

**Wakefield, New Hampshire
Heritage Commission
May 16, 5:30 PM ~ Special Meeting ~ Heritage Centre at Wakefield Corner
Minutes - Draft**

Members & others attending: Chair Pam Wiggin, Rick Poore, Annette Perry, Nancy Hall, Tracey Kolb; administrative assistant Larissa Mulkern, videographer Donna Martin

Absent: Phil Twombley, Connie Twombley, Snooky Shea, Helen Watkins

Pledge: The meeting commenced at 5:30 p.m. with the pledge of allegiance.

Dedication expenses: Pam discussed the cost of a bronze plaque, as required when the water tower was gifted to the town from Lake Shore Park Association. She and Rick had done some research and found one that would be appropriate -- a bronze plaque with black background and raised letters 14 by 12 inches, at a cost of \$646.99. The \$1,200 previously appropriated for the cost of the dedication ceremony to cover the tent rental and entertainment (\$450 for entertainment and \$355.50+ for tent, table and chair rentals, and food) will not cover the cost of the plaque so Pam would like to take the plaque expense out of that appropriation. Pam will also check with another supplier. **Motion: Tracey made a motion seconded by Annette to expend up to \$650 for the purchase of a bronze plaque to commemorate the donation of the water tower from the Lake Shore Association. Members voted all in favor and the motion passed.**

Photo printer purchase: Pam discussed the purchase of a photograph copier that does a better job in reproducing the many photographs (including archival materials) that the Heritage Commission owns. She discussed this with archivist Craig Evans -- we could make copies of the originals photos and file the originals in archival boxes. If we could copy those ourselves we'd save a lot of money. Craig noted the many items and photographs that need to be preserved. The cost of an Epsom printer with accessories, a 2-year warranty and photographic paper (one pack of each 8x10 and 4x6) would be under \$300. The printer is also a scanner and WiFi capable. The printer would have to be stored in the wintertime someplace warm. Larissa offered to keep it at her home office. **Motion: Tracey made a motion seconded by Rick to authorize the purchase of an Epsom photo printer and accessories, ink and paper for up to \$300.** Additional discussion ensued whereby Pam explained that she heard from Rich Breton that the anticipated purchase of four display cabinets from Hartman's hadn't gone as planned. Only one of the four cabinets were built with the other three as unassembled kits. Bill Gaver made several trips to Hartman's and was unsuccessful in obtaining the cabinets as promised in February; they would only provide one fully assembled and without the doors -- as a result he stopped payment on the check for \$1,000. The Freight House crew will build shelves. So, the prior expenditure of \$800 authorized at the May regular meeting can be taken off the warrant.

Members voted all in favor of the motion to purchase the printer and supplies and the motion passed.

Other business: Pam contacted Executive Councilor Joe Kenney about Newichawannock Canal because of the damage at the canal itself. There were numerous emails to other officials. The bottom line is the Canal itself is owned by the state; in 1964 Public Service owned it then it went to the Water Board. NH DES and NH Division of Cultural & Historical Resources are involved. She is waiting to get more information but thinks we'll get somewhere this year. Pam is in touch with Nadine at New Hampshire Preservation Alliance.

Annette reported that the paperwork is all set with the brochure distribution at the state rest stops; but Seacoast Media Group has not received the signed contract. Another copy will be sent to the WHC at 2 High St. to be signed. Annette will get the brochures to him for distribution to the Welcome Centers by Memorial Day. Annette will host a table on behalf of the Wakefield Heritage Commission at the Milton Farmers Market at the New Hampshire Farm Museum on May 26 from 9:30 a.m. to 2:30 p.m. She will set up a table and sell mugs and distribute promotional materials.

Board members also entertained a motion to authorize ClearView Community TV/Wakefield to film the dedication and activities on June 23 at the Heritage Park Railroad Museum. Annette made a motion seconded by Tracey, members voted all in favor the motion passed. Pam added that there is a program at the Freight House before the Dedication Ceremony at 10 a.m., and Donna may want to check in with them there. Pam sent the promotional flyer that Larissa created to her email contacts; she encouraged members to forward the flyer that Larissa updated. Larissa created two Facebook events -- Dedication ceremony and the Dwight Smith talk.

Landscaping at Heritage Park: A team from Pride of Wakefield Volunteers, including Ann Bell, Amy Bintz, Susan Traves, Jennifer Golini, Tracey Kolb plus Pam worked at Heritage Park on landscaping. Randall's sold the loam to the WHC at cost (\$500) and is not charging us delivery, added Pam; the cost is less than anticipated.

Adjournment: A motion to adjourn was made by Pam, seconded by Annette, voted on and approved at 6 p.m.

Respectfully submitted:
Larissa Mulkern
Administrative Assistant