

**SANBORNTON HISTORIC DISTRICT COMMISSION
MINUTES-January 3, 2019- 6:00 P.M.
TOWN OFFICES- 573 SANBORN ROAD, SANBORNTON, NH**

The Meeting was called to order by the Chair, Franz Vail, at 6:00 P.M.

The following members were in attendance: Franz Vail, Nina Gardner, Stuart Dymont and Jim Dick. The Chair noted that he had been informed by Tim Cline that he would be traveling and would not be able to attend. The Chair appointed alternated Sam Swartz to vote in the absence of Tim Cline. Tom Salatiello was present in his capacity as select board representative. Katy North joined the meeting to serve as a consultant in the review and preparation of the grant proposal.

Nina Gardner again offered to take the Minutes for the meeting.

The Chair distributed copies of the grant proposal. He thanked Sam Swartz and his wife Linda for their assistance in helping to prepare information to support the grant application. Franz indicated that he is leaving tomorrow and that he will be back in town January 24, 2019. The grant is due February 1, 2019 by 4:00 P.M. In light of this schedule, he had asked and Nina Gardner volunteered to go to a select board meeting to present the grant proposal which they must ultimately support and sign. It was decided that Nina and Sam Swartz would attend the January 16, 2019 meeting on behalf of the Commission. This would still leave time to make any further revisions to the grant proposal, if necessary.

Franz Vail will make any revisions to the document and then email this to Katie Ambrose with a request that the proposal be placed on the Agenda of the Board of Selectmen for January 16, 2019.

Franz explained that he had spoken with Amy Dixon at the Historic Preservation Office about aspects of the proposal. He also spoke with Mae Williams who is a Historical Architect and who is currently doing a similar project in Sanbornville. Based upon his conversation with Ms. Williams he explained how he developed the budget for the proposed grant.

In the process of reviewing the actual grant proposal, Katy North suggested that it might be more advantageous to hold public information sessions in the Town Hall since it was a town building of historical significance in the District.

Further discussion of the document focused on the purpose of the grant which was to include "verification of the district boundaries" within the text of the grant proposal, especially that on the northwest side of the district boundary, as it is somewhat unspecified. Franz Vail will make these revisions to the text. Once the revisions have been made, he will email the grant proposal to Katie Ambrose for inclusion on the January 16, 2019 agenda of the Board of Selectmen.

Katy North explained that it will be important for the Commission to seek clarification from the Town Administrator as to what the next appropriate step is regarding how to budget for the upfront funding for the grant. Although this is a 100% federally funded project, with no town match required, payment for services will be made by the Town and then recouped by the grant. We will need to make certain that funding in the amount of the grant is included in the HDC budget. The decisions for awarding these grants will be made in March 2019. Ms. North seemed comfortable suggesting that a budget submission was the most appropriate path, and

that funds could be encumbered for payments to be made in the second year of the grant if necessary.

Stuart Dymment commented that the grant proposal was really great work.

Tom Salatiello suggested that as part of the educational component of the project, it will be important to get the Hebert's (Property owners in district who were erroneously granted a building permit) involved through our public outreach sessions. He noted that they never responded to letters addressed to them from the HDC or the Board of Selectmen.

The meeting was adjourned at 6:40 P.M.

Respectfully submitted,

Nina Gardner, Member
Acting Secretary