

Kingston Historic District Commission  
November 10, 2015

Members present:

Virginia Morse, Chair	Glenn Coppelman, PB rep.
Charlotte Boutin, V, Chair	Stacy Smoyer
Susan Prescott	George Korn, BOS rep.

Also present: Stan Shalett (PB rep. alternate)

Ms. Morse called the meeting to order at 7:04 PM. Ms. Smoyer noted that she had made a comment regarding a “mellow mansion effect” that had been attributed to Ms. Prescott during the October meeting; that comment being on the last page of the minutes; page 5.

**MM&S to accept the minutes as corrected.** (Motion by Mr. Coppelman, second by Ms. Prescott) Motion carries 4-0-2 with Ms. Morse and Mr. Korn abstaining.

**Board Business**

Ms. Morse announced that there was no critical correspondence although there was an email to review later in the meeting.

**Board Updates:**

Planning Board: Mr. Coppelman said there wasn’t anything specifically pertinent to HDC at the moment. Ms. Morse said that since she missed the presentation for the assisted living proposal to the HDC, she would attend the Planning Board meeting regarding the project and the conceptual design.

Board of Selectmen: Mr. Korn informed the Commission that there was a meeting on Monday with the Library Trustees, Museum and Heritage Committees and the Memorandum of Understanding for the Nichols building was signed by the Library Trustees and the Museum Committee and will be presented for the BOS Chairman’s signature on Monday. Deb Powers will be signing it on Thursday. He reviewed aspects of the memorandum. He stated that there was a substantial amount of work that needed to be done on the building including stonework, roofing and foundation and needed to be done properly and according to requirements of a historic building. Mr. Korn said that his recommendation would be to include the items in the CIP adding that the repairs needed to be done in the correct steps. Ms. Morse said that she felt this was wonderful progress. Ms. Smoyer asked about the grant that was awarded for the building; Mr. Korn said that it was for the roof repairs. Mr. Korn discussed issues with repairs and stabilization of the building regarding the needed repairs. Mr. Korn said that the back section of the Grace Daley building is having the roof repaired by the museum group. Ms. Smoyer explained the repairs. There was discussion regarding liability.

CIP: Mr. Coppelman noted that the committee met for the first time on October 28<sup>th</sup>; he said that there are still only a few responses; a second meeting was scheduled for Dec. 2<sup>nd</sup> at 7:00 PM. He asked Mr. Korn if the BOS anticipated submitting items for the current CIP for the Nichols building. Mr. Korn said that he hadn't discussed it with the other Selectmen; if in agreement, they will try to get something to the CIP committee as soon as possible.

**Discussion re: All-American Assisted Living proposal:** Ms. Morse said that she wanted to discuss procedures; she said the applicant knows that it is not an allowed use and will need approval from the ZBA. She said there was a procedure when a denial from a Board was required prior to going to the ZBA and then the ZBA took up the issue. She and Mr. Coppelman thought that it might be possible that they could go to the ZBA first and get an approval for the use first; then go to the HDC; then go to the Planning Board. Mr. Coppelman thought that it might be worth chatting with the ZBA Chair first to double check their procedure. Mr. Shalett said that he believed that the ZBA is an appeals entity and they need to have a record why there was a denial from the HDC or other Board before the ZBA can take up the issue. Ms. Morse said that this was the question and if the ZBA needed a formal denial first; Mr. Shalett stated his belief that they did. Ms. Morse will check this out to clarify the procedure which might include a public hearing before the HDC prior to going to the ZBA. Ms. Smoyer said a previous example of a similar issue was when the "bug-spray" people wanted to move into the Clark property and since it wasn't one of the uses, the HDC had to deny it first and then it went to the ZBA. Ms. Morse thought this proposal was a little more clear cut but agreed that generally applicants come to the HDC, get a denial and then move on to the appropriate board. Ms. Morse re-iterated that she will check this out and get it straightened out.

**Heritage Commission/summary from the joint meeting:** Ms. Morse said she missed the meeting and hadn't gotten any minutes. She said that there was one particular issue about the charrette; she was asked to write a letter of support for the charrette from Plan NH from the KHC for the Town of Kingston. Ms. Morse explained the current proposal and how it got to this point. Mr. Coppelman explained a "charrette". Previous attempts were reviewed.

**MM&S to authorize the Chair to write a letter in support of the charrette on behalf of the HDC for the Town of Kingston.** (Motion by Mr. Coppelman, second by Ms. Prescott) **PUNA**

Ms. Morse asked if there was any additional information from the joint meeting. Ms. Boutin and Ms. Smoyer reviewed the brochure that was presented; both spoke positively about the brochure. Other details were reviewed including hours of operation being included in the promotional material. Ms. Boutin said that another meeting will be scheduled; Ms. Morse will be notified of the meeting.

Ms. Smoyer said that there was a building that was razed and there was discussion about a demolition review ordinance. Mr. Coppelman said it was for buildings outside the

HDC noting that a permit in the HDC is required; he added that the language for this is currently being worked on. Buildings previously demolished were reviewed. The KHC reviewed proposals still being looked at for the Grace Daley house. Ms. Morse will ask Ms. Powers to send her a copy of the minutes from that meeting and she will then distribute to the Commission members.

**Record-keeping Policy:** Ms. Morse discussed the previous policy of keeping old tapes and re-using them, which is sometimes a problem with transcribing meetings. Ms. Faulconer reviewed a procedure used at the Planning Board level; to accept the procedure it would be on next month's agenda for adoption. Ms. Morse read the proposal clarifying that recordings of the meetings are kept only until the printed minutes are accepted at which time the approved minutes are the official record of the meeting and the tapes are destroyed. Ms. Morse explained that this clarifies that the official record is a written document that they can get through the Town Clerk's office and the tape doesn't need to be found and given to anyone. Mr. Coppelman agreed that it worked much better; he said that the Planning Board used to keep the tapes and if a question came up and old tapes had to be looked through, it was a problem. He said the policy did work really well for the Planning Board. Ms. Morse will add this to the agenda for next month. Mr. Shalett asked if the tapes in question should be kept for a certain period of time, such as 90 days, and then destroyed. Ms. Morse said that if the by-laws say once the minutes are approved and the tapes are destroyed, then that is the procedure. Mr. Coppelman explained that once the minutes are approved, that is the official record and the tape is no longer needed. Mr. Shalett said that sometimes the minutes don't reflect what the tape has recorded. Mr. Coppelman said that during the discussion of the approval of the minutes, if there are any changes they are made and then voted; adjustments and corrections are made at that time and once approved, they become the record. Ms. Morse said the Planning Board has been doing it this way for quite awhile and makes good, clean sense.

Mr. Coppelman noted that there was no public present so there was no public comment.

**MM&S to adjourn at 7:47.** (Motion by Mr. Korn, second by Mr. Coppelman) **PUNA**

Respectfully submitted,

Ellen Faulconer  
Recording Secretary