



Thursday, June 1, 2023

Community Development Department Conference Room, 7:00PM

Present: Brad Dinsmore (Alternate), Frank Farmer (Alternate), Peter Griffin (Regular - Vice-Chairman), Renee Mallett (Regular - Chairwoman), Heath Partington (Board of Selectmen Liaison), Carol Pynn (Regular), Derek Saffie (Regular - Secretary), Wendy Williams (Regular)

Property owner of 12 Sunridge Road presented her plan to relocate stonewalls in her yard to the property line. She has received support from her neighbors. Mr. Griffin made a motion to support the initiative by the homeowner to move the stonewalls to the property line; second by Ms. Williams, 5 - 0.

The property owners of 104 North Lowell Road, the Michaliks, summarized their in progress addition to their home which is listed on the Historical and Cultural Resource List (HCRL). They had begun construction of an addition before receiving a cease-and-desist notice when it came to the attention of CDD that the Commission had not been notified of the building permit. Chris Michalik asked how the property came to be added to the HCRL as he had not been aware of its presence on the list. Ms. Mallett explained the criteria for a property being listed on the HCRL and the procedure used by CDD and the HCRL when reviewing building permits for historic properties.

Mr. Michalik explained that the addition will not affect the historic part of the house, although he is considering replacing the siding. Ms. Williams explained the Commission's recommendation for replacing historic clapboards with in-kind material. Mr. Dinsmore suggested leaving the original corner boards if the clapboards are replaced. Ms. Mallett informed the Michaliks that the Commission can only act in an advisory capacity and does not have the authority to ultimately prevent construction.

The Commission reached a consensus that there is no objection to the project at 104 North Lowell Road and Ms. Mallett will notify CDD to allow construction to resume. The Commission expressed their apologies for the confusion with the procedure and thanked the Michaliks for their efforts in maintaining the property.

There was a brief discussion of the updated conceptual design for 11 Indian Rock Road.

There was discussion of a building permit for a circa 1920 home at 15 Gardner Road. The property is not listed on the HCRL but falls under the same set of criteria as a pre-1940 structure. The property owner is proposing to add a second floor to the home and expand the existing deck. Mr. Griffin asked if the Commission can review a property not explicitly on the HCRL. Ms. Williams read section 719.4 to clarify that a property can be either on the HCRL or pre-1940. Ms. Williams asked if the Commission should photograph the home prior to construction, but Mr. Dinsmore had already found exterior photographs from a recent real estate listing. Mr. Saffie suggested adding the photographs to the Commission's SharePoint page. Mr. Griffin made a motion to forgo a public hearing for 15 Gardner Road, second by Ms. Pynn, 5 - 0.

Mr. Dinsmore volunteered to assemble a list of properties on Cobbetts Pond that should be added to the HCRL.

Ms. Williams made a motion to approve the minutes of the May meeting; second by Mr. Saffie, 5 - 0.

The election of officers was postponed to the July meeting.

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Mr. Griffin asked Mr. Partington if the Board of Selectmen ask applicants if they have ever attended board meetings when appointing volunteers. Mr. Partington responded that the Selectmen do occasionally ask.

Ms. Williams provided an update on the Strawberry Festival. She has three pop-up tents in case the event is held outdoors. She will provide an invoice from Patty Williams for her participation and mileage.

Mr. Griffin provided an update on adding a "Historical / Cultural" designation to property cards. The tax assessors were on board with the plan and provided a mock-up of a property card with the designation as an example. He asked if every property on the HCRL should receive the designation or if it should be limited to specific properties. After discussion it was decided all properties on the HCRL will receive the designation. Mr. Griffin said it would take approximately one month to update all of the property cards. He will follow-up with the assessors' office and inform them they may begin the project after the Commission's July meeting.

Mr. Griffin provided a Town Common Beautification Committee update. Brian McCarthy had met with the Committee to discuss the long term plan. The Committee is currently exploring hiring a landscape architect to do a master plan of the landscaping.

Mr. Saffie shared an update on the *Nutfield: Then and Now* book project. Mr. Gumaskas has been provided with a list of properties in Windham and Derry to photograph. He has informed the publisher that the Commission has not been able to locate any usable images of Londonderry and is waiting for their response.

There was a brief discussion of policies and procedures, particularly streamlining communication and the use of personal email addresses versus town email addresses. Ms. Williams suggested Ms. Mallett provide a monthly town administration update. Mr. Partington suggested each member of the Commission should be able to have an individual town email address; Ms. Mallett will follow-up.

Ms. Williams will reach out to Rockport Technologies about archiving any of her personal emails that relate to town business.

Mr. Farmer asked if the Indian Rock and Governor Dinsmoor historic district plaques should be posted before further work is done at the sites. Mr. Griffin recommended waiting to install the plaques.

There was discussion of finding a new office space for the Commission. Ms. Williams read excerpts from a grant agreement that required the Bartley House to provide a community conference room. She proposed moving the filing cabinets, bookshelf, etc. to the existing conference space in the Bartley House.

Ms. Mallett and Mr. Partington explained why the files had been relocated and why the office had been needed for other purposes. Ms. Mallett shared that Mr. McCarthy had asked her to suggest an acceptable office space and that, feeling that the Commission had given her the authority to negotiate for an office space, she proposed the office in the basement of the CDD building.

Ms. Mallett asked the Commission for clarification from the members on whether they wanted storage, office, or a conference space. Ms. Williams shared that she wanted a space that could double as a meeting space and storage space and it would be acceptable for it to be a public space. The consensus among the other members was that the Commission needed a secure office and storage space, but not a room where they could meet.

Mr. Saffie made a motion to re-appoint Ms. Pynn as the Commission's representative to the TRC; second by Ms. Williams, 5 - 0.

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Dennis Senibaldi unlocked the basement of the CDD building to allow the Commission members to view the proposed office space. He agreed to add a duct to the office should it be requested. All members of the Commission would have 24/7 access to the office.

After further discussion of the meeting space Mr. Griffin made a motion to accept the office in the basement of the CDD building; second by Mr. Saffie, 4 - 1 (Ms. Williams objected to office space and voted against). Ms. Williams and Mr. Farmer will work together to label all fixtures that need to be moved to the new office space.

Mr. Farmer shared a quote he received from Bill Johnson for painting the caboose at Windham Depot. Mr. Johnson quoted the project at \$3,700. Mr. Griffin thought there had been an agreement to seek more than one quote. Ms. Mallett suggested Mr. Farmer contact other painters for quotes before a decision is made.

There was discussion of the Depot Advisory Committee and why the maintenance of the caboose should be part of the Commission's budget when the Commission has no representation with the Depot Advisory Committee. Mr. Partington will invite Mr. Samsel to a future Commission meeting to discuss the role of the Depot Advisory Committee.

Ms. Williams suggested the Commission verify the status of their two trusts on an annual basis.

Ms. Williams opened discussion on landscaping and maintenance of the historic districts. The previous town administrator had verified that they were being landscaped on schedule. Mr. Partington shared that the landscaping contract has very loose timing requirements for the twice a year maintenance. Ms. Williams suggested establishing a more concrete timeframe when the next contract is signed.

Mr. Griffin asked for a consensus of opinions on whether to mount the Edward Searles plaque flush or atop of the stones on the Governor Dinsmoor wall; the former costing \$750 and the latter \$250. It was agreed to mount the plaque flush for the \$750 installation charge.

Mr. Griffin motioned to adjourn the meeting at 9:50PM; second by Mr. Saffie, 5 - 0.

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