

TOWN OF RYE HISTORIC DISTRICT COMMISSION

Wednesday, March 13, 2024

5:30 p.m.

Rye Town Hall

Commission Present: Chair Kaitlyn Coffey, Lydia Tilsley, Karen Stewart, David Choate, James Tegeder, and Alternate Katherine Brown

Not Present: Stacey Smith and Mae Bradshaw

I. Call to Order

Chair Coffey called the meeting to order at 5:34 p.m.

II. Seating of Alternates

Katherine Brown was seated for the meeting.

III. Approval of Meeting Minutes

- December 6, 2023

Motion by Kaitly Coffey to approve the minutes of December 6, 2023 as presented.

Seconded by Katherine Brown. Vote: 4-0 (K. Coffey, J. Tegeder, K. Brown, D. Choate)

- January 10, 2024

The following corrections were noted:

- Page 2, middle paragraph, 2nd sentence: HCD should be **HDC**.
- Page 3, middle paragraph, should read: **Member Choate stated that creating an additional area to be in the Historic District should not be a vote of who wants to be in it. It should not be a popularity contest. It should be for the greater good of the community. He agreed that people's opinions are important and they can vote against it at town elections.**

Motion by David Choate to approve the minutes of January 10, 2024 as amended.

Seconded by Kaitlyn Coffey. All in favor.

IV. Business:

- **Recommendations for reappointments**

Chair Coffey reported that Stacey Smith and David Choate have expressed interest in staying on as full members of the HDC. Mae Bradshaw will be stepping down as an alternate. Member Smith and Member Choate have submitted letters of their intent for reappointment. Chair Coffey

asked the Commission for a recommendation for their reappointment, so a letter can be submitted to the Board of Selectmen.

Motion by Kaitlyn Coffey to recommend Stacey Smith and David Choate for reappointment for another term on the Historic District Commission.

Seconded by Karen Stewart.

Vote: Lydia Tilsley – Aye; Karen Stewart – Aye; David Choate – Aye (for Stacey Smith);

Katherine Brown – Aye; James Tegeder – Aye; Kaitlyn Coffey – Aye

Motion passed

Chair Coffey noted that the Commission has four alternate positions open for anyone who may be interested.

- **Subcommittee presentation of findings from bylaw review**

Member Choate reviewed the proposed changes to the Bylaws. He noted that the Commission is allowed to amend the bylaws by vote.

Motion by David Choate to approve the amended Historic District Commission Bylaws, amended January 21, 2024. Seconded by Lydia Tilsley. All in favor.

- **Review and approval of area survey form**

Chair Coffey explained that the survey of the District has been submitted to the HDC. The Commission was asked to review the survey and give any suggested changes. Before the grant can be finalized and final payment can be made on the survey work, the Commission has to approve the draft survey; however, the invoice for a final payment has not yet been received.

There was discussion about the draft survey. It was agreed that Member Tilsley will upload the survey and the maps to send out to the Commission for further review. This will be discussed again at the April meeting.

- **Application: 2 Lang Road**

Kaitlyn Coffey spoke as a resident of 2 Lang Road in regard to her application to extend the split rail fence on the far side of the property where it is open. The intent is to create more of a boundary between her property and the abutters. She noted that the new fence will be the same as what is currently on the property.

Motion by David Choate to grant a certificate of appropriateness for the split rail fence to be added at 2 Lang Road. Seconded by James Tegeder.

Vice Chair Tilsley called for a vote.

Karen Stewart – Aye; Lydia Tilsley – Aye; James Tegeder – Aye; Katherine Brown – Aye;

David Choate – Aye

Motion passed (K. Coffey abstained)

Note: *Member Choate left the meeting at 6:01 p.m.*

- **500 Washington punch list review**

Chair Coffey confirmed that she is still working on getting information from the Town Administrator for the 500 Washington Road punch list. She doesn't think the renovations, from the list that the Commission outlined, are planned. She asked the Commission what they think the next step should be. A punch list was formed based upon the Commission's walkthrough. However, the Select Board has not been served with what the Commission would like addressed immediately. She pointed out that it has been almost a year since the list was formed.

There was some discussion by the Commission about how to proceed with presenting this to the Select Board.

The list includes: conduit removed on the chimney side of the building; wall packs to be removed or replaced with better lighting; replace the lightbulbs in the post lights with softer lighting; screening for the HVAC (which may not be possible due to fire regulations); removal of the wall announcement board; signs on the front of building to be changed to wooden signs with engraved lettering; no need for town seal to be on sign; replacement of enter/exit signs with wood signs with engraved letters in a softer color; consider renaming the building to 'Rye Town Offices'; removal of the dead shrubs; new landscaping; consider a wall mounted flag instead of a flag pole; confirm that the front doors will be painted black and shutters will be replaced; drive-up sign replacement of fluorescent lighting for a more attractive light fixture; and removal of the wall pack (refer to professional architect for lighting elements).

Member Stewart suggested ranking the items by priority. The Commission agreed this would be a good idea and lighting should be a priority. They also determined that the shutters should be put back up on the building and the signs should be addressed. The Commission will look at the other municipal buildings and Church in the District to see if there are any recommendations that can be made for lighting at the Annex.

There was discussion about seeing if the Garden Club would be interested in doing a project at the Annex if it would be welcomed by the Select Board. There was also some discussion about the possibility of the Garden Club maintaining the area in front of the stone wall at Parsons Field. Alternate Brown agreed to reach out to the Garden Club.

The Commission will finalize the list of priorities and draft a letter to go to the Select Board at the April meeting.

Adjournment

Motion by Katherine Brown to adjourn at 6:42 p.m. Seconded by Karen Stewart. All in favor.

Respectfully Submitted,
Dyana F Ledger