

**TOWN OF KINGSTON, NEW HAMPSHIRE**  
**HISTORIC DISTRICT COMMISSION**  
**Thursday, November 13, 2018**  
**Public Meeting**

**Members Present:**

Virginia Morse, Chair  
Susan Prescott, Vice Chair  
Glenn Coppelman, Planning Board representative  
George Korn, Board of Selectmen Representative  
Madelynn Ouellette  
Stanley Shalett

**Absent:** Nancy Pratt  
Stacy Smoyer

**Other Attendees:** Rick Korn  
Celeste Provost  
Alfred Rousseau  
Layla Whitby

Ms. Morse called the meeting to order.

**Town Board Updates:**

**HDC:** Acceptance of Minutes: Ms. Morse asked for omissions, additions, and/or corrections to the transcribed Minutes of the meeting held on October 9, 2018. Mr. Coppelman made a motion to approve the minutes as written. Ms. Prescott seconded this. All in favor, none opposed. Mr. Korn abstained as he was not present at the meeting.

Critical correspondence: Ms. Morse provided an update from Ms. Faulconer regarding an article for preamble amendment updates. She provided copies of this one-page handout to each member.

She also reviewed the book given to her by Robert Steward regarding the history and care of houses. In this book, there is a section called "Parts of a House" that included vocabulary describing house styles. Ms. Morse stated this section has very good information and could be used by the HDC in standardizing language and to assist in discussing renovations with residents.

**Board of Selectmen:** Mr. Korn stated the negotiations for the acquisition of the Sanborn Seminary property are still ongoing. They are in the process of getting the legal documents prepared so this can be presented to the voters, to Kingston's Budget Committee, and to the Sanborn Regional School District. There will also be warrant articles for the Sanborn Regional School District as well as for the town of Kingston. This acquisition will be done at no cost to the taxpayers and consists of a land swap of

several acres of land at the fairgrounds for land in the center of town. This land swap supports the Envision Kingston Project and the development of downtown Kingston. Ms. Morse asked if this plan includes the practice fields at the high school; Mr. Korn stated the practice fields will be included. Negotiations are ongoing for a 10-year lease regarding the usage of the Swazey Gym and a building on Church Street that houses equipment. The intent is that long-term, the leased buildings will be turned over to the town of Kingston. There are some issues in the Seminary building, such as a leaky roof, and the heat will be turned on to prevent the pipes from freezing over the winter in an effort to prevent further damage.

**Planning Board and CIP:** Mr. Coppelman stated there is nothing being discussed in the Planning Board pertaining to the HDC. The CIP is moving ahead for the next 6-year window, 2019-2024. The committee just received the final draft before bringing it to the Planning Board for adoption. There will be one more meeting to discuss this on Monday 11/26 at 6:30 PM at Town Hall. The final plan is to be brought to the Planning Board in December so it will be all set by the start of 2019. The spreadsheet listing projects and their costs was given to the Budget Committee; this will be done on an annual basis.

**Heritage Commission:** Ms. Prescott could not attend the last meeting. There are no updates.

**ZBA:** Ms. Morse stated there is nothing to report.

**Rick Korn, Rick's Food and Spirits, 143 Main Street**  
**Fencing for Outdoor Patio**

Rick Korn approached the Board to discuss the split-rail fence that was approved to be installed at his restaurant. During construction, Rick explained that it was discovered that since he desired to have the fence be removable, there were stability issues where the split-rail fence had too much give. He found a new fencing option and brought pictures to the Board.

Ms. Morse explained that if the design is changed, a new approval will be required. In the new design, a top rail has been added with a board in between the posts. She inquired if 2 boards will be installed, but Rick stated it will be one board as per the picture so patrons will not have their view obstructed. Ms. Morse then clarified that the fence will have the top rail with the board to support it and then one board around the edge that is closer to the top than the bottom.

Ms. Morse asked for feedback from the Board. Mr. Shalett believes the fencing is not in the character of the District. He expressed concern about its appearance if it is not painted. Rick stated it will be stained. The design of the top rail is consistent with the railing on the balcony, but it will not match the color of the balcony. Ms. Prescott asked what color the fence will be stained; Rick stated it would be light wood/natural.

Mr. Coppelman asked if it could be painted red to match the other trim. Rick thought the stain would look nicer. Mr. Korn asked if it could be red to match the porch, and Rick said it could be. Ms. Prescott expressed concern if it were painted red, it could stand out more. Mr. Coppelman stated the red is not particularly bright.

Ms. Prescott asked if the wood was to be pressure-treated, and Rick stated the poles are but the rails are not. Ms. Prescott stated she has never seen a fence like this before. Rick offered to add another rail.

Ms. Morse stated in her opinion she does not have a preference regarding the board's placement, middle or lower. She believes having the fence color match the stairs might make the fence inconspicuous. Rick stated he does not have a color preference.

Mr. Coppelman asked if this new fencing design will be removable, as in the original plan, and Rick stated it is. The vertical posts are bolted in, but the fence is removable if needed. He does not intend to take the fence down unless necessary to prevent cars from driving into that area. Ms. Morse stated in his original application, Rick wanted the fence to be removable and believed Rick already cleared this with the Road Agent. Rick stated he spoke with Mr. St. Hilaire, and the fence is not considered a permanent structure and fence removal will not be an issue. Ms. Morse confirmed that there is a lot of space in front of the fence and therefore will pose no issues for snow removal for the town. Rick concurred that this will not be a problem and has already been discussed with Mr. St. Hilaire.

Mr. Shalett asked if it could be a picket fence instead. Rick stated it could be, but the diners would have their view partially obstructed. He asked if Rick was looking for privacy for diners, but Rick's vision is to have it be an open, bistro style.

Ms. Ouellette asked if Rick would be opposed to adding flower boxes to soften the look. Rick stated he wants to put large planters in front of it so people cannot park or turn around in that area. There will be reflectors installed on the planters. Ms. Ouellette likes the white fence and feels if it has planters, it will deflect the design of the fence. Ms. Morse believes a white fence will blend in more. Ms. Morse asked if the new stairs will be gray and red and the fencing white, and Rick concurred.

Ms. Ouellette also asked about lighting. Rick stated there will be no changes from the original plan discussed and approved. He plans small lanterns with soft, yellow light on some fence posts and only a string of accent lights along the inside of the fence around the seating area.

Mr. Coppelman confirmed that this is a modification to the approved design, and Ms. Morse concurred.

Ms. Morse now reiterated the design to be approved:

1. Fencing will be white.
2. Railings will be as shown in the picture provided at tonight's meeting with dimensional lumber. The railing will also be painted white.
3. The fence will be dressed up with planters for decoration seasonally and to deter people from driving into the patio area.
4. Soft, yellow lantern-style lights will be installed on some fence posts and possibly a string of soft white accent lights along the inside of the top rail. Rick was not sure how many lantern lights would be installed as this is dependent upon how much light each lantern gives off. Rick asked if he would need re-approval should he could not find the appropriate accent lighting for under the railing, and Ms. Morse clarified that he needs approval to change or add to the design but does not if he decides not to install the accent lighting.
5. New stairs will be painted to match the existing stairs: Gray stairs, treads, and railing with red risers.

Mr. Coppelman stated the revised approval is provided based on the photo provided by Rick tonight; this photo will now become part of the file. For clarification, he stated that dimensional lumbar constructed fencing is to be used instead of a split rail fence.

Ms. Ouellette asked if Rick wanted to discuss moving the railing up or down on the posts, and Rick stated he did not want to.

Ms. Prescott asked about the remaining planter wall in the rear of the patio area against the restaurant, and Rick confirmed that it will become a bench. Rick stated it will be painted white to match the building and will be used for seating.

**MOTION:** Ms. Prescott made a motion to approve the amended certificate of approval with the above specifications. Mr. Coppelman seconded this motion.

*Members in favor:* 5.

*Members opposed:* None.

*Members abstained:* Mr. Korn.

*Members recused:* None.

### **Gabrielle Ribortone, Main Street (Unknown Address)**

#### **Home Renovations**

Ms. Morse informed the Board that Ms. Ribortone will be postponing the application for this project until next month. Ms. Morse does not have the exact address of this property, and the homeowner has yet to submit a completed application. The home is on the corner of Rockrimmon Road and Church Street.

**Layla and Phil Whitby, 190 Main Street**  
**Relocatin of Shed**

Ms. Morse has an updated application from the Whitbys regarding their shed. She had a sight walk with Ms. Whitby as well. There are copies of the site plan available, and Ms. Morse passed these out to the Board. The Whitbys now plan to move the shed.

Ms. Ouellette and Ms. Morse recused themselves as they are abutters.

Ms. Whitby stated the shed is on the Chase Street side of the house, perpendicular to Chase Street.

Ms. Prescott asked if the facade of the shed will be seen in the new location. Ms. Whitby stated only the side will be visible.

Ms. Ouellette noted it is so far back on the property that it will not be visible from Main Street, especially with the trees in that area.

Ms. Morse stated she and Ms. Whitby did walk the property and tried to find a new spot. In the proposed new location, it will be close to the driveway and will be close to the property line. The trees and greenery will obscure most of the shed in this new location. Ms. Whitby stated some of the greenery/trees need to be trimmed as they are growing toward the house, but Ms. Morse stated this will not affect the appearance of the shed from the street.

Ms. Prescott asked if the shed will be 20 feet off of the property line away from the neighbors. Per Ms. Whitby, the trees make this necessary regardless.

Ms. Prescott stated she likes this solution.

Mr. Coppelman asked about the timeframe for the move. Ms. Morse stated the HDC would need a new application which therefore resets the time clock, but Mr. Coppelman stated he does not believe this to be the case, and this has been outstanding for quite some time and is already past the first application's deadline. Mr. Coppelman believes that giving the Whitbys another 2 years to complete the shed move is not in keeping with the best interests of the district or with the Board's intentions. Ms. Prescott stated on the application that the proposed start date is June 1, 2019, with a proposed completion date of July 1, 2019. Ms. Prescott asked if the approval can be amended so it is not 2 years; Mr. Coppelman thought this was possible and believes the stimeframe should be included in the approval. Mr. Shalett stated that this should be a new application with a new time limit with adequate time for Ms. Whitby to get the shed moved. Ms. Prescott's inclination is to shorten the approval term to July 2019 rather than 2 years. Mr. Korn stated he had no problem with the July timeframe.

Mr. Coppelman asked Ms. Whitby if the shed will be moved as is and if it would be repainted. Ms. Whitby stated it will be renovated to match the house once it is moved, and Ms. Prescott added that the application does detail the proposed renovations to the shed once it is moved.

**MOTION:** Mr. Korn moved to approve the plan as submitted in the new application and that the work must be completed by July 1, 2019. Mr. Coppelman seconded this motion.

*Members in favor:* 4.

*Members opposed:* None.

*Members abstained:* None.

*Members recused:* Ms. Morse and Ms. Ouellette.

Ms. Morse let Ms. Whitby know that she has her check. She will send her a new Certificate of Approval to the Whitbys.

### **Alfred Rousseau, 182 Main Street**

#### **Removal/Replacement of Windows and Siding**

Ms. Morse informed the Board that the roof is under way and looks great. Mr. Rousseau now has submitted another plan for Board review.

He would like to remove windows, replace windows, and paint. He has a quote for replacement windows so the trim will remain the same. The new windows will have 6-over-6 mullions, and pictures were brought to the meeting. Two windows are to be removed, which are asymmetric from the windows on the first level, and there are 2 windows at the ends of the attic that are falling out; he would like to replace them with louvered vents, and he brought pictures of the proposed vents as well. He is not sure about the color of the vents at this point.

Ms. Morse stated that the HDC will need all plans in writing.

Ms. Prescott asked if an application was submitted, and Ms. Morse stated it was.

Mr. Coppelman asked about the roof repairs, and Ms. Rousseau stated they went well with a minor issue. He had enough material to complete the roof in slate with some spare pieces available. Various Board members stated it looks nice.

Mr. Rousseau approached the Board members with pictures on his phone as well as with the Anderson Window catalog to discuss both the windows to be removed as well as the attic windows to be removed/vents installed.

In reference to the proposed renovations to the siding and windows:

- ~ *Siding:* Mr. Rousseau will keep the siding and just repaint it. The trim will all remain the same. Ms. Morse stated no permit is needed for that because it is considered maintenance without any changes being made.
- ~ *Window Removal/Replacement:* Mr. Rousseau stated currently there are 3 different window mullion designs on the house with 3 different types of trim. He is proposing vinyl replacement windows all with 6-over-6 white mullions. These replacement windows will fit into the existing window frames. These windows are perpendicular to the road on the side facing into the property. He brought an Anderson Window catalog with pictures. Mullions will be inside the glass to make cleaning easier, but Ms. Prescott stated that does not look historic, and Ms. Ouellette stated that does not look as nice as those that attach to the outside of the window. After these discussions and after reviewing the catalog brought by Mr. Rousseau, Mr. Coppelman clarified that Anderson Windows offers 2 versions of mullions inside the glass, one with flat divisions and one with contoured divisions which look more like divided lights than just flat panes; Mr. Rousseau plans to use contoured mullions. Mr. Coppelman and Mr. Korn did not take issue with the window removal. Ms. Prescott concurred, especially in light of the asymmetry of these windows compared to the others. Ms. Morse stated the porch roof hides the asymmetry and will direct the eye's attention away from the window removals.
- ~ *Attic Window Removal/Installation of Vents:* Ms. Prescott stated she does not have a problem with replacing the windows on the gable with vents. Ms. Morse stated she has no problem with the installation of louvered vents.

Ms. Morse did express concern, however, that Mr. Rousseau did not have the written plan available. Ms. Ouellette asked if conditional approval can be offered pending a written plan with pictures. Mr. Coppelman concurred with Ms. Morse. Ms. Prescott stated that as submitted, the application is incomplete. Mr. Rousseau offered to write it up and give it to the Board within one week. Ms. Prescott stated the issue with this suggestion is that the Board will need to meet again to discuss any questions. Ms. Provost, Mr. Rousseau's girlfriend, asked if a picture of the house with manual notations written on it would be sufficient for documentation, and Ms. Morse stated it was. Mr. Coppelman stated that a conditional approval can be offered pending further documentation from Mr. Rousseau, and the Chair (Ms. Morse) can review the documentation and determine if he is in compliance. Mr. Korn concurred with this assessment. Mr. Shalett suggested if a conditional approval is to be given, there must be specific detail of the conditions in order for the approval to be finalized.

**MOTION:** Ms. Prescott now made a motion for conditional approval subject to the following conditions:

1. A photograph or drawing must be provided to the Board of what the house looks like now along with clear markings of which windows are to be removed, including the picture of the facade where the gable windows are to be removed and replaced with the louvers.
2. This packet must also include a picture of the specific window design to be used including the specification sheet for that window as well as a picture and description of the louvers to be used for the gable ends. A specific description of the window must be included, i.e. 6-over-6, vinyl, Anderson brand, contoured white mullions in between the glass, etc. Pictures and descriptions must be provided.
3. Mr. Coppelman added that the Chair has the authority to determine if the list of materials submitted meets these conditions.
4. Mr. Coppelman added that there should be a timeframe for conditional approval. Mr. Rousseau would like to get this done by the end of the week. Ms. Prescott suggested a date of November 27, 2018, and the Board agreed with this date.

Mr. Korn seconded this motion.

*Members in favor:* 6.

*Members opposed:* None.

*Members abstained:* None.

*Members recused:* None.

### **Update on Expiration of Certificates of Approval**

Ms. Morse is working on the annual report and will relook at this issue. Ms. Eggleston's expired approval as well as other possible upcoming expirations of approval will be reviewed and discussed at a future meeting.

### **Potential Change to Process of Approval of Signage for Businesses in the Historic District**

Mr. Korn submitted a Memorandum of Agreement (MOA) to Ms. Morse regarding a change to the process of gaining approval for signage. Currently, the approval needs to be done through 2 different boards requiring 2 fees and 2 meetings (Historic District Commission and Planning Board). Both entities use the same data and requirements in decision making. This proposal would only apply to commercial properties, not residential, as the Planning Board does not work with residential properties. The MOA proposes that the HDC approve signage, and the applicant does not need to then obtain a separate approval from the Planning Board. Mr. Korn stated if the HDC approves the sign, then that should be acceptable to the Planning Board.

Ms. Ouellette stated since the HDC is more strict, that makes sense.



Mr. Coppelman did not see anything wrong with this proposal but does not necessarily feel it is necessary.

Ms. Morse clarified that both Boards would have to review this and discuss it as a Memorandum of Understanding (MOU). Mr. Coppelman suggested that the Town Planner can review the proposal and provide feedback. As Ms. Morse has Mr. Korn's MOA electronically, she will forward it to Ms. Faulconer so Glen Greenwood can review it.

**Updating the District Sign Ordinances/Creation of Signage Guidelines**

Due to the high volume of business before the HDC, this discussion will be tabled until the December 12, 2018, the next HDC meeting. Ms. Morse will attempt to connect with Ms. Smoyer as well.

**MM&S to adjourn at 8:45 PM.** Ms. Prescott moved to adjourn the meeting. Ms. Ouellette seconded. All other members agreed.