

**Heritage Commission
Danville, NH
Minutes of August 13, 2014 Meeting**

Members Present: Carol Baird (Chair), Linda Roth (Vice Chair) Mary Ann DiStefano (member), Annemarie Inman (Selectperson Representative)

Also Present: Laurie Crevatis (Clerk)

Absent & Excused: Aamber-Rose McIntyre (alternate member), Bill Gard (member)

Carol called the meeting to order at 7:32 p.m. The meeting was televised.

Draft Minutes of July 23, 2014

The draft minutes of the July 23, 2014 meeting were reviewed and amended. Mary Ann made a motion to accept the minutes as amended. Linda seconded the motion. Annemarie abstained. The motion passed unanimously.

Mail/Announcements

- A check for \$75 was received from Turbocam, employer of Scott Collins, son of Paul Collins who recently passed away. The check was sent "on behalf of Scott in memory of Paul." Carol will send an acknowledgement to Turbocam.

Discussion

1. Heritage Fund Withdrawal – Bob Pothier Payment

Bob Pothier has completed the work he was hired for. He still has a key. He finished the plastering, supported the shelves, put the baseboard wood back in place, and did some cement repairs. Carol went to the Board of Selectmen meeting and requested their vote to pay Bob which she received. Per Carol, a vote is now needed from the Heritage Commission for the payment. Linda made a motion to withdraw \$1,380 to pay Bob Pothier the money we owe him. Mary Ann seconded the motion. All were in favor and the motion passed unanimously. Carol will leave a note for the treasurer, Betsy Sanders, to send a check directly to Bob Pothier.

Carol prepared an accounting of the remaining monies in the Heritage Fund. She had asked the treasurer, Betsy Sanders, twice for it, but did not receive it. Annemarie suggested that the next time this happens Carol should send a follow-up email to the treasurer with a copy to Annemarie. A copy of the response should also be copied to Annemarie. Mary Ann made a motion to send a follow-up email to the treasurer with a copy to Annemarie in the future. Linda seconded the motion. All were in favor and the motion passed unanimously.

Carol's accounting:	Balance (as of 11/14/13)	\$1,558.23
	Plus two donations:	\$ 300.00
	Less Bob's payment:	\$1,380.00
	Plus \$75 donation:	\$ 553.33

2. Unitil Tree Cutting/Trimming – Stagecoach Stop

Carol informed the board that Unitil will be at the Stagecoach Stop in the fall to do some tree cutting and trimming. Carol reminded the board that the Marczaks had deeded part of their property, which is the road bed upon which the Stagecoach Stop now sits, to the town with the condition that the large trees not be cut down. There is a recorded deed from them to the town. Carol, the Marczaks and Unitil met and narrowed it down to four trees that will be trimmed. Carol made a diagram which she showed to all of the trees that will be trimmed.

3. Reminder – Old Home Day August 24; historic buildings open 1-4pm

Carol reminded the board of this event. Peter Meigs had given us artifacts and a bunch of histories on the Little Red Schoolhouse. Carol will get them to Annemarie who is manning that building.

4. Stewardship Report to BOS – Little Red Schoolhouse

The report is due by September 1 to the BOS. Carol will talk to David who is working on the building before doing the report. She will bring a draft to the next meeting.

5. Stagecoach Stop – Celebration Opening September 7

Slide Show (Paul Boyd) - Paul put together a slide show of the moving of the building which will be set up on a table with the guest book.

Update on Food Donations - Mary Ann dropped off a request at Hannaford's for a donation. Market Basket is now up in the air. She may get the cake at Hannaford's if Market Basket's boycott status remains.

Hold Harmless Agreement - The town gave Bill a hold harmless agreement for the use of his property.

Party Supplies Needed and Logistics - Carol made a list of refreshments, supplies, and logistics needed for the event which everyone went over. Carol went through the remaining budget to see what was left to cover expenses related to this event and determined there may be \$100 that can be used. However, a more updated budget is needed. Money from the Heritage Fund could be used as well, but per Carol, this would need the vote of the BOS as well as this board so we would need to know by the next meeting. Per Carol, another budget item would be to get a copy of the Victorian key made.

Lights - The indoor lights purchased for the store do not throw off enough light. Carol looked at getting a camp lantern type of light and found them for \$11 or \$12. She will purchase one and see if it works and if so will purchase more.

Credit Board - Mary Ann said the credit board is not ready yet. She will bring it to the next meeting.

Advertising - Mary Ann drafted a press release for the Lawrence Eagle Tribune, Carriage Town News, WMUR, and the cable commission which was reviewed by all. Everyone agreed it just needs to be shortened. Carol made a motion that Mary Ann send it to us by email before it gets sent out. Linda seconded the motion. The motion passed unanimously.

Photographs, Newspaper Articles, Displays - Mary Ann and Carol will go up to the site on Friday to do some planning. Carol will try to make small boards for the shop side which will

explain what a cooper and farrier was, as well as what the tools were used for. There was discussion about laminating the newspaper articles and placing backing on them so they can stand up and be flipped through. Carol has 20 articles and Bill has one. The newspaper articles are very fragile. The cost is about \$20 from Staples or archival sleeves in a notebook could be used. It was agreed to use the notebook for this event and budget for lamination next year.

Carol ordered an 8x10 picture of the building before the move for the display table.

Windows and Security - Carol reported that Paul Boyd put up security lights on the front and side, and he will test them.

Carol spoke with Mr. Decatur and she reported that most of the windows are now back in place. He has one left. He nailed all of the windows in the corner so they cannot be opened. He suggested in the future a hole can be drilled and a dowel can be popped in instead of the nails. Mr. Decatur will try to make a period transom window for over the door.

Threshold - Bob replaced the thresholds at both doors and said to let them weather to gray. Down the road we may want to seal them.

Door Repair - Mary Ann noticed there is a crack on one of the panels. Bob Pothier said he could fully restore it, but it would cost approximately \$600 as he has to take each panel apart, repair and reinstall. He did say cracks in the door could be caulked by the board members and the cost would be about \$3.00 in the short term.

Store Side – Bob left shelf supports there that would go on each side of the front window and Carol said she will probably put them in the attic for safe keeping, but we may want to return them to the store in the future.

Future Maintenance - Carol kept notes of conversations she had with Bob as he told her things to do down the road. She put together a list which was passed around.

6. Adjournment

Linda made a motion to adjourn the meeting at 8:57 p.m., Annemarie seconded the motion and it passed unanimously.

MINUTES PREPARED BY CAROL BAIRD

Amended/Approved on August 27, 2014, 2014 by majority vote of the Commission.

Next meeting: August 27, 2014 at 7:30 p.m.