

Approved as prepared
20 Sep 2018
meeting



16 Aug 2018
Heritage Commission Conference Room
237 Atlantic Avenue

Present:

Paul Cuetara
Jane Currivan
Donna Etela, Chair

Jim Maggiore (arr. 9:41am)
Jane Robie (arr. 9:37am)
Cynthia Swank

Alternates: Jeff Hiller, Vicki Jones, Nancy Monaghan

1. Call to Order at 9:33 AM. Hillier to vote for Robie.

2. Treasurer's Report. There is \$1000 in the operating budget for the new fiscal year and a balance of \$ 6506.60 in the Heritage Fund at TD Bank. The Finance Director has not yet charged that account \$819.35. which represents the difference between the printing costs of the town-wide historic resources area form and the amount collected from the sale at cost of the booklet. When that charge occurs, the Heritage Commission will have total available funds of \$6687.25. The Treasurer's report was approved as prepared (Cuetara moved, Hillier seconded.).

[Robie arrives]

Etela spoke with Ryan Cornwell about the Commission's budget request for FY2019-2020. Currivan will to send an email to Cornwell asking for the usual \$1000.

3. Approval of Minutes. The July 19, 2018 minutes were approved as prepared. (Robie moved, Currivan seconded).

[Maggiore arrives]

4. Old Business

Town Hall RFP. Maggiore noted that the August 3 deadline for the RFP has passed. One firm responded, to ask for an extension, and has not yet submitted a proposal. Schnitzler did not respond. Members offered suggestions. They included asking Schnitzler whether he is willing to do the work at his convenience in stages (as his report suggested); and sending the RFP to the same people again, recognizing that Summer is their busiest time. Swank noted that members had not received a copy of the RFP and do not know whether qualifications and references were requested as had been suggested. Maggiore asked Town Offices to send a copy of the RFP to the Chair for distribution to members.

EDC Update. Monaghan reported that there is a training session meeting tonight for the business retention study, and noted that Hillier had volunteered. Twelve or so volunteers will talk with businesses. The Committee is also trying to set up a workshop to create a vision statement. Rockingham Planning Commission will provide a facilitator.

Certified Local Government and Neighborhood District Discussion. Jones spoke extensively with NH Division of Historical Resources [NH DRH] staff Nadine Miller and Amy Dixon. She reported that the warrant creating the Heritage Commission gives it the authority of a local historic commission. This means that the Commission could work to create a local historic district consisting of the two town-owned buildings on the State and National Registers, Town Hall and the original Library, now Clerk/Collector's Office.

By having an historic district, the Select Board can apply to become a Certified Local Government [CLG] and be eligible to apply for CLG grants. The State receives about \$65k each year, and typical grants are \$10-15k. Those grants are not limited to an historic district but can be used for projects anywhere in town.

Jones reported that creating an historic district is not an easy task. Despite all the work that has been done relating to the two buildings, boundaries would need to be determined and described, all plans and surveys listed, rules for the two buildings based upon national guidelines set up, and community support demonstrated. Only after the warrant article was approved could the Town apply for Certified Local Government status.

There was much discussion about Commission members' time and work necessary to become eligible for Certified Local Government status and the importance of Select Board support. Hillier suggested that Jones provide a project plan with dates in early Spring; all agreed that aiming for public hearings in the Summer seemed do-able. Swank suggested obtaining from NH DHR examples of the grants CLG communities have received. There was a unanimous vote to table the effort until February (Robie moved, Cuetara seconded).

Action Items. Most covered in old business or to be covered in new business. The others are: Maggiore expects Hubbard will take care of the bushes that are near the Town Hall's foundation; Etela will contact Bradshaw of Rye when a Certified Local Government application is about to be prepared; and Monaghan will bring up 603 and Me organization at an Economic Development Committee meeting.

5. New Business

Septic Squad. A small group of citizens held a discussion about educating townspeople about septic health and what citizens can do. At this point, they are learning what laws and regulations exist and what the health officer can or might do. Etela thought the Conservation Commission the likeliest town board to undertake any projects.

Revision Request. Rick Milner, seeking Heritage Commission input, sent Etela a revised Application for Demolition Permit. She distributed it to members in advance of the meeting. The Heritage Commission when the demolition review ordinance was created had drafted an application form that was used until last year. When the former Building Inspector left, his successor, unaware of the form, used an even older one that caused some confusion when a demolition request was submitted. The new form does not mention the letter the Demo Review

Subcommittee must provide to the Building Inspector nor asbestos abatement. Maggiore and Etela will work with Milner on making the form more complete and clear.

[Monaghan left 10:33am]

182 Post Rd barn addition questions. Etela spoke with the Building Inspector and learned that the addition to the historic barn is intended for seven horses owned by the property owner and an employee living on the property. She also learned that if use of the space remains internal, the addition does not need to go to the Planning Board.

Etela does not know if Southeast Land Trust has any jurisdiction and whether it was informed. The chair of the Conservation Commission, Lisa Wilson, and B.I. Bosworth will look into it.

Budget Request. Already covered.

Opening on Heritage Commission. Brook sent her formal resignation to the Select Board and to the Heritage Commission. Etela reported there is one possibility for the Alternate position and she will invite the person to the next meeting. If other Commission members and alternates know of anyone who also might be encouraged to attend, let Etela know.

6. Next Meeting Date & Time. Sep 20 at 9:30am.

Adjourned. 10:50 am

Cynthia G. Swank
Recording Secretary