

**TOWN OF KINGSTON, NEW HAMPSHIRE**  
**HISTORIC DISTRICT COMMISSION**  
**Tuesday, April 10, 2018**  
**Public Meeting**

**Members Present:**

Virginia Morse, Chair  
Susan Prescott, V. Chair  
Glenn Coppelman, Planning Board representative  
George Korn, Board of Selectmen representative  
Stanley Shalett  
Stacy Smoyer

**Other Attendees:**     Madelynn Ouellette  
                                   Dan Doyle

Ms. Morse called the meeting to order at 7:02 PM.

Ms. Morse started off the meeting welcoming Adam Faulconer to the meeting. He will be taking videos of meetings going forward.

Ms. Morse also welcomed Madelynn Ouellette as a new member of the HDC. This has been approved by the Selectmen, but there is still some paperwork to be signed. She is therefore sitting in on the meeting but will not be a voting member for this meeting.

For the purposes of those viewing this meeting at home, Ms. Morse explained that the HDC is a Land Use Board, similar to the Planning Board, and is governed by the Ordinances and Regulations voted on by the town. The jurisdiction is narrow and covers HD I and HD II.

**Town Board Updates:**

**HDC: Critical correspondence:** The new New Hampshire Planning and Land Use Regulation Handbook is here. Ms. Morse distributed some of these handbooks to members and will get more copies. Also, there are updated Ordinances from Ellen Faulconer, and these were passed out as well. She also handed out Preservation Alliance news.

**Acceptance of Minutes:** Ms. Morse asked for omissions, additions, and/or corrections to the transcribed Minutes of the meetings held on March 14, 2018. Ms. Morse stated there were 2 spelling errors: (1) On page 2, Madelynn Ouellette's name was misspelled, and (2) On page 8, the building inspector's name, Robert Steward, was misspelled. Ms. Smoyer stated there were 2 paragraphs that were confusing and asked if any other members agreed; no other members spoke. Ms. Morse asked if any sections should be reviewed, and Ms. Smoyer said that was not necessary. Ms. Prescott moved to accept the

corrected Minutes. Mr. Shalett seconded. Mr. Korn and Mr. Coppelman abstained as they did not attend that meeting. All others were in agreement.

**Planning Board and CIP:** Mr. Coppelman said the Planning Board discussed one item in the Historic District regarding the proposed new business in the old Country Store location, and the involved parties are in attendance at this meeting. The Planning Board had no issues with the proposed use of the old Country Store.

He also stated that the Board usually reorganizes after an election. There have been no changes at this point to the Board, including composition and leadership.

Ms. Morse asked if the Planning Board reviewed the HDC listings for HD I and HD II. Mr. Coppelman stated this was not discussed at the last Planning Board meeting. Ms. Morse stated there were last-minute questions from herself and Ms. Faulconer on these listings, and she was not sure if the feedback was returned in time so that the final document is accurate.

Mr. Coppelman also provided an update regarding the All American Assisted Living proposal. It has received approval from the HDC and the Planning Board. The developers are in the process of drilling wells and determining the quality and quantity of water. They are working with the Board of Selectmen regarding a potential easement if these water tests reveal any issues and if the well location needs to be relocated. Also, as part of the well drilling, it is considered a community well, and they are completing a pump test over a period of time (72 hours) where they pump it to capacity, which might affect the groundwater and surrounding wells. The developers reached out to surrounding property owners so that their wells can be monitored during this process. Ms. Morse stated she received paperwork that there will be public hearing next week regarding a slight change in the septic system design, the installation of a deep wood chip bioreactor for nitrate reduction around the septic system. Mr. Coppelman had not heard of this yet. Ms. Morse wondered if this would involve a visual change, and she will show the HDC members the paperwork received so they can provide their comments on the proposed change as well.

**Board of Selectmen:** Mr. Korn stated the Board of Selectmen is working on the continued effort for acquisition of the Sanborn Seminary building, the science building, and Chase Field (approximately 6-7 acres). The latest meeting was this morning. There were 2 independent appraisals of the value of the property. They are hoping to put a proposal together in the next 2 months. This relates to the HDC, the Heritage Commission, and the Envision Kingston project for revitalization of the downtown area. Discussions are ongoing with more to be reported in the future.

### **Laurieann Mailhoit**

#### **Application for Candy Store at the Old Country Store Location**

Ms. Morse now introduced Laurieann Mailhoit and stated she filed the required paperwork to the HDC for her new business.

Laurieann Mailhoit now spoke. She lives in Exeter and would like to open a candy store in the last unit of the old Country Store location. The candy would not be made there but will come in wholesale. There will be a retail store with small gifts as well.

Ms. Morse read the correspondence from Ms. Mailhoit. This letter detailed Ms. Mailhoit's plans for her business including the following:

- Location: 167 Main Street on the first floor, unit 3
- Will sell candy and gift items
- All items will be purchased from wholesalers and nothing made on site
- Will open between 8-9 AM and close between 5-6 PM during the week, may be short hours on weekends depending on foot traffic
- Ms. Mailhoit will be the only employee with potential for having her granddaughter come in on Saturdays for a few hours

Ms. Mailhoit also provided a picture of the proposed sign and where it will be positioned on the building. The sign will be vinyl and will be white with block lettering. There will be no light on the sign. It will be one-sided against the building. She intends to open the store the first week of May.

Ms. Morse passed this correspondence to those present. The sign will be 2x8, within the allowed size. She opened this up for discussion.

Ms. Mailhoit asked if a temporary sign can be put up advertising the upcoming opening of the store. Ms. Morse stated this would be okay.

Ms. Prescott asked if the sign would be black on white. Ms. Mailhoit stated that is correct.

Ms. Morse stated she had a long discussion with the Building Inspector regarding handicap access. He said that is the building owner's responsibility and that Ms. Mailhoit will be allowed to put up a sign that a customer can honk his/her horn if he/she needs help. Ms. Mailhoit asked if a small sign stating such can be posted for customers, and Ms. Morse stated this would be fine. Ms. Morse said the issue is with the owner regarding compliance of the building for handicap access. Ms. Mailhoit asked if the sign can be bought premade, and Mr. Coppelman thought that may be possible.

Ms. Morse stated the fee for a sign is \$25, and the check can be given to Ms. Morse tonight or to the Board of Selectmen's office. Ms. Mailhoit stated she will write the check tonight and give it to Ms. Morse.

Ms. Morse asked if there were any other questions or comments. There were none.

**MOTION:** Mr. Coppelman made a motion to accept the application as submitted. Mr. Korn seconded this motion.

*Members in favor:* All.

*Members opposed:* None.

*Members abstained:* None.

Ms. Morse gave Ms. Mailhout information regarding the process from this point forward and confirmed her mailing address.

#### **Expiration of Certificates of Approval – Notification to Residents**

Ms. Morse now provided an update regarding the notification of applicants of expiration of their Certificates of Approval. A rough draft was discussed last week, and a new one was distributed at this meeting.

Mr. Coppelman had suggested that tax map information be added, and this column was added to the revised document. Ms. Morse sorted the list by date then address, tax map, and the brief description of the project. It was previously agreed to give applicants a 3-month warning of expiration before checking if the work was done to specifications.

Ms. Morse had a list of applicants with expired Certificates of Approval. The certificates and the associated applications were both available for review. She requested help from HDC members to follow up on these expirations:

- Brian Gallant: Brian Gallant has some work that was completed, such as the open shed, but the rest need to be checked. Ms. Prescott offered to check this property.
- Phil Whitby: Ms. Smoyer expressed concern that an extension request has not been received yet from Mr. Whitby. Mr. Coppelman suggested we should wait to see if it comes in. As discussed with Mr. Whitby at the last meeting, he has 2 months to request an extension.
- Kaci Ahern of 1 East Way: Mr. Coppelman offered to check this property.
- Mari Eggleston of 137 Main Street: Ms. Smoyer offered to check this property.

Ms. Morse stated there are projects on the list with dates missing, but she is aware that some of those projects will not come to fruition and do not need to be followed up.

Ms. Prescott provided updates on some projects on the list. She stated Steve Briggs' solar panels have been installed. She also stated that the sign for Jackie Clark's new business is up and complete. She stated Kevin Klemarczyk's porch looks great so far.

Ms. Morse asked Dan Doyle, who was present as a member of the public, if his barn was under way. He confirmed it is up and only the painting and plantings are outstanding.

#### **Update on Improvements to the HDC Application Process and Fee Schedule**

Ms. Morse now provided an update on revising the Application and Fee Schedule. A public meeting and notice are required if changes to the Regulations are finalized. Ms. Morse collected all suggestions received from the last meeting and updated the draft documents. She reviewed in detail the changes to each page. Ms. Smoyer and Ms. Prescott said the changes make the application much clearer. Ms. Morse also reviewed the revised Fee Schedule.

It was clarified by Ms. Morse that the Regulations will indeed be updated to reflect these changes. Mr. Coppelman stated that any changes that affect the Ordinances would require a warrant, and that is only done once a year. Ms. Morse stated that the Fee Schedule is in the Regulations and therefore can be done; however, the requirements for necessitating a Public Hearing are posted in the Ordinances. Mr. Coppelman specifically discussed the Ordinance regarding retail stores in the Historic District [Ordinance 102.5(A)(1)(b)], which specifies that a Public Hearing is required for any proposed retail area greater than 1500 sq ft in the District.

*~Break in recording due to tape change~*

Mr. Coppelman suggested this issue be discussed with Glenn Greenwood as well.

Ms. Morse stated since the changes have not been posted yet, they will not be voted on at this time. She intends to post the fee changes so they can be voted on at next month's meeting. Ms. Morse will also discuss with Glenn Greenwood the intention to detail requirements for a Public Hearing (in Ordinances, not Regulations). If the Ordinances are to be updated, this will be voted on next year by residents. In the meantime, Ms. Morse will update the application and will keep the Fee Schedule separate and hand it to applicants. If a Public Hearing is required for a project, this will be verbally communicated until the Ordinances are updated.

Ms. Morse now asked for feedback on the rest of the application. Mr. Coppelman shared that it may be clearer to update the application to state the "complete application" must be submitted to the HDC, not "all paperwork." Ms. Morse agreed with this suggestion.

Mr. Coppelman also asked about "samples/examples" under the list of required things and wondered if this meant samples/examples of materials to be used. Ms. Morse stated this is the case and will add additional language for clarity.

In reference to the potential extension of the Certificate of Approval for Phil Whitby, Ms. Smoyer asked about HDC Regulation 1201.6 regarding Certificates of Approval. She expressed concern that he has not completed the work on his barn. In particular, she noted the last sentence which states work must begin within 6 months of the date of approval and must be completed within 2 years of approval. At this time, the temporary shed is completed, but the work on the barn is not done. Ms. Morse stated the approval was for the temporary shed, not the interior barn work. Mr. Coppelman concurred, stating that the HDC's concern is the shed, not the interior work to the barn. Ms. Prescott explained that is why another application must be submitted as this 2-year expiration date is approaching.

Ms. Morse will have revised documents incorporating changes, although some small changes could still be made at the next meeting. Mr. Coppelman clarified that only changes to the Regulations require a vote, not changes to the application. Ms. Morse stated the fee changes can be discussed as well. She welcomed further feedback.

**Purchase of Books Pertinent to HDC Work**

Ms. Morse stated this will be discussed at the next meeting due to time constraints. Ms. Prescott asked what books and periodicals are currently available and where they are stored. Ms. Morse stated they are at the library, and she also has lists. There is a list of suggested reading material also available on the Preservation Alliance website. She welcomed additions to the available list, as well.

**Available Photographs of Properties in the Historic District  
Proposed Project for the Town's 325th Anniversary Celebration**

Ms. Smoyer received a copy of souvenir photos from 1969 during Kingston's 275th celebration, and there were pictures of buildings in the Historic District. She wondered if it would be nice to display these historical pictures as well as current ones of the properties in the District. Ms. Morse suggested these be compared to the photos in the binder put together by Randy Kezar. He took pictures of every property in HD I (not HD II). Ms. Prescott thought a side-by-side comparison would be nice. Ms. Morse asked about the origination of the pictures, and Ms. Smoyer stated she got the pictures from the Kingston Anniversary Commission. Ms. Morse will give Ms. Smoyer the binder of pictures from Randy Kezar so she can work on this project.

**MM&S to adjourn at 8:07 PM.** Mr. Korn moved to adjourn the meeting. Mr. Coppelman seconded. All other members agreed.