

CHARLESTOWN HERITAGE COMMISSION MEETING MINUTES

Tuesday, 22 December, 2009 7:00 pm  
Bakery Building, Main Street, Charlestown, NH

Present: Eric Lutz, Wesley Van Velsor, Barbara Jones, Joyce Higgins, Terry Spilsbury, Carol Clark, alternate Aare Ilves

The meeting was called to order at 7:10 pm by Chairman, Eric Lutz.

1. No alternate seating required; all members present.

2. Officers were chosen for the year 2010 Heritage Commission meetings as follows:

Chairperson: Wesley Van Velsor

Secretary: Carol Clark

Eric Lutz will check with Dave Edkins regarding the length of term for new members and dates of end of service for all members. Aare Ilves was asked to continue serving as bookkeeper for the Heritage Commission.

3. Minutes for the 24 November 2009 meeting were approved following a change in section 7 para 2 to read "Joyce" instead of "Barbara".

4. Aare provided an end-of-year summary on both the Heritage Commission and Tree Fund accounts. Current expenses included a \$24.00 bill from All Service for copies made of the Town History genealogy form. The major expense this year for the Heritage Commission's general line was the upgrade/replacement of electrical outlets. Major expenses this year for the Tree Committee included tree maintenance and new trees and shrubs. All accounts had a positive balance, and it was moved and passed that after all expenses are paid, the entire balance from the Heritage Commission general line item be transferred to the Heritage Fund savings account. The Commission recommended that the entire balance at the end of the year for the Tree Committee be transferred to the Heritage Fund savings account as well.

Joyce suggested that someone from the Heritage Commission go to the Town's finance committee to provide supporting information for the funds request for 2010. Eric volunteered to see Dave Edkins about this.

10. Dave Edkins has agreed to write the warrant article allowing the Heritage Commission to use the funds from the capital account for the Town History project expenses. It was recommended that the warrant article state that the total amount in the account be transferred for use, rather than only \$5,000.00, allowing all moneys to be available. An additional, separate warrant article is being requested for \$2,000.00 for the year 2010 to be used for Town History project expenses.

5. / 6. Joyce Higgins and Eric provided the Commission members with an update from the Town History sub-committee meeting and passed out a preliminary outline for review. The Commission had previously agreed to engage Lois Corcoran to research and write for the next Town History book, and a draft contract and 11-page History outline were sent to her this past

weekend. Since that time, Eric indicated he had attempted twice to contact her but that she is not responding.

The next step for the sub-committee is to plan to meet twice in January and probably twice in subsequent months. The first order of business will be for the sub-committee to set up and send out a form letter to Charlestown organizations requesting information on what they have done in the past 50 years.

The sub-committee obtained information and advice regarding liability insurance for someone who might be engaged directly by the Heritage Commission to work on the Town History project. It was suggested that the Heritage Commission might instead ask the Historical Society to engage those services so that it would have no direct relationship to the contractor. Eric will draft a letter of understanding between the two groups, allowing the Heritage Commission to compensate the Historical Society for services provided by individuals working under contract on the Town History project. A motion was made and passed that Joyce, working through her capacity with the Historical Society, contact Judith Yurek and extend a short, renewable contract with her to provide data entry at \$10/hour for no more than 10 hours/week for three months.

7. Eric said that he has invited Jeff Lessels to attend the next Heritage Commission meeting, where Jeff will provide input regarding the "Welcome to" sign to be posted at the intersection of Routes 11 and 12. Eric also suggested Commission members take photos of other towns' welcome signs to indicate what they would like or not like to be incorporated into Charlestown's sign.

8. It was learned that the Old Home date is probably the first weekend in August, 2010. At a previous Home Day parade, the cannon was pulled by two horses and Wes will research costs to do this once again.

9. Barbara Jones has submitted an excellent article for the January issue of Our Town regarding the Town History and genealogy project. It was suggested that it would be nice to have one article each month regarding the Town History project to invoke and sustain interest in this effort. We were invited to share ideas for future articles.

11. Eric had been requested to determine why one of the checks for the Heritage Commission-sponsored essay contest had not been cashed. The individual was identified and a replacement check was issued, and the individual was advised to cash it before Dec 31, 2009.

It was suggested that items for sale at the Town office could be advertised on the web site.

Barbara indicated that we might need to reprint the history of the Fort at #4, and that the cost would be roughly \$1,500.00 to print 1,000 copies. It was not decided what part the Heritage Commission would have in this reprint.

The next Heritage Commission meeting is scheduled for January 26 at 7:00 pm at the Bakery building. The meeting was adjourned at 9:10 pm.

Respectfully submitted,  
Carol Clark

Approved minutes