

**HERITAGE COMMISSION**  
**Town of Kingston**  
**Public Meeting**  
**September 28, 2023 Minutes**

**Attendance: Members Present:**

Ernie Landry, Chair  
Bob Bean, Vice-Chair  
Glenn Coppelman, BOS Representative  
Susan Prescott, HDC ex officio  
Eileen Clifford

**Also Present:**

Walt Roy

**Members Not Present:**

Charlotte Boutin

**Call to Order:** Mr. Landry called the meeting order at 6:31 p.m.

**Acceptance of Minutes:** Motion made by Mr. Bean and 2<sup>nd</sup> by Ms. Prescott to accept the minutes of the August 24, 2023 meeting; minutes approved as read

**Updates: Grace Daley Barn:**

- Work schedule continues as planned
  - excavation, interior repairs, and exterior repairs to be completed this fall
  - roof replacement slated for the spring of 2024
- Select details:
  - DPW was successful in contracting with a mill to cut the lumber made to order
  - HDC will be consulted with regards to the material to be used for the roof (History: The Grace Daley Barn is a town owned property within Kingston Historic District I. The current plan is to install a metal roof on the barn. While town properties are exempt from HDC guidelines, a metal roof is a design feature of interest to HDC)

**Updates to “2023 Projects”: Plains Cemetery - Celebration for 300th Anniversary of the Cemetery in 2025 and Rehabilitation Work): *this is a huge and many faceted project***

- **Status/Action-Plan 2023 09 28 on Funerary Pieces:** Training in the proper techniques and material to clean/restore grave stones:
  - Training by John Lord, New Hampshire Old Graveyard Association is scheduled for 10/07. Current enrollment is between 6 and 8 volunteers
  - As there are a number of volunteers who are not available to attend the 10/07 workshop, another session will be planned for a different day. Instructor TBA

**HERITAGE COMMISSION**  
**Town of Kingston, NH**  
**Public Meeting**  
**September 28, 2023 Minutes**

- **Status/Action-Plan 2023 09 28 Steering Committee:** the first meeting of the newly formed Steering Committee is planned for the week of 2023/10/01. Date TBA
- **Action-Plan 2023 09 08 Funding:** investigate applying for grants. Possible options to be looked at include: a) 60 - 40 CLG Grant where we can soft match a % of the cost (soft matches include volunteering our time); and b) a NH Humanities Grant

**Updates “2023 Projects”: Hearse/Carriage House Easement** (which we previously rated as a Beneficial project):

History: the approved nomination to place the Plains Cemetery on the National Registrar of History Places included the Hearse/Carriage House as a contributing building; the building is very much in need of repair; the building is on private land (vs. town land) next to the cemetery; the subject includes sensitive issues

- **Status/Action Action-Plan 2023 09 28:** no action has been taken in several months; Mr. Coppelman will investigate possible next steps

**Updates to “2023 Projects”: Letters to Owners of Historic Homes**

- There are several lists of historic properties:
  - Kingston Cultural Resource Survey & Inventory (Historic Districts) - found on the HC page of the town’s website with links from other pages
  - Kingston Cultural Resource Survey & Inventory (Non-Historic District Properties) - found on the HC page of the town’s website with links from other pages
  - Kingston Cultural Resource Survey & Inventory (Non-Historic District Properties) - currently being revised and not yet on-line
- **Status/Action-Plan 2023 09 28 for historic homes outside the town’s historic districts:**
  - the team of Mr. Landry and Mr. Bean are continuing to review/revise the list
  - a letter (to go to property owners), which was drafted (but never sent) several years ago, is out-of-date. The team will draft a new version
- **Status/Action-Plan 2023 9 28 for *properties* within the historic districts:** there is an understanding that the town sends a letter to property owners new to the historic districts; Ms. Prescott will investigate and obtain a copy of such a letter as a starting point

**Updates to “2023 Projects”: Joint HC/KCC Valley Lane Town Forest History/Archaeology Project**

- **Status/Action-Plan 2023 09 28:** Mr. Landry and Ms. Gloria LeClair met with Ms. Evy Nathan, KCC Chair.

Going forward, the first steps include Ms. Nathan approaching KCC for more volunteers. First steps on property will include mapping and measuring the well site, the cellar site, etc. to create a

**HERITAGE COMMISSION**  
**Town of Kingston, NH**  
**Public Meeting**  
**September 28, 2023 Minutes**

GEO-Map. The next best time frame for mapping will be after the leaves are gone and before the snow falls/builds-up

**Updates “2023 Projects”: Documentation of At Risk Properties**

- **Status 2023 09 28:** The packages of the document of the 1940’s Central Fire station are completed. Mr. Bean presented the HC with 2 copies
- **Discussion/Action-Plan 2023 09 28:** discussion included what properties to document next. Four properties were mentioned. Key factors in choosing properties are having access to the interior of the buildings and the risk of demolition. Additional points: there are multiple reasons why a property owner may seek demolition; the taking of photographs and the creation of a booklet of a property need not happen at the same time (i.e. photos could be taken and set aside until/if the property became at risk). Mr. Bean and Mr. Roy will determine how to proceed

**Updates: Kingston Days:** On Saturday September 9, Mr. Landry and Mr. Bean, with help from Mr. Roy, manned the HC booth until 2:00 p.m. The day went well. HC gives a special “thank you” to Mr. Landry, who did most of the work on updating the display panels; and to Mr. Landry, Mr. Bean, and Mr. Roy for all the work and time involved in setting up, staffing, and taking down the booth

**New Business: Draft of HC Proposed 2024 Budget:** Mr. Landry presented a history of budget and actual figures 2018 - 2023 (2023 YTD) and the draft of the proposed 2024 budget which he and Mr. Bean prepared. The proposed 2024 budget shows a reduction from 2023’s total. Mr. Landry raised some questions. Discussion followed. Mr. Landry will modify the proposed 2024 budget per the discussion with data available at this time

**New Business: Expansion of HC’s Nichols Building Maintenance and Repair Advocacy:** While HC has been advocating for repairs and maintenance of external features of the Nichols Building for some time, HC was recently charged with advocating for the heating system. Mr. Landry met with the DPW. The replacement of the heating system is a current WIP. The old boiler and oil tank have been removed; and pipes have been drained of oil. Electrical and plumbing work need to be done to prepare for the new propane heating system

**New Business: Certified Local Government Requests:**

History: HC was instrumental in Kingston applying for and being approved as a CLG. One of the requirements for a town to become a CLG is having an HDC. As a CLG, Kingston is expected to meet certain requirements and receives an annual report request form to be filled out at the end of the state fiscal year. The detail requests of the report are directed specifically to HDCs; in addition, HC prepares a free-form report of HC activities which is appended to the HDC’s report form

- Kingston can expect a visit from Brandee Loughlin, NH Department of Historical Resources in 2024. Mr. Landry will contact Ms. Loughlin for more details as to what type of meeting (and with whom) Ms. Loughlin expects to attend

**HERITAGE COMMISSION  
Town of Kingston, NH  
Public Meeting  
September 28, 2023 Minutes**

- As the state fiscal year ends September 30, 2023, the next report to CLG is due the end of October, 2023. Mr. Landry will ask to have a copy of the report form fast-tracked to HDC /Ms. Prescott
- In the past few years, Ms. Clifford put together a list of the training sessions, related to CLG interests, taken by HC members. Please advise Ms. Clifford if you took any such training (on-line courses apply)

**Updates from Board of Selectmen (BOS):**

- BOS is hosting a tribute to Holly Ouellette at 6:30 p.m. (the start of the public session) of the October 2, 2023 BOS meeting. Ms. Ouellette, who recently retired from her life long position with the Town-Cleek /Tax-Collector's office, is sorely missed. Ms. Ouellette is a former member of the HC and was active in many other organizations. Along with gifts of appreciation from the town, the town will present Ms. Ouellette with a Proclamation from Governor Chris Sununu

**Updates from Historic District Commission (HDC):**

- HDC approached BOS to request that the Town Planner first make the zoning determination on applications for Certificate of Approval. BOS agreed

**Next Meeting:** scheduled for October 26, 2023 at the Kingston Community Library

**Meeting Adjourned:** at 8:15 p.m. by Mr. Landry

**Minutes Recorded by:** Eileen Clifford

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