

**TOWN OF KINGSTON, NEW HAMPSHIRE**  
**HISTORIC DISTRICT COMMISSION**  
**Tuesday, August 8, 2023**  
**Public Meeting**

**Members Present:**

Susan Prescott, Chair  
Virginia Morse, Vice Chair  
Glenn Coppelman, Selectboard representative  
Dan Doyle  
Madelynn Ouellette  
Stanley Shalett

**Member Absent:** Marissa Federico, Recording Secretary  
Rob Tursello, Planning Board representative

**Other Attendees:** Scott Ouellette  
Rhiannon Pochopin

Susan called the public meeting to order at 7:10 p.m

**TOWN BOARD UPDATES**

**HDC:** Critical Correspondence: None to report.

**Acceptance of Minutes:**

- The minutes of the meeting held on 6/13/23 were discussed. **MM&S:** Glenn made a motion to accept the minutes as written. Seconded by Madelynn. All in agreement.
- The minutes of the meeting held on 6/21/23 will be discussed at a future time.

**Planning Board and CIP:** No updates. Members agreed that it is important for a representative from the Planning Board to attend meetings. Susan will speak with Lynne Merrill.

**Selectboard:** An update was provided by Glenn.

- Regarding the grant for the PFAS remediation systems, the Governor's Council is meeting soon, but Glenn is not sure when this grant will appear before the Council.
- Glenn shared that on 7/18, Phil Coombs of the DPW updated attendees with the plan to renovate the Grace Daley barn followed by a viewing of the structure. There are extensive renovations needed to the foundation as it is not level. It will be done by screw jack slowly then set back down on concrete piers; the foundation will have the appearance of stone. The "L" section will need to be separated from the rest of the barn to complete the renovations, and it is uncertain if it will be reattached afterward. It is believed that the Department of the Interior has jurisdiction over the barn and not the "L" section. Glenn noted that the renovations are being planned to appear as historically accurate as possible. Phil plans to use as much town resources as possible to keep the costs of this project down, and he believes they can meet the budget, which is a combination of approved town funding in 2022 and a Moose Plate grant.
- Glenn believes the Selectboard signed off on the paperwork for the grant for demolition at the Sanborn Seminary property.

**Heritage Commission:** Glenn noted the HC was going to have a booth at the Heritage Day hosted by the Museum Committee. Virginia noted they are embarking on cleaning the stones in the Plains Cemetery; it was noted they need volunteers to help with this project.

**RHIANNON POCHOPIN, 191 MAIN STREET**

**WINDOW REPLACEMENT**

Madelynn recused herself as she is an abutter.

Rhiannon explained that the property needs a lot of work. One of the most important renovations is window replacement. Many of them are painted shut or broken. She intends to replace about 35 windows. The entryway, 2 attic, and mudroom windows will remain as is, and some of the windows have already been replaced by the previous owner. The most economical option is vinyl windows. They will remain white. Although the window grids are not currently standardized, she plans to use a 6-over-6 grid style for a colonial look. The windows are different sizes; the new windows will fit into the existing opening with no changes to sizing. She wanted external grids, which is cost prohibitive, so instead, she hopes for approval for external grids in the front of the house (9 windows) but internal otherwise. She noted the existing replacement windows already have internal grids. She stated the grids will be simulated divided light (SDL) that will appear as wood. All trim and siding will appear the same if it needs to be repaired. The shutters will remain intact with no changes.

Glenn asked about the consistency of the existing grids. Rhiannon explained there are a couple of different sizes, and there was a discussion about whether these could be changed and remain historically accurate. There was a discussion about the age of the house.

Susan explained that the renovations must be completed according to the specific details outlined in the Certificate of Approval, and Glenn added that the work must be done within 2 years of the Approval.

Rhiannon asked if additional approval is needed if she decides not to replace some of the windows. It was agreed that if any of the windows are to remain the same, no additional approval is required.

Glenn confirmed the specific details of the proposed windows to be installed.

**MM&S:** Glenn made a motion to accept the proposal as submitted and discussed for the replacement of 35 windows using a product by NorthEast Windows USA with external/SDL in the front of the house with all other windows having interior grids. The grids will be six-over-six. The windows will be white, and the existing trim and siding will remain the same in appearance. Seconded by Virginia. Madelynn recused herself from voting as she is an abutter. All others in favor.

Virginia explained the Certificate of Approval process.

There was a discussion about delays in obtaining permits from the Building Inspector. Glenn explained that the new inspector is part-time as a cost-saving measure and only comes in once a week.

Rhiannon noted the house also needs a new septic system and inquired if the HDC must be involved in this process. It will be closer to the house as the house has a higher elevation than the rest of the property, and it will likely be on the side of the house facing All American Assisted Living. Virginia noted there are options to hide septic ventilation pipes. Susan stated she can come in for guidance, but the

HDC does not need to provide approval. She suggested Rhiannon work with her contractor to minimize the appearance of the ventilation pipes.

Susan added that Rhiannon also has a long-term plan to install a fence, but Rhiannon stated this is not on the horizon right now.

#### **JOINT PLANNING BOARD(PB)/HDC MEETING PREPARATION**

Susan will share the date of the meeting with the Planning Board to HDC members. Madelynn distributed the updated proposed changes to the HDC's Ordinances from the last meeting. All discussed changes from the 6/13/23 meeting were carried out. Multiple members praised Madelynn's efforts to complete these revisions.

Madelynn also shared the proposed revisions to the HDC's Ordinances and Rules/Regulations. It was noted the voters will need to approve Ordinance changes.

- Translate the information from Ordinance 102.5(A)(1) into the Regulations. These permitted uses were added to the Rules and Regulations.
- Susan shared that town Attorney Grandy recommended that HDC Ordinances 102.4 and 102.5 be removed and relocate them in a separate Ordinance. She also requested that Ordinances 102.9(B) and 102.9(C) be incorporated into the Regulations. However, it was noted that Attorney Grandy acknowledged that this may only be possible in a larger project than the town is considering.
- Added headers about fencing, siding materials, energy-conservation measures, landscaping features, and sheds/outbuildings. There was a discussion about how homeowners would be aware of unique HDC Rules/Regulations in the Districts; Virginia believes this should be in the Ordinances as well. She added that a note can be included in the town's Ordinances to refer homeowners in the Districts to the HDC's Ordinances and add information about sheds/outbuildings. It was agreed that sheds/outbuildings in the Districts will require a Certificate of Approval for style, size, and lot placement. There was a discussion about making the usage of the term "outbuilding" consistent in the HDC's Rules/Regulations.
- There was a discussion about ADA compliance and the location of handicap-access features. Amended language was agreed upon.
- It was requested by the Planning Board to add fire code information.
- Information about septic venting was clarified.

#### ***Public Comment and discussion:***

- *Scott Ouellette, 189 Main Street:* Scott explained the difference between an overlay district and an independent one. Virginia noted Atty. Grandy is concerned that both the Planning Board and the HDC have jurisdiction over the Districts, and Atty. Grandy suggested an overlay district will help mitigate confusion.

This prompted a discussion of the HDC's jurisdiction over use of a property. Glenn suggested the process of obtaining a Certificate of Approval can be amended by having the permitted use determined by the town planner first prior to an applicant submitting an application to the HDC. This would require a procedure document, not a re-writing of the Ordinances/Rules/Regulations. After a discussion, Glenn suggested that this be brought up at the next Selectboard meeting for their input on how to proceed. Virginia stated it is important that Glenn Greenwood, the Town Planner, be more aware of what is occurring in the HDC.

**DISCUSSION OF ATTORNEY GRANDY'S HDC GUIDANCE**

Virginia will review the letter received from Atty. Grandy regarding her feedback.

The meeting was adjourned at 9:30 p.m.

***\*\*These minutes were voted as final with amendments on 9/12/23\*\****