

Peterborough Heritage Commission
6:00 P.M. Thursday January 10, 2019
Approved Minutes

Present: Debbie Kaiser; Jason Pelletieri; Tina Rapp; Peggy Shaughnessy; Melissa Stephenson; Peggy Van Valkenburgh; Doug Ward

Absent: Tyler Ward, *Select board liaison*

The meeting opened at 6:00 p.m

I. Demolition

- Two filed permits requests for buildings on Bridge Street were received today by the commissioners along with a lengthy asbestos report.
- It was generally decided that the permits for Bridge Street demolition did not require further consideration and that Doug would be in touch with the Code Officer in the morning regarding same.
- Discussion followed regarding increasing the application permit fee.
- At 6:10 pm Town Clerk Linda Goyette entered the room with three-year-term paperwork for members of the demolition committee.
 - Discussion followed regarding the rules regarding subcommittees and whether or not subcommittee members must be sworn in, as they are already officially recognized members of the Heritage Commission.
 - Peggy Shaughnessy will meet with Rodney to clarify.
- Doug Ward questioned what it cost MacDowell to have equipment on the Union Street site while waiting for approval. He noted that there are material costs that may be incurred by an applicant if work begins before permission has been given and he questioned what liability, if any, the town might have in such a case.
- Tina Rapp handed out draft copies of a document from the Heritage Commission to be given to demolition applicants upon their initial approach to the Heritage Commission.
- It was suggested that the mission of the Heritage Commission be included in the document.
- Jason Pelletieri suggested including a flow chart to help with clarification along with a paragraph explaining that, based on certain criteria, a full review might be required of the applicant and what is needed to begin the process.
- Debbie Kaiser suggested also including language as to why it's important to know the options for demolition before an applicant signs on with a contractor or an architect.
- Doug Ward said he'd reread minutes regarding the MacDowell application and that the possibility of having a public hearing was mentioned twice.
- Tina summarized the discussion in order to rework the draft for review at the February meeting.

II. Photography Exhibit: Historic Portraits

- Peggy Shaughnessy will meet with MMHC director Michelle Stahl regarding the photographic display of historic portraits.
- Peggy suggested that the First Friday in March or April would be more timely for the next Town Hall stairwell photography opening than February as originally discussed.
- The photograph taken on the town hall steps on Veteran's Day 2018 will be presented at the opening event.

IV. Heritage Commission 2019 Planning

The items on this list (see December minutes) will be prioritized and discussed at the February meeting.

V. Approval of the December 2018 Minutes

Motion:

Peggy Shaughnessy made a motion to approve the December 2018 minutes of the Heritage Commission

Peggy Van Valkenburgh seconded.

All approved and the secretary will submit them to town.

VI. Treasurer's Report

- Peggy Van Valkenburgh noted a need in the Town's reimbursement process for a way that confirmation for a payment has occurred.
- Peggy will follow through with the new finance director once this office has been filled.

As there was no further business the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Melissa Stephenson, *Secretary, Peterborough Heritage Commission*

The next meeting of the Peterborough Heritage Commission is Thursday, February 14, 2019, 6:00 p.m.