

Historic District Commission

Minutes

October 25, 2022

APPROVED: April 11, 2023

AGENDA: SAMPLE DEMOLITION REVIEW FORMS & PROCESS
DRAFT WELCOME BINDER
2023 MEETING SCHEDULE

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

ABSENT: Kyle Sandler (Vice-Chair)

OTHER: Denice DeStefano (Land Use Office) and Michelle McCaleb (Land Use Administrative Assistant)

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

OLD BUSINESS:

SAMPLE DEMOLITION REVIEW FORMS & PROCESS

The Commission reviewed sample forms and the proposed demolition review process information gathered from other towns. Mrs. DeStefano reported that she had checked the websites of Portsmouth and Claremont and found nothing online to share for checklist forms or process.

Ms. Gordon referenced sample materials and stated she would like to see the process applied to the whole town not just the Historic District. She also asked if buildings could be 75 years old instead of 50 as indicated under review criteria. Mrs. DeStefano indicated that might need to be looked into further to be sure of RSA and enforcement and if applicable this could be a recommendation to the Planning Board. She stated Town Counsel would also need to review this.

Mrs. DeStefano asked the Board if there was a checklist format preferred over others. Ms. Gordon stated she liked the first one best.

Under the review process, Ms. Gordon suggested that it would be helpful to define "of significance". She was concerned that without criteria such as features or historical information this might get more difficult to discern. She also wanted to understand who would enforce this.

Mr. Favorite brought up some historic homes like an old blacksmith shop to cite some examples of possible properties to preserve with this type of process. Further discussion continued and it was stressed that this process was to concentrate on those looking to take down a whole structure and not just renovate interior or exterior.

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SAMPLE DEMOLITION REVIEW FORMS & PROCESS continued

Mrs. DeStefano stated this was the beginning of defining a process and checklist which would be followed by application, fees, and internal process development. She will take the questions and comments and come back with answers and additional information at next meeting.

DRAFT WELCOME BINDER

Mrs. DeStefano reviewed some edits to New Members sheet as requested from the last meeting. She stated that she reviewed the "Right to Know" RSA and included the NH Municipal Association "Right To Know" FAQ communication as an easier to understand reference. This will also be added to all the other Land Use Welcome Binders. She asked if there was any specific historical documents or information that they would like to see included. Mr. LaFlamme suggested a state resource list be included along with the Master Plan. Mrs. DeStefano stated that the office will move forward with putting together the binders.

NEW BUSINESS:

2023 MEETING SCHEDULE

The Commission reviewed the 2023 dates presented. They agreed to the four (4) required dates and the other dates would be, as needed.

MINUTES APPROVAL:

The minutes of the September 29, 2022, meeting were reviewed. It was noted that Ms. Goodwin reached out to Susan Colby of Bristol Community Services about placing the last Historic District Boundary Sign but she had not heard back from her yet. Ms. Gordon motioned to accept the minutes as presented. Mr. Favorite seconded. The motion carried 4-0-0.

COMMUNICATIONS: None

NEXT MEETING: December 13, 2022

This meeting will be held in Meeting Room B due to a conflict with Budget Committee meeting. It was agreed that the meeting will be cancelled if there are no cases.

ADJOURNMENT:

With no other business before the Commission, Mr. Favorite motioned to adjourn. Ms. Avery seconded. The motion carried 4-0-0 and the meeting adjourned at 7:30 pm.

Respectfully submitted,
Janet Cote
Land Use Associate