

## Heritage Commission

### Draft meeting minutes

May 23, 2013

Ms. Powers began the first meeting (held at Kingston Public Library) of the Heritage Commission at 7:00 PM. The Oaths of Office were collected; Mr. Roy will provide his at the next meeting.

#### Members in Attendance:

Deb Powers	Ernie Landry	Ellen Faulconer
Walt Roy	Dave Taylor	Holly Ouellette (arrived with the meeting in progress)
Gary Finerty	Bob Bean	George Korn, Selectmen's Representative
Jane Christie	Gail Ramsey	Charlotte Boutin, HDC Representative

Ms. Powers reviewed the agenda; officers required for the commission.

#### **MM&S to nominate Ms. Powers as Chairman and Mr. Landry as Vice-Chairman for the Commission.**

(Motion by Ms. Faulconer, second by Mr. Roy) Motion passed unanimously (**PUNA**).

The position of Secretary/Media Coordinator will be tabled to another meeting; Ms. Faulconer volunteered to take the minutes for this meeting; Ms. Powers stated that until this was addressed, each member would need to take turns taking the minutes.

The Commission members introduced themselves and noted their interest in being on the Commission; contact information was provided.

Ms. Powers explained that the first meeting is organizational; she reviewed some aspects of a presentation by Nadine Peterson, Preservation Planner for the NH Division of Historical Resources; she will provide this information to the Commission members to review at their leisure.

Powers and Duties, by-laws, mission statements requirements were discussed; meeting protocol was reviewed.

#### **ACTION ITEM: Ms. Faulconer volunteered to prepare by-laws and mission statement; provide to Ms. Powers to distribute to the commission members for the next meeting.**

Ms. Grant, the BOS' administrative assistant, will help with posting meetings and distributing information to the Commission members. It was agreed that all documents would go through the Chairman first for distribution. Ms. Powers confirmed that all meetings are public; requirements for postings were reviewed.

Mr. Landry reviewed the 1983 Historic Properties Inventory; he noted that the Town, through Ms. Grant in the BOS office, had applied to be a Certified Local Government which would be instrumental in qualifying for grants, this certification often takes a couple of months to be accepted; some of those requirements were reviewed. There was a discussion about the information in the Inventory; information available at other towns; ability to access or photocopy the inventory; possible grant assistance through the NHDHR. Ms. Christie suggested utilizing the advisors the Museum group is using as they have been very helpful and knowledgeable. Mr. Bean suggested reviewing the Inventory's index for content.

**ACTION ITEM: Ms. Ramsey will speak to the Town Clerk about accessing the Inventory index.**

**ACTION ITEM: Ms. Faulconer will scan pertinent section of the Master Plan and send to Ms. Powers to distribute to the Commission.**

Mr. Bean noted that it would be important to define what the Commission wanted for a grant; to be more specific than for an inventory for Historic Resources.

**ACTION ITEM: Ms. Christie will speak with the Historical Consultants, Ms. Swank and Mr. Parker, regarding the inventory, suggestions for grant proposals and other assistance.**

The "quick win" was explained by Ms. Powers; this was a project that would get the Commission and its purpose out to the public. <board note: Ms. Ouellette arrived at this time> The Commission discussed the possibility of a project being the repair and restoration of the Band Stand; find out the costs involved and how to get the funds. Another suggestion included having a table at Kingston Days to get the Commission and its goals out to the public. Mr. Landry explained how FOKOS had gotten visibility in this way. Different ways to engage the public at this event were discussed; Kingston Trivia was one example. There was discussion about working together with other groups with similar interests such as the HDC, Historic Museum Committee and the Nichols Library Re-use group. Mr. Bean suggested not only defining what the Commission is doing but also noting what the Commission is NOT doing, such as regulation to calm the public fears. Ms. Christie stated that the Commission can mobilize support to protect community assets.

Ms. Powers stated that the next meeting should adopt a Mission Statement and get a plan together to present to the BOS regarding the band stand. Ms. Ouellette and Mr. Finerty discussed timing regarding Kingston Days. Mr. Korn suggested putting up some of the slides from Ms. Peterson on the Town's web site to get some additional information out to the public; add some to the Town's cable channel.

**ACTION ITEM: Ms. Powers to ask permission from Ms. Peterson to put her information on the web site; chose the slides and work with Ms. Grant about posting on-line and on the cable channel.**

**ACTION ITEM: Ms. Powers asked that all committee members should think about what they want to volunteer for and discuss at the next meeting.**

**MM&S to have booth at Kingston Days. (Motion by Mr. Bean, second by Ms. Ouellette) PUNA**

**ACTION ITEM: Mr. Landry, with Mr. Finerty' assistance, will work out getting a spot at Kingston Days. Mr. Landry and Mr. Taylor will work on the presentation/information for Kingston Days. Mr. Finerty will try to get other organizations involved with the same table/booth. Mr. Landry will speak with the HDC and Historic Museum. Mr. Bean suggested a description of what each group does.**

Ms. Faulconer suggested that the Commission should agree that the Chairman speaks for the Commission; there was consensus on this point.

Mr. Landry stated that he had spoken with Mr. St. Hilaire about putting up a bulletin board at the Town Hall for the Commission to post information; Mr. Landry will let him know the size and they will work out the location. Mr. Finerty suggested that Mr. St. Hilaire would be a good resource for the estimate for the bandstand; Ms. Faulconer asked about the possibility of utilizing existing Town funds since it was a Town-owned structure; Mr. Korn suggested that the combination of donated or grant funds in conjunction with Town funds was a good proposal.

Ms. Powers stated that she supported multiple subcommittees to do work and bring the information and proposals to the Commission. Mr. Landry stated that it was important for the multiple committees to work together and make sure they were not having competing fundraisers; important to work together and not compete; Ms. Christie agreed and suggested an example of one web site giving a choice of where to donate. Ms. Powers explained private companies' donation possibilities. Ms. Faulconer reminded the Commission not to forget the Trustees of the Trust Funds as they are in charge of the cemeteries and their historical resources.

The Commission agreed that it was important to interact with Kingston officials; encourage groups with Historic interests to share information and possibly meeting together on occasion so other town officials don't have to attend multiple meetings; interaction with departments and committees was discussed.

Historic classification was reviewed; Ms. Powers said that the bandstand was built over 50 years ago; Ms. Ouellette said that it was built in the late 1800's; Ms. Christie stated that quotes for repairs need to be from someone who knows historic structures such as Bob Pothier; she stated that this was often a requirement for grants. Ms. Powers stated that the Commission not only had to look to the past but also look forward for preservation for the future. Mr. Bean said that the bandstand is iconic for the Town; he added that the Commission also needs to ask the question as to whether it is feasible to make it less destructible. Mr. Roy agreed that this was a worthy first effort.

**ACTION ITEM: Mr. Korn will notify Mr. St. Hilaire about the Committees interest in the bandstand; ask about any information available regarding the bandstand; the possibility of Mr. St. Hilaire meeting the group.**

Mr. Korn discussed the upcoming budget season which will begin in September and the items the Commission should think about for a budget for recording, printing, etc. He added that having a budget may determine what the group can do and how much they can do their function.

**ACTION ITEM: Mr. Korn to provide HDC budget to Ms. Powers as a guideline for a budget for the Heritage Commission.**

There was discussion about HDC review for any work done for the gazebo. Ms. Powers clarified that Ms. Boutin was an ad hoc member representing the HDC as was Mr. Korn for the Board of Selectmen. Ms. Faulconer noted that these members can only be replaced by members of their own board, not regular commission alternates. Ms. Powers asked the Commission about future meetings; she represented once a month at the minimum; the consensus was once a month; the fourth Thursday of each month.

**The next meeting will be held on June 27<sup>th</sup> at 7:00;** Ms. Powers will get this posted and confirm the location.

Ms. Christie, in reviewing a previous meeting with people from Hampstead, said it was important to note that “everyone is part of Kingston’s history” no matter how long they had lived in Town. Ms. Powers suggested that this was a good message for Kingston Days.

Ms. Faulconer suggested that the Commission might invite Nadine Peterson to a future meeting, after Kingston Days, for continued guidance. Ms. Powers noted that the next meeting will have to focus on Kingston Days; Mr. Landry will get the ideas and tasks needed together for the next meeting.

**MM&S to adjourn.** (Motion by Mr. Landry, second by Mr. Taylor) **PUNA**