

**TOWN OF GILMANTON
HISTORIC DISTRICT COMMISSION
ACADEMY BUILDING
TUESDAY, FEBRUARY 3, 2009 – 7 p.m.
MINUTES**

Present: Chairman Perry Onion, Deborah Chase, Allen Everett,
Selectman's Rep. - Rachel Hatch,
Alternate – Joanne Wilkens
Land Use Clerk – Annette Andreozzi

Chairman Onion opened the meeting at 7:11 p.m. with introductions. Alternate Wilkens was seated as a voting member.

1) **Approval of Minutes January 2, 2009.**

Ms. Chase moved to approve the minutes of the January 2, 2009 meeting as amended.

Motion passed.

2) **Possible motion related to 45 day time limit for making decisions on applications.**

There was a discussion about why an option might be needed to accommodate the following possibility: if a person makes an application within 4 days after the deadline for the next already scheduled meeting, it will be more than 45 days until the subsequent meeting will take place. RSA 676:9, I states: "the historic commission district shall file a certificate of approval or notice of disapproval pursuant to RSA 676:8 III within 45 days after the filing of the application for the certificate, unless the applicant agrees to a longer period of time." Ms. Andreozzi stated that in her phone conversation with Christine Fillmore of the Local Government Center, Christine suggested that the HDC give blanket approval for the land use clerk to ask applicants if they would consent to a time extension when X number of days have passed.

The discussion continued with various possibilities considered. There is an additional challenge if an applicant files, the office pays for the public hearing announcement, and the applicant does not deliver all the accompanying paper work. All necessary paper work is not required to be filed at the same time as the application.

Motion by Mr. Everett - I move that the Gilmanton HDC grant permission to the Gilmanton Land Use Clerk to request a time extension from HDC applicants, when it would be impractical for the Commission to meet within 45 days of the application's receipt, as required by law.

Second by Ms. Wilkins. All approved. **Motion passed**

3) **Procedures for meetings and follow-up of applications.**

In the town office there are no records of HDC procedures for conducting meetings or application follow-up. Ms. Wilkins read meeting procedures of the Franklin HDC, which she had found on line. Mr. Onion showed a copy of a booklet he has been working on for the past two years, as directed by the HDC. It includes procedures for handling an application for a certificate of approval from the HDC, also a check list of items the Commission will use in making their decision, and a revised version of the HDC regulations. Mr. Onion stated that there would be 2 documents available to the public, this user friendly one and one which would be more technical. Ms. Chase looked over the draft and commented that she liked the look and clarity.

Ms. Andreozzi indicated that regulations are different from procedures, ordinance, applications, and style guidelines. The RSAs require a public hearing for adoption or changes in regulations.

There was a discussion about how to pay for the printing of these documents. Presently people are charged five dollars for a copy of the regulations/style guide. Mr. Onion indicated that money had been appropriated at town meeting. Ms. Hatch volunteered to find out if the funds had been encumbered. Mr. Onion said he would have a draft of the booklet for the commissions consideration by the next meeting. Ms. Hatch wanted the HDC to consider having a public hearing on procedures as well as regulation changes.

Mr. Everett indicated the regs presently state that exterior lighting must be white incandescent, and wanted to know if energy saving devices could be used. Ms. Andreozzi suggested that flexibility for future green options be considered as the regs are being reviewed.

There was a discussion about how to follow up after a certificate of approval has been granted. If a building permit is required the applicant must pay a \$50 fee to renew that application, otherwise the building inspector will not sign off. At this time there is no procedure for the applicant to notify the HDC when the work is done. Ms. Chase felt a list of HDC approvals should be kept, and 2 weeks before their year was up a letter should be sent asking for a report. Mr.

Onion was concerned that if commission members were charged with verifying completion they would have to go on the property.

4) **Discussion relating to Compliance of HDC Regulations**

It was felt that people need to know that the HDC expects compliance and is going to check on their progress, and applicants wouldn't be offended by a follow up letter. If the HDC doesn't have impeccable follow-up and makes sure everyone conforms, people will get complacent and not bother to complete their projects. The question arose as to who would do the follow-up and what happens if the applicant doesn't respond. Could it be part of the regulations that applicants come back before the commission to explain why their project isn't complete? Ms. Wilkins indicated that in Wolfeboro the building inspector makes HDC inspections. Ms. Chase asked if the Selectmen would be inclined to support the HDC's need to have the building inspector verify project completion. Ms. Hatch thought yes, if it was explained how unfinished projects affect the look of the town, but the HDC needs to have all the regulations and procedures in place first.

Motion to adjourn made by Mr. Everett, seconded by Ms. Hatch. All in favor.

Adjourn 8:40PM