

TOWN OF AMHERST
Historic District Commission

August 17, 2023

APPROVED

In attendance: Doug Chabinsky – Acting Chair, Martha Chabinsky (remote), Tom Grella – Board of Selectmen Ex-Officio, Tom Quinn, and Bill Glenn - alternate
Staff present: Nic Strong (Community Development Director) and Kristan Patenaude (Recording Secretary) (remote)

Doug Chabinsky, Acting Chair, called the meeting to order at 7:00 p.m.

Bill Glenn sat for Chris Buchanan.

PUBLIC HEARINGS:

1. **CASE #: PZ17649-072023 – Timothy & Lee Kachmar (Owners & Applicants); 15 Mack Hill Road, PIN #: 020-022-000** – Request for approval to extend previously Historic District Commission approved fence around yard perimeter.

Doug Chabinsky read and opened the case.

Tom Quinn recused himself from this item.

Tom Grella moved that there is no regional impact, and the application is complete. Seconded by Bill Glenn.

Roll Call Vote: Doug Chabinsky – aye, Martha Chabinsky - aye, Tom Grella – aye, and Bill Glenn – aye; Motion carried 4-0-0.

Tim Kachmar, 15 Mack Hill Road, explained that he did not think approval was needed to extend this fence in his yard and this is an after-the-fact request for approval, as the fence has already been installed. This fence is to help keep a dog in the yard.

Doug Chabinsky noted that the original application was for a square picket fence, but the applicant eventually chose to install a split rail fence.

There was no public comment at this time.

FINDINGS:

1. Contributing property.

2. Fence is visible from the road but keeps with the rest of the fence, which is also visible on the property.

Tom Grella moved to approve the application as presented. Seconded by Bill Glenn.

Roll Call Vote: Doug Chabinsky – aye, Martha Chabinsky - aye, Tom Grella – aye, and Bill Glenn – aye; Motion carried 4-0-0.

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- 44 2. **CASE #: PZ17669-073123 – Wilfred & Joanne Zeolie (Owners & Applicants);**
45 **8 Foundry Street, PIN: 017-031-000** – Request for approval to replace an old fence
46 with a new cedar wood fence in rear and back of house
47

48 Doug Chabinsky read and opened the case.
49

50 **Tom Quinn moved that there is no regional impact, and the application is complete.**
51 **Seconded by Tom Grella.**

52 **Roll Call Vote: Doug Chabinsky – aye, Martha Chabinsky - aye, Tom Quinn – aye,**
53 **Tom Grella – aye, and Bill Glenn – aye; Motion carried 5-0-0.**
54

55 Wilfred Zeolie explained that the existing fence is rotting and falling over. The proposal is to
56 replace the fence as close to in-kind as possible.
57

58 Bill Glenn asked if the extent of in-kind replacement has been examined. Doug Chabinsky noted
59 that the pickets may not match exactly. Wilfred Zeolie stated that the fence company sent
60 examples of the two types of fences in order to try to match the existing fences.
61

62 Wilfred Zeolie stated that the fences will eventually be painted white. The fences will contain the
63 wire yard guard due to existence of a pool and dogs on the property. The wire will either be
64 black or green. The neighbors would like the color to remain the same as the existing color.
65 Doug Chabinsky noted that he will make note on the application that the wire yard guard will be
66 either black or green.
67

68 Martha Chabinsky asked about the differences between the proposed and existing fences.
69 Wilfred Zeolie stated that he does not believe there is a difference in the split rail fence. The caps
70 of the posts for the picket fence look slightly different. Flat top caps, as currently on the fence,
71 were requested from the fence company.
72

73 Tom Quinn asked if the application fee has been paid. Joanne Zeolie stated that it has not yet
74 been paid, as she was told the Office of Community Development would contact her on this
75 item, as a staff member was out on the office on the day she submitted the application.
76

77 **FINDINGS:**

- 78 **1. Contributing property**
79 **2. In kind replacement**
80 **3. Replacement is visible from the public way**
81

82 **Bill Glenn moved to approve the application as submitted, with the revisions made**
83 **to add the yard guard wire fencing in black or green. Seconded by Tom Quinn.**
84 **Roll Call Vote: Doug Chabinsky – aye, Martha Chabinsky - aye, Tom Quinn – aye,**
85 **Tom Grella – aye, and Bill Glenn – aye; Motion carried 5-0-0.**
86

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Doug Chabinsky noted that the application fee will need to be paid for this item. He also noted that there is a 30-day appeal period, during which time anyone can appeal the Commission's decision, starting from the date of approval. Beginning work within this time period is at the applicant's own risk.

OTHER BUSINESS:

3. Minutes: July 20, 2023

Tom Grella moved to approve the meeting minutes of July 20, 2023, as presented. Seconded by Tom Quinn.

Roll Call Vote: Doug Chabinsky – aye, Martha Chabinsky - aye, Tom Quinn – aye, Tom Grella – aye, and Bill Glenn – aye; Motion carried 5-0-0.

4. Any other business:

The Commission reviewed the new draft application form.

Doug Chabinsky stated that he found it to be very complete, however, some sections seem to not apply to all applicants.

Nic Strong stated that all applicants need to fill out Section 1. Other sections, such as those that request copies of any required permits and approvals from other local, State, or federal agencies, can be left blank or filled in as not applicable. Bill Glenn asked if this information should be placed in the instructions area. Nic Strong stated that the concern is that applicants may then not want to fill out certain sections or leave them as not applicable when Staff would like the information. If an item is left blank, Staff will see this and question the applicant if it believes the information is needed.

The Commission noted that the new application is a major improvement and can always be amended in the future, if need be.

Doug Chabinsky moved to accept the new application form and checklist as presented. Seconded by Martha Chabinsky.

Roll Call Vote: Doug Chabinsky – aye, Martha Chabinsky - aye, Tom Quinn – aye, Tom Grella – aye, and Bill Glenn – aye; Motion carried 5-0-0.

The Commission reviewed a first draft of the Rules of Procedure document. Nic Strong explained that this document contains items that used to be in the regulations but were really procedures. This also contains updates to statutes and the order of business that the Commission generally follows.

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Doug Chabinsky stated that he likes the fact that this document ties it into the Rules of Procedure that other boards follow.

Tom Quinn noted that the section for a Commission secretary was struck from the document. Nic Strong explained that everything that the secretary used to do is taken care of by the recording secretary and the admin in the office. There is no longer a need for this position on the Commission.

Tom Grella asked about the beginning of Section B General. Nic Strong agreed that the wording is a little clunky. This is intended to say that the Rules of Procedure are based on the statutes in place at the time. She will work to reword this. Approval of this document will need to be noticed on an agenda. She will place review of this document on the Commission's next agenda. The application did not need to be noticed prior to approval.

Doug Chabinsky noted that he has a list of properties that may be non-compliant for items such as unscreened mechanical equipment, mailboxes, mini split cables not painted the color of the house, etc. Some of the items will be easy for the Building Inspector to review and enforce. For other items, the proposal is to send a letter explaining that these things detract from the Village, are not part of the regulations, with a request to fix them. He has not yet received a list from Chris Buchanan with some additional items of concern. He suggested a meeting with Nic Strong and Scott Tenney, Building Inspector, to review the lists.

Tom Grella moved to adjourn the meeting at 7:30pm. Seconded by Bill Glenn.

Roll Call Vote: Doug Chabinsky – aye, Martha Chabinsky - aye, Tom Quinn – aye, Tom Grella – aye, and Bill Glenn – aye; Motion carried 5-0-0.

Respectfully submitted,
Kristan Patenaude

Minutes approved: September 21, 2023