

Historic District Commission Draft Minutes
Public Hearing
Thursday, March 20, 2014, at 7:00 p.m.
The Barbara Landry Meeting Room, Amherst Town Hall
2 Main Street

Members in Attendance:

Chairman Jamie Ramsay, Secretary Susan Clark, Selectmen's Representative Tom Grella, Bruce Fraser, Doug Chabinsky, Alternate Jeanne Rosenblatt, Alternate Chris Hall, and Alternate Helen Rowe

J. Ramsay called the meeting to order at 7:05pm.

1. Case #4839-022614 – Jason & Christine Chabot, 12 Jones Road, PIN# 019-007-001
To remove and replace two windows at the rear of the house.

J. Chabot explained that he plans to remodel the kitchen and replace two windows. The main reason for the replacement is for efficiency. The new windows will be different than the current windows. There will be drywall beneath the window instead of all glass. The windows are on the back of the house. The windows are not visible from the street or to the neighbors.

J. Ramsay mentioned that there is a bay window in place and asked if it will remain. Yes. He also asked if there will be a new window over the kitchen sink. Mr. Chabot replied that currently, the sink is on an interior wall. They will move the sink to an exterior wall and replace the only window on that wall.

J. Ramsay confirmed that the extent of the exterior renovations is just a bump out and a window. He also stated that the proposed replacement window is a Pella ProLine window. The ProLine series is clad window. As a rule, only all wood construction windows are permitted in the historic district but the commission does weigh other certain considerations.

D. Chabinsky asked if the clad windows on the side are staying. They will be replaced. Not sure what type they are. J. Ramsay assumes they are wood casing.

J. Ramsay asked the commission if anyone had further questions. Seeing none, the commission moved on to the findings.

Findings:

1. It is a non-contributing piece of property. These windows are on the back and will not be seen.
2. Built 1985
3. No public visibility

Clad window will be considered for those reasons only. (1. Non-contributing property, 2. it's on the back of the house, 3. there is zero visibility- not seen by the public or the abutters)

T. Grella asked S. Marchant if both sides of Jones Rd are in the historic district. Yes, to a certain point and this house is definitely included within the district.

S. Clark moved to approve the application as submitted. D. Chabinsky seconded.
Vote Unanimous.

S. Marchant, Community Development Director, spoke to the commission.

S. Marchant is trying to get video coverage for the HDC meetings. Neither the Planning Board nor Zoning Board has video coverage right now either. As a new plan for video coverage shapes up, she will try to include this commission as well as the regulatory board. Currently there is no set timeline, but the thought is to possibly use high school students.

Driveway Regulations:

S. Marchant had sent an email out regarding the driveway regulations asking for feedback and received a lot of really great comments in return. Some revisions have been made. She has some hard copies with her and she will send out a draft to everyone. She highlighted some changes as well as cleared up some confusion as follows:

There is an existing driveway ordinance. This is not a completely new idea.

The intent of this regulation is:

1. To allow a waiver process through DPW. In the past, the only waiver relief was through the Planning Board regardless of what the property owner wanted to do for a driveway permit. That process would set them back a month.
2. To step back on standards for people who do not have paved driveways. A 20' apron used to be required and now a shorter apron is required.
3. To address storm water regulations which are required by the federal government. The EPA Stormwater permit that is pending is significantly more restrictive and onerous to the town than the current one. We're trying to protect the roads from runoff. Temporary access point permits are only required if you're going to be significantly disturbing the soil or doing heavy trucking. Often with significant equipment coming in and out there ends up being debris and dirt all over the roads. This regulation would require one to put in a basic construction entrance when doing this type of work.

The commission asked for clarification on several points. S. Marchant clarified the information for the Commission.

New Business

1. Discussion – 2014 CLG Grant Opportunities

J. Ramsay said there has been some discussion about inventories/ numbers of historic properties.

H. Rowe said they call it surveys. Towns are supposed to have it if there is a historic district.

They didn't do it. What they did was a verbal, written description of properties. Nothing photographic was done and not all buildings on a property were listed. The State would like to have everyone do a survey.

We looked into it several years ago and found that it's expensive. You have to hire people who really know what they're doing. We've lost some buildings in town because we didn't have proof that they were there. If you get this done, it gives you a baseline. She advised that in order to start the process, the commission needs to spend some time and find out who does this work and talk to the State as well. It's not something that can be done quickly.

J. Ramsay mentioned that the application/ letter of intent is due in a week on March 28th.

The consensus was that it would not be right to rush the process to meet the deadline this year.

92 S. Clark asked if the grant is available on a yearly basis.

93 H. Rowe answered that they come up every year, but the commission has been lax in applying.
94 For clarification, S. Clark asked if the current book that includes a map and all of the listings of
95 the homes in the historic district would work. H. Rowe clarified that the book doesn't have
96 photos and doesn't include descriptions of outbuildings such as garages, sheds or barns, and the
97 condition they are in. This would be a documentation of everything that's there right now.

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99 S. Clark said it fits the criteria of priority, and we can work on it for another year.

100
101 The commission discussed at length the desire to have signage created that marks the historic
102 district. If the survey project turns out to need more than one year of preparation, the sign project
103 might be the one to choose for next year's grant application.

104
105 The Commission discussed the planning process and what steps need to happen to get the ball
106 moving on these projects.

107
108 Ideas the commission produced

- 109 1. Students- university and/or high school
- 110 2. Develop a budget for the survey project
- 111 3. Discuss the idea with the high school liaison
- 112 a. Senior project? – Community hours?
- 113 b. Break the job up into portions for easier implementation and spread among more
- 114 students
- 115 c. Possible multiple years of senior projects that build on each other

116
117 First steps to start the project

- 118 1. HDC define the requirements of what work needs to be done. Check with the Department
- 119 of Historical Resources in Concord for guidelines. (H. Rowe)
- 120 2. Contact Maggie Paul liaison from the high school – J. Ramsay will write her an email to
- 121 see if there is interest in the project.
- 122 3. If no interest there, get in touch with universities.
- 123 4. Figure out the budget.
- 124 5. Set a timeline. If needed, make it a 2 or 3 year project broken into phases

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126 J. Ramsay will reach out to Will to tell him that the HDC is continuing the conversation and now
127 has a focus and a direction and is very interested to apply the next time the grant comes around.

128
129 The Commission discussed metal walkway guardrails and retaining walls.

130 131 **Old Business**

132 **1. Minutes of February 20th and March 4, 2014.**

133 D. Chabinsky moved to approve the minutes of February 20th as submitted. S. Clark seconded.
134 Vote Unanimous.

138 March 4th Minutes

139

140 J. Rosenblatt voiced the notes sent by S. Wilkins as follows:

141 1. Should there be an indication that it was a “special meeting”? Yes, for information exchange only.

142 There was no voting.

143 2. Line 81 ‘brush’ should be ‘bridge’

144 3. Line 101 to read as follows: It was suggested that Mack Hill Rd could be made to appear narrower in
145 an effort to slow traffic down.

146 4. Line 142 the first ‘sidewalks’ should be changed to ‘crosswalks’

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148 D. Chabinsky moved to approve the minutes of March 4th as amended. T. Grella seconded.

149 Vote Unanimous

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151 T. Grella moved to adjourn at 8:10pm. D. Chabinsky seconded. Vote Unanimous.

152

153 Respectfully submitted,

154 Jessica Marchant

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157 Minutes approved as amended on April 17, 2014.

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