



Minutes
Thursday, 18 April 2013 9:30 AM
Heritage Commission Conference Room
237 Atlantic Avenue Building

Present:

Paul Cuetara

Donna Etela, Chair

Jim Maggiore

Cynthia Swank

Alternate Members: Jane Robie, Tibbie Field

Also Present: John Hubbard, Director Public Works

Absent: Carolyn Brooks, Jane Currivan, Shep Kroner

Meeting called to order at 9:35AM.

Agenda item New Business Town Clerk's Building – John Hubbard moved up. Hubbard had provided and the Chair distributed a Scope of Work document dated December 1, 2012. After discussion, the Chair requested Swank to prepare the Commission's response and distribute to members. The document attached at the end of the minutes was sent to Paul Apple, Town Administrator the next day.

Etela designated Robie to vote for Currivan; Field to vote for Brooks. She then read the Preamble to the Code of Ethics.

Selection of Heritage Commission Officers. Robie moved, Field seconded and all voted in favor of the nomination of the current officers: Etela, Chair, Brooks, Treasurer, Swank, Recording Secretary.

Treasurer's Report. Members received printouts of the current budget account, Heritage Fund bank statement, amounts received for the May 4th regional Heritage / Historic District Commissions lunch, and amounts received for Town Hall Day.

Approval of Minutes. Members approve the minutes for March 21, 2013, March 28, 2013, April 4, 2013, and April 11, 2013 as written.

Old Business

Survey Update. A Survey Group meeting was held on Tuesday. Etela is to contact Sillay about the properties on which she was working. Further discussion about the survey was postponed until the June meeting.

State Register Nomination/Stone Building. Etela delivered the revised application to the Division of Historical Resources on April 1; no response to her email follow-up.

May 4, 2013 HC Seacoast Event. All towns except Exeter have responded and at least 10 representatives from other Commissions are signed up. Field reported that the Vice Chair of the Little Boar's Head Heritage Commission, Janice Mellion, is trying to get two members to attend. Maggiore will ask one of them he expects to see.

Nadine Peterson, Preservation Planner at the DHR, will provide a brief presentation. Members provided positive response to her outline.

Town Hall Day. Robie will remind Boesch to get measured for his costume. Cuetara reported that one of the contractors, Steve Langley, and former Town Administrator Steve Fournier will attend. Etela reported that Peter Michaud of the DHR will attend.

Plaque is up, Lego Town Hall is being made. No decision was made about either selling raffle tickets or giving the model to the person whose guess about the number of bricks is closest. Robie received permission from Tomkinson to put sign in front of his house at 224 Atlantic, the first location of Town Hall. \$1360 collected so far.

Planning Board Public Hearing Master Plan Chapter. The Planning Board approved the Heritage Commission chapter as written. It was clear from the hearing that the Heritage Commission needs to educate Planning Board members. Etela sent Skydrive link to Shep Kroner, Planning Board Chair, and Phil Wilson, Select Board representative to the Planning Board, so that they can gain a better understanding of an historic resources survey. She also invited Kroner to attend or send a representative of the Planning Board to the May 4th event.

Request for assistance. Robie provided answer to the Town Administrator for the Select Board that the School District owns the School.

Action Items. Trigger for requesting input from Heritage Commission. Select Board, Town Administrator, and Building Inspector will figure out and it is one of the Select Board's goals.

New Business

Nomination for Heritage Commission - Shep Kroner. Members approved nominating Shep Kroner as an Alternate and sending the request on to the Select Board.

Brochures. Swank noted that the rack on the vestibule table had only one copy of one Commission brochure. Robie will fill. Discussion about the vestibule, removing the table and installing a wall rack reached no conclusion, especially as the appropriate location for the National Register certificate and possibly original lock and key for the building, donated to the Historical Society, must be determined.

Supplies. Swank requested and members voted to approve authorization to spend up to \$150 in supplies to house the Heritage Commission records relating to the historic resources survey.

Exit sign. While the meeting was still underway, an electrician arrived and the Town Clerk/Tax Collector brought him over. The State- required sign will be on the wall above the inner door of the lobby. The electrician does not expect to damage the wall.

Next Meeting Date & Time. Regular meeting on May 16 at 9:30 AM. Next Work Session Meeting on April 25 at 10 AM.

Meeting adjourned at 11:40 AM.

Cynthia G. Swank
Recording Secretary



The Heritage Commission, at its April 18, 2013 meeting, reviewed the Scope of Work document dated December 1, 2012 for proposed work on the historic town-owned building at 237 Atlantic Avenue. The document had been distributed to members in advance of the meeting. John Hubbard, Director of Public Works, attended the meeting, explained the project and answered questions. The Commission appreciates the opportunity to offer our recommendations and comments.

The Commission's four major recommendations are:

1) Include with the document the *Secretary of Interior's Standards for Rehabilitation* and note the website for those standards and *Guidelines for Rehabilitating Historic Buildings* at http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm

Also make sure the architect is aware that there may be exceptions for historic buildings in applicable building codes.

- 2) Make clear that the original 1907 window that is now located on the north elevation of the 1955 addition is to be retained in the expanded addition.
- 3) Retain the original interior woodwork and, if some must be removed, reuse it elsewhere in the building. Do not remove the original woodwork with heart cutouts in the lobby area of the original portion of the building.
- 4) Hold a meeting to review the architect's plans with the Town Clerk/Tax Collector, Supervisors of the Checklist, Heritage Commission and representatives of other Town boards or organizations that regularly use the building.

In addition to these recommendations, members either individually or collectively had the following comments and/or suggestions:

- One restroom that is ADA-compliant may be sufficient. Commission members would like to gain space now occupied by the employee restroom but recognizes that Clerk/Collector staff may differ.
- We recognize that widening the hallway to make the building ADA-compliant is one of the issues.
- A heating system that provides humidification in the winter would benefit both people and the permanent records located in the building.
- It is likely that the floors are hardwood. Keep in mind the Secretary of Interior guidelines: repair, restore if possible before considering replacement. Consider the floor load.
- A storage area that can only be accessed via stairs is not satisfactory; attempting to create a climate-controlled room in the attic of an historic building is not cost-efficient. A fire-suppression system should be for the entire building, not for a single room.
- Keep in mind that in another few years the building may be used for other functions. Do necessary work that will not have to be re-done or altered.
- Editing changes to the Scope of Work include:

Heading after Scope of Work - Renovations to 237 Atlantic Avenue, a Town-owned historic building used by the following functions: Town Clerk/Tax Collector, Supervisors of the Checklist, Heritage Commission, other boards and organization for meetings, records, exhibits

Possibly rearrange the numbered descriptions of work to ensure that the original purposes of improving handicap access, resolving maintenance issues, and upgrading the HVAC System are listed first and secondary ones later.

We understand there will be several meetings with the chosen architect and that all interested parties will have the opportunity for further collaboration and input. We look forward to participating in the project.

18 April 2013
Cynthia Swank
Recording Secretary