

**TOWN OF KINGSTON, NEW HAMPSHIRE**  
**HISTORIC DISTRICT COMMISSION**  
**Tuesday, September 14, 2021**  
**Public Meeting**

**Members Present:**

Susan Prescott, Chair  
Virginia Morse, Vice Chair  
Electra Alessio, Board of Selectmen representative  
Glenn Coppelman, Planning Board representative  
Ralph Murphy  
Madelynn Ouellette

**Members Absent:**

Marissa Federico, Recording Secretary  
Stanley Shalett

**Other Attendees:**

Melissa Burleigh, Esq.  
Rick Korn, Rick's Café  
Bob Meade, Benson's Cafe

Ms. Prescott called the meeting to order at 7:05 p.m.

**TOWN BOARD UPDATES:**

**HDC: Critical Correspondence:** Ms. Prescott received a note from Holly Ouellette informing the HDC that the HD sign at 117 Main Street is faded and needs to be replaced. Ms. Prescott will speak to Rich St. Hilaire.

**Acceptance of Minutes:** Ms. Prescott asked for omissions, additions, and/or corrections to the transcribed minutes of the meeting held on 8/10/21. ***MM&S: Mr. Coppelman moved to accept the minutes as written, seconded by Ms. Ouellette. All in favor, none opposed. Ms. Alessio abstained as she was not present at the meeting.***

**Other Business:** Ms. Morse has finished preparing the budget for 2021.

Also, there was a discussion of streamlining the application process. Coordinating with town hall is important as is receiving the necessary copies from applicants.

**Planning Board and CIP:** Mr. Coppelman had nothing to report regarding the PB, and the CIP had some minor edits but is complete. He will forward the final CIP to Ms. Prescott.

**Board of Selectmen:** Ms. Alessio shared that the budget process is underway, and they are working on a plan for ARPA grant funds. They are looking at projects with long-term benefit to the community that are within grant parameters. In particular, there are a lot of bodies in water in Kingston, and infrastructure is needed. The Municipal Water Act was passed, and the BOS needs to plan out where the town needs to be in the future.

Some issues on the table are storm water management and bordering towns utilizing water from Kingston's bodies of water.

Ms. Morse asked about the open code enforcement offer position. Ms. Alessio stated the town has received more applications with a deadline of next Friday.

Ms. Alessio added that the open administrative assistant position for the Highway Department also has multiple applicants, and interviews are underway.

**Zoning Board of Appeals:** Ms. Alessio had nothing to report from the ZBA.

**Heritage Commission:** Ms. Morse shared that the NH Division of Historical Resources is offering a series of webinars that may be of interest; she will forward this information to HDC members. She also stated that she now has access to EMMIT, which offers access to records pertaining to the state's historic and archeological resources. Also, because the HDC is considered a Certified Local Government (CLG) program, at the end of every year, she must create a list of training, webinars, and other educational advancement that HDC members participate in throughout the year to maintain this certification.

**RICK KORN, 143 MAIN STREET**

**DECK REPLACEMENT FOR RICK'S CAFÉ**

Rick explained there is a 2-level deck that needs to be replaced and is a safety issue. He would like to replace it and rebuild it to match the existing appearance. He wants to use Trex gray composite decking with white railings and black metal spindles to match the restaurant. It will be the same footprint as the existing deck. This project also includes the existing stairs. He passed around the proposed spindle design. Rails and posts will be PVC. He confirmed that the design presented at this meeting will be the exact design built.

Ms. Prescott clarified that this is a replacement project, not a repair, as some of the materials will be changed from the current design.

Ms. Morse asked about the color of the stairway, which is now conspicuously red against the restaurant/house. She stated the white railings and black spindles will make this stairway blend better into the white house. Ms. Prescott thought white spindles would look less bold and more consistent with the rest of the district. Rick agreed to use white spindles instead of black.

Ms. Ouellette asked if the upper porch could include white skirt/trim board on the understructure of the gray decking to break up the appearance of the deck from the street. Rick agreed this could be done.

Mr. Coppelman stated the pressure-treated structure can be painted, and Rick agreed to have this painting done once the wood seasons.

Ms. Ouellette asked if the existing lattice will be replaced, and Rick stated it will be replaced with gray decking with white lattice.

Rick confirmed that only the decking will be gray with the rest of the structure white.

Mr. Wilson added that bringing the structure up to code is important.

**MM&S: Ms. Morse moved to accept Rick's proposal with the discussed changes: The deck will have gray Trex planking, and the railings, spindles, and lattice work will be white. A white skirt trim board on the 2 platform landings will be added. Ms. Prescott added that the project also includes the stairway done in the same style with a white stairway with gray Trex treads. Seconded by Mr. Coppelman. All In favor.**

**MELISSA BURLEIGH, ESQ.**

**BURLEIGH LAW OFFICE - MOVING BUSINESS TO 152A MAIN STREET**

**NEW OFFICE SIGNAGE**

Melissa did not submit an HDC application yet, and she will submit one to Ms. Prescott. She had filled one out for the town but not the HDC. During the meeting, she filled out the HDC application and handed in both the completed application and the check.

Melissa stated the existing sign at the former Kingston Insurance location will be utilized, just re-done (3 feet 4 inches by 4 feet, 13-1/3 square feet of existing signage). There are up-lights with a timer on the inside to turn it off at night, but she is not sure if there is an outlet there as well. She will need to check.

Mr. Coppelman asked about her intention for sign lighting, and she hopes to utilize the same lighting as the existing sign. He clarified the lighting ordinances for businesses in town, and Melissa agreed to follow this direction; she will review the ordinances and ensure they are followed. Other than the sign, there will only be a door light.

Ms. Morse asked what material will be used. Ms. Prescott stated wood is preferable, although Ms. Morse stated there are some composite signs that are currently being used in the District. Melissa stated that the new sign will be constructed of a composite material called Komatex.

Ms. Morse asked if the design presented at this meeting is accurate, and she said it is. She confirmed the same design will be on both sides of the sign.

Mr. Morse asked about window decals, and Melissa stated the windows will not have any decals/signage.

After a discussion, it was requested that a copy of the exact sign design be dropped off to Ms. Prescott with possibly a sample of the material to be used.

**MM&S: Ms. Ouellette made a motion to approve the sign as described in the application and as discussed at this meeting under the condition that the Chair approve the materials to be used. Ms. Burleigh agreed to drop off a sample of the material to Ms. Prescott. Ms. Alessio seconded. All in agreement.**

**BOB MEADE, REPRESENTATIVE OF SEAN BENSON**

**BENSON'S CAFÉ**

**160 MAIN STREET**

**DISCUSSION OF SIGNAGE**

Bob confirmed that he has been having ongoing discussions with Robert Steward. The opening has been delayed due to backordering of supplies, but Sean wants to open ASAP.

There are three signs to be discussed: The sign on the building, the sign at the roadside, and the address number on the storefront for emergencies.

- The sign is already up on the building, and there were no questions or concerns raised at this meeting regarding this sign.
- Regarding the sign at the roadside, this sign is being fabricated and has not been received/installed yet. It will be the same color (green) as the old Josiah's sign and will be made of the same material. The lighting will remain the same as well. There was a discussion regarding the removal of the old metal pole. Right now, the old signage has been removed, and the bracket for the old sign will be taken down. He has contacted the property owner about removing the pole but has yet to receive a response. Ms. Alessio stated it is the owner's responsibility to remove the pole. Ms. Prescott will also discuss this with Robert Steward.
- Address number/plaque at restaurant entrance: Bob discussed the importance of posting the address at the restaurant entrance for emergency personnel. He discussed installing either an engraved plaque or gold lettering. Ms. Alessio suggested that the fire chief might be a good contact to assist him in making that decision.

Ms. Prescott now discussed the decals on the restaurant windows. She explained the sign ordinances to Bob. After a discussion among various HDC members, it was decided that the ordinance applies to each window, not all window footage as a whole. After Mr. Coppelman did the calculations, it was determined that the decal may be higher than the 10% window signage limit. There was consideration made that the window decals need to be large enough to be visible from the street. Although the HDC does not have the power to grant a variance, it could provide recommendations to the ZBA. To facilitate the speed of the approval, it was suggested that Bob go back to the vendor (Salem Signs) and inform them of the signage limit so they could work on the calculations. For reference, Mr. Coppelman provided the exact ordinance being discussed [Article 102.6(C)(6)]. Ms. Morse stated the window decals will need to be discussed at a subsequent meeting as it is not included in the application being discussed at tonight's meeting.

Ms. Prescott explained that she did not receive the HDC application from Sean, only the town's application. Bob then filled out the application and provided the HDC with the application fee during the meeting.

Ms. Alessio suggested that a conditional approval be granted to allow him to continue to prepare the restaurant for opening. Bob provided a copy of the email he sent including a picture of the decal; the image is accurate but the size is not. Bob will re-do the math with Salem Sign and make sure he is within the 10% threshold.

Ms. Prescott stated the hours are also posted on the door and asked if this was considered signage. Bob explained the posted hours are in the same place as when Josiah's Restaurant occupied this space. Ms. Morse considered this grandfathered.

**MM&S: Ms. Morse moved accept the application by Sean Benson/Bob Meade for 2 replacement signs as proposed (on building and directory/roadside) plus a decal on 2 windows with the condition that each decal be no greater than 10% of window area. Ms. Ouellette seconded. All in favor.**

Bob stated the Certificate of Approval should be sent to Sean's house at 673 Main Street in Fremont.

**Meeting adjourned at 8:58 PM.** Ms. Morse made a motion to end the meeting at 8:58 PM. Mr. Coppelman seconded. All in favor.