

Hampton Falls Heritage Commission
Draft Minutes November 5 2018

Attending: Beverly Mutrie, Chair, David French, Vice Chair, Mary Ann Hill and Jon Rizdon, prospective alternate.

Absent: Phil Chura, Commissioner and Jim Ziolkowski, Commissioner/Selectmen. The meeting commenced at 2:10 pm.

1. Discussion re minutes from October. There were none as we did not have a quorum. It is important to have alternates attending to avoid this situation. We did discuss the minutes from September and approved them upon a motion by David French, seconded by, Mary Ann Hill and with all voting yes.

2. We reviewed the Treasurer's report which shows \$6961.45 as of Sept. 30 with interest for September of \$8.25. We noticed that we received \$2000 on Jun 28 from the 2018 warrant article.

3. Our budget for 2018 was \$850 which was divided into Advertising, Meetings and Dues. We had earlier thought to request \$1500 for 2019 as we wanted to include costs for printing a Heritage Guidebook. The town would like this reduced as much as possible.

4. According to RSA 674:44-d, the Commission can vote to move unspent budgeted funds into our Heritage Fund. Accordingly David French moved that all remainder funds in the Heritage Commission's budget should be transferred to our Heritage Fund by December 31. Mary Ann Hill seconded and Beverly Mutrie voted affirmatively.

5. Miscellaneous. Hopefully Jon Rizdon will be approved as alternate on Wednesday.

David French introduced the topic of funding for the 300th Commission's History Book update. A lawyer to prepare a contract between the 300th Committee and the author might cost \$1500. David was anxious to get started. Suggestion was to ask the Selectmen Wednesday night to agree to have the town lawyer draw up a contract. Time is of the essence!!!

6. We discussed the survey/guidebook and all thought that adding quality then and now pictures would enhance the book. Jon suggested that we add them in the middle, roughly 2x3" size with captions. Jon agreed to help with photographs of old houses from a street view using his real estate expertise. The cost of printing the pictures in color will have to be added to the estimate. Beverly thought that selling the guidebook for a nominal amount and/or selling a CD would be better than putting it on the web for all to download. That could happen in the future.

7. Mary Ann will research signage costs for bronze plaques and House Plaques as done by Sign of the Times in Exeter for \$65. We agreed that we should keep the camel hump shape for the House Signs. We could sell various materials and versions ...vinyl letters, wood or plastic boards, carved wood etc. if custom ordered.

8. David French will write a letter advertising the job of the Heritage Commission, to be sent or included with the Welcome to Hampton Falls packets. Bev will do a poster for bulletin boards to advertise us also.

Mary Ann suggested a brochure or rack card for the tax collector and town clerk's offices. This probably would be two sides in color. Samples of all will be needed.

9. The meeting adjourned at 3:05 pm on a motion by Mary Ann Hill, seconded by David French and Beverly Mutrie agreed.

Next meeting will be on **December 10 at 2 pm.**

Beverly Mutrie, Chair and recording Secretary