



## **HISTORIC DISTRICT COMMISSION**

### **Minutes**

City of Rochester

**Wednesday August 17, 2022**

*City Hall Annex (second floor conference room)*

33 Wakefield Street, Rochester, NH

*(These minutes were approved on October 19, 2022)*

#### Members Present

Molly Meulenbroek, *Chair*

Peter Bruckner, *Vice Chair*

Laura Hainey, *Council Rep.*

Marilyn Jones

Jeremiah Minihan

#### Members Absent

Matthew Winders, excused

#### Alternate Members

James Connor

Staff: Crystal Galloway, *Planner I*

---

### **I. Call to Order**

Chair Molly Meulenbroek called the meeting to order at 7:00 p.m.

### **II. Seating of Alternates**

No alternates were needed.

---

### **III. Public Input**

There was no one from the public present to speak.

---

#### **IV. Approval of May 18, 2022 Meeting Minutes**

*A motion was made by Mr. Bruckner and seconded by Mr. Minihan to approve the May 18, 2022 minutes. The motion carried unanimously.*

---

#### **V. Certified Local Government Grants – Historic Resources Survey Update**

Reagan Ruedig of Preservation Company presented an update of the Historical Resources Update her company has been working on. She explained the first part of the update was to document and update the boundaries, the second part is to document specific historical structures within the district and create informational resource cards for each parcel.

Ms. Meulenbrock asked how they determined if a property is considered contributing or not. Ms. Ruedig said there are a number of factors which is explained on the property detail sheet.

#### **VI. Review of the Arts & Culture Master Plan RFP**

The Commission reviewed the RFP to update the Cultural Resources Master Plan which a joint plan between the Arts & Culture Commission and the Historic District Commission and was last updated in 2010.

Mr. Bruckner asked if there should be a joint meeting between the two Commissions. Ms. Meulenbrock explained this is just the beginning, it will be a long process which will include public input going forward.

#### **VII. Other Business/Non-Scheduled Items**

Ms. Meulenbrock said there will be a meeting on August 22<sup>nd</sup> between all the Boards and Commissions Chair's and Vice Chair's to introduce themselves, to review the jurisdiction and responsibility of each Board and discuss how they can collaborate together on future goals.

There was a brief discussion regarding how the Commission and the Planning Board can work better in conjunction with each other.

Ms. Galloway presented the revised by-laws with the addition of public input as discussed at the last meeting.

*A motion was made by Ms. Hainey and seconded by Mr. Minihan to approve the change made to the By-Laws. The motion carried unanimously.*

#### **VII. Adjournment**

*A motion was made by Mr. Bruckner and seconded by Ms. Hainey to adjourn the meeting at 7:41pm. The motion carried unanimously.*

Respectfully submitted,

Crystal Galloway,  
*Planner I*