



North Hampton Heritage Commission
Minutes of Meeting
February 16, 2012

Heritage Commission Conference Room, Town Clerk/Tax Collector Bldg

Present: Jane Currivan
Donna Etela, Chair
Tibbie Field
Cynthia Swank

Excused Absences: Carolyn Brooks, Paul Cuetara, Barbara Kohl, Jim Maggiore

1. Etela called the meeting to order at 9:40AM; Alternate Member Field to vote in Cuetara's absence.

2. Treasurer's report. \$780.49 remains in the current fiscal year budget. The Heritage Fund balance is \$2036.56. The Chair must send another letter to the Town Administrator and Town Treasurer requesting the unexpended \$1000 from the FY 2011 budget be transferred to the Heritage Fund account.

3. Minutes. Minutes were approved as presented.

4. Old Business.

a) **Town Hall / National Register.** Etela described the January 30th tour of Town Hall and meeting with Peter Michaud of the Division of Historical Resources and Lisa Mausolf, a preservation consultant. Mausolf subsequently sent her proposal to prepare the nomination for \$2000.

The Town Administrator suggested placing the Heritage Commission's request for Select Board support on the agenda of the SB's March 26th meeting. Etela will request Cuetara and George Chauncey of the Town Hall Building Committee make the presentation. She will ask Michaud of the DHR to attend so that a professional will be available to answer the SB's questions.

b) **Certified Local Government.** No report.

c) **Budget. Survey Budget.** Swank had prepared and distributed estimated costs for the Town Hall / Depot survey effort. In a meeting on February 15 with the Town Administrator, many of the office supplies and photocopying

can be provided and done in Town Offices. Deed research, including printing out some of them, also may be conducted at Town Offices with advance notice.

The major expenses remaining are: photography, perhaps postage, and a professional presenter for the informational meeting on March 22nd.

Etela related that the email messages and attachments she had sent in December and January to Mary Kate Ryan of the DHR had evidently ended up in her spam folder. Ryan has indicated it is unlikely she will be able to attend the March 22nd informational meeting and no other DHR staff member can cover for her.

The Heritage Commission then voted unanimously to have the Chair request Mausolf's presence if Ryan cannot attend, and authorized the Chair to offer to pay for Mausolf's time and mileage.

Heritage Commission budget. The Town Administrator indicated that he would see to it that the Heritage Commission's budget line was separated from the Planning and Zoning account category and was treated in a similar fashion as other Land Use boards.

Grants. Swank described what she had learned relating to Mooseplate grant opportunities. Conservation / preservation of historic structures administered by the DHR and conservation of historical documents administered by the State Library are the two relevant categories for the Heritage Commission. Grants up to \$10,000 are available with no matching funds required.

Last year, the Clerk received a grant to conserve, film, and digitize the Town Record Book for 1854 to 1905. There is no obvious candidate among the Town's historical records for such treatment this year.

Michaud at the January 30th meeting suggested that the cost of construction of the front door for the Town Hall would be a good candidate for a grant application.

Swank subsequently asked the Historical Society for any images of the front door; Curator Priscilla Leavitt found two showing a frame and panel door evocative of time when Town Hall was built. Swank will digitize the images and provide to the Chair, Red Mabey, Building Inspector, Chauncey and Cuetara. Etela can provide the name of a possible carpenter; Field and Currivan mentioned Steve Gee. Once estimates are obtained, Swank volunteered to prepare the application. The deadline for the grant application is April 27.

With Kohl's leave of absence for the next few months, Swank phoned Shep Kroner, Vice Chair of the Planning Board. He will ask Brian Groth of the

Rockingham Planning Commission about possible grant opportunities of interest to the Heritage Commission, excluding the Mooseplate and Certified Local Government ones.

Kroner also will ask Groth for the Historic Resources section of the Master Plan, if one has been drafted. Kroner suggested that if the Heritage Commission wishes to be on the PB agenda to discuss the Master Plan, the likeliest dates are Tuesday, March 6th or Tuesday, March 20th. Field noted she is not available on the 20th.

d) **Photos of businesses** from the 1970s - 1980s. Jim Better invited Swank and Etela to attend the North Hampton Business Association's board meeting and member event on January 25th. The members to whom they spoke seemed enthusiastic about both photo and history projects as well as the survey effort. The Association subsequently posted one of the photos with a request for assistance on its Facebook page; and it will sent out an e-blast within several weeks.

e) **Planning Session.** The lack of time as well as the cost of providing lunch are two major hurdles. Etela will speak with Cuetara about the viability of this endeavor.

Swank had found information about the visioning event the Planning Board conducted five or six years ago for the Master Plan. She suggested that if the PB intends to do a similar event this year, the Heritage Commission might piggyback onto its efforts, using the Historical Resources section. Swank showed a few pages of the PB 2010 survey results relating to historic resources. She will provide the link.

f) **Public Information Session.** Etela and Swank will meet with Ryan at DHR in Concord on Thursday, Feb 23rd at 10am to discuss the informational and training sessions. There is room in the car for one more person. Anyone wishing to attend should inform Etela by Tuesday, Feb 21st.

Members agreed that the letter inviting property owners in the survey area to the informational meeting should be sent out by March 8th. It will include a RSVP to Currivan's cell.

Selected property owners of houses that appear on the *One Hundred Historic Houses* list also will be contacted. Currivan and Field will provide names and addresses for individuals they think might be interested in participating in the survey or learning how to do a survey of their own property (Currivan for Atlantic Avenue east of the survey area, and Field for Mill Road). Etela has several on Exeter and Post Roads. Swank will prepare press release.

Etela will provide coffee and water; Field and Currivan other refreshments. Etela has paper products.

New Business

5. a) **Stratham Heritage Commission.** Etela contacted Rebecca Mitchell, Chair of the Stratham Heritage Commission, to learn about that town's survey effort. Etela, Swank and Mitchell met on February 13th. Mitchell had prepared a manual for volunteers to use, and promised to provide the Commission with a copy. She also will send the link to a listserv in Massachusetts devoted to historic preservation.

b) **Heritage Commission Annual Report.** Etela drafted the Commission's annual report for the FY2011 that must be submitted by March for inclusion in the Town Annual Report. The draft was approved unanimously and Chair thanked for her effort.

A brief discussion about members' terms ensued. Etela checked the terms against the Clerk's records and minutes, and prepared a list that she gave to both the Clerk and Jan Facella. Cuetara's and Currivan's terms expire in May. Currivan indicated her desire to continue as a Commission member. Alternates' terms also expire in May. Field will make her wishes known to the Chair before May.

c) **Heritage Commission Proposed Warrant Article.** Etela and Swank attended the Feb 13 Select Board meeting after they saw the posted agenda included a proposed warrant article relating to the Heritage Commission. Selectman Phil Wilson wished to streamline the appointment process by eliminating Select Board approval *i.e.* the Commission would nominate members and the Planning Board approve. After comments by Etela and Swank, the SB asked that the Commission get back to the Town Administrator with its decision about whether the Planning Board or Select Board would approve appointments.

The Commission voted unanimously for the proposed warrant article to indicate the Select Board would approve appointments.

d) **Opinion request.** Currivan reported that Steve Oles of MSC Engineering called her as a member of the Heritage Commission after Nadine Peterson of the DHR told him he needed to get the opinion of the Heritage Commission about a proposed driveway on Ocean Boulevard and Willow Avenue. Both the State Department of Transportation and the North Hampton Conservation Commission have approved it. Etela subsequently spoke with Oles.

The property is in the Little Boar's Head Precinct, and in the Little Boar's Head National Historic District area. The Commission agreed that this question falls within the jurisdiction of the Little Boar's Head Heritage Commission, not the Heritage Commission. Etela will phone Nadine Peterson of DHR to state that Oles be directed to the LBH Heritage Commission. Currivan will obtain contact information for Janice Mellian, the chair of the LBH Heritage Commission, and provide to Oles.

5. Next meeting. Thursday, 3/15/2012 at 9:30AM.

6. Adjourned. 11:55 AM

Cynthia G. Swank
Recording Secretary