

Mont Vernon Heritage Commission
Public Meeting Minutes 3/11/21
Approved

In Attendance: Charles Baker, Rebecca Schwarz, Tim Berry, Brian Billow, Randy Wilson, Sarah Beth Ross, Zoe Fimbel

Absent: John Morrison

Community Member: Belinda Yeaton

Called to Order: 7:02pm

Baker asks the Commission to recognize and welcome new member Sarah Beth Ross.

Town Hall Building Plan: Baker asks Berry to update the group on the current plan. Berry would like to know if the Commission would like to reapply for the LCHIP grant program for 2021. We cannot apply if the windows are begun before the grant period ends. He reminds the group that if we are able to request less than 50% of the project cost it would be easier to obtain the grant. Also mentions the previously discussed Moose Plate Grant which runs concurrent with the LCHIP program and increases the likelihood of getting each grant. The Moose Plate Grant is up to \$10,000 with no match required. The current cost is expected to be \$78,000 and we do have an LCHIP approved contractor lined up to do the work. Berry asked the Commission's willingness to contribute to the match funds. The Board of Selectmen is looking to set up a committee to work toward a new design plan to provide community input. He expects to have more information at the next meeting. Schwarz asks if the Heritage Commission would be able to have a representative on this committee. Berry states that the Commission should reach out to Selectmen Kim Roberge to seek representation, as she will be on this committee. Wilson states he believes it would also be prudent to have a Selectmen's Rep or at least a Town Hall Rep even if that person is an employee. Baker states he will reach out to Selectmen Roberge about having a Commission Representative, and asks for volunteers. Baker states he has the background himself but wonders if anyone else would be interested. Schwarz states that regarding the grants, she would prefer to apply for both grants. She hopes to be able to ask for the full \$10,000 from the Moose Plate Grant and perhaps \$25,000 from the LCHIP grant. She states that she doesn't necessarily want that to be the Commission's only contribution, but believes it should be considered to be a contribution from the Commission so the Commission doesn't have to dip into the already meager Heritage Fund. Berry states that the town has \$40,000 in the Building Maintenance Fund and needs to hold some funds in there for unforeseen issues, so he believes the Town may have to ask for additional funds from the Townspeople at tax time. He states he would like help being able to explain this at Town Meeting, but at first would like the Commission to come up with their contribution amount first to be able to come up with the dollar amount the Board of Selectmen would need to request. Schwarz asks if the Board of Selectmen is asking for any funds to be added to the Building Maintenance Fund

this year and Berry says no, instead they will be asking for funds for the windows directly. Baker states the sum he has in mind would be \$10,000 from the Heritage Fund. Berry says if that's the case, the Board of Selectmen would ask the Town for \$70,000 in order to cover the cost of the windows if the grants are not approved. Schwarz asks what happens if we promise to contribute \$10,000 but then we get the \$35,000 in grants. Where does that extra money end up? Berry states it would be returned to the General Fund and would be used to offset taxes in another year. Schwarz asks is it more feasible to ask the Town for the funds for the Building Maintenance Fund? Berry thinks it is best to ask for the money for the windows specifically. Wilson asks for clarification on the Design Plan process as in previous years projects already had a plan in place before approaching the Town for money at tax time. Berry states that is why we are asking for the committee to be set up as we will need an actual plan set up as we move forward. Baker asks what is the deadline for the LCHIP letter of intent. Schwarz states she believes it is April 15, but she will confirm. Schwarz points out that the Design Plans typically have to be updated every 5 years to be eligible for grants. The CP Williams report has a breakdown but it will be obsolete for grant purposes next year so this is a perfect time to start working on the next one. Berry states the LCHIP Letter of Intent is due May 14. Baker asks for a motion to put forth funds from the Heritage Fund for the window project. Schwarz asks if we are going to motion for the grants too and Baker states yes.

Schwarz motions to apply for both the LCHIP and Moose Plate Grants and to also commit \$10,000 from the Heritage Fund for the window restoration of the Town Hall Building. Second by Billow. Further discussion: Belinda Yeaton states she has already put in a Letter of Intent for the Moose Plate Grant so suggests we check on the eligibility of two Town entities applying/obtaining this grant. Fimbel asks what happens to our money if the project does not go through? Berry states the Heritage Fund will remain untouched. Wilson asks would the Heritage Fund \$10,000 still go toward the windows regardless of grant approval? Baker states yes. All in favor, motion passed.

Credit Card Processing: Baker has invited Belinda Yeaton to discuss credit card processing through EB2Gov. Asks Yeaton how are payments processed? Is it via credit card or check? Yeaton replies that it is both. Heritage Commission transactions would be processed through the system and a report would be sent to the Town Clerk for accounting purposes. Baker states he needs to talk to the Rep more because we need to provide information for a tax deductible donation. Baker has additional questions that Yeaton cannot answer so he would like to set up another meeting with the Reps from EB2gov. Schwarz asks if Baker is comfortable with this subject. States that she has years of banking experience including credit card processing from the setup and the back end through the banking system. States she would like to be present for the next meeting.

Town Meeting: Baker asks if Town Meeting is still scheduled for June 12, Wilson answers yes. Baker asks what happens if the budgets are not approved at Town Meeting but funds have already been expended. Berry states we should continue to do business as usual and worry about any issues later. This is across the board that operations must continue even without an approved budget. Wilson states that extras should be avoided, but regular every day business is expected.

Certified Local Government: Baker asks about the personal resumes. Schwarz states she's received everyone's except new member Ross who was just informed today of the requirement. Schwarz states that each member has provided a short paragraph about themselves and she is concerned because the application specifically states the word resume, but for now all information has been received. Schwarz also states the Commission has not yet approved the final Rules of Procedure so that should be done as well to include in the

application. Baker states he thought he had sent out a revision and Schwarz says she does not recall seeing revisions nor does she recall voting it in so we should look into that and get it on the agenda for next month.

Historic Resource Survey: Schwarz states she has a conversation offline with Fimbel and that Fimbel is very interested in working on this portion of our responsibilities. Schwarz wonders if the Commission should set up an additional subcommittee to focus just on this task. Schwarz states that Fimbel is not 100% comfortable with the computer and asks Ross what her comfort level is to be able to host an online meeting and provide the data entry on the Resource List. Ross states she is comfortable with both and would be happy to work with this group and handle the computer. Fimbel states this was her biggest reason for joining the Commission. She is very interested in preserving Mont Vernon's history and heritage. Wilson states he has been remiss so he would be happy to sit with someone and have this discussion. Ross states she is excited to learn.

Schwarz moves to create a subcommittee for the updating and handling of the Historic Resource Survey. Second by Berry. No further discussion, all in favor, motion passed.

Schwarz asks Baker to add Ross as an additional user on the Zoom account so she can set up meetings. Schwarz asks who else would like to sit on that subcommittee. The committee is formed with Fimbel, Wilson, Ross and Berry.

Fundraising:

Town Hall Walk: Schwarz states she has met with the principal at MVVS and she states she was interested in collaborating, it only comes down to whether the school board approves such a collaboration. Schwarz is waiting to hear back from her.

Schwarz reads a Thank You card from JoAnn Kitchel for her prize from the raffle.

Other Business:

Town Flyer: Schwarz did send out an update on our Valentines Day Raffle success. She did hear back that many people don't actually know what the Heritage Commission is or what it does. She included a quick description with the Raffle update but the Fundraising Subcommittee tossed around some ideas as to how we can promote ourselves. Some ideas included our own website in addition to our current Facebook and perhaps adding an Instagram account.

Seven to Save Banner: Schwarz states that our NH Preservation Alliance Rep has been out for personal reasons and emails have been slow. She is back in the office now and promised to reach out by Friday to schedule a drop off. At time of drop off they would like to take a photo for promotional purposes.

Officer elections: Schwarz states in speaking with the Town Hall, she learned that we have to update these today. Explains we need to nominate and vote for all positions and reiterates that currently Baker is the Chair, Schwarz is the Secretary and we do not have a Vice Chair. She would like to nominate Billow and vote today. These positions would be in effect until next March. Schwarz also states Ross will need to be sworn in by Belinda Yeaton. Baker asks for a motion Officer Elections.

Berry motions to nominate Charles Baker for Chairman, Brian Billow for Vice Chairmain and Rebecca Schwarz for Secretary and for the Secretary to cast one ballot for this motion. Second by Ross. No further discussion, all in favor, motion passed.

Meeting Minutes: Berry would like to correct "Schwarz states that her impression of the meeting..." this statement needs clarification. Baker mentions the third line of the LCHIP paragraph could use clarification as well.

Berry moves to approve the minutes as amended, second by Billow, no further discussion, all in favor, motion passed.

Berry motions to adjourn.

Meeting Adjourned: 8:28pm

Next meeting: April 8, 2021

Respectfully Submitted,

Rebecca Schwarz

Secretary