

**MINUTES OF A MEETING
OF THE
DEERFIELD NH HERITAGE COMMISSION**

A meeting of the members of The Deerfield NH Heritage Commission (**DHC**) was held via Zoom on July 23, 2020 at 7:00 PM Eastern Time.

There were present:	Debra Murphy	Chair
	Dana van der Bijl	Member
	Deborah Boisvert	Member and Treasurer
	Andrew Merrill	Member
	Erroll Rhodes	Member and Secretary

Absent:	Carol Levesque	Member
	Richard Boisvert	Alternate Member
	Andrew Robertson	Select Board Liaison

Attending	Karen Leavitt	Nominee
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Discussions occurred as follows.

1. A majority of the members of the DHC agreed to the holding of this meeting of the DHC, waiving prior notice. Ms. Murphy acted as Chair of the Meeting and Mr. Rhodes acted as Secretary of the meeting. The Chair stated that a quorum was present and that the purpose of the meeting was to discuss the agenda items previously circulated and any other business that might duly arise.
2. The minutes of the meeting of June 25, 2020, following a motion duly made (Mr. Merrill), seconded (Ms. van der Bijl) and voted upon, were approved.
3. The treasurer presented the attached report as of today's date, which, following a motion duly made (Mr. Rhodes), seconded (Ms. van der Bijl) and voted upon, was approved.
4. There was a discussion of the content and logistics around the proposed mailings to various constituencies in Deerfield. Ms. Murphy reported on the mechanics of the proposed mailings and requested feedback from all DHC members on the letters to be sent out. Scheduling of the mailings was deferred until final form of the letters was agreed.
5. There was a discussion of the current needs surrounding a) the mechanics of getting the correct material for inclusion on the new DHC website and b) the generation, parsing and preservation of material to be made available on or through the website in the future.
6. There was a discussion of the initial steps of the Town Hall Usage study to be undertaken in conjunction with Ray Ellis, including the parameters associated with funding, categories

to be included in laying out the argument for revenue generation, and the process through which town-wide consensus/support for any recommendations might be garnered. The specific issue of window glazing - for which bids are currently being solicited – was raised, including vendor selection, DHC advice and protocol, and monitoring of the work should a contract be awarded. Warrant article strategy was also discussed bearing in mind that the funding required for this project (alone) could be substantial.

6. There was a discussion surrounding the DHC's next quarterly report to the Select Board, focused on updates on DHC projects and the need to request the active support of the Select Board in encouraging town bodies and personnel to work with the DHC given recent projects undertaken without any reference to the DHC (Scenic Road work, Byways work, Town Hall improvements, etc.).
7. A discussion of the annual budget ensued, with a request being made for prospective budget figures based on the projected ongoing activities of the DHC. Substantiated budget figures are due August 6th.
8. It was noted that Karen Leavitt's nomination to a further term on the DHC is in process through the Town Clerk's office and the Select Board.
9. It was also noted that the DHC members' new @DeerfieldHeritage.org email addresses will be implemented through the town site and that the members' preferred internal DHC communication addresses will be coordinated through the dhcomm@googlegroups.com address managed by Mrs. Boisvert.
10. The DHC members were reminded of their assignments for the PDF précis to be made available on the DHC website. A deadline of August 27th was set for delivering same.
11. The next meeting of the DHC was noted to be held via Zoom on September 24, 2020.

Following a confirmation of there being no further business to be transacted at this Meeting it was moved (Ms. van der Bijl), seconded (Mrs. Leavitt) and unanimously agreed to adjourn this meeting, and in witness thereof, these Minutes have been issued as of the date hereinabove written.

Debra Murphy
Chairman of the Meeting

Erroll Rhodes
Secretary of the Meeting