

Windham Historic District Commission
Meeting Agenda

February 12, 2014

4:00 PM

Type of Meeting: Monthly Meeting

Meeting Facilitator: David Appleby

Invitees: Carol Pynn, Peter Griffin, Nancy Kopec, Bonnie Parenteau

- I. Call to order
- II. Roll call: David Appleby, Carol Pynn, Peter Griffin, Nancy Kopec, Bonnie Parenteau
Approval of minutes from last meeting: Peter Griffin made a motion to approve the minutes. It was seconded by Carol. Approved 5-0.
- III. Open issues
- a) TRC: Carol had emailed the agenda with her comments. The 1853 School house #7 site is next to Lot #: B 3000; 10 Libby Rd. This school house was the smallest and cost \$800 to build. A discussion ensued on school houses. Mary Titcomb who died in 1947, taught at various school houses in Windham. The lot next door to School house #7 may be affected.

Carol discussed the TRC meeting and her ability to share her opinions at the meetings. The Commission agrees that Carol may represent our Commission. She sends the list out ahead of time, so everyone has the opportunity to offer comments.

- b) HDC Objectives for 2014: 4 categories:

Process; discussion took place on a champion for each project and SOP Standard operating procedures

Process	Commission person	Date to complete
Agenda and Meeting Minutes	David	2/14/14
TRC membership	David	2/14/14

Resource Lists: how will this be updated? If a house is demolished, how will it be recorded in the future? The suggestion is that the site would be moved from one list to the other, ie from archeological buildings, to archeological sites.

A question was brought up about how the town does this for other areas.

How does something get on the list?

How does something come off from the list?

Watch List: An informal Watch List was started: A target date of the May meeting will be placed on this topic, for a draft.

- Log cabin
- 1853 School house
- Chadwick house; colonial on Range Rd near Johnson at corner of Bellavista Rd

Budget; the person from the Commission who works on this would need to prepare items and requests for the Selectmen's meeting

Annual Report: We agree that we should include an issue list monthly that should be included in the Annual Report. In November of each year we will address this and review points and issues for the upcoming January report.

Hand Book: We'd like a handbook created to explain our committee. It would give information on what we are and what we do. This can include town documents, a mission statement, and citing RSA's which spell out why we exist and what our authority is, etc. The purpose of this would be to share information with new members, other committees, departments, and town groups. This would be hard copy and could be made available electronically.

Objective	Milestone	Champion	Measurement	Target Date
Process				
	Agenda and Meeting Minutes	David	Approved SOP	Feb-14
	TRC membership	David	Approved SOP	Feb-14
	Resource Lists	Carol	Approved SOP	Apr-14
	Watch List	Bonnie	Approved SOP	May-14
	Budget	David	Approved SOP	Oct-14
	Annual Report	David	Approved SOP	Nov-14
	Hand Book	everyone	Approved Handbook	Sep-14

275th Anniversary: Plans to create a Celebration Committee will be worked on by Peter. A target date for the list creation will be June 2014. David wrote a letter to Karl Dubay inviting people to join the Celebration Committee.

Historic Markers and Plaques: Definitions: free standing markers; plaques; signs

The goal is to install all markers and plaques that are currently in storage. Nancy will do an inventory of the signs in the Community Development Building.

Locations:

Simpson Cellar Hole: One was ordered and is currently being stored in the Community Development Building. It will be installed in June. A post comes with it. We need to determine where it should go on the site.

Wayne Morris, and others on the Moeckel Pond Committee may be able to clean out a spot for it.

Nancy will contact Jack McCartney the Road Agent, to see if he might help with the placement.

Union Hall Marker Peter will be speaking with the owner about the possibility of a sign since it is now privately owned.

Depot We need a marker and it is expected that we will use the one we already have in storage.

Searles Nancy will work on the following: HDC Marker/Plaque Standards; HC Marker/Plaque Standards. The standards will be consistent with each other. Dimensions, color, and reference number from vendors should be recorded. The signs should be consistent in size.

Tom Murray: Northland Farm: a plaque can be applied to a boulder. The size of the plaque should be contingent on the size of the boulder. He will need the wording, type, and other recommendations. The bronze sign on Indian Rock is a possible model for future Historical markers.

Carol is looking into the possibility of asking the state for markers and plaques. They may cover the expense if it is on a state road.

IV. New business

Any other business:

Wrap up to the Eagle Scout Stickney Cellar Hole project.

A check was given to us by Matt Laliberte in the amount of \$239.46. It is expected that this check will be dedicated to future HC/HDC projects.

Matt Laliberte, the Eagle Scout will send his project paperwork to our Troop 266 Council Chair for review and then he will appear before the Daniel Webster Council Eagle review board. Once he has the paperwork complete and his last 2 merit badges signed off, they can provide a report back to the HDC.

In terms of materials to post – one suggestion was to do a Power-point deck with some photo's to show the starting point and the finished product.

Inventory of items related to HC/HDC in the Bartley House room. David will set up a time to go through everything and determine what should be kept and what should be discarded.

SOP'S

David has provided blank forms to follow for SOP's. The description is as follows: Process for creating, implementing and training HDC/HC standard operating procedures (SOPs).

This is for when someone wants to propose a new project or revise an existing one. These will include a revision history.

Bonnie made a motion to accept the form as created by David on the SOP. Nancy seconded the motion. It was passed 5-0.

Agenda's and Meetings: David created a document. Description: Process and timing for creating and posting HDC/HC meeting agendas and meeting minutes.

Peter made a motion to accept the document pertaining to the Agenda and Minutes. Carol seconded the motion. Approved 5-0.

Request for Letter of Support: A request came from a concerned citizen for a letter to be sent from the Historic Commission, to the Conservation Commission Wayne Morris regarding the purchase of Campbell Farm by the Conservation Commission. This property is on Kendall Pond Rd. It is a farmhouse on 60 acres of land. Peter made a motion to write the letter to endorse writing a letter of support. Nancy seconded the motion. Approved 5-0. 1773 a grant was given in the Nutfield Region for this property.

David made a request to Dave Sullivan to post the available position on the HC/HDC in the paper. David will make a contact regarding the Town Pound.

V. Adjournment: 6:00 pm

Next Meeting: Mar 19, 2014