

HHC Minutes/December 7 2010

Members present: D. Coots, C. Cutler, J. Martin, R. Minar, R. Saalfield, K. Swanton, J. Wollaston

Members absent: R. Sprague

- minutes of the November meeting approved unanimously
- K. Swanton will attend the Thus Dec 9 meeting of the Open Space Implementation Group. The group is looking for at least one member of the HHC to participate
- Meeting date for January 2011 set for Tues Jan 4
- J. Martin noticed unpermitted work on 2 , 6 Littleton Rd. Old windows are being replaced by replacement windows with no interior muntins. Owner appears to have changed the newel posts on the steps with stock materials that Martin suspects are not 'replacements in kind'. Feist has asked town building inspector, Gabe Vellante, to inspect the site. Feist reminded the group of the goal of creating a pictorial inventory of all the structures in both historic districts. Cutler will add this task to the master list of student-ready community service projects.
- Discussion on the topic of leadership succession was introduced by Feist. He described his obligations as Chair by estimating the time commitment as 8 – 10 hrs/month (in addition to the monthly meeting). The Chair supervises the mailings that go out to abutters when hearings are scheduled (the copying and mailing are done by the Clerk, a position now held by D. Coots) ;creates monthly agendas and conducts meetings; fields inquires (about 10-20 a month) from people outside of the HHC (approximately 6-10 hearings a year). Chair manages all correspondence, including writing approvals of applications. Chair may function as liaison will other town boards, as needed.
- Feist will resign as Chair in April, 2011 and is willing to rotate off the commission to make room for a new chair if the decision to recruit a person not on the commission now is decided.. At rhe Feb meeting the members of the Nominating Committee (Saalfield, Sprague) will report the results of their private conversations and e mails with each member of the group.
- Saalfield will call Whit Sprague of the Cemetery Comm to get an update on his group's intentions vis a vis the use of CPC funds (voted at ATM 2010) for the study of the burial markers' restoration. Members discussed the viability of getting a legal opinion on the HHC role in the control of the burial ground. Martin explained that the text of the legislation that enables historic districts is ambiguous. The control of cemeteries located within historic districts can fall completely in the domain of the CC where such a group exists. It is

- debatable, the group agreed, whether the Town Council can be asked for an opinion on this issue. The CPC will also be asked to exert some force on the impasse between these two groups. Saalfield will call Whit Sprague and report in to Chris Cutler, CPC member, by Dec 15 on the results of her attempts to contact with members of the CC.
- Coots met with Tim Bragan, Town Administrator, who approved of Coots inviting Lynne Spencer (Mendrs, Torrey and Spencer) to attend the last meeting of the Municipal Bldg Comm Committee. Spencer will study the exterior of the Town Hall from a bucket on a cherry picker so she can 'produce a forensic report on the bldg before the end of the year'. Her fee of 13k will cover this work and the work of creating contract documents.. Swanton asked what the official role of the HHC would/should be vis a vis the proposed design changes. Coots suggested that Feist speak with MBC Chair, Ron Ostberg, about where in the queue the HHC might be inserted.
 - Feist has recorded our new application form with the Town Clerk, with prior approval of our BoS liaison, Marie Sobalvarro.
 - Martin will research the extant historic district survey and present his findings to the group at the next meeting.

Meeting adjourned at 9:22 p.m.

Respectfully submitted,

Roseanne Saalfield