

**HERITAGE COMMISSION PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on May 14, 2019

minutes approved on Jun-11-2019

The Litchfield Heritage Commission held its meeting in the Town Hall meeting room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, May 14, 2019 at 7:00 p.m.

MEMBERS PRESENT: Karl Franck – Chairman, Kimberly Queenan - Vice-Chairman, Steven Calawa.

MEMBERS ABSENT: Brent Lemire - Selectmen’s Rep, Harry Menzigian.

ALSO PRESENT: none

CALL TO ORDER

Chairman Karl Frank called the meeting to order at 7:00 p.m. and led the Commission in the Pledge of Allegiance.

Public Input: There was No Public input on non-agenda items.

AGENDA ITEMS:

1. Approval of Prior Meeting Minutes

Steven C. made a motion to approve the Apr-09-2019 Meeting Minutes. It was seconded by Kim Q. **Motion passes (3,0,0).**

2. Are there any Additions/Deletions of Agenda Items

None.

3. Discussion of Previous Business

a. Heritage Commission By-Laws

Members discussed that Steven Webber, Chairman of the Board of Selectmen, added the Heritage Commission’s approved By-Laws onto yesterday’s, Monday May 13, 2019, Board of Selectmen meeting agenda. Steven W. was to ask the Board of Selectmen to review the By-Laws, and if they approved them, they

would then be sent to Town Council for review.

Kim Q. suggested we send a quick email to Troy Brown, the Town Administrator, explaining how the By-Laws were created. Kim Q. will send the email.

b. Verify Flowchart of Litchfield, NH Demolition Process Flowchart matches the Zoning Ordinance 1040.

Members will do this task at home and review results at our next meeting on June 11, 2019.

4. Litchfield IT Discussion.

- a. John Brunelle, the Town's IT support, still creating email addresses for Heritage Commission members needing a litchfieldnh.gov email address.
- b. John Brunelle did set up a Heritage Commission town department placement holder on the town web-site.

5. Other Business: none

6. Committee Reports: none

Steven C. makes a MOTION to adjourn, seconded by Kim Q. **Motion carries (3,0,0).**
Meeting adjourned at 7:15 p.m.

Respectfully submitted by
Kimberly Queenan