

Jane Palmer, Commissioner

Guest: Cynthia Swank

The meeting was called to order by Jenifer Landman, Chairperson, at 9:37 a.m.

A. Treasurer's Report

There is \$1,000 remaining in the Town's FYE 6/30/2011 budget. A letter requesting distribution of this money to the Heritage Commission for deposit into the escrow account has already been made to Tom McCormick, Town Accountant. Another \$1,000 will be available in the Town's budget for FYE 6/30/2012. The total available now to the Heritage Commission is \$3,035.93.

B. Minutes

Minutes for the last meeting were distributed, but not reviewed due to today's lengthy agenda.

C. Election of Officers

Because there are several volunteers currently in some stage of the approval process to become Commissioners, a motion was made by Penny Holbert to postpone election of officers until the new members could participate in the nomination and voting process. The motion was seconded by Donna Etela. The motion passed by the majority with one nay.

D. Proposed Purchases

Purchase of equipment was proposed as needed for the Heritage Commission to preserve some of the documents and continue with future projects.

- A purchase of a flash drive was authorized to download the Time Line and other documents for permanent retention
- The purchase of a computer was discussed and pricing will be obtained prior to a vote to purchase
- Paul Cuetara will donate a flat bed printer/scanner

- 10 print box folders 19X25 for approximately \$30.50 plus shipping was proposed for storage of historical documents. A motion to purchase was made by Penny Holbert, seconded by Donna Etela, and ominously approved.

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For the record, it was recalled that Jane Currivan Day is in possession of the digital camera that belongs to the Heritage Commission.

E. Moving Town Hall

Paul Cuetara drafted a letter on behalf of the Heritage Commission to express the position of the Heritage Commission on the matter of moving Town Hall, which has been proposed in the new town plan. The letter was discussed, but no determination was made by the Commission. Corrections were suggestions to the letter and a new draft will be proposed at the next meeting. It is the understanding of the Commission that the less expensive plan for the Administrative offices includes moving the Town Hall.

An addition concern is that the Plan does not address a museum or proper storage for historical documents. Mr. Cuetara wanted to avoid addressing these concerns in the letter regarding the location of Town Hall.

F. Records Filed in Conference Room

Jenifer Holbert described records maintained in the Conference Room for the benefit of the Commissioners. All open projects are now centralized in those cabinets.

G. Next Meeting Scheduled

A meeting to discuss the purchase of a computer and other matters before the Commission, including viewing the Town Plan, was tentatively scheduled for 6/23/2011 at 2 p.m. in the Town Office Administrative Conference Room.

H. Meeting Adjourned

There being no other business before the Commission, a motion to adjourn at 10:55 was made by Penny Holbert, seconded by Jenifer Holbert, and was passed unanimously.

Respectfully submitted,

Penny Holbert
Secretary