

Approved as prepared  
at 15 Nov 2018  
meeting



18 Oct 2018  
Heritage Commission Conference Room  
237 Atlantic Avenue

Present:

Paul Cuetara  
Donna Etela, Chair  
Jim Maggiore

Jane Robie  
Cynthia Swank

Alternates: Jeff Hiller, Vicki Jones, Nancy Monaghan, Carol Seely

Absent: Jane Currivan

1. Call to Order at 9:30 AM. Hillier to vote for Currivan.

2. Treasurer's Report. The Treasurer's report was approved. The Commission's operating budget remains at \$1000 and the Heritage Fund, including this past month's interest, is \$6,516.55.

A discussion about the \$819.35 incurred in FY2018 for printing the Historic Resources Town-wide Inventory booklets. That amount was not charged against the Commission's accounts. A motion by Robie, seconded by Cuetara, instructs the Treasurer to write the Select Board, with copies to the Town Administrator and Finance Director, requesting that the Town absorb the cost. The rationale is that the charge represents booklets distributed to Town boards and the Library. It should be noted that copies also were sold to the public at cost and that income offset some of the cost.

3. Approval of Minutes

The September 20, 2018 minutes were approved as prepared. (Robie moved, Cuetara seconded).

4. Old Business

**Town Hall RFP.** Etela reported that Steve Bedard would like to do work for the town in the future but does not have time to consider doing this particular job and will not be submitting a proposal.

**Stone building.** Etela reported that the building has been painted but, unfortunately, in such a way as the new portions cannot be distinguished from the original building or 1955 addition.

A prolonged discussion followed about the need to ensure that contractors receive appropriate instructions and agree to abide by the Secretary of Interior guidelines for historic buildings. Based upon previous experience with the two historic Town buildings, all agreed that the work needs to be supervised and monitored by the Town. Several years ago the Select Board agreed to consult with the Heritage Commission on its historic town-owned buildings. Maggiore suggested that a policy be drafted for the Select Board so that the process is clear. Each Select Board would be given

the policy along with other Town policies. Maggiore and Etela will draft a policy for review at a Commission meeting.

**Economic Development Committee Update.** Monaghan reported that a Vision Statement has been crafted following the desires of town residents. A vote on the statement will occur at the next Committee meeting in early November. The business retention interview process is proceeding slowly with only 17 of the 50 completed; the deadline is likely to be pushed back. Hillier indicated that he has contacted his partner twice.

#### **Action Items .**

**Red Mabey as Clerk of the Works for Town Hall project.** Maggiore contacted former Building Inspector Mabey to learn whether he might be willing; Maggiore has not received a response.

**Certified Local Government draft summary for Select Board.** Swank indicated that she, Jones and Seely will meet November 13th; she will post the notice.

#### **5. New Business**

**Rails to Trails update.** Cuetara and Town Administrator Bryan Kaenrath attended last week's meeting of the NH Seacoast Greenway. There seems to be movement in the State and PanAm Railway negotiations. A call-in to the Governor's Office on October 23rd is being planned. Committee members hope to enlist at least 100 people to phone.

Each of the corridor communities are reviewing the Trail Agreement to identify any additional changes that may be necessary before it is sent to NH DOT. Maggiore indicated that the agreement is with Town counsel.

Etela asked for bullet points about the meeting. Hillier gave Swank a copy of the minutes to scan and send everyone.

**Barn Easement inspections.** Etela provided a list of the current barn easements. During the former Building Inspector's tenure, the plan was that the Commission and/or Building Inspector would inspect each barn every two years. It was not instituted and the policy and process needs to be revisited. Members felt that if one of them were doing an inspection without the Building Inspector present, a check-off list would assist in making sure the reviews were done consistently.

Among the suggestions were: 1) having the inspections as part of the Building Inspector's job description; 2) making inspections a policy reviewed by the Select Board annually. Send Etela any other suggestions about what might be included in a checklist. The item will be revisited at the next meeting.

**Rt. 1 Bridge at Drake's Hill.** The NH Department of Transportation has scheduled a public hearing tonight at the School. The Heritage Commission was not made aware of the hearing until this week.

**6. Next Meeting Date & Time.** Thursday, Nov 15 at 9:30am.

Adjourned. 10:48am

Cynthia G. Swank  
Recording Secretary