



North Hampton Heritage Commission
Minutes of Meeting
December 15, 2011

Heritage Commission Conference Room, Town Clerk/Tax Collector Bldg

Present: Carolyn Brooks
Paul Cuetara
Donna Etela, Chair
Tibbie Field
Cynthia Swank

Excused Absences: Jane Currivan, Barbara Kohl, Jim Maggiore

1. Etela called the meeting to order at 9:35AM; Alternate Member Field to vote in Currivan's absence.

2. Treasurer's report. Brooks did not receive statements for November. The Town Accountant had promised to provide them by the Monday before each month's meeting.

Etela related that Kohl had spoken with the Town Accountant about the budget and Heritage Fund; the information Kohl conveyed to Etela contradicted our understanding that there was a \$1000 operating budget and any unspent amount would be transferred to the Heritage Commission Fund at the end of the fiscal year. Etela reviewed past minutes and obtained a copy of the 2004 warrant setting up the Fund; Swank indicated that both the current fiscal year and proposed fiscal year budgets show the Heritage Commission with a \$1000 budget line.

Etela, Brooks, and Swank will visit Town Offices to try to iron out procedures and make sure the unspent funds from last fiscal year are put into the Heritage Fund. Everyone agreed that the Commission will need to retain a copy of any substantive communication with town staff and officers, and that the Town Administrator, Select Board, and Planning Board should be copied when applicable.

The Commission voted unanimously that during Brooks' absence over the winter months Etela would assume the Treasurer's function.

3. Minutes. Two typos and the incorrect date for the next meeting were noted; the minutes as amended were approved.

4. Old Business.

a) Town Hall / National Register. Cuetara spoke with Lisa Mausolf, a preservation consultant who had prepared the 1994 area form for the Town Hall / Depot section of Town. She quoted a price of \$2000 for preparing the nomination of Town Hall for the National Register. Mausolf is willing to meet with the Commission to discuss the project.

Cuetara and Peter Michaud of the Division of Historical Resources [DHR] have not managed to speak with one another. Cuetara will continue to try to reach Michaud to talk about the nomination process and describe the rehabilitation work that has occurred. He also will speak with Maggiore about possible ways to pay for a consultant's services.

b) Certified Local Government. Deferred until next meeting when Maggiore will report whether North Hampton has such status.

c) Survey Statement. Etela noted that she had sent the Commission's *Survey Statement* to Mary Kate Ryan at the DHR and distributed Ryan's response to members. Per Ryan's critique and suggestions, Etela, Swank and Lorreen Keating, Assistant Library Director and Children's Librarian, drafted a more detailed *Survey Project Description*, to be discussed in New Business. Etela will use the original *Survey Statement* for the next issue of the community newsletter.

d) Budget. Etela mentioned some of the likely expenses in the next fiscal year. She suggested selling house plaques might bring in some funds. She learned from Timberline Signs that the cost would be about \$55 - 65.

e) Photos of businesses from the 1970s - 1980s. Swank has put the annotated photocopies of the photos in a binder on the Heritage Conference Room table with a sign asking anyone who lived in town during the period to try to provide identifying information. She also emailed Jim Better, President of the North Hampton Business Association, had not yet received a response, and will try to reach him by phone.

f) Planning Session. Cuetara had distributed a rough draft of a visioning / planning event to which the Commission will ask all the Land Use boards, Select Board, and Cemetery trustees to assign one person and an alternate to attend. Town and Library staff, Historical Society officers, and citizens known to Heritage Commission members to have an interest in local history, genealogy, railroads, historic preservation or their own building's past, also will be invited.

It was agreed that the event will occur on a February evening, lasting no longer than three or four hours. A few people will be asked to serve on a panel discussion at the start of the session. A representative of another town's Heritage Commission that has conducted a successful survey project may also be invited.

The goals are a vision statement and framework for short-term and long-term plans.

Cuetara and Etela will work on an invitation letter.

5. New Business

a) Public Information Session. It was agreed to schedule this event for Thursday, March 8th at the Town Hall. Snow date will be Thursday, March 22nd. The event will start at 7pm and likely run one to one and one half hours. Ryan of DHR is willing to attend.

b) Survey Project Description. Etela sent the draft in advance of the meeting to Commission members and to Ryan of DHR. She has not received a response from Ryan; with the three absences from this meeting and one attendee who had not seen it, discussion was deferred until the next meeting.

Etela asked attendees what survey roles were of interest to them. Etela volunteered her spouse for mapping and stated that Currivan has already said photography. Others stated:

Cuetara - open

Field - photography; deed searches, genealogical research if someone provides instruction; compilation

Brooks - compilation

Swank - historical research

c) Community newsletter. Etela will include in the Heritage Commission's submission the dates of the informational meeting, the *Survey Statement*, and the Commission's email address. Send Etela any suggestions before Christmas; deadline for the newsletter is December 27.

6. Next meeting. Thursday, 1/19/2012 at 9:30AM

7. Adjourned. 11:25AM

Cynthia G. Swank
Recording Secretary