

Conway, NH Historic District Commission

Minutes of Inaugural Meeting

October 3, 2016

Conway Public Library

6:00 pm

Agenda Item 1: Member Ken Rancourt called the meeting to order at 6:10 pm. Members in attendance were John Cannell, Ray Lawrence, David Smolen. Ken Rancourt, Steve Porter, Mark Hounsell, Kim Beals (6:24 pm).

Agenda Item 2: Each member introduced themselves to the commission.

Agenda Item 3:

- A. Upon a motion made by Mark Hounsell and seconded by Kim Beals, **Ken Rancourt was elected to be the Chairman of the commission. Vote was 7 ayes and 0 nays.**

Ken Rancourt assumed the Chair at this time.

- B. Upon a motion made by Mark Hounsell and seconded by Steve Porter, **David Smolen was elected to be the Vice-Chairman of the commission. Vote was 7 ayes and 0 nays.**
- C. Upon a motion made by Steve Porter and seconded by Kim Beals, **Mark Hounsell was elected to be the Secretary of the commission. Vote was 7 ayes and 0 nays.**

Agenda Item 4:

- A. Upon a motion made by Mark Hounsell and seconded by David Smolen , **It was voted to adopt Robert's Rules of Order to be the governing rules of the commission. Vote was 7 ayes and 0 nays.**
- B. It was agreed that each member would draft a possible vision statement. These vision statements will be the topic of discussion at the next meeting of the commission.

The secretary will draft a letter informing the town manager and the Board of Selectmen of the elections of the officers of the commission and the need for a healthy working relationship between the town and the work of the commission. The letter will be circulated via Google Docs to each member of the commission for review and approval before the letter is transmitted to the town officials.

Agenda Item 5: There being no members of the public present there was no public comment.

Agenda Item 6:

Kim Beals elaborated on the wisdom of changing the current name of **the Conway, NH Historic District Commission** to the more favorable and accurate name of **the Conway, NH Historic and Heritage Commission**. This change of name was endorsed by the other members of the commission and it was decided to include this desire in the letter being prepared for the town (see Agenda Item 4:B above).

It was agreed that each member will forward the secretary, % mhounsell@conwaypubliclibrary.org their contact information (name, mailing address, telephone and email address) for inclusion in a master contact sheet.

David Smolen reminded the commission of our obligation to adhere to the dictates of **NH RSA 91-A**. It was agreed that best practice would be that each member of the commission should have their own town email account linked to the town's web page. It was decided to include this desire in the letter being prepared for the town (see Agenda Item 4:B above).

Agenda Item 7: The next meeting of the commission will be held at the **Conway Public Library on Wednesday, November 9, 2016 at 6:00 pm**. Members will get agenda request to the Chairman prior to the time required for legal posting of the meeting.

Agenda Item 8: Upon a motion duly made and seconded it was unanimously voted to adjourn this meeting at 7:38 pm.