

Heritage Commission
New Ipswich, New Hampshire
Meeting Minutes

Date: February 8, 2018

Present: Fran Atchison, Jim Coffey, Mark Hopkins

Absent: Stan Long, Carmen Madrid, Jay Hopkins (Selectman Representative)

Next Meeting: February 28, 2018

Call to Order

The Heritage Commission meeting was called to order at 6:10pm at the New Ipswich Town Office by Fran Atchison, seconded by Mark Hopkins.

Discussion/Action Items

1. Mission Statement – The Heritage Commission is in need of a mission statement. We reviewed statements from other Heritage Commissions in New Hampshire. Fran will draft one for the New Ipswich Heritage Commission and share it before our next meeting.
2. Selectman representative – Our selectman representative, Jay Hopkins, is unable to attend our meetings due to a scheduling conflict. Fran will ask the Town Administrator if another Town Selectman would be available.
3. Commission expectation –
 - We discussed our meeting schedules. The commission agreed, when it was formed, to meet on a monthly basis. However, lack of attendance resulted in our having a quorum for only 6 meetings during the last calendar year. Jim Coffey moved to continue our original agreement to meet monthly and Mark Hopkins seconded the motion.
 - We also discussed the need for a greater commitment from our members to include meeting attendance. Fran will ask the Town Administrator if there are rules in place for continuing commission membership and if we are able to make/adjust them.
 - The appointment of alternates was raised as a means for achieving a quorum each month. Jim will investigate the existence of rules or precedence for NH town appointments. If alternates become part of the makeup of the Heritage Commission, Mark moved that two alternates be appointed. It was seconded by Jim.
 - Fran will contact the Town Administrator to confirm the tenure length and effective dates for Heritage Commission member appointments.
4. 250th Documentation Update – Fran reported that a set of five VHS tapes created for the sesquicentennial has been uploaded to the internet and can be accessed through the New Ipswich Historical Society.
5. Old Town Hall Restoration – As we received only one bid and it had not been approved, we are looking for a status update and a means for moving forward with the project. Mark will investigate the status of the repair of the building sill. Jim identified two restoration professionals to contact regarding the project bid and Fran will follow up with them. We

discussed the potential expense of a more extensive renovation of the building and agreed that it made sense to investigate the grant funding process. Jim will contact the Southwest Regional Planning Commission regarding grant writing for this and other possible projects identified by the Heritage Commission, as they do grant writing for towns.

6. Municipal Fire House Restoration – At our last meeting, we discussed a schedule for beginning work on the Municipal Fire House. We agreed to wait for Dave Cotzin, who attended our last meeting and presented a plan for orchestrating volunteer participation, to put together a calendar for initial work.
7. House Plaques - Fran researched the creation/sale of historic house plaques as a means to raise funds for our projects and shared a sample with the Heritage Commission members. It was agreed to move forward with this as one of our fund raisers; Fran will follow up.

Adjournment

Fran moved to adjourn the meeting and Jim seconded the motion. The meeting was adjourned at 7:04pm Our next meeting is scheduled for Wednesday, February 28, 2018 at 6:00 pm

Respectfully,

Fran Atchison
Secretary