

Historic District Commission
Draft Minutes
July 16, 2026

Call Meeting to Order: Kevin Kahn, Chair, called the meeting to order at 7:00 pm in the Novak Room of the Exeter Town Office Building.

Members Present: Kevin Kahn, Chair, Pam Gjettum, Amanda Kelly, Gwen English, Planning Board Rep., Julie Gilman, Select Board Rep.

New Business: Public Hearing: The application McCarthy Restoration on behalf of Chittenden Bank to replace windows. The address is one Center Street. Case # 26-4.

Shawn McCarthy spoke and said, the name of my company is McCarthy Restoration and I am based out of Burlington, Mass. I am representing M&T Bank this evening and I have had a business relationship with them since 2014. They asked me to come before the Board this evening to get permission to change the two front bay windows. We have given you two options to look at. They would like to update them and whatever option the Board chooses, we will ultimately go with that.

Kevin asked, do they have an option on which option they would like to pursue?

Shawn said, if I am being frank, the least expensive. The least evasive is the straight across option. Having dealt with M&T

Bank, the regional VP likes to keep things the way they are. He likes to update things in terms making them more efficient but he is very conscious of keeping in line with all the historical things the Board considers.

Kevin Kahn, Chair, said the packet you submitted was very thorough on the materials and all that. Do you have a presentation that you would like to make?

Shawn McCarthy said no, if you have questions, I am here.

Pam Gjetton said, basically you have a square building but it has two pretty windows in the front.

Shawn McCarthy said, they are absolutely beautiful windows and they are rounded. The glass is actually curved and is blown glass. We are trying to come up with a happy medium and the bow window is the closest we can get to a happy medium. We can take the straight one right off the table.

Julie Gilman, Select Board Rep., said I have questions because all I have are pictures. What's the manufacturer, are they simulated divided lights.

Shawn McCarthy said, you should have the spec sheets for this and everything is made by Old Castle and it is called The Series 3000. They are true divided lights which means there is insulated glass in each pane and are aluminum.

Julie Gilman, Select Board Rep., then made a motion to accept the application as complete and Kevin Kahn, Chair said, motion made and asked all in favor of accepting the application as complete and all were in favor.

Julie said she likes the flat windows in option two because they are more in keeping with the style of the upper floor.

Shawn McCarthy said, I think both look great. From my point of view, it would be easier to do the flat windows.

Julie Gilman, Select Board Rep., asked Shawn McCarthy if he knew how old the building was.

Pam Gjetum said, I looked it up and the bank was built in the 60s.

Shawn McCarthy said, we are willing to do whatever you want us to do to keep this ball rolling.

Pam Gjetum said, this semi ball is as good as we are going to get and it does look good.

Kevin Kahn, Chair, asked if the windows were sixty years old and Shawn McCarthy said they are original to the building.

Julie then made a motion to approve Option 2 which will be the flat windows as appropriate. The materials as presented and the trim over the lentils are painted wood. Gwen English seconded.

All were in favor except Pam Gjettum and the motion was approved.

Other Business; Julie Gilman, Select Board Rep., said, I have given you samples of the Survey documents for High Street. It has a narrative with it and the age of the building and materials. It will help us make our decisions about what is appropriate for that building.

There is another Certified Local Government Grant open for 2026. The one we have now is from 2024 and the 2025 one is for continuing High Street. I think this is where we are going to end whenever this final project ends, High Street or we keep going. I want to ask your opinion about whether you want to have that same kind of detail on buildings that have already been documented but they were documented way back in the 80s. My opinion would be to keep going down Water Street as far as the money runs and it is \$25,000.

Kevin Kahn, Chair asked, is this an official vote and Julie Gilman, Select Board Rep., said, why don't we vote on it. Kevin Kahn, Chair said, why don't we vote next month when we have the full report to look at.

Kevin Kahn, Chair, said why don't we take a motion to recommend sending a letter of intent to continue the work and next month we will discuss the actual streets we are going to use for the 2026 Grant if we get it on.

Julie Gilman, Select Board Rep., said before you vote, I want to give you another option. There is a program called Camp and it is

put on by the National Association of the Heritage Commission. It is a two day training on how you make a decision in a historic district and then you do an exercise. It is a good day and a half and it is open to the public. The Town would have to provide a 40% match for whatever money we want and that could be made up in kind services as opposed to just cash. They are now using the Federal Volunteer rate and it is \$35.

Pam Gjetum said, the sessions are not that hard and really do not cost anything except maybe feeding them coffee and donuts. We have the building and they send the speakers.

Kevin Kahn made a motion to continue the Survey Project and prepare a Letter of Intent by August 5th to send to The Division of Historical Resources in Concord. Julie Gilman, Select Board Rep., seconded. All were in favor and motion approved.

There was no one there for public comments.

Next on the agenda are the minutes for the June 16th meeting. Pam Gjettum made a motion to accept the minutes as drafted. Kevin Kahn, Chair, seconded. All were in favor and minutes accepted.

With no further business, Kevin Kahn, Chair adjourned the meeting at 7:49 pm.

Respectfully submitted,

Elizabeth Herrick
Recording Secretary