

**Kingston Historical Museum Committee**  
**Minutes of the Meeting held on September 5, 2023**  
**Kingston Historical Museum – Nichols Memorial Library**

**Members present:** Kathy Clark Chase, Jef Flanders-McDougall, Christine Hume

**Friends present:** Jane Christie, Dan Doyle, Lesley Hume, Walt Roy

**Select Board Member present:** Glenn Coppelman

Jef called the meeting to order at 5:45pm

**Meeting Items:**

**1. President's Report:**

- a. 2023 Year to date Budget/Actuals and Details- The budget line 4589-05 is earmarked to pay the archivist. The transcriptionist is presently not available to do museum work as she is busy working on tasks in the town human resources department and the finance director's office. The archivist is presently processing the Bakie collection and the Christie Poultry papers. The budget line 4589-02 Computer & Equipment Support is earmarked to pay Past Perfect for data conversion and membership renewal dues.
- b. 2024 Budget Proposal – Glenn suggested that the committee combine the two computer lines 4589-02 Computer & Equipment Support and 4589-03 Computer Support for simplification. Lesley suggested that the cost of operating the museum be included in the museum budget. Glenn said that this is a conversation to be had with both the selectboard and the budget committee. He also suggested that the committee look at examples of other town museum's budgets. Committee members will think about the above suggestions.

**2. Secretary's Report:**

Jef motioned to accept the minutes as written and Christine seconded it.

**3. Friends President's Report:**

- a. **Kingston Days-** Lesley reported that the Kingston Day's schedule doesn't include the museum opening date and time which is Saturday, September 9<sup>th</sup>, 10:00am – 4:00pm. Stacy Dion, the chairperson of the Kingston Day's Committee, told Lesley that she would edit it. Steve Sousa submitted the museum opening announcement to the Carriage Towne News.
- b. **Autumn Fest-** Lesley reported that there is a need for volunteers to help during the October 14<sup>th</sup> 8:00am – 8:00pm event. Set up is at 6:00am and take down is at 9:00pm. The activities planned, in coordination with sponsor Down To Earth Garden Shop, are: a corn hole tournament, a car show, crafter sales, a Halloween parade for children and adults, and an outdoor movie, all supported by a food tent, beer garden and two or more food trucks. Details discussed included Paul Hume's suggestion that there be a competition (ex.: 50 yds. bean bag single (1) toss for \$5.00) to be sponsored by a local organization; car show logistics of registering vehicles; looking for someone to be head cook for a pancake breakfast; a tent to be used for breakfast and for Bingo; the bandstand for announcements and music; food donations and/or monetary donations for NH Hunger Solutions or the high school food pantry; and renting/getting a sponsor for a movie screen for showing a family movie after the

car show. Dan stated that there needs to be a plan for exiting car show vehicles and for safety allowing family vehicles onto the space. Lesley stated that Christopher “Kip” Howard has graciously hand crafted and donated a corn hole set to be raffled during the event. Friends will be selling raffle tickets beginning Saturday, August 9<sup>th</sup>, during Kingston Days, at the Museum. The drawing will be held on December 2<sup>nd</sup> at The Festival of Trees.

Marketing includes advertising through Wicked Cornhole, the organization running the tournament, handing out flyers at other corn hole tournaments and car shows, and placing announcements in car show magazines such as *Whip’s Wheels*. Advertising for all events will be done through traditional avenues: community flyers, newspapers, both paper and online, and signage.

- c. **Festival of Trees** – Jef reported that the festival is planned for Saturday December 2nd, 2023 to be held at the Swazey Gymnasium between 9:00am and 3:00pm. The goal is to have twelve – fifteen trees for this first year with the sponsoring company paying \$25.00 to enter a tree. The facility cost is \$150.00. Set up is Friday, time to be determined, and collection of trees to be extended to Sunday morning. Dan suggested that there be a temporary storage area for packaging boxes. The hope is that this be a festival and fundraiser to be built upon.

#### **4. Maintenance:**

- a. Jef reported that she sent an email to Phil Coombs, the Public Works Director, as regards a roof repair on the Nichols Memorial Library (NML). Apparently, an ice dam built up and pulled away on the roof leaving the turret unprotected. The contractor is due to return to make repairs but no date has been set yet.
- b. Last winter’s de-icing on the NML steps has caused mortar to crumble. Dan suggested that the product Safer Than Salt rather than Pure Melt be used. The former has been used by the school district and has proven to prevent mortar from crumbling. Dan suggested that Phil be contacted with the recommendation that the town buy several pounds of Safer Than Salt in bulk to distribute to all departments in town for use on building steps.
- c. The anticipated date for the new furnace to be installed is September 11<sup>th</sup>.
- d. The NML has yet to receive a trash container although one has been requested.
- e. Likewise, although requested, the NML has yet to receive pest control traps.
- f. To replace the florescent lights, Glenn suggested the committee request LED lights available in the supply storage.
- g. Cy-Pres: Jef pointed out that, as we have discussed, the Cy Pres states that the town is responsible for maintaining the NML. She suggested that the committee communicate with Phil regarding a maintenance schedule of priorities.

Kathy suggested that the priorities be the furnace and the roof repair.

#### **5. Glenn Coppelman – Selectboard Update:**

Glenn stated that to his knowledge, the boiler is to be installed by the end of September. Phil told Glenn that the most cost effective is to have an installer other than the contracted fuel company do the installation. The installation is not included in the fuel company contract.

As regards the Grace Daley Barn, Glenn said that he will get an update on the work schedule. If there is no further work to be done this fall (ex: jacking up the floor), then the carriages can be

returned to the barn for winter storage. Floor boards can be put back in place for temporary carriage storage. Glenn also pointed out that most likely expenses will be less than the \$75,00.00, the amount available from the grant, because of economical use of town employee contributions and donations. Carston Springer, for one, has donated hemlock for the restoration

**6. Old Business:**

- a. Event Banner- Jef showed a photograph of the Warner Historical Society's vinyl banner that she has shown to the vendor she approached re: a banner for us. Billy Brouck of Salem Signs said that he will produce a vinyl banner 72" x 27" with grommets at no charge. The remaining task is to choose select photographs of the museum buildings for the banner.
- b. Volunteer Fair – In coordination with the Kingston Community Library, the fair is to be held on Thursday, October 12<sup>th</sup>, from 5:30pm - 7:30pm, at the library. Jef is going to send a letter to organizations in need of volunteers to inform them of the event.
- c. The Cemetery Project – Kathy nominated Jef to serve as the museum committee representative to the Heritage Commission sub-committee – The Plains Cemetery Project. Christine seconded the motion. Jef's first goal is to learn how the museum committee and Friends can serve the project, specifically data logistics. Christine, Kathy, and Lesley told Jef that they are interested in attending the training on how to clean cemetery stones. Lesley said that Ruth expressed interest in cleaning Josiah Bartlett's stone as well as her other family members' stones.
- d. Policies and Procedures Manual – Kathy requested that the special meeting date of September 6<sup>th</sup> to work on policies and procedures be postponed to allow more time to prepare for Kingston Days and to contact museum organizations for information/manual templates. Special meeting postponed.

**7. New Business:**

- a. Public Comment Budget Process: tabled

**8. Public comment – No public comment**

Jef motioned to adjourn at 8:25pm.  
Kathy seconded the motion.

Respectfully submitted,  
Kathy Clark Chase