



HISTORIC DISTRICT COMMISSION
Minutes
City of Rochester
Wednesday, January 20, 2021 at 7:00 pm
Virtual Meeting
(These minutes were approved on 3-17-20)

Members Present

Molly Meulenbroek, *Chair*
Peter Bruckner
Marilyn Jones
Mayor, Caroline McCarley

Members Absent

Nancy Dibble
Martha Wingate, *Vice Chair*
Matt Winders, *Alternate*

Present

Nicolette Womack *Planner I*
Shanna B. Saunders, *Director of Planning and Development*

Preamble for Historic District Commission Meetings during COVID-19

Good Evening, as Chairperson of the Historic District Commission I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone: At this time, I welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input,

however you must have pre-registered online, otherwise, the meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken during the meeting. (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744

Conference Code: 843095

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email nicolette.womack@rochesternh.net.

c.) Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the Planning Board (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- Mail: Planning Department / Public Input, 33 Wakefield Street, Rochester, NH 03867 (must be received at least three full days prior to the anticipated meeting date)
- email nicolette.womack@rochesternh.net (must be received no later than 4:00 pm of meeting date)
- Voicemail 603-335-1338 (must be received no later than 12:00 pm on said meeting date in order to be transcribed)

Please include with your correspondence the intended meeting date for which you are submitting. All correspondence will be included with the corresponding meeting packet (Addendum).

d.) Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let’s start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Historic District Commission members are required to state their name each time they wish to speak. Molly Meulenbroek, Chair present, Mayor, Caroline McCarley present, Peter Bruckner present, and Marilyn Jones present.

I. The meeting was Called to Order at 7:11 pm by Ms. Meulenbroek

II. Approval September 9, 2020 Meeting Minutes

The minutes from September 9, 2020 were approved by a motion from Mayor McCarley and Mr. Bruckner seconded. All voted in favor by roll call Ms. Meulenbroek, Chair, Mayor McCarley, and Mr. Bruckner. Ms. Jones abstained as she was not present at that meeting.

III. Community Development Block Grant Sign and Façade Program

a. RiverStones Custom Framing

The owner of RiverStones Custom Framing is requesting an additional \$500 grant instead of the originally proposed \$500 match for 3 new signs, paint and solar light improvements.

No design modifications are included and the design was previously reviewed before the Commission.

Mr. Bruckner moved to accept the request, Mayor McCarley seconded.

All voted in favor by roll call Ms. Meulenbroek, Chair, Mayor McCarley, Mr. Bruckner and Ms. Jones.

IV. Administrative Approval

Nicolette Womack confirmed no administrative approvals were received this month.

V. Certified Local Government Grant- Request For Proposal

a. Overview of selection and contracts

Shanna Saunders presented staff's recommendation for Preservation Company to conduct the Historic Resources Survey. Preservation Company assisted the city with establishing the Historic District and is most familiar with the available resources for completing the project. Once approved the contract will be finalized and kick-off meetings scheduled.

Mr. Bruckner moved to accept the request, Mayor McCarley seconded.

All voted in favor by roll call Ms. Meulenbroek, Chair, Mayor McCarley, Mr. Bruckner and Ms. Jones.

VI. Adjournment

The meeting was adjourned at 7:28 pm.

Respectfully submitted,

Nicolette Womack
Planner I