

**TOWN OF GILMANTON
HISTORIC DISTRICT COMMISSION
ACADEMY BUILDING
TUESDAY, JANUARY 6, 2015 – 7 p.m.**

MINUTES

Present: Chair Deborah Chase, Ernie Hudziec, Allen Everett, Matt Grasberger

Also present: Annette Andreozzi (Land Use Admin.)

Absent: Brett Currier (Selectmen's Rep)

Chair Chase opened the meeting at 7:05PM with introductions.

Approval of Minutes December 2, 2014.

Motion by Mr. Everett to accept minutes as amended. Seconded by Mr. Hudziec. **Motion passed 3 for, one abstain.**

Discussion

Follow up on the motion from the last meeting about forwarding to the selectmen the appropriate code enforcement to take with non-compliance properties, and request enforcement. This was done.

Ms. Chase stated that all HDC members got a copy of the letter to be distributed to the public at the planning board hearing relating to boundaries in the historic districts. That meeting will take place sometime in January. Members who are unable to attend the planning board public hearing could write or email a letter to them.

Copies of the letter the HDC wanted delivered to the planning board members were delivered before their meeting, but the planning board chair decided to have the letter emailed to the members the next day rather than distributed at the meeting.

Ms. Chase stated that she had asked that the building inspector go out at the end of December to Mr. Hueber's property to confirm that things weren't done according to HDC regulations. There is no paper work in the office relating to the visit.

Ms. Chase said she had not been able to make contact with the Veseys about their door. Ms. Andreozzi will call them again.

Mr. Hudziec presented a procedure for code enforcement.

A violation has occurred when the HDC regulations have not been followed with or without a proper application. When the Gilmanton HDC determines that a violation has occurred of the Historical District regulations, a letter will be sent to the violator requiring a meeting with the HDC. If the violator does not respond within 30 days then a second certified (signature required) will be sent to the violator. If there is no response within 15 days or if there is no resolution of the violation, the appropriate documentation (TBD) will be forwarded to the Board of Selectmen and the Zoning Board of Adjustment for their action.

There was some discussion of incorporating this into the HDC procedures. It was agreed that a continued discussion would be on the next agenda.

Mr. Gardner wanted to know how a person not on the Commission could change what was in the Commission minutes. Ms. Andreozzi explained that minutes were not a word for word record of a meeting.

Mr. Hudziec said there is no stated Selectmen policy of what any board or commission minutes should contain.

Other Business.

Mr. Hudziec moved to adjourn. Second by Mr. Grasberger.
All in favor.

Adjourn at 8:05PM

Respectfully submitted,
Annette Andreozzi
Land Use Admin