

**Wakefield, New Hampshire**

**Heritage Commission**

**February 21, 2018, 7:00 PM ~ Heritage Centre at Wakefield Corner**

***Minutes - Draft***

**Members & others in attendance:**

Acting Chair Phil Twombly, Annette Perry, Tracey Kolb, Selectman's Rep Connie Twombly, videographer Donna Martin, WHC Administrative Assistant Larissa Mulkern; members of the public included Vin and Cassandra Wallace.

1. **Pledge** - The meeting was opened shortly after 7 p.m. with the pledge of allegiance
2. **Invoices** - Phil reviewed several invoices and one funding request. They included:
  - a. **NH DOT renewal for highway signs** for Heritage Park Railroad Museum: Phil explained the wayfinding signs are on the south and northbound lanes of state Route 16 in Union; the cost is \$20 for both (\$10 a year per sign). The Heritage Commission had previously filled out an application and paid a \$400 fee to the state for these signs, which are put up seasonally. **Motion: Connie made a motion, seconded by Annette, to approve the expenditure of the \$20 fee to the NH DOT. All being in favor, the motion passed.**
  - b. **Middleton Lumber**, additional cost for lumber purchased last fall for the exterior of the Russell Snow Plow: \$86.66. Phil noted the first invoice for \$1,437.50 had been paid and this was an additional cost. **Motion: Connie made a motion, seconded by Annette, to pay the outstanding balance of \$86.66.**
  - c. **Explore Border Villages brochure invoice**: The brochure, produced by Susann Foster Brown, lists 14 destinations in and around Wakefield, Union and Milton. The bill is for \$60 and is due March 1. **Motion: Connie made a motion, seconded by Annette, to approve the payment of the \$60 invoice.**
  - d. **Seacoast Media Group invoice**: The invoice was to cover the distribution costs of the Wakefield Heritage sites tourist brochure produced in 2017. The Finance Department requested back up information of the 'past due' invoice for \$312.75; there was some uncertainty as to whether this invoice had already been paid. Annette said she would call the source and look into it, and in the meantime, the members agreed to put forth a motion during this meeting to pay the invoice rather than hold a special meeting just for this bill. **Motion: to pay the \$312.75 invoice to Seacoast Media Group if it is indeed found to be past due. The motion, put forth by Phil and seconded by Tracey, passed all in favor.**
  - e. **Request of funds from Freight House Crew**: Phil said the Freight House crew are looking to install additional shelving at the Heritage Park Railroad Museum and are seeking some funds, \$200, to pay for supplies. **Motion: To approve the expenditure of \$200, made out to crew leader Bill**

**Gaver; an invoice from the crew to the town will be required for the town Finance Director. The motion was made by Connie and seconded by Annette. Members voted and the motion passed.**

- f. **Heritage/Historic Sites tour map - Strafford Regional Planning Commission:** Larissa informed member of the meeting she and Tracey had with Rachael Mack of the Strafford Regional Planning Commission to discuss the potential for SRPC to create a driving / self-guided tour map of the town's historic and/or heritage sites. While the consultation was free, the planning commission charges a fee for services; earlier this day, Pam sent an email query to the SRPC director inquiring about free services for town-members. The estimate for services, which would include creation of a site map and layout of the back page of a brochure, was a total of \$750: \$550 for the map development and review, and an additional \$200 for back side layout. Larissa would provide the text. Connie noted that the town had just recently become members of the Strafford Regional Planning Commission. No action was taken at this time, pending further research.
- g. **Cost for email addresses that match the WHC website domain.** Larissa explored the availability and cost of obtaining one or two email addresses from our web hosting company, Go Daddy, for a more professional interface. For a three-year contract, the cost for one email address along the lines of info@historicwakefieldnh.com, would be \$143.50 and the cost for two addresses, also for three years, is \$287.28. Guest Vin Wallace suggested establishing a free email service like g-mail; Larissa noted that the idea was to get an address to match our existing domain but she could check if historicwakefieldnh@gmail.com was available. No action was taken at this time.
3. **Other Business:** Phil noted that archivist Craig Evans was organizing and archiving the Grange [Lovell Union Grange] documents from upstairs in Grange Hall. During the WHC special anniversary events this summer, Phil will host a mock grange meeting. Tracey asked what the first WHC projects were (the Garvin Building) to get inspiration for the WHC 25th anniversary logo. Larissa is preparing a WHC timeline and has some images to share. After this meeting Phil gave the Wallace's a tour of the Heritage Centre.
4. **Minutes of the December 6, 2017 meeting: A motion was made by Tracey and seconded by Annette to approve the minutes of the Dec. 6 meeting as submitted. The motion passed.**
5. **Adjournment:** The meeting was adjourned at 7:55 p.m.

Respectfully submitted:  
Larissa Mulkern  
WHC Administrative Assistant  
2.26.18