



**TOWN OF WAKEFIELD, NEW HAMPSHIRE**  
**PLANNING BOARD**

2 HIGH STREET  
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**MINUTES OF THE JOINT PUBLIC HEARING**  
**PLANNING BOARD AND BOARD OF SELECTMEN**  
**January 5, 2010**

Chairman Rod Cools called the meeting to order at the Town Hall at 6:30 pm. Attendees included:

<b>PLANNING BOARD MEMBERS</b>		<b>ALTERNATES</b>		<b>STAFF</b>	
Rod Cools, Chairman	X	Dave Mankus	X		
Donna Faucette, Vice-Chairman		Jerry O'Connor	X	Donna Beaudoin, Secretary	X
Al Huntoon	X	Tom Dube		Arthur Capello, Bldg. Inspector	
Peg Stevenson	X	Paul Winckler	X	John Ciardi, Code Enforcement	X
		Stephen Royle	X		

<b>BOARD OF SELECTMEN MEMBERS</b>		<b>STAFF</b>	
Mark Duffy, Chairman	X	Robin Frost, Town Administrator	X
John Blackwood	X		
Ken Paul	X		

Other Attendees as signed in: Valerie Ward, Pam Judge, John Waitner, Dick Wessell, Marg Wessel, Steve Brown

Other Attendees not signed in: Jim Miller, Daymond Steere, Nadine Peterson

Chairman Cools opened the meeting at 6:30 pm with the Pledge of Allegiance to the Flag.

**PUBLIC COMMENT**

Chairman Cools stated that the public comment session would be heard after tonight's presentation. Hearing no objections, the Chairman moved onto the public hearing.

**PUBLIC HEARING**

**The Wakefield Heritage Commission will apply for a CLG grant, the purpose of which is to hire a preservation planner to facilitate the creation of a historical and cultural chapter in the Town's Master Plan. They have requested a joint meeting with the Planning Board and Board of Selectmen to discuss possible Town funding of 40% toward this grant. A representative of the Division of Historical Resources as well as a preservation planner will be present at this meeting.**

Chairman Cools asked Pam Judge to begin her presentation. Ms. Judge began by stating that the purpose of this meeting was so that the Heritage Commission could share their reason for asking for the creation of an historical and cultural chapter of the Town's Master Plan and the benefits of this to the Town. She went on to introduce Nadine Peterson and explained that Ms. Peterson would begin with a power point presentation and would finish up with a question and answer period. Ms. Peterson is a Preservation

Planner for the New Hampshire Division of Historical Resources. She oversees federally funded and permitted project reviews and works directly with New Hampshire Heritage and Historical district commissions on community preservation projects helping them implement best practices in historic preservation. Ms. Judge further stated that Ms. Peterson has nineteen years experience in the preservation field.

Before beginning the power point presentation, Ms. Peterson informed the group that an historical resources chapter within the Master Plan is not required but is strongly recommended especially for a community such as Wakefield who has done some positive things related to preservation but has a need to be proactive and to establish a five to ten year plan with a process to follow.

Using the power point presentation, Ms. Peterson explained that the key elements of the historic resources chapter of the master plan are specialized and require a specialized and qualified person to create this chapter. This chapter would include a brief overview history of the town, identify key resources within the town that might be historically significant, and summarize past preservation activity within the community. She further explained that this chapter would assist with zoning conflicts that may not be preservation friendly. The end result of this chapter would be a bullet list of goals and implementation strategies.

The overview history would look at the trends and events that shaped Wakefield such as transportation, agriculture, immigration, recreation, etc. She explained that resources that are 50+ years are looked at to be considered a historic resource. These could be identified with the use of a project area form. These include buildings, culverts, roads and other types of infrastructure. The presentation included images of bridges, railroad stations, early 20<sup>th</sup> century housing, stone walls, trees and wood lots that create view sheds, a cemetery with a decorative fence, cellar holes and other archeological features. Ms. Peterson went on to explain that after this chapter was completed, it could lead to other types of properties receiving honorary recognition from the National Register of Historic Places and the State Register of Historic Places which places no restrictions on the homeowner.

Ms. Peterson explained that this type of project is funded by the Certified Local Government (CLG) and Wakefield is one of fourteen communities in New Hampshire that is certified for this federal program. She stated that the CLG program is not 100% funding and requires a 60% / 40% match from the town. She affirmed that this is a preservation partnership and it is not just a Heritage Commission commitment – it is a Town commitment. She explained that the CLG status of the Town would not be hindered if the Town chose to not do a historic chapter of the master plan; however, it would strengthen the relationship by demonstrating that the Town is moving forward. She continued by stating that with the extensive development in the southern part of the state likely expanding north with potential development pressures, this is a good time to be proactive and plan for the future.

Ms. Peterson finished her presentation by stating that her office is available to assist if the Town goes forward with the historic chapter of the master plan. She said that there was a CLG funding opportunity in March and it is very competitive.

Chairman Cools questioned a time frame for when the Town funding would be needed. Pam Judge answered that approximately three years ago the Planning Board decided that this chapter of the Master Plan was important. The Heritage Commission voted at a recent meeting to go forward and apply for the CLG grant. She has spoken with a preservation planner to obtain an approximate cost for this and it

would be between \$10,000 and \$11,000 of which the Town's share would be 40% or between \$4,000 and \$4,400. The grant would probably be awarded late summer to early fall. She was optimistic that the Town would receive the grant funding. She asked if the Selectmen could put the first years portion in the budget so that the Town did not have to fund the entire amount in the first year.

Selectmen Duffy asked if the warrant article needed to be passed before applying for the grant. Ms. Judge answered that the Heritage Commission would need to feel that the funds would be available prior to making the application. Ms. Judge went on to say that there were funds in the Heritage Commission fund; however, these funds were earmarked for other Heritage Commission projects. Town Administrator Frost advised that the warrant article would need to be 100% of the expense and that the Town would be reimbursed. Ms. Frost said that within the warrant article it would state that a portion of this would be from a grant and the balance from general taxation. Pam Judge asked Ms. Frost to explain the impact of this on the tax rate. Ms. Frost stated that just 40% of this expense would affect the tax rate and this would be in 2010. Member Huntoon asked what impact this would have on the tax rate. Ms. Judge felt that it would be maybe \$.02. Ms. Judge went on to say that in order to qualify for the CLG funds, this chapter must be created by a preservation planner that is certified in this field.

Alternate Member Mankus asked if the warrant amount passed for the full amount and the grant was not received, what would happen to this funding. Ms. Frost answered that the warrant article could be contingent upon a successful grant application. Discussion followed regarding positive experiences in dealing with CLG. Ms. Peterson added that the project area form is a good first step and is helpful when reviewing state and federal projects. Member Huntoon asked for a time frame for completion and was informed that it is generally a one year contract. Ms. Judge added that community support was necessary. Selectmen Blackwood asked if this project would focus on any particular area of Town and Ms. Judge and Ms. Peterson replied that it was a Town wide project. Ms. Judge stated that this was an opportunity for the community to decide what they want the Heritage Commission to work on now and into the future.

Chairman Cools asked for additional questions. Hearing none, he thanked Ms. Judge and Ms. Peterson for their presentation. The meeting was adjourned at 7:10 pm.

Respectfully submitted,

Donna Beaudoin  
Planning Board Secretary