

**Wakefield, New Hampshire
Heritage Commission
October 3, 2018, 7 PM – Heritage Centre at Wakefield Corner
Regular Meeting Minutes – Approved**

Members & staff in attendance: Pam Wiggin, Rick Poore, Snooky Shea, Nancy Hall, Tracey Kolb, Ann Bell and Larissa Mulkern, administrative assistant. Ann Bell and Tracey Kolb stepped in to serve as regular members in the absence of Annette, Connie and Phil.

Guests: Jeanne Loughan, Selectman Denny Miller, and Donna Martin (videographer.)

Absent: BOS Rep. Connie Twombly, Phil Twombly, Annette Perry

Pledge: The meeting was opened at 7 p.m. with the Pledge of Allegiance.

Minutes: Regular meeting minutes, Sept. 5; Nonpublic meeting minutes, Aug. 1, 2018:

Motion: Tracey made a motion, seconded by Rick, to accept the regular meeting minutes, Sept. 5, as amended. Members voted all in favor and the motion passed.

Motion: Rick made a motion, seconded by Nancy, to approve the sealed nonpublic meeting minutes as submitted. Members who were present at the Aug. 1 meeting and the Oct. 3 meeting [Pam Wiggin, Rick Poore, Nancy Hall, Tracey Kolb] voted unanimously to approve the minutes, the motion passed. The minutes will remain sealed.

Financials: Fund 1: Pam met with the Town Administrator to review the WHC budget; spending is on track. **Fund 4:** The format of this financial report cannot be changed to indicate the balance on the spreadsheet; the current balance is \$108,430.77. Any expenses for the East Wakefield School will not come out of the town portion of the WHC budget. Income from July 24 through the last days of the season in September: \$1,136.50 total from the Grange, the Railroad Station and East Wakefield School. Of that, \$782 was from donations, with \$157 in donations just for the EWS. Pam will meet again with the Board of Selectmen for a budget review when there is a full select board.

Correspondence: Pam received correspondence from Docent Nancy LaCroix Briton requesting to become a WHC member. She would love to get involved. Pam read her qualifications.

Motion: Tracey made a motion to nominate Nancy LaCroix Briton as an alternate to the Heritage Commission, seconded by Rick. Members voted all in favor and the motion passed.

CIP/Freight House/Turntable Park: Pam met with the Capital Improvement Program committee and discussed activities of the Heritage Commission. Discussion ensued regarding efforts to acquire Turntable Park from the State of NH, with intent to also acquire the Freight Shed on Cosmar Drive (owned by Eversource) and relocate it to Turntable Park. Selectmen Denny Miller joined in the discussion and updated members on the Board's efforts; he asked the Heritage Commission to assist in efforts to acquire the building – he is not in favor of purchasing it for market value, as Eversource has initially requested. After further discussion, members agreed to pursue this endeavor. **Motion: Tracey made a motion seconded by Rick to pursue the acquisition of the Freight House (located on Cosmar Drive) [not to be confused with the Freight House at Union Station/Heritage Park] and move it to Turntable Park. Members voted all in favor and the motion passed.**

Insurance requests: East Wakefield School, Heritage Centre/Grange: Pam reported the Joint Loss Committee looks at different buildings in town looking for potential hazards; the review resulted in this advisory: a three by three foot ramp or platform at the back door of the grange, and at the East Wakefield School, and commercial grade fire extinguishers, which have been purchased at a cost of \$49.99 from the Fund 1 budget. Exit signs are also needed.

East Wakefield School: Tracey reported it was a wonderful year and thanked all the volunteers, all of whom want to be involved with the Friends of EWS group. She will arrange for a final mowing at the school, and get a quote for next year. She has been told the Town will snow plow there in the winter. In other news, Rick and Pam purchased an ideal antique clock for the school at a great price -- \$100.

Heritage Centre/Grange: The archived records have been moved into the storage room.
A motion was made by Tracey and seconded by Ann to approve the purchase of a light-blocking shade for the glass window on the door. Members voted and the motion passed all in favor.

Heritage Park/Snow Plow: Rick updated the commission on Snow Plow renovations. The siding is being installed and will then be painted with a primer coat. A motion was made by Ann and seconded by Tracey to approve the purchase of enough paint to do the final coat on the Plow Car. Members voted all in favor and the motion passed. The Lake Shore Park Association has some donations for the WHC related to the B&M water tower.

Spinney Meeting House: The roof needs repair and two quotes were received, one for \$5,200 and another for \$3,600. **A motion was made by Ann and seconded by Tracey to hire Bobby Todd to re-shingle the Spinney Meeting House roof for \$3,600. Members voted all in favor and the motion passed.**

Docents, volunteers and membership: Pam suggested working on a plan to recruit more volunteers for the 2019 season. She will work with Larissa this winter. During a visit to a museum in Boothbay Harbor, she noted that there were more descriptive plaques on the exhibits, eliminating the need for volunteers/docents onsite.

Dog/Animal Fences in Historic District: A subcommittee was established (Tracey and Ann) to look into what types of dog fences should be allowable in the Historic District.

Other: The Heritage Commission will not meet in January, February or March 2019. Subcommittees can work on projects, such as the tourist historic sites map and the fence project. For next meeting, Pam suggested members discuss charging admission and other ways to raise money. She will work on a Certified Local Government grant for 2019. She asked Larissa to get the mail from Town Hall during the winter. Also, the town can apply for a NH Moose Plate grant to get the gutters done at Union Station – the state can only take one grant application per town. Members concurred to move forward with applying for this grant.

Adjournment: A motion to adjourn was made by Nancy and seconded by Rick at approximately 9 p.m. The motion passed.

Respectfully submitted: Larissa Mulkern, Administrative Assistant

The next meeting of the WHC will be held on Wednesday, Nov. 7 at 7 p.m.