

Approved at meeting  
18 August 2016



21 July 2016  
Heritage Commission Conference Room  
237 Atlantic Avenue

Present:  
Donna Etela, Chair  
Jim Maggiore  
Jane Robie  
Cynthia Swank

Alternates: Jeff Hillier, Vicki Jones, Nancy Monaghan

Absent: Carolyn Brooks, Paul Cuetara, Jane Currivan

1. The meeting was properly posted.

Chair called the meeting to order at 9:32 am. Hillier to vote for Cuetara, Jones for Currivan.

2. Treasurer's Report. Currivan had provided the report in advance of the meeting. Maggiore reported that the \$2785 account payable was paid by the Town and the Heritage Commission was later charged. Robie moved, Hillier seconded to accept the report. Unanimously approved.

3. Approval of Minutes.

June 16, 2016 were approved unanimously with one correction -- changing street to avenue.

4. Old Business

**Follow up on prior/ongoing issues.** Members' consensus was that in the future this agenda item would be included as part of Action Items.

**Barn Easements-work flow procedures follow-up.** There was a prolonged discussion about procedures regarding barn easement applications. The workflow for which there seemed a consensus is the person receiving and stamping the application should give the application to the Town Administrator to begin the process. It was suggested that the Code Enforcement Officer check for open violations; that the Planning and Zoning Administrator check for completeness of the application. Not until then would the Town Administrator/Select Board request the Heritage Commission's involvement. The Heritage

Commission will conduct its research, contact the applicant and visit the property with the owner's permission; it will provide its recommendations in writing. The Assessor is not involved in the process until the public hearing when the Select Board likely would ask for the numbers.

Discussion also included demolition permit applications and the seeming confusion over the review procedures; the Heritage Commission had prepared a demolition review form at the time the ordinance was approved but not all parties seem aware of it.

The conversation then turned to some members' confusion about accounting processes relating to the Commission's small operating budget and the Heritage Fund. Swank moved, Robie seconded a motion that Maggiore invite the Finance Department to the next meeting to explain financial transactions relating to grant, town, and Heritage Commission funds. Motion passed unanimously.

**275th Town Anniversary.** Nothing to report. After the Historical Society meets in early September, Jones will call a meeting of those organizations which have expressed an interest in participating.

**HC/HDC Date, location, speaker/program/committee.** Jones and Etela met with Mae Bradshaw of the Rye Heritage Commission and Becky Mitchell of the Stratham Heritage Commission to plan this Fall's regional meeting.

It will be held Saturday, October 15th. Jones has reserved Town Hall but also has contacted Marcy McCann, chair of the Friends of Centennial Hall, to learn its availability. A tour of Dale Farm after the meeting will be offered to attendees. Topic of the meeting is Section 106 of the Historic Preservation Act as it relates to telecommunications towers and other construction projects. Nadine Miller of the NH Division of Historic Resources will be the presenter. Registration forms will ask registrants to list three topics in which they are interested; and people will be seated so that they can talk with others having similar interests.

**EBI Consulting letter re Section 106.** The Federal Communications Commission sent a notice of receipt of EBI Consulting's response to Section 106. EBI Consulting has not yet sent the research report to the Town. Etela has emailed the EBI representative requesting the document so that the Commission and Town can comment. Stratham Heritage Commission had a similar cell tower notification sent to the wrong address.

**Coastal Risk Group meeting.** Hillier reported on a second meeting he attended where the report of the NH Coastal Risks and Hazards Commission was presented and commented upon. He noted that Shep Kroner is the Town representative to the Commission. The report did not note specific North Hampton properties to be at risk. His question about who pays to implement the recommendations was not answered. He provided a photocopy of the 98 page draft report and recommendations dated March 18, 2016.

**Action Items.** Maggiore indicated that UV film for the windows in the stone building were approved and ordered.

The Megalethoscope and slides are covered by Town insurance. Maggiore checked during the meeting and transportation also is covered. He also indicated that the display/ storage/ transportation case for the equipment has been approved.

#### 5. New Business

**Sandy Grant 3rd quarter report.** Jones submitted the report to the NH DHR. The consulting architectural historian has had to push out the timetable for her work by six months. She will begin in the Fall and will finish within the grant deadline.

**Megalethoscope case, policies and procedures.** Swank has prepared the final report to the NH Council on the Arts for the Mooseplate grant; once Etela and Apple review, she will submit before the July 31 deadline. She reported that a demonstration of the equipment will be part of a NH Archives Group meeting at the Manchester Historic Association on September 21. MHA will cover the equipment and slides while on premises but that policies and procedures still need to be put in place by September and for future such loans.

**Land Use Boards meeting.** Etela announced that there will be a public meeting on August 31 at 7pm at Town Hall of the Land Use boards. Etela and Swank will be the Commission's representatives. All members are invited and encouraged to attend.

**Demo Permit Application.** Discussed earlier in the meeting.

**Announcement.** Jones reminded members that the Historical Society's summer public program sponsored by NH Humanities will take place Monday, August 15 at Town Hall. University of Virginia Professor Richard Guy Wilson will present *Wild and Colorful Victorian Architecture in New Hampshire*. He is expected to comment on North Hampton examples.

6. Next Meeting Date & Time. Thursday, August 18 at 9:30am.

7. Adjournment. 11:09 am

Cynthia G. Swank  
Recording Secretary