

**HISTORIC DISTRICT/HERITAGE COMMISSION  
MINUTES Oct 12, 2011 4:00 PM Bartley House**

**Present: C.Pynn; N.Kopec; B.Parenteau; K. Difruscia**

**Old business:**

- **Motion made by N. Kopec to accept the minutes from 9/14/11. Accepted 3-0**
- **TRC 10-11-11: meeting cancelled as no new applications were received. Next meeting 10-25**
- **Review minutes Sept 14, 2011 Corrections made to the minutes of the 9/14/11; Motion was made to accept the minutes; the minutes were accepted**
- **Fellow Prints: 5 Fellow House prints were ordered and received; one is sold; 4 remain to be sold; All have been paid for by HDC general fund account -\$50; the receipt is with Carol; the prints are in the Bartley House meeting room-in postal box; (we sell for \$30-\$10 goes to artist Sheila Psaledas); Sheila Psaleda's framed print must be returned to her; Hillsborough, NH. Consideration is given to showing prints at Harvestfest, Windham NH in Oct Possibly the Historic Society group might allow the prints to be displayed/sold in their area at Harvestfest.**

**New business:**

**Demolition Delay Ordinance: next meeting Nov 2<sup>nd</sup> meeting to discuss**

**Ordinance: Town of Windham Demolition Review: workshop to be conducted in early November**

**Kathleen has done a preliminary draft for the review, with sections for clarification and to simplify the process. She researched Massachusetts and NH laws and precedents finding that Mass does have laws but NH does not.**

**The process spelled out is similar to what other towns have done in NH.**

**This was intended to be a stand alone document to address permits for demolition. If someone wants to demolish a structure that has historic significance, this process will be used.**

**Criteria for consideration will be listed in 719.3**

**The first thing the Community Development department will look at the list to see if this structure, or building, etc is on it.**

**The intent is to preserve as much historic significance as possible in our town.**

**Discussion about land, structures, or buildings versus cellar holes. Some things do not fall under the demolition process but have to do with sites and site planning regulations.**

**The Archeological Historic Resource lists all historically significant locations, sites, buildings, etc. Archeological resources issues must be discussed with the Planning Board.**

**Procedure:**

HDC

Person goes to department for permit to demolish something that falls within the Criteria 719.3

If area, building, etc appears on the Historic Resource list as determined by the Community Development department, the permit will not be given; the process will be followed.

Within 5 business days from receipt of application notice will go to the Historic District Commission

The HC has 15 business days to review the permit; may issue waiver and response is sent by certified mail.

If it is not waived, and within 5 business days of the HCD decision, a sign can go up giving notice of demolition. The sign has to be visible to the transient publish.

A special meeting will be called, of a standing committee; the committee will set up by the HC. This will eliminate the need to wait for the next HC monthly meeting.

A public meeting shall be conducted within 30 days of the HC's determination that the building or structure is subject to the criteria set forth in section 719.3. Notice of the public meeting will be done by the HC setting date and location. A notice will go to the local newspaper within 3 business days of the HC's decision.

The applicant must be notified by certified mail and invited to attend to hear concerns or alternatives that are proposed by the members of the public, within 5 days.

The HC standing committee –Demolition Review Committee-may hold a meeting with the applicant or applicant representative within 10 business days of the public hearing to discuss alternatives to demolition if the committee determines that the loss of the building or structure is potentially detrimental to the community.

If there are no alternatives and the applicant wants to move forward with demolition, the Community Development department may issue the permit.

Prior to demolition, the applicant may give the Demolition Review Committee permission to photograph the site, building, or structure. The committee shall encourage the applicant to salvage significant architectural features.

Nothing in this Ordinance shall be construed to prevent immediate demolition where public safety is at stake and the building has been determined by the Building Inspector and Fire Dept to be a public hazard and demolition is the only viable recourse.

Points:

- If the demolition takes place prior to 30 days, they would be in violation of the ordinance.
- A building permit is different than a demolition permit

Town Hall painting

HDC

The bid has been awarded to Target

**Presbyterian Church steeple**

Communication has gone to the church by Carol PLYNN about state resources that might be able to assist. Doug Murray, Chairman of WPC Trustee Committee.

**TRC:**

**No Historic Resources**

Case # 2011-34: Fossa Rd; storm water improvement to mitigate; lots 21-G, 21-G-13, 21-G-15; 21-G 6-13-15-21

Case # 2011-37: change of use; 20-E-260

Case # 2011-38: 11-A-150 Haverhill Rd; change of use; no historic property

Case # 2011-36: Lot 2-A 128 N Lowell Rd; historic property; no exterior changes; kitchen addition to rear (will not be seen)

Would like to expand their current business to accommodate in house dining;

consideration for enlarging parking lot for 45 patrons;

Has not gone to Planning Board yet

Next TRC meeting: Oct 25, 2011

**NEXT HDC MEETING November 9, 2011**

*These minutes are in draft form and have not yet been accepted by the HDC/HC*