

**HERITAGE COMMISSION PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on December 10, 2019**

minutes approved on Jan-14-2020

The Litchfield Heritage Commission held its meeting in the Town Hall meeting room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, December 10, 2019 at 7:00 p.m.

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

**MEMBERS ABSENT:** Steven Calawa, Harry Menzigian.

**ALSO PRESENT:** none

**CALL TO ORDER**

Chairman Karl Franck 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 October-08-2019 and November-12-2019.**

**2. Approval of Prior Meeting Minutes**

Kim Q. made a motion to approve the Sep-10-2019 Meeting Minutes. It was seconded by Brent L. **Motion passes (3,0,0).**

**3. Discussion of Process #1: Who Will Take Photos of Structures?**

Karl F. asked who will be taking photos of structures, if/when owners give permission. Karl F. offered his services for that. Brent mentioned Steven C. may also want to do this. Kim Q. questioned where the photos would be stored and if they were going to be property of the Town or not. We will resume this discussion at our next meeting.

**4. Heritage Commission must review and respond to a Demolition Request at 16 Colby Rd, Litchfield, NH.**

Members discussed reaching out to Steven C. regarding the historical, cultural and/or architectural significance of this property. Once done, the Heritage Commission must formally respond to the Town of Litchfield ASAP.

Brent L. made a motion to have Kim Q. reach out to Steven C. to review the significance of this property, then create the formal response to the Town. It was seconded by Kim Q. **Motion passes (3,0,0).**

**5. Discussion of Process #2: Medium for Heritage Commission Documents**

Kim Q. asked where the Heritage Commission will store its generated documents, such as our demolition review findings, correspondence with owners, photos, etc. Kim Q. was not sure if currently they are stored on-line or not.

Brent L. recommended that Kim Q. should reach out to Troy Brown, the Town Administrator, to get his input on whether he would like a physical filing cabinet in the Town Hall, if he wants them stored on-line, a combination of both, or other ideas he may want to use. Kim Q. will reach out to Troy Brown.

**6. Other Business:**

**a. Demolition Permit request was submitted for 146 Page Road, Litchfield, NH.**

The Heritage Commission members (Brent L., Kim Q., Steven C., Harry M.) met at the Litchfield Town Hall on November 26, 2019, to discuss if the house located at 146 Page Road was historically, culturally and/or architecturally significant.

A letter to the owners and the Town Administrator was created with the findings.

**b. Donna Baril sent a reminder to Karl F. to prepare the annual Heritage Commission write-up, due shortly for the Town's Yearly Report.**

Karl F. will create the write-up.

**7. Committee Reports:** none

Brent L. makes a MOTION to adjourn, seconded by Kim Q. **Motion carries (3,0,0).**  
Meeting adjourned at 7:20 p.m.

Respectfully submitted by  
Kimberly Queenan