



February 24, 2025 Meeting Minutes

Archiving Committee on Creating a Public/Private Historical Archive
Portsmouth NH City Hall Conference Room A, 9 - 10:30am

Attending: Richard Candee, Charles Doleac, Elizabeth Farish, Tom Hardiman, Jeff Keefe, Vincent Lombardi, Kristen Peterson and Emma Stratton (zoom).

Absent: Alan Cohen and Christine Friese.

Guests: George Dumas, Portsmouth resident, Andrew Goldstein, Portsmouth Submarine and Maritime Association and Linnea Grim, Strawberry Banke Museum.

Proposed Name: Portsmouth Archive Center

Meeting Opened by Vincent Lombardi: 9:06am

MOTIONED and **SECONDED** to accept January 27, 2025, Meeting Minutes. All approved.

Discussion of:

Organization's Conservation Assessments

Strawbery Banke Museum: In progress

Portsmouth Historical Society: Awaiting another quote

Athenaeum: Complete, updated in 2023

City of Portsmouth: TBA

A cost comparison psf can be reviewed once all reports are complete. A recognition of future technology, and how it may affect space, is needed.

Initial Consultation with Steve Gold of Hurwit & Associates

Meeting with Mr. Gold this Wednesday to draft the corporation. A Mission Statement is one focus for the meeting, with "preserve, protect and share" as an intended part of the statement, with "public inquiry" as an additional part.

Fundraising Efforts

A Case Statement (derived from the *Articles of Agreement*) will support efforts with potential donors.

Timeline Review (shared file)

TBA

Other Business

Discussion of general space options.

Need to make a future public statement/ceremonious public event.

Meeting Adjourned by Vincent Lombardi: 9:45am.

DRAFT

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March 14, 2025

INVOICE

Center for Archival Research of Portsmouth
Councilor Vincent Lombardi
c/o City of Portsmouth
1 Junkins Ave.
Portsmouth, NH 03801

VIA EMAIL:
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Trevor McCourt tmccourt@cityofportsmouth.com

Total Amount Due \$1,890.50 CR
For Professional Services Rendered Through: February 28, 2025
Please remit to Hurwit & Associates, 1150 Walnut Street, Newton, MA 02461 USA

Hours and Fees:

			Hours
02/12/25	SMG	Review documents from client	0.50
02/26/25	SMG	Initial call with client; prep for same	0.70
02/28/25	SMG	Conduct research re: NH requirements for incorporation and property tax exemption; draft Articles of Agreement, bylaws	2.50
		Billed Hours:	3.70
		Total billed fees:	\$1,609.50

Attorney and Paralegal Summary:

SMG Steve Gold 3.70 hours at \$435.00 per hour

Payments & Adjustments:

02/17/25	Retainer Received (Check #8594) - Thank you!	\$3,500.00 CR
	Total payments & adjustments:	\$3,500.00 CR

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Billing Summary

Previous balance due	\$0.00
Payments & adjustments	3,500.00 CR
Current fees	1,609.50
Current expenses	0.00
Credit balance	\$1,890.50 CR

If you have any questions or concerns about your bill, please do not hesitate to call us.