

**HERITAGE COMMISSION  
TOWN OF KINGSTON, NH  
PUBLIC MEETING MINUTES  
Kingston Community Library  
July 28, 2022**

**Members Present:**

Ernie Landry, Chair  
Bob Bean, Vice Chair  
Charlotte Boutin (arrived 7 p.m.)  
Eileen Clifford  
Holly Ouellette

**Members Absent:**

Ralph Murphy, alternate  
Virginia Morse, HDC, ex officio  
Richard Wilson, BOS, ex officio

**Also Present:** Walt Roy  
Marissa Federico, Recording Secretary

**Call to order:** Ernie called the meeting to order at 6:55 p.m.

**Acceptance of Minutes: MM&S:** Bob made a motion to accept the minutes as written of the meeting held on 6/23/22. Seconded by Holly. Eileen then suggested the following amendments:

- Plains Cemetery Celebration: In the last paragraph, Eileen requested that the motion be amended to clarify that the decision to postpone the celebration was due to the anniversary in addition to the reasons detailed in the paragraph above.
- New Business section: Eileen noted that the minutes state that a contact list was not necessary, but she is not sure if everyone has the contact information. After a discussion, it was agreed that contact information is available internally, and this information is not required to be amended in the minutes.

**MM&S:** Ernie made a new motion to accept the amended minutes including the revised motion regarding the Plains Cemetery celebration. Seconded by Bob. All in agreement.

**Updates:**

***Stained glass window project:*** Ernie stated the bid is out, and 3 responses were received. This bid was awarded to Sash and Solder Window Restoration of Portsmouth; the town has worked with them before, and they did good work. The contract process with Tom Driscoll is ongoing, and once it is completed, it will be given to the town's attorney. The plan is to remove all windows at the same time. There are some sponsors, but they are seeking more. Bob suggested a social media campaign could help. This project will be highlighted at Kingston Days.

**National Register plaques:** Virginia is working on this project for the Plains Cemetery and the Nichols Building. Ernie discussed her findings in her absence. There are three aspects to be discussed:

- Size: 12x15 or 8x10
- Verbiage: Standard language and no property details or the standard language with the property name and year.
- Borders: Simple, traditional box design or more ornate edges on the design

Ernie showed members pictures of sample plaque designs. He noted the price quotes increase for larger plaques and more characters. The specific cost would change based on the desired text. For 8x10, the estimate is \$378 for the standard Department of the Interior plaque and \$504 for the larger-sized plaque including the property name and year. For 12x15, the estimate is \$322 for the standard plaque and \$384 with custom wording. Ernie stated he believes the font type and size are standard as well as some of the language. Both vendors utilize the same verbiage, but Ernie thinks it can be customized for an additional cost. There was a discussion about how to mount these plaques. In particular, at the Cemetery, the plan is to mount the plaque on the well head, but the well head needs to be renovated. This will need to be coordinated with the Trustees of Trust Fund. Walt noted that since this is a plaque and not a sign that it does not need approval. This plan will need to be discussed with Phil Coombs, the Trustees of Trust Funds, and decision makers at the Nichols Library.

After a discussion, multiple members agreed the plaque should be 12x15 and include the name of the property with the date underneath. The simple, double-straight border is preferred. It was also recommended that the font size be as large as possible so it is visible to traffic. It was agreed that members should see a proof before the plaques are printed. In the past, it was already decided that the plaques will be brass, not aluminum.

Next there was a discussion about the private properties that are also on the Register: The Church on the Plains, the Josiah Bartlett house, and the Seminary Building. Ernie stated Virginia has already reached out to the Church on the Plains and Dan Doyle, the owner of the Josiah Bartlett house, to discuss the plaque. Chinburg Properties, the developer renovating the Seminary Building, has not been contacted yet. Bob stated this is a one-time cost, and there was a discussion about the possibility of a subsidy. There was a discussion about consistency in the plaque design across public and private properties.

**Documentation:** There are 3 open documentation projects:

- Sanborn Seminary: The photo shoot was completed last fall by Walt, Bob, and Steve, and Steve Sousa is working on the write-up.
- Old Fire Station: The photos are being completed, and demolition is under way. The write-up has not been not started yet but should be easier as this property has been researched in the past.
- Peaslee Tavern: The photos are done, and the floor plan is underway.

**Cemetery Walk/brochure:** Richard is working on this project. Charlotte stated there is a great deal of history in the cemetery.

**Kingston Days:** The Commission will have a display on Saturday during Kingston Days. Ernie asked for volunteers. Setup will begin at 7 a.m. The display will highlight the stained glass window project as well as encourage membership and participation, discuss the Commission's vision, and provide information on past and future projects.

**New Business:**

**Training:** There was a recent webinar regarding the basic principles of historic preservation in NH. This is available online, and Ernie encouraged members to watch. Ernie will send the link to members. As Kingston is a Certified Local Government (CLG), continuing education is important. The NH Preservation Alliance put out a guide as well that parallels the information presented in the webinar; he offered his copy to members to review.

**Town Board Updates:**

No updates as there were no members of the BOS and HDC present.

**Next meeting:** Thursday, 8/25/22, at 6:30 p.m.

**MM&S:** Ernie made a motion to adjourn the meeting at 7:38 p.m. All in agreement.

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*HC minutes are reviewed and approved (with or without amendments) at the next HC meeting. The original minutes are posted as submitted. Any amendments may be found in the minutes of the subsequent meeting in which the amendments were made.*