

**HISTORIC DISTRICT/HERITAGE COMMISSION**

**Minutes Jan 22, 2014 4:00 PM Bartley House**

Present: David Appleby, Nancy Kopec, Bonnie Parenteau, Peter Griffin and Carol Pynn

I. Approval of minutes from last meeting: 12/11/13

Peter made the motion to accept the minutes as read. Nancy seconded the motion. The minutes were approved 4-0.

*Process: The agenda needs to be posted in 2 places a minimum 24 hours in advance. 2 public places are the Community Development office and the Town Hall.*

*The minutes need to be posted within 5 business days in the same 2 places.*

*We will do the following: at the end of the meeting Bonnie will send a copy of the minutes to each member. Within 2 days the committee members will review and offer comments on any revisions, additions or changes. Bonnie will then send the reviewed minutes to David Appleby who will see that they are posted in the 2 public places within the 5 business days.*

II. New business

Historic Markers: One Historic Marker was ordered by Nancy Kopec and it has been delivered. The cost was \$1840. It includes a 7' aluminum post. The Sewah company from Marietta, Ohio, designed the marker. It will go at the Simpson Cellar Hole. The committee will plan to have a meeting at the site to determine where the marker will go.

Another marker is needed for Union Hall. This property is privately owned. We would need to inquire on permission to post a plaque. David knows the owner and Peter will discuss this with them. (Mrs Douglas). \$740 was returned from the HC/HDC to the general fund of the Town.

Plaques: We have 2 completed plaques for Searles Chapel, and the Depot. The plaques are to go on the buildings (while the markers are free-standing green signs).

TRC meets every 2 weeks and Carol attends the meetings.

*Process: Carol reviews the list ahead of time to see if there are historic properties or considerations.*

*If Carol cannot make the meeting or if there are no objections to any of the properties, she will notify other committee members by email so that someone from HC/HDC can attend if necessary.*

*David will request the TRC agenda, and proposals with lot numbers ahead of the HC meeting date, so that any necessary discussion can be placed on the HC/HDC agenda.*

*If anyone on the HC/HDC would like to comment on a TRC property, Carol requests that they call her.*

TRC 24-F-11 and 24-F-14: Granite Woods no comment

TRC 13-A-31 no comment

TRC 17-F-42 and 17-F-43 cellar hole; not on the Historic Resource List; the developer has no problem with our documenting that there is a cellar hole there. It is on the property, an empty lot, and cannot be preserved. We do not know how old it is. It is next to and will be merged with Rosemary Green's property. Carol requested that the cellar hole be photographed prior to destruction.

TRC: Lot # 11A530 Karl Dubay will be demolishing a historic house located on Indian Rock Rd Rt 111, just beyond 3 colonial homes. The current building is greatly compromised and considered to have little if any historic meaning. It is a small cape home with center chimney. The inside had been gutted and remodeled into office spaces. The house was originally built by Ebenezer and Mary Lewis. Ebenezer was a civil War

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soldier. Consideration is given to retrieving the "cut nails" which were made by neighbor Mr Alexander Park who lived on Lowell Rd.

We discussed requesting a plaque or commemorative sign to be placed on the property.

The request can be in writing to Chris McCarthy 17 Nottingham Rd the developer or Karl Dubay. Peter made a motion to send this request in writing to Karl Dubay. It was seconded by Carol. The motion passed 5-0. Dave will send the letter on letterhead.

TRC 11A520: Demolition of one of the Town Center historic houses. This is owned by the Village Center Properties LLC. There is a log cabin on the property. This cabin was built in the 1930's with saddle notch construction. The cabin was built by cutting trees from the property and assembling them into the cabin and is considered a historic property. This was discussed briefly with Karl Dubay, merely to make him aware of the significance of the cabin. We may discuss this further at another meeting.

Book for 275 Anniversary: David distributed a letter to Department heads asking them to speak to their staff about becoming part of the book committee.

Historic Resource List: updating is necessary. We have the list and for the time-being it will remain the same. When there are updates they will be provided to the Town.

*A process will be developed to update the Resource List with time frames. Who can vote on what's added, is it necessary for it to be reviewed by other Town departments, who will add it to the HC/HDC website? etc.*

Watch list: The Chadwick House and 9 1/2 acres is for sale. It is an 1810 house on Range Rd. It has 8 fireplaces. It is hoped that the house could be preserved even if the surrounding land is developed.

*Process: what to do with properties on a watch-list? How are properties added to a watch-list?*

Snow Plowing and the Town Pound: It is an area that was used for loose sheep and livestock to be kept until the owners could come claim them. The pound is included in the town center historic district. The plows tend to knock over the stones around the pound.

*Process: How do we handle matters that are observed or brought to our attention where damage occurs to Historic properties? Should there be an official communication?*

*Process: If anyone speaks on behalf of the HC/HDC, the information must be shared with the rest of the committee.*

*Process: How do people communicate with the HC/HDC? Is anything ok, or should there be a more formal process?*

### III: Objectives for 2014

We would like to see processes put in place. For instance:

A discussion took place on standards for recommendations by the HC/HDC, such as markers, plaques, free-standing signs, signs installed on buildings etc. We should have consistency.

For the Historic District and Heritage Commission, we may offer guidance, and preference, but currently there are no universal standards.

This is an example of what an objective could be for this committee.

Plaques: there are some in storage. Our expectation is that the ones in storage would be up by Aug 1<sup>st</sup>.

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Issue: Union Hall is privately owned and we would need to inquire on permission to post a free-standing sign. David knows the owner and Peter will discuss this with them. (Mrs Douglas).

Process: 1) we need to make a request of the property owner; 2) determine an appropriate time for this to be done; 3) are there other things to be done and 4) in which priority?

For Heritage could we, or should we adapt or recommend signage such as that done by the Eagle Scouts at the Stickney Cellar Hole?

If it is Historic District we can mandate the requirements more that sites that are in the Heritage Commission areas.

Nancy will provide the specifications for the markers that were received from the Sewah company.

If a developer agrees to mount a plaque or sign, it would be good to have specifications, costs, and process already in place. Having different developers may allow a variety of markers which have no consistency. Even a cellar hole site might lend itself to a marker denoting Historic significance.

Another example is to clarify who on the HC/HDC will be the designated TRC member and what is the process for who is going (explained above).

Other processes to work on:

Budget: when should this be discussed and how will decisions be made; ie these must be discussed in a timely manner for planning. Peter suggested that we discuss the budget for the new year at the September meetings.

Minutes (explained above)

Yearly summary report; who will do it, when is it due, and what review is necessary by entire committee?

Notice for new members; is it necessary now?

Should all processes be recorded and maintained in a notebook? This would serve the purpose of increasing awareness in the community on what our committee is, its activities, why we exist, how we do things, etc.

IV: Adjournment: Meeting ended at 6:30 pm

NEXT Meeting: Feb 12, 2014