

*These minutes are subject to possible corrections/revisions at a subsequent
Exeter Heritage Commission meeting.*

Exeter Heritage Commission
Draft Minutes
Nowak Room, Exeter Town Offices
May 4, 2011

Call Meeting to Order

Members Present: John Merkle, Amy Bailey, Mary Dupré, Ron Schutz, Julie Gilman, and Peter Michaud

Chairman, John Merkle, called the meeting to order at 7:00 p.m. in the Nowak Room of the Exeter Town Offices.

Amy Bailey stated that her term as a Zoning Ordinance Review Committee Representative with the Heritage Commission is coming to an end and she has yet to reapply. The Board members invited Ms. Bailey to reapply as a regular member of the Heritage Commission.

1. Approval of the minutes of April 6, 2011.

Peter Michaud moved to accept the April 6, 2011 minutes as presented, Ron Schutz seconded: Vote unanimous.

2. Follow up discussion Form Based Code meeting May 19, 2011 with the Historic District Commission and others.

John Merkle informed the Board that the meeting on Form Based Code with the Historic District Commission will occur at the following HDC meeting. Jeff Hyland will be presenting and there will be several other Board members in attendance.

3. Follow-up discussion on possible changes to the demolition review ordinance.

John Merkle stated that he will continue to work on possible changes to the Demolition Review Ordinance and present suggestions at the following meeting.

4. Update on the status of the Certified Local Government grants for a town wide mapping survey of historical and cultural resources and the survey for the Winter Street cemetery.

Peter Michaud presented a draft RFP to the Heritage Commission. The RFP was mainly constructed from the Town's model RFP with the addition of the Invitational Proposal, Scope of Work, and General Requirements. In order to provide a better selection of surveyors for the Heritage Commission to choose from, the RFP needs to be specific in determining eligibility for the National Register. Mr. Michaud added the following text to the Scope of Work:

"The contractor shall locate and research existing records, photographs, and other pertinent information to sufficiently complete an individual inventory form for the property.

These minutes are subject to possible corrections/revisions at a subsequent Exeter Heritage Commission meeting.

The individual inventory form, including its maps and photographs must comply with the standards for the form as set in the "Individual Inventory Form Manual" and its related appendices which can be found on the New Hampshire Division of Historical Resources website at http://www.nh.gov/nhdhr/review/architectural_history_forms.htm. The contractor will also evaluate the property for its potential eligibility for the National Register of Historic Places under Criterion Consideration D for cemeteries."

The Professional Requirements section was taken verbatim from the Park Services website and the following was added to the General Requirements: "Preference will be given to consultants with experience in preparing New Hampshire individual inventory forms and with evaluating the eligibility of cemeteries for the National Register of Historic Places." John Merkle suggested adding three required references as well as similar projects to the RFP for the Board to better understand an applicant's experience. In order to fairly evaluate each applicant, Mr. Michaud agreed to finalize the RFP and construct a matrix system of points to be used during the interview process. The Board discussed how to publish the RFP in order to bring in the most appropriate candidates. Mr. Michaud stated that after the RFP is completed, it is ready to be sent out within the month. The Board agreed to send out the RFP on May 9 and allow three weeks for a response, closing on May 31. The Board of Selectman will accept a bid and the Heritage Commission will act as the selection committee.

Peter Michaud stated that the Heritage Commission can apply for the Town Wide Mapping Survey. Julie Gilman explained that she has sent out a letter of intent and will soon receive a letter inviting the Heritage Commission to apply for the Survey. The same application from the previous year can be used with minor changes.

5. Demolition request updates.

John Merkle stated that he has received a demolition request for a two-car garage on 40 Washington Street and has contacted Amy Bailey and Peter Michaud to act as the Demolition Review Committee. After inspecting the building, the committee agreed that the structure is in need of demolition and is not of cultural significance to the town to warrant a closer inspection. Mr. Merkle agreed to write a letter approving the demolition.

6. Update and discussion concerning other properties at possible risk.

Currently there are no properties at risk. The Board began a discussion regarding the temporary parking on the Amos Tuck House. Julie Gilman plans to speak further on this issue with Doug Eastman, Building Inspector for the Town of Exeter.

7. Other Business.

Julie Gilman motioned to adjourn, Ron Schutz seconded: Vote unanimous. Chairman John Merkle adjourned the meeting at 7:37 p.m.

Respectfully Submitted,

Gillian Baresich
Recording Secretary