

**GOFFSTOWN HISTORIC DISTRICT COMMISSION**

Meeting Minutes  
March 23, 2016

**PRESENT:** Ruth Gage – Chairman, Mark Collins, Phil D’Avanza, Mark Lemay - Selectmen Representative, Mary Sullivan – Recording Secretary and Derek Horne – Assistant Town Administrator.

**Not Present:** Lionel Coulon, Elizabeth Dubrulle – Alternate and Rodney Stark – Alternate.

1. **Call to Order:** The meeting was called to order at 6:35 PM by Ruth Gage, Chairman.
2. **Acceptance / Correction of Previous Minutes:** The minutes from the February 24, 2016 meeting minutes were accepted with one Correction: Page 1, 4.5 - change *need to be ordered* to ***need to be ordered from.***

**Mark C. made a Motion to accept the February 24, 2016 meeting minutes AS CORRECTED ABOVE. Phil seconded the motion with one correction. Motion Carries 5-0-0.**

3. **Election of Officers and Recommendation on Reappointment:**

*Election of Officers:*

**Phil made a Motion to keep the current Chairman, Ruth Gage. Mary seconded the motion. Motion carries – 5-0-0.**

**Ruth made a Motion to keep the current Vice Chairman, Phil D’Avanza. Mary seconded the motion. Motion carries – 5-0-0.**

*Reappointments of Members:* Mark Collins is the only currently serving member whose term is up on March 31<sup>st</sup>. Mark C. has decided that will not be asking for reappointment at this time. Ruth thanked Mark C. for his time with the HDC and all of his hard work and dedication to the HDC especially all of his work on the subcommittee. He will be greatly missed. The Town Clerk will post the vacancies on the Town Website. We have two openings for regular members. We have two Alternates.

Mark L. is again the Selectmen Representative.

4. **Treasury Report:**

- |                             |                                 |
|-----------------------------|---------------------------------|
| A. <i>Operating Budget:</i> | \$ 3,197.87                     |
|                             | (Expenses for postage = \$2.13) |
| B. <i>Heritage Fund:</i>    | \$ 4,932.17                     |

5. **Grasmere Town Hall Restoration:**

- A. *Grasmere Town Hall Fire Escape:* All of the work is scheduled to be finished during April School Vacation week. The window has been ordered, the insurance is in place. Jim Doherty is requesting to start the work on the windows earlier than that week. He can start on the second floor and work when Merri-Loo is not in session. He has already moved the crash bar and secured the rear door. Phil talked to Mr. Ray Tibbetts, the owner of the property next door. He gave permission for the workers to drive a lift onto his property when they are completing the work on the Fire Escape. He would just like to be notified ahead of time before the work begins.

## GOFFSTOWN HISTORIC DISTRICT COMMISSION

Meeting Minutes

March 23, 2016

- B. *Painting:* Derek completed a proposed RFP that will be brought to the Board of Selectmen for approval. We had posted one last year but did not get any responses. The plan is to have this work completed in the summer. This will go back out to bid. There was discussion about the painting of the Fire Escape being completed at the same time. The Fire Chief said it will be fine to wait to have the Fire Escape painted in the summer time.
- C. *Checklist Items:* Mark C. reported that the Panic Bar (crash bar) has been moved to the fire escape door. We are stilling waiting for a quote from Lionel's brother to finish hooking up the lights.

### 6. **Grant Opportunities:**

- A. *Moose Plate Grant:* – Derek submitted a letter of intent in February to seek grant funds for the fire escape for electrical work, the emergency lighting, and the railing for the stage. Since they have so many requests for other needs, they would like our request be sent to the State Council of the Arts as they have get funds from the Moose Plates as well. These letters of intent are due in April. We could be considered because of the stenciling that was completed upstairs and the Stage and the potential to use the second floor for Artistic Performance. Derek will submit the letter of intent.
- B. *CLG Grant:* Derek submitted the letter of intent for us to complete an inventory in Grasmere Historic District so that we can start the process to get the Grasmere Town Hall named to the State Registry of Historic Places.

### 7. **Any Other Business as Needed:**

*Historic Markers:* Derek needs to get the Property Owner Permission Forms from St Matthew's Church and St Lawrence Church. We are ready to get these markers produced and installed.

### 8. **Adjournment:**

**Phil made a Motion to adjourn. Mary seconded the Motion. Motion Carries 5-0-0. The meeting was adjourned at 7:00 PM.**

***The next HDC meeting will be held on Wednesday, April 27, 2016 at 6:30 PM at the Goffstown Town Hall.***

Respectfully submitted by:

Mary Sullivan,  
Secretary

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE GOFFSTOWN HISTORIC DISTRICT COMMISSION.**