



15 Feb 2018  
Heritage Commission Conference Room  
237 Atlantic Avenue

Present:

Paul Cuetara  
Jane Currivan  
Donna Etela, Chair

Jim Maggiore  
Jane Robie  
Cynthia Swank

Alternates: Carolyn Brooks, Jeff Hiller, Vicki Jones

Absent: Nancy Monaghan

1. Call to Order at 9:34 AM

2. Treasurer's Report. Currivan reported that there is \$5450.84 in the Heritage Fund; and \$950 remains in the operating budget. The Treasurer's report was approved unanimously (Cuetara moved, Robie seconded).

3. Approval of Minutes. The January 18, 2018 minutes were approved as written (Cuetara moved, Jones seconded).

4. Old Business

**Barn Easement Procedures.** The Chair distributed the fifth draft prepared by Maggiore in advance of the meeting. A motion to approve the draft as written was passed unanimously. (Cuetara moved, Robie seconded). Maggiore will have it placed on the agenda of the Feb 26th Select Board meeting. The new Town Administrator will be made aware of the procedures. Swank will check with Maggiore after Feb 26th; she also will prepare a reminder notice for the Town's Friday Folder about the deadline for barn easement applications.

**Town Hall Assessment.** At the last Select Board meeting, Etela received one of two copies of John Schnitzler's *Exterior Conditions Assessment Report*. She made a copy, and returned the original to Maggiore. Maggiore will have a searchable PDF made for distribution to the Heritage Commission as well as printouts that will be left in the Heritage Commission conference room for pickup.

One of Schnitzler's suggestions is a tour of the building with him; Etela encouraged Maggiore to arrange a joint meeting of the Select Board and Heritage Commission for such a tour and development of a work plan.

There followed some discussion of maintenance issues relating to all town facilities and the continued need for a more coordinated multi-year plan that would be included in the Capital Improvement Plan.

Etela also noted that she and Swank had given a tour of Town Hall to Katherine Shea and her parents on Saturday. Shea, when she was a high school senior, had prepared the application for the State Register of Historic Places for Town Hall. Neither she nor her parents had seen the interior since the building's rehabilitation. A copy of the State Register application will be placed on the Heritage Commission webpage. Swank will try to scan this afternoon. [Swank later learned a digital copy obtained from the NH Division of Historical Resources exists.]

**Stone Building Masonry Work.** Nothing to report.

**Action Items. Timeline -- see New Business.**

#### 5. New Business

**Openings on Heritage Commission.** Cuetara and Currivan asked to be reappointed as Commissioners. Brooks, Hillier and Jones wish to be reappointed as Alternates. Monaghan thinks the Planning Board should decide if she or another Planning Board member will become an Alternate. If there is an opening as a Commissioner, Jones is willing to fill the position.

Currivan, Cuetara - 3 year terms

Brooks, Hillier, Jones - 1 year terms

Monaghan or another Planning Board member to be determined - 1 year term

Robie moved, Swank seconded a motion to approve the nominations. The motion passed unanimously.

**Printing of Town Wide Area Form/Distribution.** Two questions were discussed: the quantity to print and from what account the funds would be taken and proceeds of public sales be credited.

A preliminary list of those Town departments, boards, commissions and other entities that should receive a copy includes:

Town Offices (3 copies)  
Select Board members  
Fire Department  
Police Department  
Highway Department  
Town Clerk/Tax Collector  
Library (2 copies)  
North Hampton Historical Society  
Heritage Commission members and alternates  
Heritage Commission Conference Room  
(copy for public + map)  
Little Boar's Head Heritage Commission

Chairs of the following:  
Planning Board  
Zoning Board of Adjustment  
Agriculture Commission  
Conservation Commission  
Economic Development Committee

In addition, the following State and County entities:  
State Division of Public Works  
Rockingham Planning Commission

[Currivan and Jones left at 10:15 am]

Brooks to vote for Currivan]

Printing will take about a week. Etela had obtained quotes for 50 and 100 copies. It was decided that 75 copies seemed the right quantity to order so that a reasonable number were available for residents to purchase at cost. The printer was contacted and agreed to split the difference. Seventy-five copies will cost \$1597.13.

Cuetara moved, Robie seconded a motion to authorize the printing of 75 copies of the report for \$1597.13 with the Finance Director to specify which Heritage Commission account would be used for the expenditure and later, for any proceeds of selling copies at cost.

Amy Dixon, the grants coordinator for NH DHR had liked the plan to make the report available not only on the Town website but also selling print copies at cost.

**Timeline.** Etela realized that the transfer of the existing timeline to the Historical Society's webpage on the Town website should be voted upon. [Background. The timeline was initially created by Jenny Landman and her sister Penny Holbert. Both were officers of the Heritage Commission as well as the Historical Society.] Members approved the placement of the timeline on the Historical Society webpage (Robie moved, Cuetara seconded).

A discussion ensued about the updating of the timeline which is being undertaken now by the Historical Society. Hillier noted that some of updates prepared by the Heritage Commission intern from the town annual reports did not in fact come about. They, however, seemed significant and should be included with an accompanying note. An example is the sidewalk between the School and the Library.

**Historical Society Presentations involving Heritage Commission resources.** Two Historical Society programs are joint efforts with the Heritage Commission: Lisa Mausolf -*North Hampton House Styles and Histories*, March 21; and Monique Fischer, NEDCC (Northeast Document Conservation Center), *Megaethoscope*-related, April 18. Members voted to approve an amount up to \$100 (Robie moved, Cuetara seconded) for splitting the cost of travel reimbursement to Fischer.

Swank reiterated the need for a few Heritage Commission members to learn as much as they can about the operation of the Megaethoscope for demonstration purposes in advance of the April presentation. She also thought the small office in Town Hall, formerly used by the Rec Department, might be the best location to hold demonstrations before and after Fischer's presentation. Maggiore will have it cleared before the presentation.

Other comments. Cuetara mentioned that he has an Olympic torch for the 2002 Salt Lake City Games in his possession which he is holding for the Library. He also has six notebooks of information about the Rail Trail which he thinks should be organized and made available.

6. Next Meeting Date & Time. March 15 at 9:30am.

Adjourned. 11 am

Cynthia G. Swank  
Recording Secretary