

**HILLSBOROUGH, NH HISTORIC DISTRICT COMMISSION MEETING**  
**March 11, 2021**

**TIME:** 6:00 p.m.

**LOCATION:** Zoom

**MEMBERS:** Jay Emmert, Melinda Gehris, Deanna Neal

**EX-OFFICIO:** JP Stohrer (Board of Selectmen)

Also present: Pat Bradley, Cyrus Gibson, Laurie Jutzi, Gerard Foss, Creighton Demarest

**NEW BUSINESS**

Meeting called to order at 6:01 p.m., the Chairman held a quorum check and thanked Deanna for agreeing to become a Commissioner since the HDC Ordinance requires at least two Commissioners reside in the Historic District.

The Chairman made a motion to approve the minutes of October 08, 2020. Motion was seconded by Jay Emmert. A vote was taken and the motion passed unanimously.

Changes to the makeup of the Commission was discussed since Melinda Gehris was elected to the Hillsborough Planning Board. She will resign as an HDC Commissioner and suggest at the next Planning Board meeting that she be appointed as the HDC Planning Board ex-officio. Discussion ensued regarding how the resignation should take place so Melinda offered to call the Town Administrator for guidance.

Since the at-large position would then be open, the Chairman asked Pat Bradley if she would like to volunteer as a full Commissioner instead of an alternate and she agreed. JP Stohrer said that he would make the appropriate motions to appoint Melinda and Pat at the next Board of Selectmen meeting.

Next on the agenda was upcoming projects, the first being considering an instruction document for the Historic District Application and Application process. Melinda thought it would make more sense to re-vamp the application after the regulations are done. After some discussion it was agreed that instructions for the existing application could be worked on now and when the regulations are complete it can get an overhaul.

Also discussed was working on a set of Guidelines prior to work on the regulations since they could act as a reference for the regulations.

The Chairman also mentioned a previous suggestion by Jan Michael to research what types of regulations/guidance are currently in place and create a document or set of documents containing that information for distribution to the residents of the Center and the Town.

Cyrus Gibson asked if the HDC is the first step in the process of obtaining a building permit in the Historic District and the Chairman informed him it was. He also mentioned he sits on the design committee for the town of Portsmouth, RI so is familiar with some of the processes. Cyrus also said that both he and Lauren Gibson will be managing the Gibson property and would like to be kept in the loop on HDC business. He was assured they would be.

The Chairman asked the Commissioners to review the current application so that it could be discussed at the next meeting.

### **Order of Business**

No other business was discussed.

### **Adjournment**

Chairman Stohrer motioned to adjourn the meeting at 6:25 p.m. Seconded by Jay Emmert. A vote was taken. The motion passed unanimously.

### **Next Meeting**

The traditional meeting date was changed from every second Thursday to every first Thursday to accommodate schedules. The next meeting will be held on May 6, 2021 at the Center Club House, conditions and weather permitting.

Submitted by: JP Stohrer

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JP Stohrer, Chairman

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Jay Emmert

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Melinda Gehris

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Deanna Neal

**DATE APPROVED:**