

Exeter Historic District Commission

October 20, 2016

Final Minutes

Call meeting to Order: Patrick Gordon, Chairman, called the meeting to order at 7 pm in the Nowak Room of the Exeter Town Office Building.

Members present: Patrick Gordon, Chairman, Valerie Ouellette, Clerk, Pam Gjettum, Pete Cameron, Curtis Boivin

New Business: Public Hearing: The application of COAST (Cooperative Alliance for Seacoast Transportation) for new construction of a bus shelter and bench to be located within the Town right-of-way adjacent to the properties at 10 and 12 Front Street.

Rad Nichols the Executive Director of COAST explained that they would like to add a single bus stop shelter in front of the town hall. It would be a hip roof style. He stated that he had approached the town some time ago to promote bus service and a new revenue stream for the organization and the town. They would advertise inside the shelter in the add box and on the outside. He stated that it would make approximately \$3,000 a year, which would be split 50/50. The primary reason for the structure would be to make it easier for the riders to wait for the bus. Patrick stated that looking at the application he had, the one thing that wasn't in there was the location of it on a given site plan. Rad stated that his understanding was that the town staff were going to work on and supply this information. If this has not been done, it is news to him. Patrick then stated that what the commission had was basically a tax map parcel. Patrick asked Rad if he had this, and he did not. Rad then stated that he has gone out with town staff to look at the site and talked about possible locations. He stated they would like to be near a curb-cut so that if there was someone in a mobility device, they could access the vehicle from the street and not the curb. He then stated they had discussed locating as close to the sidewalk that runs perpendicular with the street into the crosswalk and push the shelter back so that the back of the shelter runs along the side of the sidewalk that runs parallel with the street. Pam stated that they have several stops and wanted to know if there was a reason why they wanted this particular spot. Rad stated that this is a spot was chosen between themselves and the town. It has high visibility. Pam then stated that this is an old part of town and a high traffic area. Rad stated that for them, this is not their highest traffic area. Rad then stated that at this point, it would be hard for him to pick another spot that would be more attractive for their riders.

Patrick then stated that Pam brings up a good point in the sense that a shelter of any kind is going to block the view at some point. Anyone coming down in front of the town offices, the view of them would most likely be blocked. Rad apologized that the drawing was not supplied to the commission. Pam then stated that if they put the shelter on Lincoln Street or even on Front Street, she would not be quite so hesitant. Rad stated that they have many bus stops in the heart of the communities. Pam stated that she knows this, but this is the one she is protecting.

Patrick stated the commission needed to get some clarity as to where this shelter would be going because the plan is unclear. He stated that from his perspective, they do not have enough information. Rad then stated that he did not want to waste anymore of the commission's time. Patrick stated his recommendation is there is not enough information or an accurate site plan to continue with the application. Rad then stated that he was relying on the town for this. Curtis then stated in order to expedite his future application, he wanted to know if the commission had any comments or

architectural issues with the bus shelter itself or is I just eh proximity that the commission has an issue with. Rad then apologized for not being as prepared as he should have been, but this was atypical for him because they do go in front of boards. This is all new to him. Patrick then stated that all towns are different.

Pete then stated that the commission has not accepted this application and Patrick stated that was correct. Pete then asked, then how can we discuss it. Curtis stated the commission is allowed to discuss the guidance and provide recommendations without a hearing on it. Patrick then stated that they are discussing the completeness of the application before an acceptance of the application. Rad apologized again because he thought he would not be coming in front of the board unless it was complete. He stated he did not follow up with the town staff. Patrick then stated that he is not sure if the town staff would provide all of the information and Rad stated that this was the verbal agreement he had with the town.

Patrick then asked for a motion to table. Pete made motion to table and Pam seconded. All were in favor and the application tabled until next month's meeting.

Next up under New Business will be a little bit of a change on the agenda and that we will quickly jump to Other Business and talk about the update on the Spring Bridge project. Patrick stated this is only advisory in the commission's capacity for this.

Speaking about this is Jennifer Mates, Asst. Town Engineer. Jen stated she just wanted to follow up with the commission. She brought slides to show. Her focus was the bridge railings and the bridge lighting. Rehabilitation to the bridge included concrete repairs to the bridge deck, railings, sidewalls, and underneath the deck. Jennifer stated that coating is the best option for the bridge. It does not need any special training to apply. There is no special mixing required and it comes in a variety of colors. She also stated that she left some of the color samples with Patrick. Jennifer also recommended that she would like the commission to do a site walk to see what the colors look like and then give their recommendation. Patrick will send out an e-mail and find out a time that works for most or all and then contact Jennifer. She then asked the commission to left the workers know what they are doing for safety reasons.

Next Jennifer talked about the bridge lighting. The overhead utilities will be relocated underground. There will be three lights installed on the bridge. They will be gray concrete posts with black finish with metal light fixtures. They will have LED lights. Curtis asked if Jennifer knew the color of the LED lights and she does not. They will be down casting only.

Jennifer will be getting feedback on preferred colors for the railings from the commission and the consensus is that it will be a black light with black fixtures.

Next, Patrick stated the commission would jump back in New Business: Public Hearing on adoption of new HDC Guidelines. Copies of the proposed document will be available in the Planning & Building Department office. All members have a copy and all went over and made recommendations and corrections prior to this first reading. Patrick stated this is not the time to read this out loud because it would take too long. They are available to the public and it is posed on the agenda that this is the first reading of them. Patrick asked even though the room was empty, if anyone would like to speak in favor or against these guidelines being adopted. No comment so this is officially the first reading of the newly revised HDC Design Guidelines for the Historic District in the Town of Exeter. Pam stated that they did a beautiful job. Patrick stated it is well written and he is very pleased.

Next on the agenda is the approval of minutes for May, June and July. May 19th minutes: Patrick asked if anyone had comments. Curtis stated his name needed to be fixed. Patrick was not present at this meeting and will abstain. Pete made a motion to approve as amended. Pam seconded. All were in favor and minutes approved.

June 16th minutes: Patrick asked if anyone had comments and or revisions. Pam stated that half way down there was a correction. Pam then made a motion to approve as amended. Pete seconded. All were in favor and minutes approved.

July 21st minutes: Pete and Pam were not present for this meeting. Patrick stated there are only three members present tonight that were present for that meeting so these minutes cannot be approved. It will be tabled until the next meeting. Patrick then asked for a motion to table. Pete made the motion to table these minutes. Pam seconded. All were in favor and minutes tabled until next month's meeting.

Last item on the agenda is the election of officers which typically happens in May. Patrick stated that the commission is a little late and every position on the board is open right now. Patrick then stated that they need a member to nominate another member to either continue the office they have or to elect a new person. Pam stated she would like to remain Clerk. Patrick made a motion to have Pam remain as Clerk. Pam asked if Patrick would like to stay on as Chairman. Patrick said he would like to remain as Chairman. Curtis then seconded the motion to have Pam remain as Clerk. Patrick then asked if there was a motion for the Chairman. Pam made a motion to have Patrick continue as Chairman. Curtis seconded. All were in favor and Patrick will remain Chairman. Next available position is Vice Chair. Pete asked who was Vice Chair and Patrick stated Valerie. Valerie then stated that she is the Clerk because she has all the files. She is pretty sure she was made Clerk last time. Valerie stated that Pam took over when Patrick was not present, so she is the Vice Chair. Curtis made a motion that Patrick remain as Chair, the Vice Chair is to be Pam and Valerie is to be Clerk. Pete seconded. All were in favor and election positions approved.

Pam asked for an approval on an application for 19 Union Street. This application was not on the agenda so the commission could not discuss. Patrick will ask Barbara to make copies of this for everyone to review for the next meeting. Patrick then asked for a motion to table the application of 19 Union Street. Pete made a motion to table. Pam seconded. All were in favor and application tabled until next month's meeting.

With no further business, Patrick asked for a motion to adjourn. Pam made the motion to adjourn. Pete seconded. All were in favor and meeting adjourned at 8:00 pm.

Respectfully submitted,

Elizabeth Herrick
Recording Secretary