

Approved as prepared
at 16 Jul 2020 meeting



21 May 2020
Town Hall
231 Atlantic Avenue

Present:

Jane Currivan
Donna Etela, Chair
Vicki Jones

Jim Maggiore
Cynthia Swank

Alternates: Nancy Monaghan, Jane Robie, Carol Seely

Absent: Jeff Hillier

Note: Etela and Maggiore were at Town Hall; all others present were *via* video conferencing (Zoom app).

1. The Chair called the meeting to order at 9:35am. Robie to vote for Hillier.
2. Treasurer's Report. Swank moved; Currivan seconded approval of the Treasurer's Report. Roll call vote (Currivan, Etela, Jones, Maggiore, Swank, Robie) was unanimous in favor.
3. Approval of Minutes of Feb 20, 2020. Jones moved, Robie seconded approval of minutes as prepared. Roll call vote was unanimous in favor.
4. Election of Officers. Chair Etela, Secretary Swank and Treasurer Seely were nominated and approved unanimously by roll call vote. Particulars are:
 - Jones nominated Etela as Chair, Currivan seconded.
 - Robie nominated Swank as Secretary, Currivan seconded.
 - Jones nominated Seely as Treasurer, Currivan seconded.
5. Old Business
Certified Local Government Committee/ Master Plan update.
Jones had sent draft goals and recommendations for the Master Plan to the other subcommittee members Etela, Seely, and Swank. They met for a work session in early March.

Jones will distribute the draft updated with Swank's comments to all. Jones asked that members submit their comments to her. She also asked Monaghan as Planning Board representative to let her know if she sees any omissions that we need to address.

Jones had distributed to members earlier in the week a document describing the steps for becoming a Certified Local Government that had been given to the Select Board. She reported that the Select Board [SB] at its March 22nd meeting had unanimously agreed that the Commission should continue its effort to enable the Town to become a Certified Local Government, thereby becoming eligible for annual grants from the Division of Historic Resources for as much as \$30,000.

The next step is for the Commission to ask the SB to formally agree to the Town-owned lots in the Town Hall/Depot historic area being the boundaries for an historic district consisting of two contributing buildings, Town Hall and the 1907 Library, with the other buildings as non-contributing. The SB also would need to continue its policy of recognizing the Commission's role as it relates to the historic buildings. Jones indicated that with the SB approval in hand, the draft warrant would go to the Planning Board. There also would be a public hearing.

Discussion ensued. Among the questions: Maggiore asked whether he should bring it up at the next SB meeting. Others wondered how the Sub-committee would go about meeting to do its work. The major concern was the Commission's inability to inform the public about the goals of becoming a CLG and the need to have an historic district. . Would there be sufficient time to educate the public before March? Some thought it could become a political issue. It was agreed that the Sub-committee would continue its work but wait until Fall for gaining SB approval. A public hearing should be helpful and attract the public.

Economic Development Committee Update. Monaghan reported that the Committee has not met since February and she has had no indication of when there might be another meeting. She will keep us posted.

Nomination for EDC. [moved up from New Business] Robie moved, Jones seconded that Monaghan continue as the Heritage Commission representative on the EDC. The roll call vote was unanimous.

Website for HC image files/status. Swank had distributed prior to the meeting the pricing information provided by Re:discovery Elements and by Museum Software PastPerfect Web Edition. She described the twelve month effort to find a way to put the Commission's image records totaling at present about 2000 images in a cloud repository and then making them available publicly *via* website hosting offered by a vendor.

She recommended PastPerfect Web Edition with PP Online for public web hosting expected within six months. Initial costs are: \$375 for starter setup (one concurrent user, 5000 records, 100GB of storage); and \$745 for annual hosting, support, maintenance. The public website when it is available will cost about \$1575.

There was an extended discussion about having the initial costs paid out of the capital reserve fund for document management and then budgeting for annual hosting. Subsequent annual fees for cloud storage and website hosting might be included in the Heritage Commission's budget line. Maggiore suggested that the \$745 might be added to Commission's budget.

On the other hand, future access to the application may be offered to other boards and commissions whose records are primarily maintained on home computers, leaving subsequent budgeting subject to continuing discussion.

Maggiore will take up with Finance Director Cornwell and the interim Town Administrator. The agent to expend from the capital reserve is Select Board. To act now, he would recommend drawing funds out for this purpose. Then there might be a separate conversation about annual fees.

Other questions included whether the starter edition was sufficient? Initially and for Heritage Commission, yes. If other boards and commissions wish to use PP Web Edition, the other levels might need to be considered. Jones agreed that it will take us 3 to 6 months to do the back-end work and if PP meets its schedule, timing is OK. Monaghan asked about public access. There would be a link on the Heritage Commission webpage on the town website to this hosted website. Public could do their own exploration but would not be able to add or change anything.

It was agreed that Swank, Jones, and Maggiore will work to get project going as soon as possible. Maggiore requested a formal vote on a motion accepting the recommendation as well as documentation that he could take to the Select Board. He would then ask the SB to approve taking money out of the fund.

Jones moved, Robie seconded that the Commission accept the proposal from PastPerfect for the PastPerfect Web Edition starter package for our images: \$375 for the starter setup (one concurrent user, 5000 records, 100GB of storage) and \$745 for annual hosting, support, maintenance with a subsequent cost for the website hosting to come when available from PastPerfect.

Maggiore will bring the Heritage Commission's request to the SB. He will emphasize the importance of moving public records of historical importance off of personal computers into a central repository with public access. Maggiore also can bring up that additional boards may wish to use the same application.

HC Nominations RPC/EDC. RPC sent request for steering committee volunteers in early March. No response initially so for the deadline, said she'd do it. Hillier a few days later, said he was very interested and is now our nominee.

RPC Coastal Adaptation Master Plan Project. Hillier was interested and volunteered to be the Commission's representative.

Action Items. Swank listed: MS4/Section 106, now moot. Barn easement applications' procedures, none received by this year's deadline. LCHIP workshop, Swank thought unlikely to be used for town-owned building. Nominations taken care of as well as letter for Centennial Hall.

Etela announced to any public listening to meeting. Any comments, phone 603 758 1447.

6. New Business

Land Use Summit. Monaghan asked the Commission's preference for a zoom meeting in June or for a regular in-person meeting sometime later, maybe September. The consensus was to hold the annual meeting as a regular meeting later.

Town Hall Repairs. Maggiore reported that Schnitzler is ahead of schedule and under budget. There also has been progress on clock tower roof area. A.W. Therrian had been recommended by the person (Phil D'Avanza) who repaired the clock. The interim Town Administrator has also reached out to two other companies. There will be two estimates, one with a rubber membrane, the other with copper. Copper is more appropriate for the historic building, and would last much longer than the initially cheaper rubber membrane.

Alternate Position. Etela asked members to encourage anyone who may be interested in the position formerly held by Cuetara to inform the Town Administrator and Etela.

7. Next Meeting Date & Time. Thurs, June 16, at 9:30am

8. Adjournment. 10:28am

Cynthia G. Swank
Recording Secretary