

**HISTORIC DISTRICT COMMISSION**

**MINUTES**

August 9, 2022

**APPROVED: 9/29/22**

**AGENDA:** HISTORIC TOWN HALL SIGNS  
BRANDING OF FORMS  
BYLAWS – PROPOSED AMENDMENTS  
MEMO RE: MEETING SCHEDULE

**ATTENDING:** Richard LaFlamme (Chair), Kyle Sandler (Vice Chair), Dorcas Gordon

**ABSENT:** Anita Avery (Select Board Representative), Steve Favorite

**OTHER:** Denice DeStefano (Acting Land Use Administrative Assistant)

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

**OLD BUSINESS**

*HISTORIC TOWN HALL SIGN*

Several samples of plaques with patina and without were projected on the screen by Mrs. DeStefano. She explained the differences in appearance and pricing and stated that the Land Use Manager, Christina Goodwin, suggested that the Historic District Commission (HDC) add money to next year's budget to purchase signs for the Historic Town Hall and the Library.

Mrs. DeStefano was asked to send HDC members the website link to the plaques so they can see the various styles, color options and pricing. Ms. Gordon suggested that it would be helpful to see where the current sign on the Old Town Hall is placed and to determine where a second one would go. Mr. LaFlamme volunteered to take a photo of the Historic Town Hall and the current sign for the next meeting.

Ms. Gordon motioned to approve adding the sum of \$1,250 to the HDC budget for next year for the purchase of signs for the Historic Town Hall and the Library. Mr. Sandler seconded. The motion carried 3-0-0.

*BRANDING OF FORMS*

The members reviewed the revised HDC instructions, application, and certificate of approval with the previously noted changes made. Mrs. DeStefano stated that the Town Seal was added to all forms along with other discussed changes.

Ms. Gordon motioned to approve the three (3) HDC forms, as revised. Mr. Sandler seconded. The motion carried 3-0-0.

## HISTORIC DISTRICT COMMISSION

### MINUTES

August 9, 2022

#### NEW BUSINESS

##### *BYLAWS – PROPOSED AMENDMENTS*

Proposed HDC bylaws amendments were reviewed with no concerns noted by Commission members.

Ms. Gordon motioned to approve the proposed bylaws amendments as presented. Mr. Sandler seconded. The motion carried 3-0-0.

##### *MEMO RE: MEETING SCHEDULE GOING FORWARD*

The Chair, Mr. LaFlamme reviewed the outline of the proposed HDC meeting schedule dates going forward into 2023 and emphasized those which were the must have dates. He also stated that if application and hearings were necessary then these would need to be added or fall within the schedule.

Ms. Gordon questioned if November 8 is election day and therefore the reason for the change from November to October. This was confirmed. It was pointed out that this schedule will have the HDC meeting three (3) months in a row in 2022, but will get the required dates back on track.

Mr. LaFlamme noted that he will not be present for the September 13 meeting date and asked the group if they would like to change that meeting to either September 20 or September 27. Following some discussion, the group agreed on the following meeting schedule:

September 20, 2022 (last meeting in 2021-2022 schedule)  
October 11, 2022  
February 14, 2023  
April 11, 2023  
August 13, 2023

Mr. Sandler motioned to approve the revised meeting schedule. Ms. Gordon seconded. The motion carried 3-0-0.

##### **APPROVAL OF MINUTES – APRIL 12, 2022:**

The minutes of April 12 were reviewed. Ms. Gordon motioned to approve the April 12, 2022 minutes as written. Mr. Sandler seconded. The motion carried 3-0-0.

#### COMMUNICATIONS

Mr. LaFlamme shared information about a contact from Wendy Smith, regarding an email received from the grandson of a woman believed to be oldest resident of Bristol at one hundred years old. Ms. Smith inquired if the HDC did presentations for this. Discussion followed about the Boston Cane and who and how this might have been done in the past. It was determined not to be in the HDC purview and suggestion was made that maybe Historical Society could help with it.

**HISTORIC DISTRICT COMMISSION**

**MINUTES**

August 9, 2022

**COMMUNICATIONS** continued

The members received a copy of the NH Preservation Alliance News.

**NEXT MEETING:** The next meeting is tentatively scheduled for September 20, 2022 and is a required meeting.

With no other business to come before the Commission, Mr. Sandler motioned to adjourn. Ms. Gordon seconded. The motion carried 3-0-0 and the meeting adjourned at 7:28 PM.

Respectfully submitted,  
Janet Cote  
Land Use Associate