

Heritage Commission

Draft meeting minutes

June 27, 2013

Ms. Powers began the meeting at 7:05 P.M.

Members in Attendance;

Debby Powers	Ernie Landry	Bob Bean
Gail Ramsey	Walt Roy	Holly Ouellette (arrived with meeting in progress)
Dave Taylor	Gary Finerty	George Korn, Selectmen's Representative
Jane Christie	Stanley Shallett, HDC Representative	

Excused absence: Ellen Faulconer

MM&S to accept the minutes as written. (Motion by Ernie Landry, second by Bob Bean.) 5-0-1 with Mr. Shallett abstaining.

Group reviewed the Mission. Jane Christie suggested eliminating the words "as a whole" from the last sentence.

MM&S to accept the Mission Statement with the revision suggested by Ms. Christie. (Motion by Ernie Landry, second by Bob Bean.) Motion passed Unanimously **PUNA**

Group reviewed Vision Statement.

MM&S to accept the Vision Statement as written. (Motion by Mr. Landry, Second by Mr. Bean.) Motion passed unanimously. **PUNA**

Group discussed the By-Laws. Mr. Bean proposed that a paragraph 10.5 be added as follows – Emails sharing general information may be sent from any member to the Chairperson for forwarding to commission members as appropriate". The group also discussed the wording of paragraph 12d which indicates that gifts of historical or cultural value may be offered to the Kingston Historical Museum for accession consideration. Mr. Bean suggested that the word "may" be changed to "shall" since the Heritage Commission would not likely accept gifts of personal property. There was considerable discussion around the topic. The group agreed that the term "may" should remain.

Ms. Christie asked whether or not members could recommend changes to the minutes during the period before they're officially posted. Group agreed that any changes would be made at the subsequent meeting when the minutes are officially approved.

The group also discussed Section 8d. This section seemed ambiguous and needed clarification as to what constitutes a quorum. Group agreed to revise Section 8d to say "A majority of the voting membership of the Commission shall constitute the quorum necessary in order to transact business at any meeting."

There was general agreement that it is important to obtain and understand the By-laws and functions of the other Town groups involved in historical preservation so there are no misunderstandings, unproductive overlaps or conflicts. Mr. Bean recommended that a meeting be held with these other groups for that purpose.

MM&S to accept the By-Laws with the changes agreed to by the group. (Motion by Mr. Bean, Second by Ms. Ramsey) Motion passed unanimously **PUNA**

ACTION ITEM: Ms. Powers to arrange a meeting with other historical board chairpersons after meeting with and updating the Selectmen on the HCs plans and activities.

Update on Kingston Days display. Heritage commission will join other town groups in setting up at the Flea Market area. Mr. Landry indicated that there will be a display showing many of the key historic sites in town and providing a short history of each. There will be a display with a number of trivia questions to engage folks by testing their knowledge of Kingston history. Our mission and vision statements will be displayed. Commission will hand out copies of the Kingston Chronicles and Walking Tour of Kingston Historic District prepared by the HDC. We will have signage directing visitors to the museums.

Ms. Christie updated the group on the Museum plans for Kingston Days. The Nichols Library, Old Fire Museum and Grace Daley barn will be open and staffed. There will be a fundraising event - allowing folks to take pictures of themselves near the displayed carriages, old fire pumper and the large drum. A comprehensive set of old tools donated by the family of Charles King will be on display. On Saturday a local historian will make a presentation about NH's involvement in the Civil War.

ACTION ITEM: Ms. Powers and Mr. Finerty to arrange for sign and map at the information booth directing visitors to the booths set up by the various town groups.

Town budget request – Ms. Powers indicated she had received information from Mr. Korn regarding the budget requirements. There was some discussion regarding what needs to be addressed in the budget, including money for matching grants, conferences, consultants, etc.

Bandstand update – Town road Agent has estimated that it will take approximately \$20K to \$25K to restore the bandstand. There was discussion around determining the scope of what's necessary. It was suggested that we establish a small committee to make recommendations on what types of functions the Bandstand should support since this would affect the extent of repairs necessary. The group should also meet with the Road Agent to look at the scope of the work, costs, etc. Any recommendation and actions need to be closely coordinated with the HDC.

ACTION ITEMS: Mr. Korn to set up a meeting between the HC's work group and the Road Agent. Mr. Shallett to notify the HDC and encourage HDC participation. Ms. Powers will also coordinate with HDC Chairperson. Mr. Roy, Mr. Bean and Mr. Finerty selected to be the HC representatives.

Town Clerk update on inventory index – Ms. Ramsey shared information on a possible format for listing the information from the Cultural Resources Survey, Inventory and Plan from 1983. After discussion it was agreed that Ms. Ramsey should hold-off on any additional work on the index until further decisions on how an update to the 1983 report will be handled.

Status of CLG application – Ms. Powers indicated that it will likely be another month or two before we have definitive information.

Education of public/public access to inventory – There was much discussion about access to information such as the inventory of historic sites, information maintained by the other historic town committees as well as the cemeteries. Currently each organization has its information in a unique format (museum with Excel and Access, Cultural Resources Survey on paper, cemetery information on card files). Mr. Landry suggested that the town should strive to have as much of the information possible in relational databases that would allow access by Town committees for their own needs but also by the general public for research purposes. This would make the information much more accessible via the internet and provide a coherent town-wide data management plan for information related to the history of Kingston. Mr. Bean discussed some typical types of software for this purpose. Ms. Christie mentioned that the Museum Committee had thought about Past perfect software but that the costs were considerable. It was agreed that this should be explored further.

Action Item: Ms. Powers will explore the possibility of getting more information on Past Perfect for the group.

Ms. Powers indicated that Cathy Grant will load the presentation by Nadine Peterson on the Town web site.

Action Item; Ms. Powers will arrange for a meeting with Selectmen to update them on our activities and to discuss the Mission, Vision and By-laws that were approved by the membership.

MM&S to adjourn. (Motion by Mr. Landry, Second by Ms. Ramsey) Passed unanimously **PUNA**

Meeting adjourned at 9:17 P.M.