

**HERITAGE COMMISSION  
TOWN OF KINGSTON, NH  
PUBLIC MEETING MINUTES  
Kingston Community Library  
December 8, 2022**

**Members Present:**

Ernie Landry, Chair  
Bob Bean, Vice Chair  
Virginia Morse, HDC  
Richard Wilson, BOS, ex officio  
Charlotte Boutin  
Eileen Clifford

**Members Absent:** Holly Ouellette

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

**Call to order:** Mr. Landry called the meeting to order at 6:30 p.m.

**Acceptance of Minutes:** **MM&S:** Mr. Bean made a motion to review the draft minutes from the 10/27/22 meeting, seconded by Ms. Boutin. Ms. Clifford requested clarification in the minutes regarding the research she performed on the town paying for plaques for private properties on the National Register; she noted she did research with the NH Preservation Alliance. She also requested to strike the sentence about suggesting funding from the Heritage Commission. **MM&S:** Mr. Bean moved to approve the minutes as amended, seconded by Ms. Boutin seconded. All in favor.

**Updates:**

***Stained-glass window project:*** Mr. Landry stated that the contract is in review by both parties, and the quoted cost remains the same per Sash and Solder. Once finalized, approval by the BOS is required. It is anticipated that this will be a 4-month project. Phil Coombs of the DPW, Mr. Wilson, Mr. Bean, and Mr. Landry will be meeting with Sash and Solder to discuss this project. There are currently 5 sponsors. Mr. Wilson brought a draft fundraising notice to be shared with the public; no changes were suggested.

***National Register signs:*** Ms. Morse provided an update on the 3 private properties that are on the National Register. Dan Doyle already has a sign with a high amount of detail, but both the Church on Plains and Mr. Chinburg (Sanborn Seminary) agreed to mount the signs. Ms. Boutin noted there is an ongoing discussion of the property name that will be displayed on the sign; she agreed to update Ms. Morse when more information is available. Ms. Morse added that she also needs to know how the sign will be mounted and noted she will be the point of contact if questions arise. Ms. Boutin believes it will be mounted on a rock.

Ms. Morse stated she distributed the draft agreement to the Friends (Kingston Improvement and Historical Society) and to Mr. Chinburg. As the town will be purchasing these signs, the agreement covers placement and maintenance, among other details. Attendees discussed the content of the draft agreement. Mr. Bean suggested the verbiage of “plaque” versus “sign” be consistent; the plan is to consistently use the word “sign.”

There was a discussion of the cost of mounting the sign for the Church on the Plains, and it was generally agreed that the cost will be low and should not be prohibitive. Mr. Chinburg will install his sign independently on a future date.

Ms. Morse desires to place one order for the signs, so she will wait to do so pending information from the church.

It was confirmed that the cost of purchasing and mounting these signs will come from the 2022 supply budget. Mr. Landry explained that this will bring the actual spending on supplies overbudget, but it should be offset by underspending in other categories.

***Grace Daly Barn Moose Plate grant:*** Mr. Landry shared that the BOS signed to accept the Moose Plate grant. He explained that the NH Executive Council does not make decision until potential grantees sign that they will accept the grant and abide by its provisions. There are multiple levels of review in the NH state government before grants are awarded, but the announcement is expected to be soon. The amount of the grant is \$20,000. There are 2 provisions that must be in place: the HC must act (1) in an advisory role to Phil Coombs (DPW) for reporting requirements and (2) as the liaison between the DPW and the NH DHR.

There was a discussion of the roofing material for the renovation. Mr. Landry shared it is hoped to utilize standing-seam metal roofing rather than asphalt, but the ultimate decision will relay with the DPW. Mr. Wilson expressed his confidence that the DPW will work closely and positively with the HC on this project. Mr. Landry added that the usage of metal roofing is acceptable per the standards of the Department of the Interior. There was a discussion of whether HDC approval will be needed to utilize metal roofing, and Ms. Morse confirmed that metal has historically been approved for usage on barns, not homes. She noted there is a metal roofing product that looks like asphalt shingles. Ms. Morse will look at old pictures of the barn to try to determine the original roofing material. Mr. Landry noted that the NH DHR requires the usage of roof colors that are considered historic. It was confirmed that usually town-owned buildings are not required to obtain approval by the HDC but still undergo the approval process as a courtesy.

***Documentation project:***

- *Peaslee Tavern:* Mr. Bean noted this report has been completed and distributed. It consists of 40-50 pages and was spiral bound utilizing materials from town hall.
- *Fire Station:* Mr. Bean is working on this report.
- *Sanborn Seminary:* Steve Sousa is working on this report. The plan is to get this printed before the end of the year. It is expected to be 120-130 pages. Printing options are being researched.

The library director, Melissa Mannon, is also an archival specialist. Mr. Bean has consulted with her regarding binding these reports. In the past, plastic spiral binders were used, but glue-based bindings are longer lasting.

Mr. Landry encouraged members to read these documentation projects. He noted they are thorough and informative. Mr. Bean added that much older town documentation has been lost, and the hope is to create a project that will last for 50+ years. Historic buildings are also being lost, so it is important to document at-risk properties. He noted the Cheney Mill has been documented but still is at risk.

**Budget for 2023:** Mr. Landry provided an update from his meeting with the KMBC. He stated he provided an overview of the HC and explained past, current, and future projects with the Committee. He also informed Committee members that the town has benefitted from grant funding due to the efforts of the HC. He added that there were no budgetary issues raised.

Mr. Bean noted it would be beneficial to have a document that explains what the HC has accomplished and its mission in town. Ms. Morse added this is beneficial information for taxpayers.

**Warrant article for 2023:** It was agreed that the HC will not have a warrant article in 2023.

**Ongoing projects and planning for 2023:** Mr. Landry noted that there are 3 ongoing projects: Signs for properties on the National Register, projected to be done at the end of 2022 or early 2023; the stained-glass window renovation project, projected to be done within the next few months; and the renovation of the Grace Daly Barn. Looking ahead to 2023, he asked members to think about potential new projects.

One possible new project suggested is to create criteria for RSA Chapter 79-D Discretionary Preservation Easements. This statute allows the BOS to grant tax incentives to preserve historic properties. In the past, there has been debate on the parameters and calculation of RSA 79-D aid. Mr. Bean and Mr. Landry agreed to draft criteria to be presented to the BOS. Mr. Landry added the challenge is to create reliable criteria that is not overly burdensome.

Another suggestion was to participate in a program through NH Humanities. Mr. Landry noted this is inexpensive and will benefit members. Mr. Bean suggested participating in a Seacoast Heritage Commission group meeting.

Finally, there was a discussion about a potential joint project with the HDC to contact owners of historic houses to encourage property maintenance and explain the property's historic significance to the town. A resource list can be provided as well as information about the lost history project. Ms. Morse noted the HDC has done letters in the past but also provides letters to new homeowners who purchase properties in the Historic Districts; she will share this letter with the HC for review.

Mr. Landry asked members to think about which projects he/she would like to work on so planning can begin. He added there are approximately 150 houses outside of the Historic Districts and approximately 100 in the Districts.

**Cemetery walk/brochure:** Mr. Wilson suggested that members bring in samples for review. The Plains Cemetery will celebrate its 300th anniversary in 2025, so this project will be a useful resource.

**New Business: Demolition Permits**

Ms. Morse asked if all demolition requires a permit; Mr. Wilson stated this is correct as it affects assessments/taxes. Mr. Landry noted that the creation of a demolition review ordinance was brought up in the past, but the Planning Board and BOS were not in agreement with that plan. Instead, a listing of properties considered historic was provided to the building inspector, and at that time, an agreement was made with the inspector to cross-check properties slated for demolition. The HC would then be notified so that the owner could be contacted. Mr. Wilson noted this is not in place right now but can easily be added. Mr. Bean provided information on online resources via the town's website to assist the building inspector in identifying historic properties. Mr. Wilson noted he will speak to Jes Nisbet, the building inspector, about this. Mr. Bean offered to provide a spreadsheet of historic properties to Mr. Wilson, who agreed this would be helpful. Mr. Wilson also added that with the ongoing scanning project, searching property information online is easier.

There was a discussion about the ongoing scanning project. Ms. Morse noted she has many records, and Mr. Wilson encouraged her to review the documents and prepare them to be scanned. He provided an update of what the scanning contractor is currently working on. The record retention policy was discussed, including whether a document can be scanned and discarded or the original hardcopies maintained.

**BOS Updates:**

Mr. Wilson provided the following updates:

- The BOS will be creating an official Facebook page. He noted that only an estimated 20% of town residents have Comcast, but many more have FB.
- An honorary citation from Governor Sununu was delivered to Rich St. Hilaire's family.
- The town is working on creating an ongoing replacement plan for heating systems in town buildings.
- He is working with the KMBC on the budget for 2023.
- The town will be looking into the possibility of updating the town's website.

**HDC Update:**

None to report.

**MM&S:** Mr. Bean made a motion to adjourn at 7:42 p.m., seconded by Ms. Morse. 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.*