

**Town of Kingston, NH Heritage Commission**  
**Public Meeting Minutes**  
**May 27, 2021**

**Call to Order:** Chairman Ernie Landry called the meeting to order at 7:07 PM. Identification of members present was made through roll call as were all the votes on motions.

Members present:

Bob Bean	Debra Powers	Richard Wilson (BOS Ex Officio)
Ernie Landry	Eileen Clifford	Charlotte Boutin (Alternate)
Virginia Morse (HDC – Ex Officio)(joined mid-way into the meeting)		

Members absent: Adam Faulconer (Alternate), Holly Ouellette

Others present: Walter Roy

Ms. Boutin was appointed to serve as a voting member in the absence of Ms. Ouellette

**March 25, 2021 meeting minutes:** Motion to accept minutes made by Ms. Powers and seconded by Ms. Boutin. Roll call vote was held to accept minutes as submitted. Motion passed unanimously.

**Updates:**

Plains Cemetery National Register Application Status: Ms. Powers indicated that the Preservation Company has completed writing the application and is sending it to the NH Division of Historical Resources (NHDHR) for their review and simultaneously to the Town. NHDHR will review the package for completeness and adequacy, and if it's suitable they will forward it on to the State Historic Resources Council for review and approval before forwarding it to the National Park Service (NPS) for their action. Ms. Powers suggested that it might be good to publicize the application on the Heritage Commission web site. Discussion ensued as to the timing of a release of the document. It was determined that we would publicize the document when we are certain of its approval.

Related to the Plains Cemetery, Mr. Landry indicated that a group consisting of himself, Mr. Bean, Brad Maxwell, Chairman of the Trustees of the Trust Funds, Richard St. Hilaire, Road Agent and Phil Coombs, Cemetery Sexton met with A. J. Dupere from the Urban Forestry Center and Greg Jordan, County Forester to review the condition of the trees at the cemetery to determine immediate as well as long term actions necessary to ensure trees do not do any damage to the stones or to visitors.

Mr. Landry indicated that he, Mr. Bean and Steve Souza reviewed the video of the Cemetery and Gravestone presentation by Glen Knoblock with a view toward shortening it through editing.

After reviewing it, the decision was to leave it as-is. The plan is to put copies at the Kingston Community Library, the Kingston Historical museum and on-line.

Grace Daley Barn Assessment Grant Application Status: Mr. Landry indicated that we received the barn assessment. The next step is to try to get someone to help the town in writing specific criteria to develop a Request for Proposals (RFP). The estimated cost of the work was somewhat lower than what we expected. Repair to the barn is listed as a 2022 project in the Capital Improvement Plan (CIP).

Stained Glass Window Project: Mr. Landry indicated that there has not been a lot of progress since the last meeting. We are still trying to get information necessary to prepare an RFP and to determine potential cost. Mr. Landry has had some communication with a stained glass repairer to come to look at the windows, provide advice on what should go in the RFP and provide a rough estimate of cost. He's not available until July. Mr. Landry and Mr. Bean will try to have a conversation with him about the process (send him a draft list of tasks/steps) and possibly how to determine whether we need repair or full restoration.

Historic Agricultural Structures Easement Program: Mr. Landry explained that the process involved receipt of three applications, site walks at each of the location and a public hearing to determine the appropriate level of tax relief. Mr. Landry indicated that he, Mr. Bean and Ms. Clifford participated in the site walks and public hearing. All found the experiences interesting. Mr. Landry and Mr. Bean will be assisting the Selectmen's administrative staff in documenting the process. This will provide anyone handling it in the future with standard procedures to follow. They will also work with Selectmen to develop some Kingston specific criteria to use in determining the percentage of tax relief each applicant should receive. This is an area where the Heritage Commission can be helpful to the Selectmen. Because individual Selectmen may view things differently, having some generic criteria could be useful.

Training/Conferences : Mr. Landry, Mr. Bean and Ms. Clifford are working on a method to have folks report to Ms. Clifford what training they've taken, as they take it, so we can have the information available for the annual Certified Local Government (CLG) report. This will be a discussion at next month's meeting.

**Documentation:**

History Book – Mr. Bean indicated that the Kingston History Book is in printing. The History book Committee expects it to be ready for distribution sometime in mid-June. That group is now working on a plan for distribution of the books once they're received by the town. Members of this group congratulated Mr. Bean and his committee of dedicated volunteers on their successful completion of this complex and important project.

**Outreach/Publicity:** Mr. Bean has developed a draft plan which he, Ms. Clifford and Mr. Landry will be refining, and hope to present at the next commission meeting. The plan will try to involve as many members as possible, in whatever way they are comfortable.

**New Business:** Mr. Landry asked the group for their opinion on occasionally having a short training/briefing session at some of our meetings on topics of interest to the group related to historic preservation programs and projects (Certified Local Government, grants, roles of the various historical committees in town, etc.)The group agreed that this is would be useful.

**Other Business:** None.

**BOS/Other Town Organization Updates:** Mr. Wilson indicated that the Board of selectmen will be conducting interviews soon for the position of Code Enforcement Officer. He also indicated that he expects the Governor will soon rescind the emergency order allowing use of electronic meetings.

Ms. Morse indicated that the Historic District Commission has set up study teams to look at issues needing updating. Among the issues are - updating sign guidelines and review of the proliferation of outbuildings in the two districts.

**Next Meeting** – June 24th at 7:00 PM either on Zoom or at the Kingston Community Library.

**Adjournment** – Motion to adjourn was made by Mr. Bean and seconded by Ms. Morse. Motion passed unanimously.

Disclaimer: 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.