

**Wakefield, New Hampshire  
Heritage Commission  
May 9, 2018, 7:00 PM ~ Heritage Centre at Wakefield Corner  
Minutes - Draft**

**Members in attendance:** Pam Wiggin, Rick Poore, Snooky Shea, Annette Perry, Nancy Hall, with alternate Tracey Kolb serving as member; and administrative assistant Larissa Mulkern

**Guests:** Rose and Robert Baxter, Rich Breton of the Freight House Railroad Crew; Donna Martin, Clearview TV

**Absent:** Selectman's Rep. Connie Twombly, Phil Twombly, Helen Watkins

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

**Minutes:** Feb. 21, April 4 - Vote was postponed due to the lack of a quorum of those in who attended those meetings; Larissa is aware of some needed corrections, including the inclusion of a motion approving the expenditure for cleaning the Freight House floor for \$150.

**Election of Officers:** Chair, Vice Chair; membership; Pam said Phil is interested in being the vice chair; there was a quorum last month but Phil didn't think he could vote for himself. Pam was already voted Chair. Annette nominated Phil for Vice Chair, seconded by Tracey; members voted all in favor the motion passed.

**Membership applications:** Rose and Robert had submitted applications; Pam noted there were more applicants than vacancies and she was checking with the Division of Historical Resources on the criteria for selection that other heritage commissions use. Currently, there is one vacancy for a regular member, usually filled by alternates (Helen, Rick and Tracey). Tracey and Helen are unable to step up to full members at this time. Rick said he had no problem becoming a member but was concerned with nepotism as he is married to Pam. Members weighed in on his concern; Nancy said she didn't see a problem with it -- Connie and Phil are married and there has never been a problem and that is perhaps a more fragile situation since Connie is a Selectman. Tracey added that Rick brings so much to the table and would be valuable as a full member. Annette said she didn't have a problem with it either and that Phil and Connie don't always vote the same way. **Nancy proposed a motion to name Rick as a member, up from alternate; Tracey seconded, members voted all in favor and the motion passed.**

**Financials:** A warrant with one invoice from Johnson's Paint & Paper was listed on the warrant; the monthly financials were not available.

**Freight House:** Request for funding for cabinets, exterior sign board: Rich reiterated the details on the purchase of display cabinets from Hartman's in Intervale. The Freight House crew requested an additional \$800 [\$200 has previously been approved for the purchase of shelving, check made out to Bill Gaver]. **Motion: Annette made a motion to provide the \$800 for the purchase of four cabinets from Hartman Railroad Museum; and to re-appropriate the \$200 towards the total purchase of \$1,000. (\$250 each). Tracey seconded the motion. Members voted all in favor and the motion passed. Volunteers will pick up the cabinets.** The expenditure was added to the warrant. Bill will provide the invoice.

**Exterior Sign Board:** **Motion: Tracey made a motion to purchase two sign boards for \$194.50 or thereabouts each, and two "Open" flags. Annette seconded the motion; members voted all in favor the motion passed.**

**Freight House:** Rich updated members on the progress of the B&M model; they spent 40 hours rewiring the layout so they can now run four trains automatically. They recently welcomed a new member to the crew, with two members leaving the group. Rich and Bill Gaver are the most consistent members, and Rich was a little concerned about being able to keep the Freight House open during the weekends, with just the two of them. They are trying to recruit more volunteers. Pam said she would like to meet with Rich for further discussion about staffing.

**East Wakefield School Report:** Tracey: The Christmas lights were pretty and well-received; volunteer Amy Bintz cleared out the flower beds. Leaves went over to a neighbor's yard and the neighbor raked them up and piled them up and covered them. The neighbor does landscaping; discussion ensued about asking him to take care of the grounds at the school if he has insurance. Tracey will check. We still have the heavy communion table and pulpit. If no one (or church) is interested, the Town Yard Sale is May 26. The electricity will be turned back on soon by Pam. The schoolhouse needs the roof at the front of the building replaced. The schoolhouse and the Heritage Centre will be open during the season on Wednesdays and Saturdays – an 'open' flag is a good way to inform visitors.

Members discussed the repair needs and priorities of several heritage sites, including those involving landscaping and/or repairs at Heritage Park, Spinney Meeting House and School; including gutter repair/replacement, landscaping materials, roof repairs, a water gauge for the water tower, paint, etc.

Pam noted it was too late to apply for a Certified Local Government (CLG) grant this year but will apply next year.

**Motion: Tracey made a motion seconded by Annette to appropriate up to \$5,000 to finish the unfinished projects [and landscaping materials] at the buildings. Members voted all in favor the motion passed.**

**Motion: Tracey made a motion seconded by Annette to allocate up to \$100 for materials for Rick to build a sign for the East Wakefield School. Members voted all in favor the motion passed.**

**Motion: Tracey made a motion seconded by Rich to rent four tables at \$8 apiece and 75 chairs at \$1 apiece for the Dedication Ceremony on June 23. Members voted all in favor the motion passed.** The chairs and tables will be delivered by the same company that will bring the tent, a 20- by 30-foot white canopy. (\$371.50 for the tent, previously approved with the allocation of a \$1,200 budget).

**Dedication Ceremony:** Pam said copies of the “Ode to Wakefield,” to be sung to the tune of the Battle Hymn of the Republic, will be distributed to attendees at the ceremony and we all can sing the song. (Pam will get a copy to Larissa for duplicating, etc.) A plaque commemorating the water tower’s donation from the Lake Shore Park officials will be ordered and attached to the cross beams on the tower; Rick noted the plaque can be covered then unveiled at the ceremony. Speakers include Executive Counselor Joe Kenney and Peter Michaud of the NH Division of Historical and Cultural Resources.

Discussion also ensued regarding the timing of special Freight House guest speaker Dwight Smith; his scheduled presentation at 11 a.m. would clash with the dedication ceremony. Rich will find out if he can do it earlier.

**Pride Day:** Nancy can be there at the table; Tracey is driving the Citizen of the Year Cindy Dowd through the parade. Pam added a tour has not been scheduled and the town van is not available.

**Heritage sites tour/map:** Larissa explained the new discounted price for a professionally done map through the Strafford Regional Planning Commission. The Town of Wakefield will be a paid member effective July 1 but the SRPC will give us the discounted rate now (about an \$80 savings). Total price for both sides of a brochure, which will be provided in a PDF form that can be updated at little or no cost, is \$680, but we might be able to save \$200 if Larissa does the text layout herself.

**Motion: Nancy made a motion seconded by Tracey to allocate no more than \$680 for a map/brochure with description on the back. Members voted all in favor the motion passed.**

**Other business:** Annette spoke to Jennifer at the NH Travel and Tourism office, to make sure she was all set with the application and payment. All set there. However, the distributor (Seacoast Media Group) has not received the payment and contract but will look for it. Annette will take a box of brochures home to distribute at various venues, including the Wright Museum and campgrounds.

Venue ‘rental’: The Spinney Meeting House could be available for rentals for weddings and such; Pam asked for and received a copy of the rental policy of the Cotton Mountain

Church, which charges \$175 per event with caveats including a ban on lit candles, affixed decorations to the wall or painted surfaces etc. Renters would be required to provide insurance as the building is a town building. Also, they would have to provide their own Port-o-Potty. Pam said if members are agreeable Larissa can transcribe the policy for discussion, so we at least have something to start with. No vote was taken.

**Motion: A motion was made and seconded to purchase two “Open” flags, one for the East Wakefield Schoolhouse and the other for the Spinney Meeting House for no more than \$50. Members voted all in favor and the motion passed.**

**Adjournment: A motion was made and seconded to adjourn the meeting at 9:06 p.m. Members voted all in favor and the motion passed.**

Respectfully submitted:  
Larissa Mulkern  
Administrative Assistant  
Wakefield Heritage Commission