

HISTORIC DISTRICT COMMISSION

MINUTES

April 12, 2022

APPROVED: 8/9/22

AGENDA: ELECTION OF OFFICERS
CERTIFICATE OF APPROVAL & NOTICE OF DECISION – UPDATE FORMS
HISTORIC TOWN HALL – SIGN

ATTENDING: Richard LaFlamme (Chair), Kyle Sandler (Vice Chair), Anita Avery (Select Board Rep), Steve Favorite

ABSENT: Dorcas Gordon

OTHER: Christina Goodwin (Land Use Manager), Lindsay Thompson (Land Use Administrative Assistant)

Mr. LaFlamme opened the meeting at 7:00pm with a quorum in-person.

MINUTES OF NOVEMBER 9, 2021:

The minutes of November 9, 2021 were reviewed. A. Avery made a motion to approve the minutes as written. S. Favorite seconded. The motion carried 4-0-0.

NEW BUSINESS

Election of Officers

Mr. Laflamme advised the Commission that there are two positions that must be voted on tonight – the Chair and the Vice-Chair.

Mrs. Avery motioned to approve Richard Laflamme as Chair. Mr. Favorite seconded. The motion carried 3-0-1.

Mr. Favorite motioned to approve Kyle Sandler as Vice-Chair. Mrs. Avery seconded. The motion carried 3-0-1.

Certificate of Approval & Notice of Decision – Update Forms

Ms. Thompson presented changes to the Commission forms, which include a branding guidelines update, and a new line that grants the Commission members permission to access properties that have submitted a Certificate of Approval application. Once the forms are reviewed and approved then the forms will be made into fillable forms for the website. The documents will be updated and brought to the next meeting.

OLD BUSINESS

Historic Town Hall Sign

Ms. Goodwin presented examples for the Commission to consider for the proposed Historic Town Hall sign, which will list the property as part of the National Register of Historic Places. She is involving the Commission because it is a historic building, and this Commission has talked about putting similar signs on other structures within the district. A bronze plaque was being

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Historic Town Hall Sign continued

considered and Mr. Sandler thought it would be nice to have the building name, year, and the words National Register. Ms. Goodwin will check with the Preservation Office to determine if it is something you can buy through them. The Commission agreed that the sign should be facing the street and if not preferred to be attached to the building, then it could be attached to a nice signpost in front of the building. It was thought that the sign would be approximately 18 inches tall by 24 inches wide or slightly larger.

Historic District Boundary Signs

Ms. Goodwin advised the Commission, that any future replacement of the Historic boundary signs, should be increased in size. The signs looked great in person, but once installed, appear to be too small. Currently, Ms. Goodwin is going to pursue installation of the next two (2) sign locations, which include the one on South Main Street and the new one on Central Street.

The Commission reviewed the location for the proposed sign on Pleasant Street. Previously it had been discussed about putting the sign on a building in that area, but Ms. Goodwin has some concerns with that option. She pointed out that the library is just beyond the Historic District, however, it might be a viable option. She would need to speak to the Library Trustees for permission. The Commission agreed.

Ms. Goodwin inquired about the sign on North Main Street, which she thought would only be thank you for visiting the district. Ms. Goodwin will check locations either at the end of the garden or near the walkway to Kelly Park. She mentioned that the sign could say welcome for any walkers, but it is a one-way street. The Commission agreed to hold off on this location until the other three (3) are complete.

COMMUNICATIONS

Ms. Thompson supplied the Commission with the Preservation Alliance Newsletter. Ms. Goodwin felt that the Commission does not meet that often, so she recommends that it would be best to let the members know that the newsletter has been received and either mail or have picked up more frequently at the office.

Ms. Thompson read a card from Jan Laferriere thanking the Commission for their support in her retirement.

OTHER

Updating the Walking Tour Brochure

Ms. Goodwin reminded the Commission that the Plymouth State University (PSU) students created signs that would tie into the Walking Tour Brochure and those signs were not approved by a past Commission. The members reviewed the signs again and discussed options for reusing the sounds created with the keycode. Ms. Goodwin told the Commission about the idea about doing a mural with the Walking Tour and using the signs within that mural. The Commission would need to determine how to cover the signs and where they would like to use them. Ms. Goodwin will have a conversation with Mr. Hertrich to determine his thoughts about putting the

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Updating the Walking Tour Brochure continued

sign in front of his building. Ms. Goodwin will reach out to PSU to see if a new class would like to update and where the missing signs are located.

Member Item

Mr. Favorite submitted historical documents for the Commission to review that he located in his personal files.

Land Use Department Updates

Ms. Goodwin provided an update on the Central Square deck. They are still waiting for the easements and cannot proceed until those are done. Once the easement(s) has been provided then the Zoning Board will hold a compliance hearing, then the Minor Site Plan will be updated and then the Land Use Permit will be submitted.

Ms. Goodwin advised the Commission that the Select Board is hosting an “all committees” meeting to get the groups together to share issues and try to get moving forward in similar directions. The two dates being reviewed are May 12 and May 26. More information will be shared with the Commission once available.

Proposed bylaws and agenda changes

Ms. Thompson reviewed the current bylaws for the Commission and is proposing changes that will match the bylaws and agendas and streamline more with other Land Use Boards. The Commission agreed to the changes and Ms. Thompson will prepare for the next meeting for the official vote.

Schedule

Ms. Goodwin stated that we set dates in 2019 for meetings that we unfortunately did not follow. The Commission must hold four (4) meetings each year between October 1st and September 30th. The Commission reviewed the schedule and agreed. The Commission will meet no matter what in April, June, August, and October. If there are applications on other months, then they will also meet.

Demolition Permits

In the past the Historic District Commission members would perform a review of any historic structure before it was demolished. Ms. Goodwin is inquiring if the members have an interest in continuing this practice. The Commission agreed that is important to collect a history and agreed that it should continue. Ms. Goodwin along with Mr. Laflamme will try to locate a historic inventory form for the Commission to review. Ms. Goodwin asked the Commission what guidelines they could provide for the Land Use Department when marking demolitions for review. Mr. Laflamme stated that the State looks at any building over 50-years old. Mr. Sandler thought that if it was newer than 50 years but has architectural significance, then it should be reviewed as well. Ms. Goodwin will update the Demolition Permit Applications by adding wording asking for the age of the structure to be demolished. Mr. Favorite suggested looking at other towns and how they word it on their applications, specifically pointing out Somersworth,

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Demolition Permits continued

Portsmouth, and Lebanon. Ms. Goodwin mentioned that Land Use will adjust the Land Use Permit Applications as well because extensive renovations can also change a structure and its history.

NEXT MEETING:

The next meeting is May 10, 2022, if there is business, otherwise the Commission will not meet again until August.

With no other business to come before the Commission, Mr. Favorite motioned to adjourn, seconded by Mr. Sandler, at 8:10 PM. The motion carried 4-0-0.

Respectfully submitted,
Christina Goodwin
Assessing /Land Use Manager