

**HERITAGE COMMISSION PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on April 9, 2019**

minutes approved on May-14-2019

The Litchfield Heritage Commission held its meeting in the Town Hall meeting room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, April 9, 2019 at 7:00 p.m.

**MEMBERS PRESENT:** Karl Franck – Chairman, Kimberly Queenan - Vice-Chairman, Brent Lemire - Selectmen’s Rep, Steven Calawa, Harry Menzigian.

**MEMBERS ABSENT:** none

**ALSO PRESENT:** none

**CALL TO ORDER**

Chairman Karl Frank called the meeting to order at 7:00 p.m. and led the Commission in the Pledge of Allegiance.

**Public Input:** There was No Public input on non-agenda items.

**AGENDA ITEMS:**

**1. No Heritage Commission meetings were held on Feb-12-2019 and Mar-12-2019 due to winter weather and scheduling conflicts.**

**2. Approval of Prior Meeting Minutes**

Brent L. made a motion to approve the Dec-11-2018 and Jan-08-2019 Meeting Minutes. It was seconded by Harry M. **Motion passes (5,0,0).**

**3. Review of Heritage Commission By-Laws**

Members reviewed the latest draft of the Heritage Commission By-Laws. Brent L. made a motion to approve the Heritage Commission By-Laws, pending review approval by Town Council. Was seconded by Steven C. **Motion passes (5,0,0).**

Kim Q. will forward the By-Laws to Troy Brown, the Town Administrator, for him to add them onto a meeting agenda of the Board of Selectmen, so that the Board can review and make a recommendation to send them to Town Council for legal review.

#### **4. Reviewed Flowchart of Litchfield, NH Demolition Process**

Members reviewed the entire Demolition Process Flowchart, shown in attachment #1.

Members discussed the separation of powers of the Fire Department and the Building Inspector/Code Enforcement Officer (BI/COE) when determining if a structure is deemed "safe" or "unsafe". When the process was initially designed, these parties were independent. Now the BI/COE reports to the Fire Department. Brent L. suggested we keep the existing Demolition Process "as is", and we can check if the separation of powers becomes an issue later. He believes both the Fire Department and BI/COE would have the same safe/unsafe decision. Kim Q. cited what Troy Brown had said regarding this separation of power issue, now that the BI/COE reports to the Fire Department. She said Troy stated that the BI/COE should not be afraid to speak their opinion on the safety or unsafety of a structure -- and that the Fire Dept should also not be afraid to speak their opinion either.

Members discussed the need to get new signs created, that will be put onto the properties having structures that qualify for the Demolition Process.

#### **5. Zoning Ordinance Wording**

Kim Q. stated that although the Demolition Process Flowchart shows how the process is supposed to work, we still need to review the new accompanying Demolition Zoning Ordinance wording, to make sure it matches the Demolition Process Flowchart. She said the Zoning Ordinance was written on purpose to be "more vague" than the flowchart, but that the Zoning Ordinance wording should be reviewed to ensure it will work as intended.

Kim Q will research Zoning Ordinance for our next meeting.

#### **6. Litchfield IT Discussion.**

- a. Members are still waiting for their government email addresses.
- b. Members want to add the Heritage Commission as a Town Department onto the Litchfield NH town web-site. We can follow the format of the Planning Board's page. We would then be able to post to the Town's web-site our Meeting Minutes, Demolition Process Flowchart, Demolition Zoning Ordinance, Forms, Announcements, etc.

Kim Q. will reach out to John Brunelle on these items.

#### **7. Committee Reports:** none

**8. Other Business:**

- a. Members decided to keep Heritage Commission meetings monthly for now.
- b. Members discussed having a future “Mock Demolition Meeting”, so we could practice/anticipate what may occur when the first Demolition meeting is held.

Members discussed using the Demolition Flowchart to make sure: 1) Town Hall personnel understand their roles and responsibilities around this new demolition process, 2) existing forms personnel use are correct, etc.

Members discussed creating template Heritage Commission letters and correspondence, such as:

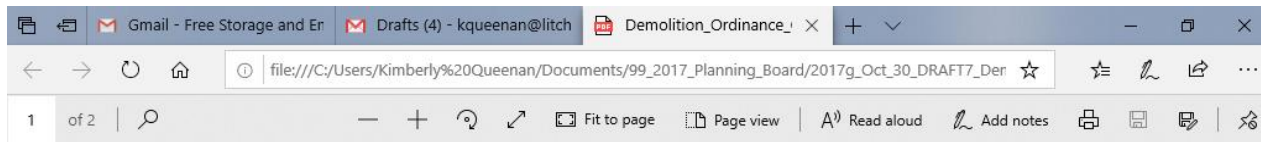
- template from the BI/COE to the property owner that the structure qualifies for the demolition process,
- template for when the Heritage Commission notifies an owner if a structure is not significant or is significant (including how we derive if it is historically, culturally and/or architecturally significant),
- sign for the property (1<sup>st</sup> public notice),
- template for 2nd public notice (for newspaper),
- template for Demolition Meeting results,
- template requesting to take photos, etc.

- c. Brent L. stated he cannot attend the scheduled May 14<sup>th</sup> meeting.

Brent L. makes a MOTION to adjourn, seconded by Steven C. **Motion carries (5,0,0).**  
Meeting adjourned at 8:06 p.m.

Respectfully submitted by  
Kimberly Queenan

Attachment #1: Demolition Process (2 pages)



**LITCHFIELD, NH DEMOLITION  
PROCESS. OCTOBER 30, 2017.**

**“The Public must understand that ultimately it is the decision of the Property Owner to demolish or save a building.”**

- \* Property Owner retains ability to sell, modify or demo their Property.
- \* Process designed to integrate with existing Town’s Personnel Roles and Responsibilities.
- \* Time-Line to adhere as close as possible to existing Demolition Permit Process with a slight delay.
- \* Property Owner may withdraw demolition application at any time during this process.

