

**TOWN OF GILMANTON  
HISTORIC DISTRICT COMMISSION  
ACADEMY BUILDING  
THURSDAY, DECEMBER 3, 2020 – 7 PM**

**MINUTES**

**Present:** Chair Ernie Hudziec, Roy Buttrick, Matt Grasberger, Evan Collins  
(Selectmen's Rep)

**Also present:** Annette Andreozzi (Land Use Admin.)

**Absent:** Allison Hooker

Chair Hudziec opened the meeting at 7:05 PM.

Welcome to the Gilmanton Historic District Commission. I am Ernie Hudziec. As Chair of the Commission, due to the COVID-19 crisis and in accordance with RSA 91-A:2, III (b), Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Commission is authorized to meet electronically. I find that this meeting is imperative to the continued operation of town government, and vital to public safety & confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

Please note that there is no physical location to observe and listen contemporaneously to the meeting. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by electronic platforms;

We are utilizing the FreeConferenceCall platform for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.

- b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using FreeConferenceCall.com, with instructions provided on the Town of Gilmanton's website at: [www.gilmantonnh.org](http://www.gilmantonnh.org).

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 603-267-6700 or email at: [zba@gilmantonnh.org](mailto:zba@gilmantonnh.org)

- d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

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At this time, I welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner the rules of conduct & decorum apply. Any person found to be disrupting the meeting will be removed if they continue after being asked to cease the disruption.

Any person wishing to speak shall address me, the chair, to get permission. Please identify yourself clearly before speaking.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether you are present in this room or remote and if there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Ernie Hudziec – present in room

Allison Hooker - absent

Roy Buttrick – present in room

Matt Grasberger – present in room

Evan Collins – present in room

**GENERAL PUBLIC COMMENTS**

none

**OLD BUSINESS**

**Continued Public Hearing - Case # 5-2020, Vicki Boxer, owner/applicant:**

Requesting to build an addition & garage. Property is located at 11 High Street in the Corners Historic District; Map/Lot# 126/001.

Ms. Boxer, referring to the new drawings for additions to her buildings, said that a cupola had been added, and everything to the right of the present garage will be new construction. The view from Rte. 107 of the existing structure will stay the same as it is presently, except there will be sliding barn doors added over the glass doors of the existing garage, and two new windows on the first floor, and a new dormer on the side of what is now the garage. The siding on the new construction will be shingles.

Mr. Grasberger asked what was the difference from the previous approval.

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Ms. Boxer said the former approval was for a huge construction. She pointed out that drawing #3 is the back of the buildings, west side, not in public view. On the west side of the existing house a new dormer will be added with three skylights.

Mr. Hudziec said on the west side there will 2 skylights on the mudroom, 2 on the other one-story section, and 3 on the new dormer.

Ms. Boxer said the new garage is the size of 1½ cars. On the west side the garage & mudroom will be clapboard.

Mr. Hudziec stated that the garage doors with windows are not to regulations.

Ms. Boxer said there will be a transom above the garage doors. The drawing should be just channels in the garage doors. Windows aren't needed in the garage doors. The color will be like the Dickey's free-standing garage with white trim.

Mr. Grasberger said the side of the Dickey's garage from his house has shingles that have aged different colors.

Staff pointed out the 4-pane windows on the present garage's new dormer, the door w/ windows, and the 4-pane diamond windows in the new construction, which are all in the public view.

Ms. Boxer said the new dormer on the old garage is shielded by a large tree. The curved arches in front of the breezeway were designed because the look was plain, and the diamond windows are the same as those in the squares in the cupola, only placed on point, making a diamond.

**MOTION**

**Mr. Buttrick moved to close the public hearing of Case # 5-2020, Vicki Boxer, owner/applicant.**

Seconded by Mr. Grasberger.

Evan Collins-yes

Matt Grasberger-yes

Ernie Hudziec-yes

Roy Buttrick-yes

**Motion passed unanimously.**

Mr. Grasberger said the door into the mud room should not have windows.

Mr. Collins thought the plan looked good, with the exception of the windows in the doors.

Mr. Buttrick said he disagreed with the windowed door on the new garage, which does not face Route 107.

Mr. Hudziec stated that the existing door on that side has a window.

Mr. Buttrick said if the new septic changes the elevation on the lot, an additional application to the HDC would be needed.

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**Mr. Hudziec moved to approve Case #5-2020, Vicki Boxer, owner/applicant as presented on the drawings with the conditions:**

- 1. The door to the right, on the mudroom will have no windows**
- 2. There shall be no windows in the garage vehicle doors.**
- 3. The doors on the back, west side, can have windows, which is an exception to the HDC regulations, and not to be considered a regular allowance.**
- 4. There may be 3 skylights in the new dormer on the west side of the existing house.**

Seconded by Mr. Buttrick.

Evan Collins-yes  
Matt Grasberger-yes  
Ernie Hudziec-yes  
Roy Buttrick-yes

**Motion passed unanimously.**

**Approval of Minutes** – October 22, 2020.

Mr. Collins moved to approve the minutes of October 22, 2020 as presented.  
Mr. Grasberger seconded.

Roll call:

Matt Grasberg-yes  
Ernie Hudziec-yes  
Evan Collins-yes  
Roy Buttrick-yes  
Motion passed.

**Other Business**

Review of 526 Province Rd. M/L#127/010

Mr. Hudziec stated that there are 2 windows facing Route 107, which were not on the drawing presented by the applicants. He believed the windows were meant to be on the other side of the garage, but the applicant didn't bring views of all four sides of the garage. That is a problem, and from here on all applications need drawings of all four sides.

Staff commented that it needs to be the Commission's responsibility to reject applications without drawing of all four sides.

Mr. Hudziec said they will be careful in future to have all sides with details.

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Mr. Buttrick said the building trim color of the garage was supposed to match the siding.

**MOTION**

**Mr. Buttrick moved to accept the windows as built, but the trim color shall be the same as the building siding.**

Mr. Grasberger seconded

Evan Collins-yes

Matt Grasberger-yes

Ernie Hudziec-yes

Roy Buttrick-yes

**Motion passed unanimously.**

Building Inspector request for HDC to send letter of explanation to Mr. Keith, 541 Meeting House Road, M/L # 414/061

A draft letter was presented to the Commission. It was the consensus of the HDC that the building inspector be asked to sign & send the letter to Mr. Keith.

Discussion on revisions to HDC Regulations

The purposed changes were highlighted on a draft copy sent to HDC members. An updated draft will be emailed to members to make any additional suggestions to staff. All will be incorporated by Mr. Hudziec to be voted on at the January HDC meeting for public hearing in February.

Adjournment at 8:30 PM.

Respectfully submitted,  
Annette Andreozzi  
Land Use Administrator