**TOWN OF KINGSTON, NEW HAMPSHIRE**

**HISTORIC DISTRICT COMMISSION**

**Tuesday, February 13, 2024**

**Kington Town Hall**

**Public Meeting**

**Members Present:**

Susan Prescott, Chair

Glenn Coppelman, Selectboard Representative

Dan Doyle, Member

Madelynn Ouellette, Member

Virginia Morse, Vice Chair

Stanley Shalett, Member

**Members Absent:**

Rob Tersolo, Planning Board Representative

**Other Attendees:**

Scott Ouellette

**Minutes Recorded By:** Sarah Bufano

Susan Prescott called the public meeting to order at 7:03 p.m.

**TOWN BOARD UPDATES**

**HDC:** *Acceptance of Minutes:*

•The minutes of the meeting held on 1/09/24 were discussed. **MM&S:** Minutes are to be amended to reflect Madelynn Ouellette and Dan Doyle’s names with the correct spelling. Glenn Coppelman made a motion to accept the amended minutes. Seconded by Madelynn Ouellette. Susan Prescott, Glenn Coppelman, Dan Doyle, Madelyn Ouellette are in favor. Stanley Shalett and Virginia Morse abstain.

**Planning Board:**

Representative absent.

**Selectboard:**

Glenn Coppelman brings up the topic of the loss of the Carriage Towne Newspaper. He provided a copy of the last edition to the chair and vice chair for the archive. Since the commission no longer can place public notices in the newspaper, they will be doing so on the town website. They are able to do that under the new law that was passed stating that town commissions can substitute the town website for the town newspaper. The three places updates from the HDC will be posted are the town website, post office bulletin board, and town hall bulletin board.

Pedro Avila, the new building inspector/code enforcement officer is doing very well in the position. He has responded to a backlog of about 150 voicemails and is getting business under control. He currently resides in Concord, NH and has experience in this position in a few towns in RI and in Concord, NH.

A new firm is working to fix the water treatment systems in homes affected by PFAS chemicals. The selectboard had a meeting with the Department of Environmental Services and the grant for this project was obtained through this group. The RFP should be ready within a week. A new property has been found to be exceeding the amount of PFAS allowed and is included in the remediation plan, covered by the grant.

**Heritage Commission:**

The Heritage Commission sent out a letter to each member of the Historic District. Susan started writing an additional letter to send to owners of HD1 and HD2 on behalf of the HDC.

**PUBLIC HEARING:**

Susan Hearing called the public hearing to order at 7:16 pm.

**Changes to HDC Rules and Regulations:**

1202.5.B. Applications for Certificates of Approval:

The words “by the commission” are to be changed to “as complete”. This correction is made so that the process will include interception and approval from the town planner. The current process of approving a project of a building in the Historic District is to inform the town hall, the town planner, and then the HDC.

No public comment. Glenn Coppelman made the motion to adopt the change as the chair read, seconded by Virginia Morse. No further discussion. All in favor.

* 1. Districts:

A: Historic District I (herein after called Main Street Historic District): It is proposed to add the description of the HD1 to the article. Previously, the reader had to go to a new section to find this information. Now, the information is found in both places. This change makes it easier for readers.

B: Historic District II (herein after called Little River Historic District): It is proposed to add the description of the HD2 to the article. Previously, the reader had to go to a new section. Now, the information is found in both places. This change makes it easier on the reader.

Public Comment:

Scott Willet at 189 Main Street: He agrees with the commission. He adds that adding the information in both places protects the board from a legal standpoint. Virginia Morse agreed. Close public comment.

Glenn Coppelman made the motion to adopt the changes as the chair read for section 1201.9 Districts. Seconded by Virginia Morse. No further discussion. All in favor.

1201.10.B. Design Considerations:

It is proposed to delete the title stating “Title III: Rules and Regulations”. It seems to be a typo as it is placed randomly in the middle of a section without any explanation.

No public comment. Glenn Coppelman made the motion to adopt the change as the chair read for this section. Seconded by Madelynn Ouellette. No further discussion. All in favor.

1201.10.E. Design Considerations:

The commission proposed to add headings to the list of items. 1-4 are existing items, with added headings, while 5-8 are new items. The commission thought that this would be helpful to readers as these address situations that have come up in the past year. This would be helpful to both the applicant and the commission. Dan Doyle mentions raised septic fields and wellheads (not addressed on the list). Virginia Morse notes that all the items are regarding visual appearance, and are not trying to impair the functionality of the added home element. She also states that these concerns should be addressed in the next regulation update, and that they will connect with the health inspector regarding the process in which wells and septic systems are approved and that we should better communicate with the health and code inspector about which home updates need to appear before the commission

No public comment. Glenn Coppelman made the motion to adopt the changes as the chair read for section. Seconded by Madelynn Ouellette. No further discussion. All in favor.

1201.10.H. Design Considerations

This is an entirely new proposed update. It is taking parts of 102.9: Ordinances, and copying them into this section. Items a-c are already existing in the ordinances section, while d allows the commission to look at a proposal based on the appearance of the entire district, not only the adjoining lands.

Public Comment:

Scott Willet at 189 Main Street: The commission was asked if item d had to be put to vote and what the outcomes could mean. Glenn Coppelman stated that if the item does not pass the vote, it can appear in the regulations but not the ordinances. If it does pass, it can appear in both places. Close public comment.

Glenn Coppelman made the motion to adopt the change as proposed and discussed. Seconded by Madelynn Ouellette. No further discussion. All in favor.

 1201:12.A. Fees

The commission proposed to add an 11th item to the list stating, “Sheds and Out Buildings”. This eliminates any confusion of if the homeowner needs to pay a fee to submit an application regarding sheds and out buildings. There is a new limit for sheds and out buildings under a certain size. This means that if the shed or out building is deemed as small enough, the homeowner will not need a building permit. They will still need to pay the HDC fee and appear before the commission. Madelynn Ouellette reminds the commission that they are always allowed to waive the fee on a case-by-case basis. Glenn Coppelman reminded the commission that if they are going to discuss fees, they should alert the community in case community members want to state their thoughts during the meeting.

No public comment. Glenn Coppelman made the motion to adopt the change as the chair read for section. Seconded by Madelynn Ouellette. No further discussion. All in favor.

**Public hearing closed by Susan Prescott at 8:14pm**

**Critical Correspondence:**

Susan Prescott was contacted by the church on the plains. They have replaced a leaky roof with matching shingles. Susan stated that though it would have been courteous to give her a call, because it was technically a repair (not an addition) that the church was able to make the decision on their own. Susan also suggested that the church share the information with the building inspector.

The certified local government liaison will be coming on March 28th at 6:30pm (the next Heritage Commission meeting).

Susan asked for member’s thoughts on the draft letter that will be sent to the owners of historic homes in HD1 and HD2.

Virginia Morse met another woman who would like to join the commission. She will be writing a letter to the selectman. Glenn reminds us that she will be an alternate because the seats are full.

Virginia Morse reminds us that we need to figure out who to send the updated regulations to. Glenn states the updated regulations are effective from the moment they are voted yes on by the HDC, though the ordinances will be voted on in March.

**PUBLIC COMMENT:**

N/A

**MM&S:** Susan Prescott ended the meeting at 8:28 p.m.

The next meeting will be held on Wednesday, March 6, 2024 at 7:00 p.m. in the Town Hall Meeting Room.

***\*\*These minutes are considered as a draft until approved by the HDC at the next meeting\*\****