

## Historic District Commission (HDC)

### Minutes

August 8, 2023

**APPROVED:** February 13, 2024

**AGENDA:** RSA 79 E COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE - Discussion  
RESIGNATION – Richard LaFlamme  
ELECTION OF OFFICERS

**ATTENDING:** Kyle Sandler (Vice Chair) Shaun Lagueux (Select Board Representative), Dorcas Gordon

**ABSENT:** Richard LaFlamme (Chair) and Steve Favorite

**STAFF:** Joanne Bailey (Land Use Manager) and Donna Sullivan (Land Use Administrative Assistant)

Vice Chair Sandler called the meeting to order at 7:07 pm with a quorum present.

#### **OLD BUSINESS:**

##### RSA 79 E COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE

The Commission reviewed the Fact Sheet for this tax incentive adopted by Bristol and used by several business owners in the Central Square Historic District. Ms. Gordon commented that many may not be aware of this tool offered to businesses renovating buildings in Central Square and shared that she would like the Historic District Commission to get the word out about this. Mr. Lagueux commented that it has been a successful tool used by several businesses and could help others as well.

More discussion followed regarding the promotion of this program and about possible communications pieces like postcards or brochures that could be created by the Land Use Office and shared with property owners in the Central Square area. More discussion followed about the information available, outreach opportunities and further highlighting of this incentive on the Town Website.

#### **NEW BUSINESS:**

##### RESIGNATION – Richard LaFlamme

Ms. Sullivan read the letter of resignation from Mr. LaFlamme into the record. Ms. Gordon stated her appreciation for his participation and service to the Commission. Mr. Sandler motioned to accept the resignation of Richard LaFlamme. Mr. Lagueux seconded. The motion carried 3-0-0.

##### ELECTION OF OFFICERS

With the resignation of Mr. LaFlamme, there was some discussion about membership recruitment and any requirements. Mr. Sandler indicated that he would not want to step up to the Chair position. Following discussion, Mr. Lagueux nominated Dorcas Gordon to serve as Chair. Mr. Sandler seconded. The motion carried 2-0-1.

#### **OTHER BUSINESS:**

##### 16 PLEASANT STREET – Possible Certificate of Approval

Ms. Bailey shared that the owner of 16 Pleasant Street, Mr. Voebel had indicated an interest in making some improvements to the exterior of his building and using a shingle type of vinyl siding on the upper-level peak. She indicated that he was informed about the Certificate of Approval process, and he may be submitting his application for review at the next meeting. Some discussion followed about the materials proposed, the need to look at historical materials vs. new materials and what exists now.

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#### LAND USE UPDATES:

Ms. Bailey updated that Commission about the recent outreach to property owners about permits necessary for renovations, driveways, and other activities. She also alerted the Commission to the new fee schedule for the Land Use Department and penalty process for non-compliance with the permit process. She stated that the new fee schedule would go into effect on September 1, 2023.

A Discussion followed about what renovation activities need permits, the process, and enforcement activities with Mr. Lagueux sharing some of the Select Board experiences and timelines with regard to enforcement on properties that have been in non-compliance.

#### **MINUTES APPROVAL:**

The minutes of the June 13, 2023, meeting were reviewed. Mr. Lagueux motioned to accept the minutes as presented. Mr. Sandler seconded. The motion carried 3-0-0.

**COMMUNICATIONS:** None

**NEXT MEETING:** October 10, 2023

#### **ADJOURNMENT:**

With no other business before the Commission, Mr. Lagueux motioned to adjourn. Mr. Sandler seconded. The motion carried 3-0-0. The meeting was adjourned at 7:43 pm.

Respectfully submitted,

Janet Cote  
Land Use Associate