

**Exeter Heritage Commission**  
*Approved as Submitted, May 4, 2011*  
Nowak Room, Exeter Town Offices  
April 6, 2011

**Call Meeting to Order**

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

Chairman, John Merkle, called the meeting to order at 7:10 p.m. in the Nowak Room of the Exeter Town Offices.

**1. Approval of the minutes of March 2, 2011 and February 9, 2011.**

Peter Michaud moved to accept both the March 2, 2011 and February 9, 2011 minutes as presented, Mary Dupré seconded: Vote unanimous with Ron Schutz and Julie Gilman abstaining from the vote.

**2. Follow up discussion with the Historic District Commission on the possible expansion of the High Street and Downtown Historic Districts to include a portion of Portsmouth Avenue.**

John Merkle began a discussion regarding the possible expansion of the High Street and Downtown Historic Districts to include a portion of Portsmouth Avenue. The Board is currently considering the use of Form-Based Code as a second option to a historic district overlay. This would allow more flexibility within the code to provide consistent building in regards to its context. Mr. Merkle suggested a combined meeting between the Heritage Commission, the Historic District Commission (HDC), Jeff Hyland, Town of Exeter Site Inspector, Rebecca Mitchell, Town of Stratham Heritage Commission Chair, the property owners of the area under consideration, and any other groups that would be interested in this new option. Julie Gilman suggested including the Economic Development Commission in this meeting and Peter Michaud suggested contacting Alan Manoian for further discussions concerning Form Based Code. The Board agreed to meet on May 19 during the HDC meeting to discuss this option. Other options being considered consist of zoning changes and the expansion of the Historic District.

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

The Board began a conversation concerning possible change to the demolition review ordinance, explaining that the process has yet to gain any traction. Currently, the initial requirements to contact the owners, assemble the three Demolition Review Committee members, and decide whether the building merits a review can be difficult to complete in the allotted time. The Board has also experienced difficulty in being able to contact the property owner. After speaking about several better options, Julie Gilman suggested the following: extend the allotted time to a more appropriate time frame and add language to prevent the property owner from obtaining a building permit if no contact has

been made. The Board discussed each of these suggestions and Ms. Gilman volunteered to look at the Zoning Ordinance more closely to suggest changes for the following meeting.

A conversation began regarding the creation of a filing system for the Demolition Review Committee. Members of the Board agreed to gather all recommendations made by the DRC as well as any digital and printed photos of each building discussed.

#### **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.**

Julie Gilman stated that the RFP for the Winter Street Cemetery is ready to be completed and sent out. Peter Michaud agreed to write a draft RFP for the following meeting. After speaking with Deborah Gagne, Mr. Michaud stated that in order to move forward with the Town Wide Mapping Survey, the Heritage Commission needs to return the contracting information and write a letter of intent outlining the scope of work as soon as possible.

#### **5. Demolition request updates.**

There were no demolition request updates to be discussed.

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

There were no properties at risk to be discussed. The Board discussed the current statuses of Swasey Parkway, Fogg-Rollins property, and Connor Farm.

#### **7. Other Business.**

The Volunteer Fair will be held on April 16. The Board began a discussion on what can be done during the event to help provide more support for the Heritage Commission. Pam Gjettem, Chairman of the Historic District Commission suggested to gather old photos of Exeter and put up a sign reading: "Help keep Exeter looking like Exeter." Peter Michaud volunteered to provide a brochure explaining what the Heritage Commission does. John Merkle stated that he will be available to work the booth.

Mr. Merkle stated that both Peter Michaud and Mary Dupré's terms are coming to an end. Both members need to write a letter to the Board of Selectman asking for an extension.

Julie Gilman motioned to adjourn, Mary Dupré seconded: Vote unanimous. Chairman John Merkle adjourned the meeting at 7:58 p.m.

Respectfully Submitted,

Gillian Baresich  
Recording Secretary