

Wolfeboro Heritage Commission
Town Hall Annex Meeting Room
January 10, 2018 5 p.m.
Minutes - Draft

Members present: Chairman Maggie Stier, Wendy McHugh, Vaune Dugan, Cynthia Melanson, Anne Blodget and Gene Denu

Members absent: Board of Selectmen Liaison Dave Bowers

Staff present: Director of Planning & Development Matt Sullivan and Recording Secretary Michele Chamberlain

Staff absent: Town Manager Dave Owen

Call to order:

Chairman Stier called the meeting to order at 5:02 PM.

Chairman Stier stated we have a guest tonight, Pat Hodder. She has shown some interest in serving on the Heritage Commission. Members introduced themselves to Ms. Hodder and she expressed her interest in joining the Heritage Commission.

Approval of Minutes:

The minutes of November 30, 2017 were approved unanimously with no changes or corrections.

Old Business:

A. Master Plan Process Update

Vaune Dugan, Member of the Planning Board, gave an update to the 2018 Master Plan process. The Planning Board adopted the Town's current Master Plan in 2007. She stated a consultant was hired to help us organize the Master Plan. She explained that each Planning Board member will be responsible for a chapter in the development of the Master Plan. She stated that she is in charge of the chapter entitled historical and cultural resources. She is hoping that the Heritage Commission will help develop this chapter. The Wolfeboro Planning Board will hold a public forum (Master Plan Kickoff Event) on Tuesday, January 23, 2018 at 6:30 PM at the Wolfeboro Town Hall in the Great Hall. She showed the flyer for the Master Plan Kickoff Event and asked members to share this information to generate as much interest as possible. The Master Plan update process is an opportunity to revisit and reflect on how the community has changed in the last ten years and to consider future needs. She stated the event will have an introduction to the Master Plan and then various chapters will break down to different tables. She stated it will be a listening and sign up session. In the Master Plan of 2007, there was a chapter called Arts and Culture and that chapter is going to be rolled into historical and cultural resources. Ms. Dugan stated there are various resources from other towns' master plans that could be used as points of reference.

Ms. Blodget questioned if the Master Plan would have more of a presence in the ruling of things than it has in the past.

Ms. Dugan stated the Planning Board does refer to the Master Plan when they are involved in discussions.

Ms. Blodget stated the ZBA does not refer to the Master Plan.

Mr. Sullivan stated the ZBA does not really play a role. Wolfeboro has actually gone above and beyond other communities by making sure the Master Plan plays an important part in the planning process. The Master Plan Committee of 2007 met pretty heavily in the years that followed. The CIP Committee has asked to see every project that is being proposed at a capital level and have them tied to the master plan. Mr. Sullivan suggested having the Master Plan reviewed more often than every ten years so it is more up to date.

Ms. Stier passed out a reference sheet on regulatory and non-regulatory preservation tools and strategies.

Ms. Stier asked Mr. Sullivan about the times, dates and commitment involved when signing up to work on the Master Plan.

Mr. Sullivan stated the time will be between March and September of 2018. It will be a big commitment to be involved in a subcommittee. It will be about a five month timeline.

Ms. Stier asked if it could be held after the Heritage Commission meeting.

Mr. Sullivan stated it could but there may be additional individuals that are participating in the subcommittees so the time would also need to be okay with them. Also, the committee may need to meet more than once a month. He stated each Planning Board member will chair one of the subcommittees.

Ms. Stier asked Mr. Sullivan if he could share what consultant had been hired.

Mr. Sullivan stated Resilience Planning and Design was hired. They wrote the Moose Mountain Regional Greenways Conservation Plan and they have developed several master plans all around the state. It is headed by Steve Whitman.

Mr. Denu questioned if the master plan was considered a master plan for 2020.

Mr. Sullivan stated he was not sure.

Mr. Denu explained his concern about starting now because a lot of residents are missing since they are snowbirds.

Mr. Sullivan agreed but stated there will be outreach attempts to get these people involved. The subcommittees will not meet until March or April so hopefully more people will be able to participate at that time.

B. Web resources and case studies:

Ms. Stier stated due to time constraints we will discuss at the next meeting.

New Business:

Work Plan for 2018

The Commission brainstormed (see attached list) ideas for the work they would like to do in 2018.

Public Input:

None

Chairman Stier stated the next meeting is scheduled for February 14, 2018 at 5:00 PM.

The meeting adjourned at 6:07 PM.

Respectfully Submitted,
Michele Chamberlain

Project List

Matthew Sullivan <planningdirector@wolfeboronh.us>

Fri 1/12/2018 2:52 PM

To: Matthew Sullivan <planningdirector@wolfeboronh.us>;

Cc: michele chamberlain <mmandm2@msn.com>;

Hello Heritage Commission members,

Your work plan list is below:

- Plaque Program
- Walking Tours
- Education and Awareness Session
- Electric Generation Building Planning
- Master Plan Actions/Implementation
- Route 28 Corridor: Historic Resource Consideration and Preservation
- Code Compliance/Waiver Education and Awareness
- Heritage Commission Training
- Regional Heritage commission Meeting
- Historic Zoning Overlay
- Historic Structure Criteria
- Historic Resources Inventory
- Historic Resources Mapping (Cluster and Community-wide)
- Public Session re: What is Heritage Commission
- Incentive Fact Sheets/Awareness
- At-Risk Property Early Warning system and/or tracking mechanism

I've posted the regulatory toolkit to the Heritage Commission's resource page here:

https://www.wolfeboronh.us/system/files/uploads/regulatory_toolkit.pdf

Thank you-

matt sullivan

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