

Historic District Commission

Minutes

September 29, 2022

APPROVED: 10/25/22

AGENDA: HISTORIC DISTRICT BOUNDARY SIGNS
2023 BUDGET
SAMPLE DEMO INVENTORY FORMS & MATERIALS REVIEW
DRAFT WELCOME BINDER
CLG COMPLIANCE REVIEW REPORT

ATTENDING: Richard LaFlamme (Chair), Kyle Sandler (Vice Chair), Anita Avery (Select Board Representative), Dorcas Gordon and Steve Favorite

OTHER: Christina Goodwin (Land Use Manager) and Michelle McCaleb (Land Use Administrative Assistant)

Mr. LaFlamme called the meeting to order at 7:00 PM with a quorum present.

OLD BUSINESS:

HISTORIC DISTRICT BOUNDARY SIGNS

Ms. Goodwin updated the Commission about communication with the Minot Sleeper Library Trustees regarding the placement of a Historic District boundary. The Commission has previously asked for the edge of the lawn next to the lower driveway entrance of the library. The Trustees offered an alternative location between the Library and the Masonic Hall. The Commission discussed this option. Ms. Gordon was concerned that it was too far away from the Historic District boundary and suggested that across the street would present a better location. The Community Services property was discussed as a good alternative. Ms. Goodwin will contact Susan Colby, Director of Bristol Community Services to ask if it can be located on the lawn in front of their building.

NEW BUSINESS:

STAFF UPDATE & INTRODUCTION

Ms. Goodwin updated the Commission about the Land Use Office staff changes and introduced the new Land Use Administrative Assistant, Michelle McCaleb. She stated that Michelle would be prepping materials for the Historic District Commission (HDC) meetings and would be attending meetings moving forward.

2023 BUDGET

Ms. Goodwin stated that this was discussed and acted on at last the meeting.

SAMPLE DEMO INVENTORY REVIEW FORMS & MATERIALS

Ms. Goodwin presented the five (5) sample documents of demolition review forms, checklists and materials from other towns and the State of New Hampshire. She stated that a review process was in development with the Land Use Office, and it was expected that historical and architectural significance

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SAMPLE DEMO INVENTORY REVIEW FORMS & MATERIALS - continued

should be considered for this process. These documents were researched by Mrs. DeStefano for review and comment by the Commission. Ms. Goodwin suggested that the members look these over and come back to next meeting for discussion and any action needed. Ms. Goodwin noted that meeting minutes indicated Mrs. DeStefano was to research Somersworth, Portsmouth, and Lebanon for information so she would double check to see if this was done as part of presenting these documents. Chair LaFlamme agreed that the Commission should review these documents for discussion at the next meeting.

DRAFT WELCOME BINDER

Ms. Goodwin stated that the office was working to create "Welcome" binders for the Land Use Committees, Commissions, and Boards to offer orientation and reference information to new members. These binders could be a tool containing useful information for participation and understanding materials specific to each. Mrs. DeStefano has been creating introductions for each of the binders and this draft was included along with a list of what might be in the Historic District Commission binder. Items suggested included the Introduction, HDC Bylaws, Master Plan or HDC Master Plan Chapter, and other reference materials. Ms. Goodwin stated that some items could be in digital form rather than paper copies like the Master Plan. She asked the Commission if they would prefer the Historic District Master Plan Chapter only in the binder. The Commission agreed that only the HDC Master Plan Chapter was needed.

More discussion followed and Ms. Gordon suggested that a Commission Member contact list be included. Because of restrictions to conversations outside of official meetings, she also suggested that Right to Know RSA info and mentor assignments could be added. Mr. Favorite stated that manuals like this binder were useful for meetings and reference and talked about some of the historic information that might be helpful to include.

CLG COMPLIANCE REVIEW REPORT

Ms. Goodwin stated that the office was completing the report which is due October 31, 2022. She asked if any of the Commission members had education updates such as workshops attended to include in the report. Ms. Gordon stated that she went to the Senator Justin Morill Homestead in Vermont in February. She shared that Senator Morell sponsored landmark legislation with the Land Grant Acts that were instrumental in establishing public universities. Ms. Goodwin will include this and other meeting information and updates in the report and submit this by the deadline.

MINUTES APPROVAL:

The minutes of the August 9, 2022 meeting were reviewed. Ms. Gordon motioned to accept the minutes as presented. Ms. Avery seconded. The motion carried 5-0-0.

COMMUNICATIONS: None

NEXT MEETING:

Ms. Goodwin stated that the next meeting was scheduled for October 11, 2022 but there was a conflict for the meeting room space with the Budget Committee meeting. She stated that the small meeting room could be used but that she would not be available to attend due to her needing to attend the Budget

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NEXT MEETING continued:

Committee meeting. Mrs. DeStefano would also be unavailable for October 11 and it would be too soon to have new staff cover this meeting. Other dates of October 18 and October 25 and possibly not holding a meeting until November were discussed. It was determined that the best date for member and staff attendance was October 25, at 7 PM in the small meeting room in the Land Use Office. Ms. Goodwin stated she will have Mrs. DeStefano and Michelle McCaleb attend this meeting.

ADJOURNMENT:

With no other business before the Commission, Ms. Gordon motioned to adjourn. Ms. Avery seconded. The motion carried 5-0-0 and the meeting adjourned at 7:34 pm.

Respectfully submitted,
Janet Cote
Land Use Associate