

LYME HERITAGE COMMISSION

April 28, 2015

7:00 p.m.

LCA Meeting Room

PRESENT: Ray Clark, chair; Adair Mulligan, vice chair; Jane Fant, Tim Cook, alternate; Laurie Wadsworth, alternate; Patty Jenks, selectperson

ABSENT: Rick Pond

Meeting was called to order at 7:10 by Chair Ray Clark.

1. **Approval of Minutes** Commissioners recommended to amend bullet nine from the Minutes of the Feb. 24, 2015 meeting to read "how to award" funds instead of "how to vote for" funds. The Minutes thus amended were unanimously approved.

2. New members Patty reviewed the process for adding members to the Heritage Commission: citizens express their interest; we vote to recommend them; Selectboard makes the appointments. Three citizens have expressed their interest: Pat Erwin-Ploog, Ian Smith and Jane Eakin. It was determined that according to NH RSA 673:4-a, the Commission can have up to seven members and five alternates. Right now we have 5 members and 2 alternates.

We voted to make both Tim and Laurie full members instead of alternates, and to recommend the 3 people who have expressed interest to become alternates. That way, they can participate in our meetings and "be brought up to speed" for a year before they assume full responsibility. **Patty** will bring the proposal before the Selectboard for approval.

3. Letters to new homeowners This letter is producing good results. Ray and/or Tim have been contacted for information and advice by several new homeowners. It was noted that there have been many new real estate transactions in town. Jane reminded us to save the page from the *Valley News* that records these so she can continue to send letters to these new owners of historic properties. Hopefully the addition of Jane Eakin, a realtor, will also help us keep our letter-writing up to date.

4. Letter for Town files Laurie had distributed draft #4 of this letter which will go in the file of every property over 50 years old. Realizing that the inventory is in fact not available on the Town website, changes were made to inform owners how to see the information on their property. Other grammatical changes were also made. **Laurie** will rewrite it and send to Patty for copying and filing.

5. Summary Report

- Jane has completed an index, but Commissioners agree it is too long and too detailed. Adair and Jane had several suggestions for consolidating topics, and making a separate "People" index. **Ray** will incorporate these suggestions before sending it to Jeff for formatting.
- Goal: if possible, it would be great to have the reports done by July 4th so we can sell copies at the town's celebration planned for that day.
- Next steps:
 1. Ray edits the Index, we proofread, Ray sends back to Jan
 2. Whole document to Jeff for next-to-final formatting (including correcting a few errors discovered recently)
 3. to Patty for final proofread

4. to all Commissioners for final read
5. to Jeff for FINAL formatting (if needed)
6. to printer – 100 copies to be ordered

6. Historic Assets Fund Patty reported that the Selectboard has approved the creation of this fund, with donations held by the Town in a discrete fund for the Heritage Commission. We agreed that the balance should always be reported in our Minutes (although Laurie reminds us that someone besides the secretary should track the funds). Any publicity about the H.A.F. should stress that no tax dollars are used for its projects. We also decided tonight to name it the “Lyme Historic Assets Fund” (or L-HAF). Donations would be made to the Town of Lyme, designated for the Lyme Historic Assets Fund. Some changes to the wording were proposed; Ray will re-write the proposal to reflect these.

Adair moved to establish the Lyme Historic Assets Fund for the Town of Lyme, with the criteria laid out this evening, and with funding provided by private donations and fundraising efforts. The Commission voted unanimously to establish said fund.

There being no other business, the meeting was adjourned at 8:25.

Our next meeting will be on the fourth Tuesday of the month, May 26.