

**Kingston Historical Museum Committee**  
**Minutes of the Meeting held on January 2, 2024**  
**Kingston Historical Museum – Nichols Memorial Library**

**Members present:** Ruth Albert (via phone), Kathy Clark Chase, Jef Flanders-McDougall

**Friends present:** Walt Roy

**Select Board Member present:** Glenn Coppleman

Ruth called the meeting to order at 5:45pm

**Meeting Items:**

**1. Chairperson's Report:**

- a. 2023 Year to Date Budget/Actuals and Details: Purchase orders for a Past Perfect Data Base Transfer and for the archivist's finished work for 2023 have been issued. Presently, the committee has yet to receive a report from the Finance office. Kathy volunteered to check in with the Finance Director the next day, on Wednesday.
- b. 2024 Budget Proposal: The Budget Committee had no issues with the Museum's proposal and it will be presented as such to the Selectboard.

**2. Secretary's Report:**

Jef motioned to accept the Minutes as amended. Ruth seconded it.

**3. Old Business:**

- a. Warrant Article: Lesley wrote the warrant article on behalf of the Friends and shared it at the recent Friends meeting. It reads as follows: "[That the Town of Kingston] vote to raise and appropriate \$2,500.00 to match the \$2,500.00 which the Friends of the Kingston Historical Museum Association have raised for transcriptionist services and to purchase necessary materials for the proper cataloguing and preservation of the audio and video recordings of oral history interviews and related materials."
- b. Tramp House: Jef reported that a representative of the NH Preservation Alliance is going to take on the task of placing all the tramp houses in New Hampshire on the National Registrar of Historic Places as a group: therefore, the Heritage Commission, The Historic District Commission, and the Museum, do not have to take any further steps at this time.
- c. The Heritage Commission Subcommittee – The Plains Cemetery: The next meeting is January 10<sup>th</sup>, at 9:00am, to determine where to record cemetery records. No decision has been made whether to use the Museum's Past Perfect Database. The Department of Public Works (DPW) has cemetery records obtained from the Trustees of the Trust Funds. Walt suggested that the Museum maintain cemetery records in addition to the DPW. Discussion ensued about the need for an assistant to input data into Excel spreadsheets/Past Perfect. Glenn suggested that an intern from the high school may be interested and available; He had attended a recent town committee/board meeting where a high school intern was recording the Minutes and was apparently very good at it.

- d. Nichols Memorial Library Basement: Tabled
- e. New Exhibits: Kathy had suggested that the Museum have a special exhibit on the Christie Poultry Farm given the extensive materials recently donated by Jane Christie. However, the date is to be determined. The tentative goal is to create a new exhibit – the Museum already has one on the Christie and Nichols’ poultry farms – in 2025. The reason: According to the archivist, there are approximately 31 cubic feet of materials, the processing of which has only just begun. The materials include documents, publications, artifacts, photographs, glass negatives, newspapers, and news clippings most of which are related to business and industry, politics and government. Walt is presently working on a way to protect the larger glass negatives which are 14 5/8” x 13 1/2”. The glass negatives and photographs would certainly be a part of the exhibit. The members agreed that the focus, in the immediate future, is the Francis Fischer Wood Exhibit and to have it in place by this summer, 2024.
- f. The Museum Banner: The banner design is completed. Walt suggested that we have the company Fast Signs create the banner and that it be in color. The goal is to have it available for the opening of the Grace Daley Barn in the spring. See Glenn’s update on the barn’s restoration under Selectboard Update.
- g. The Annual Report: Jef has finished writing the rough draft of the Annual Report. Kathy and Lesley will help her edit it tomorrow, on Wednesday. Glenn suggested that photographs of the Nichols Memorial Library 125<sup>th</sup> celebration and the restored-glass windows be included. Jef said that certainly photographs will be included - the committee did so the previous year – and that the report was on schedule to be submitted by the end of the month.
- h. The Old House Program: Jef contacted the NH Preservation Alliance for information on a presentation about restoring and maintaining old houses. Consultant Andrew Cushing suggested that the Museum have a Meet and Greet/Meet the Expert with him on a Wednesday morning, a time that would work best for him. Jef said that the time may not be ideal for many, but with advanced notice/advertising the program may draw many attendees.

#### 4. New Business:

- a. Public Notice: Jef motioned to approve posting the public notice of the Museum’s 2024 Committee Meeting schedule. Ruth seconded it. Kathy said she will post the schedule at the town hall, at the Kingston Community Library, and at the post office, with permission, of course.
- b. Website Update: Jef, as Vice Chairperson, will send Caitlin Milhomme the new 2024 schedule of the Museum’s opening days for posting. Glenn clarified that the Vice Chairperson has authority to submit updates to the Museum’s website. He also suggested that beginning in February, the Committee hold its meetings in the back room, behind the desk, so that visitors coming into the building at 6:30pm may not feel as if they are interrupting the group. All agreed that the museum should be set up for visitors on Tuesday evenings now that it is open to the public on Tuesdays 6:30pm – 8:00pm. (The meetings begin at 5:30pm and usually end at 7:30pm.)

Commented [KC1]: onthy

**5. Glenn Copleman – Selectboard Update:**

- a. The Grace Daley Barn: Glenn said that, as of now, there is not much to report on the status of the barn and the work to be done. He confirmed that all material has been removed from the barn. He said that the DPW, which is responsible for the work, has been busy with other concerns such as a washed-out culvert and other emergency repairs. No time line has been set to remove the dead stump by the barn and begin work.
- b. Building Inspector - Code Enforcer: The Building Inspector candidate the selectboard was hoping to hire backed out, most likely due to receiving a better offer, perhaps from his current employer. The second candidate interviewed is going before the selectboard on Monday, the 8<sup>th</sup>. The third candite will be interviewed on Thursday, the 4<sup>th</sup>, and may also be eligible to come before the board. After the 8<sup>th</sup>, the hope is that there will be an offer.

Meeting adjourned at 7:00pm.

Respectfully submitted,  
Kathy Clatk Chase