

## Exeter Heritage Commission

January 13, 2017

### Draft Minutes

Members present: John Merkle, Chairman, Pam Gjettum, Julie Gilman, Mary Dupre, Kelly Bergeron, Dave Sharple, Town Planner

Chairman Merkle called the meeting to order at 3:00 pm in the Wheelwright Room in the Exeter Town Office Building.

Business: Approval of the meeting minutes of December 20, 2016, will be later. John wanted to get right to the Winter Street Cemetery LCHIP application update. John stated to Julie that this is the first meeting since the commission received the award letter. Julie stated that Dave has been working on the RFP for getting the project underway and the commission has two years to do this. Dave stated that when he sat down to write the RFP and looked at the Grant, this is difficult to write because you are not going to get apples for apples. There also is no plan on what exactly needs to be done in the cemetery. It is just restoration. Dave then stated that Julie got a quote from someone to clean and restore 100 monuments, but what does that include. Dave stated that because there was no exact scope work, he kept the RFP general. He sent it out asking what they could do with the money that is available. He stated he knew that he would get some kind of reaction from this. Some have been receptive and said, yes they can help. Another gentleman called and said he direct mailed it to seven or eight companies that do this exact work and Dave stated that he has heard from a few and they will submit a proposal. The one he wants to talk about stated that the commission was asking for a condition assessment. For them to go out, look at the cemetery and identify what needs to be done and then what they can do with the money. He also stated that whatever money is left after the assessment, you do the items of priority of the cemetery. Dave stated he did not think this was such a bad idea and asked him to submit a proposal. Dave then stated that he was there to ask the commission if they think they can get to a scope of work. Can the commission identify. Dave then stated that he heard there was a lady who does gravestones. Pam stated that would be Judy Dufore. Dave then asked how the commission wanted to approach this. There were a couple of different ways. They could just wait and see what the RFP does. Create a selection committee, interview them and see where that goes and then hire a consultant and go with whatever they are proposing to do and go that way. Or the commission could try and use our resources to try to figure out what needs to be done, so that when they get to that process, there will be a better understanding of what the commission would like done out in the cemetery. Julie then stated that it was like a historical building survey. Julie then stated she asked about doing this when she applied for the application and was told no because it is not a building. John then asked Dave if he saw the report that Lynn Monroe did and he has not. John stated that she did an assessment report. Dave stated that the commission is looking for what needs to be done as restoration and repair. Julie then asked if that was what percentage needed to be cleaned and what percentage needs to be restored. Pam then stated that Dave should really talk to Judy and George Dufore. Dave stated that the proposals are due February 9<sup>th</sup>, so in less than a month the commission will see the interest and go from there. He then stated that he just wanted the commission to know what different paths going forward would be on this. There is no exact plan in place. Dave stated that he has heard from two people who will submit. He then said three, but one was a landscaper. Dave stated that the proposal does not specify exactly what needs to be done and when the proposals come in, we will have to figure it out with the consultant that is chosen. Julie stated that the commission knows that

they cannot do all of the stones. Dave stated that it is obvious that there is more work out there than money they have so what are we going to do with the money we have is the question. Also the other question Dave wanted to ask is he would like to get an interview panel together which will be Dave and some of the commission. John stated that he cannot be on the panel because he will not be here. Mary would like to be on the panel. Dave stated that he will talk to Judy to see if she would be willing to sit on the panel. He stated that it would be good to have someone who knows about this kind of field. Dave asked if the commission had any other questions on this and John asked if there were any funds left if an assessment of the scope of work has to be done. Julie stated that the first question is whether LCHIP sees that as part of the project, doing that phase. Julie then stated that the short answer is no. Dave stated that the \$10,500 is a little in the red, he thinks. Julie stated that they figured out there is a little bit more. They had to set up the Heritage Fund, or it had been set up a few years ago, but the commission never used it and at the last meeting they voted to slide whatever was left over from this year into that fund and this has not been done in the past so there is more than \$2,500. Julie stated that Russ gave her a spec for over \$11,000. Julie then stated that she and Russ had a discussion about the fact that he was paying Elizabeth, the recorder, out of the Heritage Fund and Julie did not feel this was right. She stated that on an application, you do not cover recording secretaries. Dave stated that he will see if this is even possible and if it is not, that is fine. If the commission decides to just go over the bricks. It all depends on who responds and the quality of the people we can get. Pam then stated that the problem is that many of these stones are just crumbling away as we speak and if we come back next year and x number of stones are going to be gone beyond the point of no return. She also stated that many already are so can we say a graveyard is dying? Dave then stated that he thinks that is the question. What do we do? Do we attack the really bad one, which would be a lot less stones and money, or do we try and preserve the ones that only need cleaning. Pam then stated that some of the ones that just need cleaning there are volunteers can do it. The ones that are actually split in half or broken and scattered around, there is a certain amount of zig saw puzzle to be done too. Julie stated that they needed the education aspect of the grant and Dave had talked to one fellow who was happy to teach people how to do things. Perhaps there could be a one day session on stone cleaning and then everyone could do that while he works on the more serious things. Dave thought this was a great idea. Volunteers could make a big impact.

Next Business: CLG. Julie passed out to everyone where she is so far with the application and it has to be in by Friday. Julie asked Pam how much information the Historical Society have on Cass Street and Park Street. Pam stated that it depends on the house. She stated they don't have big folders. They have folders on individual houses. She also stated that if you came in and said you just bought 2 Elm Street and what do you have on it, we would pull out the folder. Julie stated that is kind of random and they do not have every house on Cass Street. Pam stated that they do not. Julie stated that in the part that informs the public, she made the bold statement that they will copy these for the Planning Board so they will know what they do and if anything happens over there. John stated that he thinks they can eliminate Locus Street. Dave stated that what they did and the CLG really liked was whoever was getting the survey done on their own property in the survey, was sent a letter telling what is being done and they seemed to really like this. It was always like a \$400-\$500 safe deal because we did size that way. This maybe something the commission wants to do. The CLG pays for it. Julie then stated that it is an education aspect of it. Dave stated that people will be out there and you tell them who it is and someone from the Historic Documentation Company will be out doing this, and this is what the purpose is. It has a good impact on the people because they learn about their history and follow up on it. Julie then stated that they had talked about going all the way down the river and John stated that it was the last part of the conversation that they had. Julie stated that they also wanted to get Cass Street on there and both sides of the park. Dave asked Julie if the product is individual surveys. Julie stated that it

identified how it grew and then they will pick out some specific pieces. There are some taverns in there and also the jail. Dave asked Julie how much she was looking at. Julie stated that they did the Franklin Street area and they had \$15,000 and they did \$15,200 she thinks. Julie then stated that they are doing lots more and will have to ask for lots more money. Dave thought \$20,000 to \$30,000 would be good. They have \$50,000 statewide. It depends on how many people apply. Dave then asked if there was a mandatory meeting on this yet. Julie stated that no there was not. Dave asked for something to be written in because he always deals with the survey. Since this is a survey project, he stated that the project could be scaled down or up according to funding availability. Julie then asked which one was the jail and Pam stated it was right at the end of Forest. Dave stated that there was nothing left of the physical jail and Pam stated that it is now a nice apartment building now. Dave then asked if it was down by the spring and Pam stated it was. John stated that there use to be a school on Park Street. Pam stated that it was pretty close to his house and John stated it was three away. Julie stated that she will ask for \$2500 and see if she gets a response. Julie stated that the schedule changed and it is for two years and it is not due until September 2018. She stated this was nice because they did not have to rush the project. Julie stated that the educational aspect of this project will be Dave and herself. Julie then stated that this way they can get the survey done without a lot of snow on the ground and they could start this project this summer. Dave suggested getting someone under contract in April or May. Dave asked if this project had anything to do with the leaves and Julie said it did not. Dave stated that with the leaves, they cannot see the property. Julie stated that she thinks she has a good idea and she has time and has to go to Concord next week. John then asked how much the commission was going to ask for and Julie stated \$25,000. Dave stated this would be 100% and the commission does not have to match it. Dave asked if Julie would propose any. Julie stated that they have the \$2500 that they put into the Heritage Commission Fund. Pam brought a copy of the Winter Street Cemetery. John stated that there is no geometry to it at all. Dave stated that he could mail this out as an amendment to the people he has already mailed.

John stated that Mary was the only one who was not at the All Boards Meeting on Wednesday. As far as the master plan, John stated that the commission was asked to comment on the key questions for the master plan and most of the commission have done that already. Julie asked if John would like this group to formally have one opinion and Dave stated if they liked, they could take it. He stated that they are looking for the public and anybody, but also looking for the specific collective consensus of each board. The way it turned out the other night, it was kind of a smattering of the boards and they did not bring them up like into the Planning Board. It was broken into two and there was a mix of folks. Julie stated that there are specific projects that she would like to see done in the next ten years. John stated that would be good because that was one weakness that he had at the meeting because he did not know because they had not discussed it before. Dave stated that this was a good point because some people at the meeting might be thinking of Exeter as a whole not in the vain of the Historic Heritage Commission. Dave stated that if anyone has anything to add, especially about the last question, feel free to add it. The questions are in the CLG Grant Application that everyone had. Julie stated that the other thing was Heritage Districts. Pam asked how a Heritage District was different from a Historic District. Julie stated it is not a regulatory thing and she thinks it is something that brings neighborhoods together with respect to their properties.

Pam asked what should be done between now and April. John stated that Maura was not there today and the video tour was never really nailed down as to what format it was going to be in. In reality, it should be underway right now and he does not know if it is or not. John then stated that he thinks the commission will not be doing this, this year. Julie agreed and stated that they could probably skip over the video in or plan to do things and go straight to a phone app. It would still be a video with stories or a particular building. We have not picked out where we want to start with. Julie then stated that

personally she would like to start out with what people don't know about. John stated that he thought this would be more interesting. Pam then stated that there are some no so official tours like the graveyard tour, which is cool. She also stated that Cass Street is a nice walk and that is not in there. Julie stated it would be good to start there because it is an area that people pass by all the time. Julie stated the goal is for some sort of public presentation video. John stated that they could do something as an education tool like the follow-up on the cemetery work as that gets done. Pam then stated that Winter Street has some interesting things in there and from time to time she has taken people through. There are a few graves to see. John stated that maybe they should ask Maura to engage the students there and the faculty as putting them on the Winter Street Cemetery. Julie then stated as shepards and John said yes. Julie then stated that they had talked about having a herd of sheep come to trim the grass. Julie thought this was a good idea because then people could sponsor sheep, raise some money and buy a pin that says I am a Winter Street Shepard. Pam stated that one of the things that is wrecking the gravestones is the recreational workers coming in with their mowers. Julie stated this is the maintenance plan for historic cemeteries.

Next Business: Demolition Review Update. John stated there was nothing on this and it is the only thing the commission needs to be aware of.

Final Business: Approval of the December 20, 2016 minutes. Everyone reviewed and Mary had a change. There were no other changes, so Pam made a motion to accept the minutes as amended. Julie seconded. All were in favor and minutes approved.

With no further business, Pam made motion to adjourn at 2:00 pm. Julie seconded. All were in favor and meeting adjourned.

Respectfully submitted,

Elizabeth Herrick  
Recording Secretary