

Sanford Historic Trust Board Meeting Minutes

Date: May 5th , 2015

Time: 6 PM

Place: 104 Park Ave

Note Taker: Kristin Cole

Attendees: Rob Hawkins, Brenda Boland, Kristin Cole, Alec Then, Nelson Beverly, Jim Fears, Fran Cramer,

Nelson Beverly calls meeting to order at 6:12

1) **April Meeting Minutes** were reviewed and unanimously approved

2) **Reports of Officers**

a. Jim Fears - Treasurer. Overview of the financial summary. Very little financial activity.

3) **Project Reports**

a. **Communication & Technology:** Wild Apricot is the cloud service provider for SHT website and membership management software. Wild Apricot notified SHT that they are implementing the following price increase:

- \$50 per month; 400 MB of storage supporting five admin users
- \$70 per month; 2 GB storage supporting up to ten admin users.

Wild Apricot is offering the monthly charge of \$70 per month against potential savings for prepaying for 24 months. Jim Fears to evaluate and make recommendation at next meeting

b. **Fun Map:** The project is on hold until a replacement artist can be found to complete the work.

c. **Lamppost project:** Alec has been working on a proposal to the SHT that will recommend targeted areas within the District for 2015 lamp post installations. Nelson discussed the need to develop a standardized response for residents who have requested information regarding lamp post installations outside of the Historic District. Additionally, the Trust contacted the City Manager about potential City support for lamp post installations at Red Barber Park.

In the April meeting the Board discussed the need to solicit a formal bid for the installation of the this year's lamp posts. Kristin Cole presented a draft request for proposal that outlines the full materials list and labor requirements to facilitate a single lamp post installation. Copies were provided to the Board. The document can be used by the SHT to clearly communicate project scope to bidders.

d. **Sign Toppers:** Nelson and Alec continue communication with the City concerning the SHT initiative to install street sign toppers within the District. The goal is to present and gain approval for the sign toppers at the next Historic Preservation Board meeting and upon approval, contract with the sign topper manufacturer in June. We will attempt to

facilitate dovetailing the sign topper installation with other City street sign work, so that the City can assist with the installation of the toppers. Communication with the City has been positive regarding this project thus far.

- e. **Historic Preservation Awards:** The committee has met and evaluations of the nominees are under way. Award nominations will be held May 27th at 7 PM at the Sanford Welcome Center. Alicia Clark from the Sanford Museum will speak. Fran and Brenda agree to managed refreshments and event logistics for the event
- f. **2016 Calendar Project Update:** The 2016 Calendar contest is underway; running from April 1 – June 30th. Sponsorships are currently being solicited from CPH and Wayne Densch. Two more \$1000 sponsorships are being sought to cover the total cost of the project.
- g. **Proposed By-Law changes:** Charlotte had created a final draft of the proposed changes inclusive of the comments and suggestions from the April Board meeting. The final draft has been made available to members at the April member meeting and has been posted online.
 - Members have been encouraged to review and submit questions or comments regarding the proposed changes prior to the May general membership meeting. Since the changes are comprehensive, encouraging review prior to the May meeting will allow us to progress through the draft review in a more expeditious manner.
 - The goal is to review, edit as motioned, and approve the new By-Laws during the May meeting

4) New Business

Rob Hawkins expressed thoughts concerning the acquisition and preservation of old photographs depicting Sanford historic buildings. These photographs help to preserve Sanford history, as well as providing a point of reference for current and subsequent preservationist work. Rob Hawkins presented some general ideas on how to best engage the community to participate and submit their photographs and will provide a more formal proposal for the project at a future meeting

Meeting adjourned at 7:19 p.m.

Minutes submitted by Secretary, Kristin Cole.