

**Wakefield, New Hampshire
Heritage Commission
April 4, 2018, 7:00 PM ~ Heritage Centre at Wakefield Corner
Draft**

Members & Staff in attendance: Acting Chair Phil Twombly, members Annette Perry and Nancy Hall, alternate Tracey Kolb [arrived 7:50 p.m.], administrative assistant Larissa Mulkern

Guests: Videographer Donna Martin, Freight House Crewmember Rich Breton, Rose and Robert Baxter

Members/Alternates absent: Chair Pam Wiggin, alternate Rick Poore, member/BOS rep. Connie Twombly, member Snooky Shea, alternate Helen Watkins

1. **Pledge:** The meeting opened shortly after 7 p.m. with the pledge of allegiance. Phil followed with an announcement of the passing of long time Heritage Commission member Peter Brown, who passed away Tuesday April 3. The group observed a moment of silence in Peter's honor.
2. **Tabled Items:** Due to the lack of a quorum of members present for the last meeting, and the members needed to vote on the election of officers, approval of the February minutes and the election of officers was tabled to the May meeting.
3. **Freight House - floor maintenance, cabinet purchase, roadside signage**
 - a. Awaiting Tracey's arrival, the members and audience were treated to a thorough presentation by Freight House Crew Member Rich Breton, who attended to update the commission and to discuss the crew's request for funds to cover floor maintenance and the purchase of several display cabinets that can be obtained at a discount from the Hartmann Model Railroad & Toy Museum in Intervale, which is closing. Highlights of his notes/presentation:
 - **The vinyl composite flooring** [1,000 square feet] at the Freight House requires maintenance, cleaning and buffing. Rich made some inquiries and the floors can be cleaned utilizing a special machine, with volunteer help, for \$150. The cleaning would help preserve the floor. They'd like to get this done before opening on June 23.
 - **Display cabinets** are being offered for sale at a price of \$250 per cabinet (wood with drawers and glass doors.) The cabinets can be used to display exhibits and items for sale. Previously the board approved \$200 for the purchase of shelving material, then the availability of these cabinets came to the attention of the Freight House crew. Rich shared photographs of the cabinets. An additional \$800 is requested for the purchase of four cabinets [with the \$200 that had already been approved.]

- **Roadside message board sign.** Discussion took place regarding the need for a larger message board sign, one that could fit 'admission free' on the sign. Phil shared photos and information regarding a variety of styles.

A motion to postpone a decision/vote on the purchase of a sign was made by Phil, seconded by Tracey; members voted all in favor, the motion passed.

A motion to postpone/table a vote on the \$800 to purchase cabinets until Chair Pam Wiggin can review it was made and seconded; members voted all in favor and the motion passed.

5. **Election of Officers:** Tracey nominated Pam Wiggin as Chair and Annette nominated Phil as Vice Chair, the motion was seconded by Nancy, then voted all in favor; however, Tracey withdrew the motion for lack of quorum as Phil could not vote. **This second motion was seconded and passed, with the vote on the officers postponed to the May meeting.**
6. **Financials:** Fund 4 as of March 31, 2018 has a total \$128,589.15; Fund 1 is \$10,169.23; 22 percent of the budget has been spent. Nancy asked if we received a donation from the Alden Young Trust and Phil said not yet.
7. **Water Tower Dedication:** Pam had put forth a request to allocate \$1,200 for the tent, music, food and a plaque for the Water Tower dedication ceremony. If the commission members would authorize it then Pam can move forward with reserving the items for the dedication event on opening day June 23, 2018.

A motion to authorize the use of \$1,200 for the dedication event from the Fund 4 budget was made by Tracey and seconded by Annette. Members voted all in favor and the motion passed.

8. **East Wakefield School Reunion; reimbursement of expenses to Bill Blackwood. A motion to reimburse Bill Blackwood for his expenses incurred for work on the East Wakefield School Reunion out of Fund 4, in the amount of \$202.31, was made by Annette and seconded by Tracey; members voted all in favor and the motion passed.**
9. **Tri-State Fire Protection invoice:** Phil reviewed the invoice for checking and replacing the fire extinguishers in the Freight House and the Union Station on March 14. The invoice is for \$132, with a due date of April 11. **Annette made a motion to pay the invoice, seconded by Tracey. Members voted all in favor and the motion passed.**
10. **NH Preservation Alliance:** Phil shared the details of a travel grant program for heritage commissions. No action required.

11. **Pride Day Participation:** A motion to participate in the annual Pride Day on May 19 was made by Phil and seconded by Nancy; members voted all in favor and the motion passed.
12. **Motions to pay outstanding invoices:**
A motion to pay Susann Foster Brown \$40 for the Explore NH Border Villages brochure was made by Phil and seconded by Tracey. Members voted all in favor and the motion passed.

A motion to pay, from Fund 1, the Seacoast Media Group \$250 for brochure distribution at the State of NH welcome centers, and the \$90 fee from the state, was made by Tracey, seconded by Nancy; members voted all in favor and the motion passed.
13. **GoDaddy - email address to match domain.** A motion to authorize the expenditure of \$72 to web service and domain host Go Daddy for a matching email address for three years, info@historicwakefieldnh.com, was made by Tracey and seconded by Annette; members voted all in favor and the motion passed.
14. **Heritage/Historic sites tour map/brochure:** Tracey made a motion to postpone action on expending funds to the Strafford Regional Planning Commission for mapping services to the next meeting, seconded by Annette; members voted all in favor and the motion passed.

Other business: Phil: if anyone is interested in assisting with spring grounds cleanup at the Heritage Park, please do; bring your own rakes. He asked Tracey of the Wakefield Pride volunteers' group to plant flowers when the weather improves, as they did last year. She said yes. Rich announced that guest speaker Dwight Smith will present during opening day on June 23rd from 10:30 a.m. to noon. The Freight House only will be open on Saturday, April 7 for a special event. Larissa suggested that the WHC send a thank you note to WEDCO for the donations of furniture and some supplies. Nancy noted that the state has not responded regarding improvements to the Hay Scale area; the contact is in Puerto Rico. The state needs to provide some guidelines as to what improvements can be made there. Members also greeted guests Rose and Robert Baxter who are both interested in serving as alternates to the commission. We'll check on the number of open slots; no vote was taken.

Adjournment: A motion to adjourn at 9:01 p.m. was made by Nancy and seconded by Tracey; members voted all in favor and the motion passed.

Respectfully submitted:
Larissa Mulkern
Administrative Assistant
Wakefield Heritage Commission