

**HERITAGE COMMISSION PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on June 11, 2019

minutes approved on Sep-10-2019

The Litchfield Heritage Commission held its meeting in the Town Hall meeting room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, June 11, 2019 at 7:00 p.m.

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

MEMBERS ABSENT: Karl Franck – Chairman.

ALSO PRESENT: none

CALL TO ORDER

Vice-Chairman Kimberly Queenan called the meeting to order at 7:15 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. Approval of Prior Meeting Minutes

Steven C. made a motion to approve the May-14-2019 Meeting Minutes. It was seconded by Kim Q. **Motion passes (2,0,2).**

2. Are there any Additions/Deletions of Agenda Items

None.

3. Discussion of Previous Business

a. Litchfield IT Discussion

1. John Brunelle, the Town’s IT support, created town email addresses for needed Heritage Commission members. Members will also need g-mail accounts established.

2. John B. created a Heritage Commission town department placement holder on the town web-site.

b. Heritage Commission By-Laws

The proposed By-Laws were reviewed by Town Council. Town Council recommended two changes:

1. Section V – Appropriations and expenditures:
 - ⇒ Change “The whole or any part of money received...” to “The whole money received...”
2. Sections VI – Membership & VII – Officers:
 - ⇒ Add alternate member info (not more than five) where needed.

Members reviewed and agreed to make the above Town Council changes. Kim Q. will update the By-Laws with the above changes.

Brent L. made a motion to approve the By-Laws as amended by recommendation of Town Council. It was seconded by Steven C. **Motion passes (4,0,0).**

c. Verify Demolition Review Zoning Ordinance 1040 matches the Litchfield, NH Demolition Process Flowchart

Members verified that the wording in the Demolition Review Zoning Ordinance 1040 matched the Litchfield, NH Demolition Process Flowchart.

Members discussed how the Northern part of town is currently commercially zoned, such as from Page Road to Robyn Ave. Steven C. noted that in that area, there are a lot of old houses that need to be saved. Steven C. mentioned that in the past, Jen Czysz from NRPC, discussed setting up an Historic Overlay District in Litchfield.

4. Template Letters, Notices and Signs for Demolition Process

Members will try to find examples of letters and notices we can leverage for the Demolition process. Members discussed property signs will need to be purchased. Brent L. said we could reach out to Troy Brown, the Town Administrator, for that.

5. Other Business: none

6. Committee Reports: none

Brent L. makes a MOTION to adjourn, seconded by Steven C. **Motion carries (4,0,0).** Meeting adjourned at 8:00 p.m.

Respectfully submitted by
Kimberly Queenan