

HISTORIC DISTRICT COMMISSION

MINUTES

September 10, 2019

APPROVED: 10/8/19

AGENDA: Workshop Meeting

ATTENDING: Don Milbrand, Richard Laflamme, Dorcas Gordon

ABSENT: Clay Dingman, Sandra Heaney

OTHER: Tyler Simonds (Planner), Christina Goodwin (Land Use Manager), Lu Ann Humphries

The meeting opened at 7:00 pm with a quorum.

MINUTES OF DATE: The minutes of July 9, 2019 were reviewed. Dorcas Gordon motioned to approve the minutes as written, Don Milbrand seconded. The motion carried.

WORKSHOP MEETING

Membership Discussion

Options regarding additional members were discussed: increase the number of members to 7 members with up to 5 alternates, which changes the quorum to 4; keep the membership the same at 5 members with up to 5 alternates and solicit alternate membership; reduce the membership to 3 members to lower the quorum to 2. After further discussion it was determined to remain the same, and work on advertising to increase alternates. Ms. Goodwin reported that the Land Use Department can work on an advertisement for social media and the town's website. Ms. Goodwin also stated that the Department will work on a brochure similar to the one that was created for the Planning Board. Mr. Milbrand mentioned that the Historic District Commission (HDC) is probably the lowest commitment as the Commission is required to meet four (4) times a year.

Meeting Schedule

The Commission reviewed options for setting regular meetings as HDC is required to meet four (4) times a year. Ms. Goodwin recommended that the Commission pick four (4) months a year that are set meetings and then if there is business, the Commission would be meet more. The members agreed to February, May, September and October. No meetings in March as this month often conflicts with elections. Dorcas Gordon motioned, Don Milbrand seconded, to set four (4) meetings a year beginning in 2020 for February, May, September and October. The motion carried.

Historic District Section of the Zoning Ordinance

Ms. Goodwin presented recommendations for adjusting the Ordinance to remove items that were either more by-laws and directors or had minor corrections in wording. The Commission discussed the difference between primary and non-contributing properties as well as abutting properties that make up the Historic Overlay District. After further discussion about the recommendations, the HDC asked that the Land Use Department reach out to Clay Dingman and Sandra Heaney for their input. Clay and Sandra spear-headed this process and it was felt that their input was extremely valuable. Ms. Goodwin would like to have the Ordinance to the Planning Board at the October workshop. Ms. Goodwin will re-review the recommendations as there were some concerns about the first submission and bring it back to HDC.

By-laws

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Ms. Goodwin will prepare some changes to the by-laws based upon any of the approved changes to the Ordinance for the next meeting as well.

Certified Local Government (CLG) Cemetery Survey

The CLG survey is complete. Tyler is working on the final report and submission for reimbursement. Mr. Laflamme is asking that HDC transfer the survey to the Cemetery Trustees to allow them to use to move forward with any recommendations or information that has been received in the survey. Ms. Goodwin reported that the workshop has been posted on the Town's website. The Land Use Department will forward the survey. Ms. Gordon inquired if the transfer is for who gets credit for the report or something else. Ms. Goodwin stated that it wouldn't be credit, because this was an HDC project and proposal, however there are some items that the Cemetery Trustees can use. It is more of an idea of where the survey will now reside. Mr. Laflamme stated that there are substance items that have recommendations and follow up. The HDC would like this to be linked to both the HDC page of the website and the Cemetery page of the website. Ms. Gordon feels that capturing the information and making it available is the endgame.

Sign permits

The Commission discussed the process for reviewing sign permits. In the past, the signs were reviewed with the Chair when there were concerns. Mr. Laflamme feels that these concerns should be reviewed with the Commission. After further discussion, it was determined that the signs that have concerns from the Land Use Office could be scheduled for a Preliminary Conceptual Consultation (PCC).

HDC boundary signs

Ms. Goodwin reported that she is going to work on getting the Historic District boundary signs replaced. The signs are faded and require updating and we have budgeted for the replacement. Ms. Gordon recommended that the signs be lowered. Ms. Goodwin will check into it.

HDC plaques

There was money in the budget to begin purchasing some plaques for the historic buildings in the HDC. Ms. Goodwin will look for the email that Clay did in the past with a sample of what the plaque could be. If we could encumber the money or order one this year, that would be great.

HDC Website

The Commission discussed the HDC website and the Town's updated website. Ms. Goodwin will reach out to Clay Dingman for options. The Land Use Office will update the Town's site to accommodate the information if agreed that it should migrate to the Town or not.

COMMUNICATIONS:

Invitation for re-dedication of the Plankey Spring in honor of Mason Westfall. That is going to be held on September 29 at the spring.

Community BBQ and Picnic is at Wellington on Sunday, September 15. Tickets are still available. The tickets are free but must be picked up by the end of the week.

NEW BUSINESS:

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Lu Ann Humphries visited the HDC meeting as she is very interested in history. The Commission encouraged Ms. Humphries to consider applying. Mr. Milbrand asked if Ms. Humphries would consider attending the next Select Board meeting to be introduced.

NEXT MEETING: Tuesday, October 8, 2019, 7:00 pm. No hearings scheduled yet, however applicants have until September 13 to apply.

With no other business before the Historic District Commission, Dorcas Gordon made a motion, second by Don Milbrand, to adjourn at 8:12 pm. The motion carried.

Respectfully submitted,
Christina Goodwin
Land Use Manager
TITLE