

MINUTES
LYME HERITAGE COMMISSION

Feb. 3, 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 7:00 by Chair Ray Clark.

1. Approval of Minutes Minutes from the October 28, 2014 meeting were unanimously approved. Note: the Commission did not meet in Dec. and the Jan. meeting was postponed until tonight due to a snowstorm.

2. Historic Assets Fund Patty has presented the idea to the Selectboard. She will forward their response to us before our next meeting.

3. Summary Report Jane reports that much progress has been made to move the report toward publication. Tim, Laurie, Jane and Patty each proofread the latest version and found a few errors. Jeff Valence has reassured us that he is still willing to work to correct these despite the long hours he has already put into this project. Jane is meeting with him on Wed. to make these revisions. Our final steps now are:

1. *Copies of Jeff's final work distributed to Commissioners for additions and edits **DONE***
2. *Jeff adjusts with these final edits; Jane checks this copy*
3. *to Jan Williams for indexing*
4. *Copies of this final copy to all Commissioners for final approval, hopefully by our next meeting*
5. *To printer*
6. *Distribute copies/letter to all property owners*

Jane will call Jan W. to make sure she is available soon.

Ray will give Jeff a card of thanks and the gift certificate.

Details:

- Cover: The map from the front cover will continue to the back cover
- Date: Inside of the front cover will cite the Heritage Commission, the date of the inventory (and therefore of the photos) and the date of printing. This page will display the town seal.
- Acknowledgements page: move to present blank page on back of Table of Contents
- Index: Commissioners debated what should be included in the index. All of the terms in the glossary? People's names? It was finally decided to ask Jan for her professional advice; Jane will give her a rough copy for her to scan first.

The Commissioners thank Jane for the many hours she has spent working on the report.

4. Letters to homeowners Laurie had written the draft of a letter to be inserted in the files of each inventoried property in the Town Office to alert homeowners hopefully

before they consider renovations. Jane had written a similar letter to be sent from the Heritage Commission to new owners of historic properties in town. **Patty** agreed to rewrite them both, adding the information about the intention of the Heritage Commission to be of help to the letter for the files. To ensure the friendly tone, our names and phone numbers will be listed at the bottom of the letter to new owners.

Commissioners brainstormed a list of 7 properties that have changed owners recently. Patty will supply any unknown addresses so we can send our letter out before the next meeting.

5. Heritage Commission brochures: We are almost out; Jane will send the digital version to **Patty**, who will get 100 more copies made along with the rest of her order for Town Meeting, with the cost being charged to our account.

6. Next meeting: We will be back on schedule with the fourth Tuesday of the month, ***Feb. 24***, weather permitting!

Chair Clark adjourned the meeting at 8:10.

Respectfully submitted,
Laurie Wadsworth, secretary