

**Ashland Planning Board Meeting  
Work Session Minutes  
July 30, 2014  
Ashland Fire Station**

**Members Present:** Susan MacLeod, Cheryl Cox, Fran Newton, Gordon McCormack Jr., Liz Cody, Miriam Brown (alternate, non-voting)

**Others Present:** Katie Maher, Jane Sawyer, David Ruell, Frank Stevens, Brad Wolff, David Toth, Norm DeWolfe, Kathy DeWolfe, Steve Felton, Eli Badger, Martha McNeil, Matthew Morrill

The meeting was called to order at 6:30 p.m. by Chairperson Susan MacLeod. All members were present.

**Discussion Regarding Heritage Commission**

The guest speaker was Cristina Ashjian, Chair of the Moultonborough Heritage Commission, who shared her insights with the Planning Board, members of the Ashland Historical Society, and others present.

- A Heritage Commission is a municipal commission somewhat analogous to the Conservation Commission.
  - description of a variety of educational, advisory and advocacy activities of heritage commissions (*see Attachment #1*)
- The Moultonborough Heritage Commission (established 2009):
  - benefits from the varied backgrounds and experience of its members (e.g., architect, budget committee, Selectboard member, realtor, Historical Society);
  - grew out of the Master Plan process (historical and cultural resources chapter) and provides another group to assist in working on Master Plan goals;
  - acts in an advisory role to and works alongside the Planning Board, Zoning Board, Board of Selectmen, Conservation Commission;
  - works under the umbrella of the town planner (in addition to Planning Board, Zoning Board, Conservation Commission) which was a Master Plan recommendation;
  - reviews applications for the BOS under the barn easement program (RSA 79-D);
  - has a formal comment sheet for Planning Board if an application will impact a historical site;
  - has explained to the public that a historic district is not as strict as many believe;
  - has approved RSA 79-E for tax incentive district, but has not used it yet -- beneficial to have in place; must be tied to a specific area (can be a zoning district);
  - is available to assist public and private groups and residents in the community;
  - has enabled partnerships and collaboration which make use of each group's strengths;
  - reviews applications for the Preservation discretionary easement for barns RSA 79-D);
  - has established the non-lapsing heritage fund for tax deductible donations;
  - is received well by Moultonborough residents, especially by the summer residents;
  - has sponsored lectures and tours on community historical landmarks;

- differs from the Moultonborough Historical Society, which concentrates more on their museum, building collections, social component;
- has assisted the Historical Society with planning, grant writing, and fund raising;
- sponsored a charette for village revitalization through Plan NH (copy of report with David Ruell);
- submits an annual update for the Town Report (*see Attachment #2*);
- has established Rules of Procedure (*see Attachment #3*) modeled after the RSA with some additions;
- has established minimal advisory architectural design standards for Moultonborough.

### **Attachments (from Cristina Ashjian) Regarding Heritage Commission**

Attachment #1: "New Hampshire Heritage Commissions: Broad Choices to Recognize and Protect Historic and Cultural Resources" (side 1); "Please Help Preserve Moultonboro's Culture and History" (side 2)

Attachment #2: "Moultonborough Heritage Commission Annual Report" 2012 (side 1) and 2013 (side 2)

Attachment #3: "Moultonborough Heritage Commission Rules of Procedure"

### **Site Plan Review for American Industrial Services, Lot 017-007-014, 18 Mechanic Street**

The Planning Board did a preliminary review of the site plan application. Mr. Badger distributed a packet of information for the application. He clarified that he is the authorized representative for the application (employed by the applicant; no sign-off needed) and that the enclosed Holden survey map is provided for location reference. Fire Chief Steve Heath has the relevant MSDS documents and will be writing his report. The service-based business specializes in tank linings and coatings. Materials at the business site will be limited and stored properly as needed; most project materials are delivered directly to the customer's work site. A butter David Ruell inquired about noise; Mr. Badger responded that it will be limited and respectful of the neighborhood. Vehicle traffic (pick-up trucks) on Mechanic Street will be no greater than currently. When parking lines and trash bin location are determined, an updated site plan will be provided. **The official public hearing regarding the site plan will be at the August 6 meeting (7:00 p.m.) of the Planning Board.**

### **Informal Discussion, Freudenberg NOK, 125 Main Street, Lot 001-004-002**

Martha McNeil and Matthew Morrill explained that Freudenberg NOK will be moving a test lab (testing of seals) and storage area from their manufacturing site into the rear building, without changing the building footprint. The building is pre-zoning and never had a site plan review. Because it will now house personnel, it is a change of use and it must at least have a fire and safety review. Fire Chief Steve Heath has done a preliminary review with some recommendations regarding barriers between the 2 areas. Very limited outdoor lighting for employee safety will be added. The Building Inspector recommended coming to the Planning Board first before obtaining a building permit. **Copies of the site plan were distributed and an application for site plan review waiver was submitted at the meeting to Chair MacLeod. This case #2014-05 will be on the agenda for the August 6 meeting.**

## **Other Business**

The town has officially been served in the case "Francis McBournie et al vs. Town of Ashland". Susan MacLeod and Eli Badger have met with the town attorney to certify records to be submitted. No dates have been set yet for any proceedings. No further information has been received regarding another potential related case.

Chair MacLeod reviewed an email from Building Inspector Jim Van Valkenburgh regarding the inspection of the Dr. Lester property. A question was raised as to whether an inspection should have been taken place. The Building Inspector has not spoken with the town attorney.

Another email from the Building Inspector indicated that there had been ZBA approval (sometime in the past) for vehicle storage at the Mechanic Street property. Mr. Badger stated that it was not under the American Industrial business. The building inspector has inspected the property and stated that bathrooms, electrical and emergency devices, lighting and hard-wired smoke detectors are well-done.

The meeting was adjourned at 7:44 pm.

Minutes submitted by Mardean Badger

## New Hampshire Heritage Commissions: Broad Choices to Recognize and Protect Historic and Cultural Resources

In New Hampshire, Heritage Commissions engage in a wide variety of educational, advisory and advocacy activities. Some examples include:

### **Survey and Inventory**

- Town-wide surveys of historical, cultural and archeological resources
- Nominations to the National Register of Historic Places
- Nominations to the New Hampshire State Register of Historic Places
- Surveys of historic agricultural buildings

### **Planning Activities**

- Assistance to planning boards in the development of master plans
- Assistance or service on other local boards, such as design review boards, zoning boards of adjustment and conservation commissions
- Advocacy for cultural resources in the planning of state and federal projects
- Demolition delay ordinances
- Local historic district ordinances
- May, but are not mandated to, assume the composition and duties of a historic district commission

### **Research and Publications**

- Walking and driving tours
- Web site development
- Brochures and town histories
- Calendars
- Oral histories

### **Public Education and Promotions**

- Awards and exhibits
- Historical markers
- Special events, meetings and hearings
- Technical assistance to property owners, service organizations and non-profit groups

### **Other Initiatives**

- Receive and expend gifts of money and property
- Establish a Heritage Fund in the name of the town or city
- Acquire, manage and control property
- Prepare management and stewardship plans for public properties
- Hire consultants and contractors as needed to further the goals and duties of the commission

## Please help preserve Moultonboro's culture and history

To the Editor,

I am writing to ask Moultonboro voters to support two warrant articles aimed to protect our town's historical assets. Articles 8 (Heritage Commission) and 9 (RSA 79E) are the result of lengthy discussions of the Historical and Cultural Resources/Community Character and Appearance Master Plan Committee. Our committee focused attention on Moultonboro's rural character and scenic beauty and identified effective ways to preserve and protect those invaluable town assets. These warrant articles are a first step toward that goal.

The proposed Heritage Commission would have an advisory role, providing information to town boards (review and comment) when applications involve proper-

ties that are more than 50 years old, or may impact a historic site or resource. Its role would be very similar to that of the existing Conservation Commission, but the Heritage Commission would be concerned with historic and cultural resources, rather than with environmental issues. A Heritage Commission could coordinate with town boards and other town entities, such as the Historical Society, on community preservation projects.

Aside from making the protection of historic town assets a part of the planning process, a Heritage Commission would also promote community education regarding significant historical, cultural, and natural resources. These resources (buildings, farms, cemeter-

ies, landscapes, sites of historic interest) define the rural character of our town and contribute to the community's sense of place, quality of life, and scenic beauty. Over time, the Commission would develop a Historical Resources Inventory and Map, using the Master Plan Community Landmark List as a starting point.

The revitalization of Moultonboro Village was much discussed by our committee, and RSA 79E is an important tool toward reviving the historic downtown area. Similar to the 'barn easement' (RSA 79D) already adopted by our town, this tax incentive is designed to encourage the rehabilitation and active use of under-utilized buildings in the village zone. Currently, a number of significant historic buildings in the

village are vacant, for sale, or otherwise under-utilized; the adoption of RSA 79E could aid in their renovation (rather than demolition) and help to preserve the historical appearance of our town.

In the Master Plan Survey of 2006, respondents emphasized the urgent need to protect and preserve Moultonboro's scenic beauty and rural character. The Master Plan Update committees responded to that call, and readers of the 2008 Master Plan will recognize that numerous recommendations are specifically intended to accomplish those goals. Please vote to establish a Heritage Commission (Article 8) and to adopt RSA 79E (Article 9) at this Saturday's Town Meeting.

Cristina Ashjian  
Moultonboro

## Moultonborough Heritage Commission Annual Report 2012



Established in March 2009, the Heritage Commission works toward the proper recognition, use, and protection of significant historical and cultural resources in the Town of Moultonborough. In 2012, as per goals outlined in the Master Plan update of 2008, the Commission focused attention on Moultonborough Village and its potential for revitalization. One visible renewal project was the repainting of the town-owned Moultonborough Town House (1834-35, National Register) and the Middle Neck School (c. 1900) in their historically accurate colors, work completed for the 4<sup>th</sup> of July by John Thompson (JLT Painting). The Commission applied for a Plan NH Community Charrette on behalf of the town, and this intensive planning exercise took place in late July. On July 20, after a tour of the project area with the visiting team of professionals, there were two public input or listening sessions and a community supper for all participants at the Lions Club, capably organized by Ed and Bev Charest. On July 21, the volunteer Plan NH team worked to develop recommendations and plans for village revitalization, and gave a preliminary presentation of its findings to the public. Meredith Village Savings Bank was the lead sponsor of the charrette event, which was also supported by a number of community businesses and organizations.

In 2012, the Heritage Commission partnered with the Moultonborough Historical Society to save and plan for the future of the historically significant Moultonborough Grange hall in the village, found to be in critical structural condition in early summer. Emergency stabilization of the Grange's failing roof system was completed in late October, thanks to numerous private donations and a grant from the Bald Peak Community Fund of the NH Charitable Foundation. The Commission successfully nominated the Grange to the NH Preservation Alliance 'Seven to Save' list for 2012, ensuring statewide recognition and visibility for the building, and completed the nomination process whereby the Grange hall was added to the NH State Register of Historic Places in October 2012. A grant from the NH Preservation Alliance culminated in a Grange building condition assessment report with preservation guidelines finalized by Bedard Preservation & Restoration LLC in December. Also in December, Plan NH team leader Roger Hawk returned to Moultonborough to present the 'Moultonborough Village Charrette: Yesterday, Today & Tomorrow' report. This report will provide much impetus to discussion of village revitalization strategies for years to come, and will be considered in future work plans and Master Plan updates.

Respectfully submitted,  
Cristina Ashjian, Chair

Jean Beadle, Secretary  
Mark Borrin (Alternate)  
Ed Charest (BoS Representative)

Norman E. Larson  
Bruce Worthen

## Moultonborough Heritage Commission Annual Report 2013



Established in March 2009, the Heritage Commission works toward the proper recognition, use, and protection of significant historical and cultural resources in the Town of Moultonborough. In order to promote public appreciation of local historical resources, the Heritage Commission continued its Community Landmarks lecture series in 2013, focusing attention on current preservation projects in the town. In June, Michael Desplaines spoke on the restoration of Lucknow (the Castle in the Clouds) for the property's upcoming centennial. In July, Ed Pape gave a presentation on his ongoing work on the early English-style barn at the former Singing Eagle Lodge property near Squam Lake. In August, as part of continued efforts to plan for the future and preservation of the Moultonborough Grange Hall, Cristina Ashjian and Norman Larson provided an overview of the building's history, condition, and status. The Commission was delighted that architect John Smits (Actus 3D) donated his time and expertise to produce detailed 3D laser scans of the exterior and interior spaces of the Grange Hall.

Thanks to a generous donation from longtime resident Enid Holmes, the Commission established a non-lapsing Heritage Fund in August. Funds from the Benjamin Moore Company 'Your Main Street Matters' program were added in late December, via Aubuchon Hardware. In 2013, Commission members served on local committees concerned with planning issues: Cristina Ashjian on the Master Plan Implementation Committee, Mark Borrin on the Adele Taylor Property Use Committee as Chair, and Norman Larson on the Moultonborough Historical Society's Grange Committee. A NH State Register marker and 'Seven to Save' sign were installed on the Moultonborough Grange Hall in April, with the aid of Selectman Jon Tolman (see photo: Cristina Ashjian, Chair, Moultonborough Heritage Commission; Maggie Stier, Field Service Representative, NH Preservation Alliance; Kathy Garry, President, Moultonborough Historical Society; Steve Bedard, Bedard Preservation & Restoration LLC). In 2014, the Commission will continue to collaborate with local and state entities on community preservation projects.

Respectfully submitted,  
Cristina Ashjian, Chair

Jean Beadle, Secretary  
Mark Borrin (Alternate)  
Ed Charest (BoS Representative)

Norman E. Larson  
Bruce Worthen

RULES OF PROCEDURE

**Moultonborough Heritage Commission**  
TOWN OF MOULTONBOROUGH

I: Statutory Authority

The Moultonborough Heritage Commission was established on March 14, 2009 (Town Meeting Warrant, Article 8) pursuant to RSA 673:1 II and RSA 674:44 for the proper recognition, use, and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts.

II: Title

The Commission is hereby designated as the "Moultonborough Heritage Commission."

III: Membership; Residency; Terms of Office; Removal of Members; Vacancies

The Moultonborough Heritage Commission (hereinafter the Commission) shall be organized consistent with, and pursuant to RSA 673:4-a. The Commission shall consist of five (5) members who shall be appointed by the Board of Selectmen. One member shall be a member of the Board of Selectmen, and not more than one member may be a member of the Planning Board; the terms of these individuals shall coincide with the terms of their office. The terms of the remaining members shall be for three (3) years, pursuant to the provisions of RSA 673:5; members may not serve more than three consecutive terms. The initial terms of members first appointed shall be staggered so that no more than two appointments occur annually, except when required to fill vacancies. The Board of Selectmen may appoint to the Commission up to five alternate members. All members shall be residents of the Town of Moultonborough. Members of the Commission may also serve on other town boards or commissions. Members may be removed for cause, after notice and a hearing, by the appointing authority. Vacancies shall be filled as necessary by the Board of Selectmen; the appointing authority shall act within sixty (60) days to fill vacancies and expired terms.

In determining each potential member's qualifications to serve on the Commission, the Board of Selectmen should foremost take into consideration each potential member's demonstrated interest and ability to understand, appreciate and promote the purpose of the Heritage Commission; ideally, the Commission should include members with a record of advocacy and/or participation with issues of historic preservation, local and regional history, architecture and architectural history, cultural heritage and heritage studies, archaeology or natural history.

#### IV: Officers

The Commission shall elect a Chair from the appointed regular members and create and fill such other offices as it may deem necessary for its work. Neither an *ex officio* nor an alternate member shall serve as Chair. The term of the Chair and any other officers shall be one year, and he or she shall be eligible for reelection. The Chair shall preside at all meetings of the Commission, sign all official correspondence of the Commission, and serve as the official spokesperson for the Commission.

#### V: Scheduling of Meetings; Meetings and Records

Meetings of the Commission shall be held on a monthly basis and at other times at the call of the Chair. A majority of the members shall constitute the quorum necessary to transact business. The Commission shall prepare an annual report of activities for the Board of Selectmen. All meetings and records are subject to RSA 91-A.

#### VI: Powers and Duties

The Commission shall have advisory authority generally, with the specific powers and duties designated in RSA 674:44-b I-III and RSA 674:44-d, including the ability to:

- A. Survey and inventory all historical and cultural resources
- B. Conduct research and publish findings, including reports to establish the legal basis for a historic district and preparation of historic district ordinances
- C. Assist the Planning Board, as requested, in the development and review of those sections of the Master Plan which address historical and cultural resources
- D. Advise, upon request, local agencies and other local boards in their review of matters affecting or potentially affecting historical and cultural resources
- E. Coordinate activities with appropriate service organizations and nonprofit groups
- F. Publicize its activities
- G. Hire consultants and contractors as needed
- H. Receive gifts of money and property, both real and personal, in the name of the town, subject to the approval of the Board of Selectmen, such gifts to be managed and controlled by the Commission for its proper purposes
- I. Hold meetings and hearings necessary to carry out its duties

#### VII: Advisory Role to Town Boards and Commissions

The Commission may assist and advise the Board of Selectmen in the review of applications submitted for RSA 79-D (Barn Easement) and RSA 79-E (Village Revitalization Tax Incentive), and make recommendations relative to those and other matters that may affect historical or cultural resources. The Commission may also assist and advise the Conservation Commission and Land Use boards in review of applications that may impact historical and cultural resources, and participate in preparation of preservation-related ordinances and periodic master plan updates.

### VIII: Adoption and Amendments

These Rules of Procedure may be adopted or amended at a regular meeting of the Heritage Commission by a majority vote of the members, provided that such amendment is read at a regular meeting of the Commission immediately preceding the meeting at which the vote is to be taken. Unless otherwise stated, or unless otherwise required by the context, any reference to a statute, law, regulation or code shall be deemed to include any future amendments made to such statute, law, regulation or code.

IX: Effective Date These Rules of Procedure shall take effect on December 20, 2010.