

HISTORIC DISTRICT COMMISSION
MINUTES
March 22, 2011

APPROVED as amended:

5/10/11__jrl_____

AGENDA: ELECTION OF OFFICERS
WORKSHOP: GENERAL GUIDELINES FOR DESIGN,
New Structures/New Construction

ATTEND: Clay Dingman (Chairman), Don Milbrand (Sel. Rep.), Dorcas
Gordon, Sandra Heaney

ABSENT: Larry Douglas (Vice Chair - away)

OTHER: Michael Capone, Town Administrator

The meeting opened at 7:04 pm.

MINUTES OF FEBRUARY 8, 2011:

Mr. Dingman made one amendment: Page 2, last paragraph, next to last line, replace “Board” with “Commission”. Also, under “Land Use Officer Changes” 3rd line, insert “will” before “get”.

S. Heaney made a motion, second by D. Gordon, to approve the minutes as amended.
The motion carried.

ELECTION OF OFFICERS:

S. Heaney nominated C. Dingman for Chairman. D. Gordon gave a second and the nomination/motion carried.

S. Heaney nominated L. Douglas for Vice Chairman. D. Gordon gave a second and the nomination/motion carried.

CERTIFIED LOCAL GOVERNMENT (CLG) STATUS:

Mr. Dingman referred to the e-mail from Nadine Peterson in which she posed a few questions:

1. Sample notice to an applicant of an HDC decision – to be supplied.

CLG STATUS continued:

2. Historical Resources chapter of the Master Plan needs updating – Mr. Dingman feels that this was updated two years ago. He will check with Dan Paradis, Chairman of the Planning Board. Mr. Dingman also mentioned that the programmer has now finished with the Inventory of Historic Property and it is on-line. The Commission can add to this as needed. Ms. Peterson wants this open to the Planning Board and the public.
3. Survey documentation on additional properties in the expanded district – HDC has no surveys.
4. Commit to survey work – Mr. Dingman to look into.
5. HDC Code of Conduct – The Commission looked at the Code of Conduct outline provided. In #7, Ms. Gordon felt that the 3rd line section “shall absent himself” should be changed to “shall recuse himself”. The Commission agreed.

Mr. Dingman will make this change, add Bristol Historic District Commission and e-mail it to members.

D. Gordon made a MOTION, second by D. Milbrand, to ADOPT THE CODE OF CONDUCT AS AMENDED. The motion CARRIED.

Mr. Dingman also mentioned that CLG has allowed us 120 days to respond and then they can move forward with the Certification Agreement.

DESIGN GUIDELINES:

Mr. Dingman stated that he added some samples to the previously adopted section as well as the change under Miscellaneous: to “graphic or graphic devices.”

Mr. Dingman had given each member a draft copy of Guidelines for new structures and new construction. He mentioned that the Zoning Ordinance deals with setbacks and things like that. In this section, he has addressed location, scale and massing (should integrate with its surroundings). It was mentioned that the Library addition design was criticized by some as it is modern. Mr. Dingman stated that additions do not have to be exact but should be complimentary. Mr. Dingman then explained that this section deals with additions, dormers, etc.

The Commission then read through the draft, making such changes as they felt would be easier for a lay person to understand.

DESIGN GUIDELINES continued:

Mr. Dingman stated that section 3 will be for doors, etc. and section 4 on demolition. He added that it will help the Land Use Officer to determine needs rather than to bring all cases to a public hearing.

Ms. Heaney mentioned that she would hope that these guidelines would prompt any new construction to have an architect involved. Mr. Dingman will make the amendments and get copies to Mr. Capone and the secretary.

OTHER:

Ms. Gordon stated that she will be away when the Commission meets in April.

As to the Town Directional Signal, Mr. Milbrand stated that he continues to remind Joe Denning, Selectman who is heading up the Downtown project, as this is to be included.

Mr. Dingman stated that he did not understand why the public voted down the engineer fee for plans for the pipes in the Downtown area. He would hope that this can still be done in conjunction with the Downtown project. Mr. Capone stated that they are continuing discussion on this. He is suggesting that they hold funding discussions for a project first as that seems to be what the public wants.

Mr. Capone stated that he received a call from David Munroe today. Mr. Munroe wishes to add gooseneck lighting fixtures over his sign. Mr. Dingman stated that he could work with Mr. Capone (the acting Land Use Officer) on this. He added that it does have to go to the Planning Board but might be done at a Preliminary Conceptual Consultation (PCC) with them. Usually the Planning Board needs hours of operation. The goal is not to put Mr. Munroe through the wringer. Mr. Capone will bring this before the Planning Board tomorrow night.

With no other business, S. Heaney made a motion to adjourn at 8:05, second by D. Milbrand.

Respectfully submitted,
Jan Laferriere, secretary