



North Hampton
Heritage
Commission

Thursday, 8 Jan 2015
Town Offices Conference Room
233A Atlantic Avenue

Present:

Paul Cuetara
Donna Etela, Chair
Jim Maggiore
Jane Robie (arrived 9:40AM)
Cynthia Swank

Alternates: Tibbie Field, Jeff Hillier, Nancy Monaghan

Absent: Carolyn Brooks, Jane Currivan

1. Call to Order at 9:30AM. Field for Currivan; Monaghan for Robie.

2. **Survey Format.** Members discussed plan for town-wide survey of historic buildings by tax map number.

Maggiore will find out if the tax maps are available in an electronic format which would enable the Commission to annotate and color code properties. He also will learn whether the Town intern in website development might assist.

Maggiore will inquire and report back by next week's regular meeting about the interest and availability of a high school senior to work on the initial stage of the project.

Cuetara will draft a scope of work by next week's regular meeting for discussion. He will use the scope of work to try to recruit an Eagle Scout. It also can be used to recruit other volunteers.

At a January 22nd work session Field, Robie, Etela and Swank will review the NH Division of Historical Resources Individual Inventory Form and determine what fields are necessary to complete for all properties fifty years or older, and what additional fields are necessary for those buildings warranting further research.

3. **Heritage Commission Conference Room Return.** The Commission had to vacate the room with little notice; records, publications, reference materials and supplies were boxed

but there was no time to properly identify the contents. The boxes as well as two old vertical file cabinets were moved to different locations. The two cabinets were returned but placed in the wrong order and the cabinets' insulation is crumbling.

Discussion of purchasing more space efficient storage equipment and replacing the counter top with a shallower one that does not extend into the room will be discussed at next week's meeting. Maggiore will speak with the Town Administrator about the counter top. Cuetara and Hillier agreed to make and install a wood counter and Etela will provide antique brackets in keeping with the building.

After the meeting, Cuetara, Hillier, Etela and Swank will try to locate the boxes and visit the Heritage Commission Conference Room.

A day and time for returning some records and other materials to the room will be set once counter and storage equipment has been determined. A quorum notice will be sufficient.

Adjournment. 11:35AM.

Cynthia G. Swank
Recording Secretary

After the meeting, Cuetara, Hillier, Etela and Swank located the boxes of HC records on the shelves in the Town Offices' Records Storage Room. Also located there are some of the Town's historical materials from the attic of the stone building. Some of the Town Clerk's records are now also on shelves in the Town Offices Storage Room -- the Town's "ancient papers" in document boxes, other town records in a record storage box, and tax maps and other oversized records in a large plastic container and print box. Some HC supplies and a recent donation to the Town are in the Historical Society cage on the floor and a table. In the attic of the stone building are boxes of HC publications and possibly supplies on the floor. There are no HC materials in the basement. Swank noted that she brought the copies of town maps and some supplies home temporarily for which space will be needed. We did not notice the turbaned man statue or framed prints during our search. We did not open boxes to determine their contents.