

Mont Vernon Heritage Commission
Public Meeting Minutes 5/13/21
Approved

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

Absent: John Morrison, Randy Wilson

Called to Order: 7:05pm

Baker begins the meeting by reading the email vote to approve reimbursement for Schwarz's \$12.99 expense for photo paper for the Welcome Bag Brochures.

Town Hall Building Plan: Baker asks Berry to update the group on the Building Renovation Committee. Berry states he has not been in attendance at the meetings, however the group has requested information from the community and he has read some of these responses. They have written a warrant article for the proposal of DEW/Petrovic Architects for \$75,000 including design work and plans for bids and not to exceed estimates. Berry states the Budget Committee met and recommends the warrant article. Schwarz states she has been attending the meetings and that they are looking for responses from the community members. She believes at the last meeting they had only received approximately 6 responses. Schwarz has personally reached out to her friends and neighbors in town and asked them to respond, and she recommends each Commission member does the same if they have not.

Certified Local Government: Baker asks Schwarz if she has received all member bio's. Schwarz states yes she has, but she has concerns about the Rules of Procedure circulated to the group for review tonight. She has obtained the official Rules of Procedure from the Amherst Heritage Commission and forwarded it to the Commission. She states their document is twice as long as the proposed Mont Vernon Heritage Commission Rules of Procedure and includes much more information. She states the biggest difference she noted was the actual meeting procedures. Baker states he will review it and we will table this topic until further notice.

Historic Resources Subcommittee: Baker asks Ross to update the group on the work of the subcommittee. Ross states there is nothing new to update at this time. Baker asks if there is a meeting planned in the future. Ross states that she is available if the rest of the subcommittee would like to meet, but as far as she is aware she is outranked by them so answers to their call. Schwarz states that there is no meeting planned for that group and next steps should be planned. Schwarz is not on the Subcommittee but met with them at their last meeting because they had no access to an online meeting forum. Schwarz suggests we get a meeting scheduled and a member with meeting access joins that subcommittee. Berry mentions an upcoming Historical Society History Walk and invites Commission members to attend.

Fundraising Subcommittee: Baker asks Schwarz if she has uploaded the Moose Plate Grant and LCHIP Grant applications to Google Docs. Schwarz states she has not because the documents are required to be completed in a specific format which is not compatible with Google Docs. She does have the file for circulation, but it will not populate properly in any computer that does not have the correct operating system. States both Intents to Apply have been submitted and approved and we have received invitations to apply. States the LCHIP Grant should be relatively easy to complete as we have all of last year's documentation on file so it should be essentially copy and paste with some minor updating. The Moose Plate Grant application is essentially the same as the LCHIP so it should also be relatively easy to complete. States one change to the LCHIP grant is that this year there is a two bid requirement which was not the case last year, so Berry has been working to obtain additional bids and has obtained one, additional at this time. Berry states he noticed that Schwarz had mentioned the Seven to Save status in the Intents to Apply and hopes it will be included in the Applications as well. Schwarz states yes, in the LCHIP Webinar they specifically stated that applicants should list any pertinent information like that in the Application. Baker asks if Schwarz can scan her notes and send them to the group for collaboration. Schwarz states she could but they will be very confusing as she attended the webinar while in the car coming home from vacation and the notes are messy. She suggests instead that as she is the person typing the document that she will have the notes available during collaboration so she can clarify their meaning. Baker states that he would like to do the application as a group so we have more than one input. Berry states that we should consider that we had issues last year with the formatting due to individual members not having the proper systems and the application was returned due to formatting issues including too many characters in the text boxes. Reminds the group that Schwarz and Berry had to meet and update it all for proper formatting. States that since Schwarz has the proper system on her Commission computer that she should be involved in the application process and handle the formatting/typing of the documents but we should work together. Baker asks if the characters are numbered or the words. Schwarz responds characters are limited and reiterates that she has the answers from last years application in her files so she will send out this years application in a pdf with last years answers, updated to the latest information but cautions members that their operating systems will show much more space available in the text boxes than is actually available which was the problem last year and any edits that other members make will not update properly.

EB2Gov: Baker asks if there has been any activity on the site and Schwarz replied yes, Baker made a donation this week. He states that the system was very easy to use. Schwarz states that she did update the Transaction Codes to include one for the raffle tickets with a drop down menu and set ticket prices as well as a requirement for name and phone number for ticket generation. Berry asks Baker if he received the budgetary information he had requested from the Treasurer and Baker states that as of April 30, 2021 the Heritage Fund balance is \$35,824 which includes the proceeds of our first raffle. Baker states he hopes to get the bank statements monthly from this point forward.

Lowes 100 Hometowns: Baker states he's received information that the application has been received but has received no updates. He will go to the website and look for updates.

Kayak Raffle: Schwarz states Billow has obtained a kayak and adjustable paddle from Dick's Sporting Goods for our Summer raffle, a \$420 value. Schwarz has posted teaser ads on Facebook and people seem excited and engaged in the project. Wilson was able to work with the Police Dept to display the kayak on their property as it is under 24 hour video surveillance. Schwarz has worked with the Town Hall and DPW to obtain permission to set up at the Transfer Station as well as obtaining permission from the General Store to set up on their site for the multiple dates of May 22, 29, June 5 and 12 from 9:30 for set up but tables will run from 10-3.

Schwarz has also collaborated with Souhegan High School for student volunteers for Service Hours and has posted on our Facebook page, her personal page as well as the Chatter page looking for these volunteers. At this time she does have some volunteers signed up. States she needs to enlist help from the Commission as well because there are several dates for tables and multiple tables to be run. The event will be more successful with an adult onsite that is invested in the cause. These adults will need to help set up booths, sell raffle tickets, speak to community members to help educate the community on our mission. Baker reminds Schwarz that the 12th is Town Meeting and she states that there are still many people in town that will not be in attendance but may end up at either of the two table locations. Berry asks if Schwarz considered doing a table at the Town Meeting and she states she would have loved to have but she understands there are no tables allowed at Town Meeting. Berry says he will look into it. Schwarz states if it will be allowed she would be happy to move the table or set up another for Town Meeting but she wonders if that would be crass since we are also asking for funds for the Heritage Fund at the vote. Baker asks if the tables will be run at the same time in both locations and Schwarz replies yes. Berry states we will need multiple volunteers then and asks how many people per table. Schwarz replies one adult at each table with two high school volunteers should be sufficient. Berry says he will volunteer for one of the sessions for sure. Baker states his work schedule will not permit him to make most of the weekends in question, but he will ask his wife to volunteer on his behalf. She however, will not be available on the 22nd. Schwarz asks if there's anyone else available that can commit now to one of the dates. Baker states he will try to switch hours to be available. Fimbel states she can possibly be available for the 5th, but at this time that is only a maybe. She will confirm. Berry states he's not sure which day he will be available but he will work one day and will let Schwarz know. Billow says he will report back on his availability. Billow says he will coordinate with Wilson for set up instructions. Schwarz states we will not have signage until approximately the 21st, especially considering that Schwarz and Ross are still working on creating a logo to go on the yard signs. Schwarz states that the Fundraising Subcommittee agreed to purchase signs that are relatively generically worded so they can be reused in the future as signs are expensive. Billow states this is a good idea. Schwarz states that we are looking at getting 4 single sided signs and 4 double sided signs and as she is friends with the printer they have donated the design and set up costs and that will Ross and Schwarz doing the logo themselves that will save costs as well. She states that the cost is approximately \$110-\$120 for the signs in total. Baker asks if Schwarz is looking for suggestions for what to go on the logo. Ross says yes. As she is hand drawing the logo she would like a consensus from the group as to what they would like. Berry thinks the barn at Lamson Farm could be used. Fimbel states that she would like to see a hillside and cows and maybe a meandering view up the road from Pomeroy Farm to Lamson Farm. Ross and Fimbel discuss scheduling a meeting to be able to view Lamson Farm and Schwarz reminds them that if they are going to meet it will need to be soon because we need the logo by about the 15th for the printing process to be completed in time. Berry asks if we are trying to have the logo completed in time to be printed on the signs and Schwarz responds yes. The idea is to "brand" the Heritage Commission to be recognizable as a legitimate entity. Fimbel states we should be careful not to make it look like the donations are for Lamson Farm and Schwarz states that is why they had the idea of the Grand Hotel. Obviously, it was not allowed to deteriorate, but that is a part of our heritage that we no longer have. Berry states that he is happy with the Grand Hotel idea as well. Fimbel asks should we do a temporary logo and then update to a permanent logo later. Schwarz states that is a feasible idea as the logo that Ross is drawing will require computer edits with yet another computer system that is not free. Schwarz has downloaded a 7 day trial of the program now, but anything longer than the 7 day trial will bill at \$20.99 per month. Billow suggests we could forgo it for now and get stickers later, but Schwarz has reservations about how the signs will look with just words. Berry agrees that it is a good idea to have a logo and Fimbel asks if it is good to rush a logo. Berry agrees it is not good to rush it, but it's also not good to have a sign with just words on it. Schwarz says we can always change the logo later, and a temporary logo may be the way to go. Ross pitches another idea combining all the ideas from the Commission members and all agree that sounds like a good way to go. She will begin work immediately.

Berry motions for Schwarz to expend up to \$125 for the signage, second by Billow. No further discussion, all in favor. Motion passed.

Community Education: Billow updates the group on the Commission website research. The Fundraising Subcommittee has narrowed the choices down to a Squarespace account, but now that he has been working with it he finds it's not as user friendly as he had originally thought, so he would like to try some of the other platforms the group has discussed.

Schwarz states that the community education conversation has reminded her that she has added Billow as an admin on the Commission Facebook page so he now has access in the event she is unavailable. She is also concerned that several of us have individual sign ons for multiple accounts and if one of us becomes unavailable the rest of the Commission will not have access so it would be prudent for the group to add authorized users to each account they control individually at this time.

Announcements: Schwarz states that May 14 will be her last Grantsmanship Certificate class and her courses will be complete, just in time for grant season.

Baker says he had to update the Zoom account as the payment period had expired. He asks Billow as Vice Chair to also take on a user name for the Zoom account to be able to conduct meetings in his absence, Billow agrees.

Berry moves to approve Baker's expenditure of \$114.17 for the Zoom account renewal, second by Ross, no further discussion, all in favor. Motion passed.

Meeting Minutes:

Berry motions to accept the April 8 meeting minutes as written, second by Ross. No further discussion, motion passed.

Other Business: Ross states she has sent out a first draft of the logo via email. Any requests or updates can be sent to her.

Schwarz motions to adjourn

Meeting Adjourned: 8:32pm

Next meeting: June 10, 2021

Respectfully Submitted,

Rebecca Schwarz

Secretary