

Town of Canterbury, NH
Historic District Commission
Date: 2025 June 18
Location: Meeting House

Members Present: Kevin Bragg (Chair), Harry Kinter, Alex Young

Others Present: Erin Hammerstedt (Canterbury Shaker Village Director), Gail Deary

1. Call to Order
 - a. The meeting was called to order at 7:02 p.m.
2. Previous Minutes
 - a. Reviewing previous minutes was postponed because Kal forgot to bring copies.
3. Email Issues
 - a. Several members of the Commission are having issues with their emails. They will go see Kal at the office for assistance.
4. Application from Canterbury Shaker Village (CSV) for modifications to Carriage House
 - a. Erin Hammerstedt (CSV Director) submitted an application to the HDC on 5/30/2025 for Map 228 Lot 7. The application stated the type of project was "Repair to an existing affecting exterior features" and requested a waiver of public hearing. The project description and approval of alteration by NH Division of Historical Resources (NHDHR) was attached.
 - b. In Warrant Article 2024-11, Article 13.5(A) of the Zoning Ordinance was amended to allow the HDC to grant a waiver of hearing "when the application is not contrary to the spirit of the Ordinance, does not impact any abutter, and is not visible from a public way."
 - c. This is the first application to come to the HDC with a request for waiver. Kevin explained that although the ordinance allows the Chair and Selectboard Rep to decide together if a waiver may be granted, he felt his involvement with the project and CSV meant he should recuse himself from the decision. So he decided to bring it to the HDC as a whole for a vote.
 - d. Ms. Hammerstedt explained the project. The Carriage House is the main building visitors enter to buy tickets. There are two entrances: one on the north side and one on the east side facing away from the road. Each door has an interior glass door and an exterior wooden door. During the day, the wooden doors are propped open. There are currently earthen ramps that lead up to each door and granite slabs at the top of the ramp. Both doors have 8 inch steps up into the building from the end of the ramp making them not ADA compliant and trip hazards.
 - e. CSV would like to try a fix on the eastern door and if it works, later come back to apply to fix the northern door.
 - f. The fix they are applying to do today is to create a transitional "boardwalk" style ramp and place that over the existing earthen ramp and stone step. It would be secured to the ground at the front. It would not have handrails because that would interfere with closing the wooden doors at night. To allow the wooden doors to close over the ramp, the bottom 2-3 inches of the doors would need to be removed. Some grading may be needed to get the ramp to lay flat.
 - g. They would also like to install posts for the wooden doors to anchor to when open during the day. The current stakes are not secure enough and the doors shake significantly on windy days.
 - h. Ms. Hammerstedt explained that NHDHR initially rejected their application because they wanted proof that other options had been considered. CSV included this proof in their amended application.
 - i. CSV looked into raising the granite slab and bringing the earthen ramp along with it, but that would mean putting dirt against the sill which would lead to moisture and animal problems. Also the granite slab already has a crack in it and moving it may break it further.

- j. CSV also looked into a narrower aluminum ramp, but that would need to be longer which require a switchback and railings.
 - k. CSV also looked into replacing the door, but was a can of worms and would be much more disruptive than the boardwalk ramp option.
 - l. There was discussion about what the ramp would be made from. CSV hasn't decided yet; it would definitely be wood on top (maybe ipe or cedar), but may be pressure treated or steel underneath.
 - m. There was discussion about if the ramp could be considered temporary/removable. CSV intends to remove the ramp during the winter, but would leave it out all summer. If it doesn't turn out to be a good solution, they would remove it and try something else.
 - n. The NHDHR representative who did the site visit also thought that the gravel area should be grassed, however CSV disagrees since that would bring moisture closer to the structure and as a carriage house, it was likely not grass historically.
 - o. This proposed ramp wouldn't make it ADA compliant because of the angle, but CSV is exempt from needing to comply due to the historic nature of the site. CSV is just trying to make it better, not perfect.
 - p. There was discussion about the angle and length of the ramp. CSV will likely make the ramp 6ft long.
 - q. The doors are not original to the building. Ms. Hammerstedt offered to find the exact year they were replaced if needed.
 - r. The posts to anchor the doors would be wood or granite. Ms. Hammerstedt is leaning towards wood.
 - s. Harry moved to waive the public hearing for this project because it is a public safety issue.
 - t. Kevin explained that he thinks the project needs to be approved first before the waiver.
 - u. Harry moved to approve the project and waive the need for public hearing. Alex seconded.
 - v. There was discussion about the wording of "temporary" vs "removable". It was decided that "removable" was more accurate and the Commission asked Ms. Hammerstedt to revise the application to reflect that.
 - w. They also requested that Type of Project be changed to "Addition to existing Building" and the description of the project refer to the attached narrative.
 - x. Ms. Hammerstedt revised the application to include those changes.
 - y. There was discussion on if ipe wood would be allowed because it is a jungle wood. Ms. Hammerstedt will confirm with the state if there are restrictions to that.
 - z. Harry pointed out that the north door is original fabric of the building, so when they come back with an application for that entrance, trimming the bottom may not be allowed.
 - aa. In regard to the motion that Harry made to approve the application and waive the need for public hearing. Harry Kinter, Alex Young, and Calvin Todd all voted aye. Kevin Bragg abstained. Motion carried.
5. Membership
- a. Gail Deary is here to see if she would like to join the HDC as a member/alternate.
 - b. Gail introduced herself and gave a little bit of background on her time in Canterbury.
6. CSV Updates
- a. Ms. Hammerstedt provided updates on what is happening at the Village.
 - b. The next project they are focusing on is preservation of the Meeting House. The project is funded and they are putting together the requests to send to the HDC and State. They will be preserving the windows and roof, repointing the chimney, and doing some general carpentry repairs and painting.

- c. Eventually CSV would like to add storm windows to protect the actual windows, but they are holding off on that aspect of the project for now because it will require much more thought and discussion.
 - d. CSV submitted a grant application to rehabilitate the East House, so hopefully that will be a project for next spring.
 - e. CSV will be bringing an application to the HDC soon to fix the Horse Barn roof this season.
 - f. CSV submitted a grant application to work on the Infirmary, but because that is a federal grant, they aren't expecting it to be successful this year.
 - g. They would like to do most of the Meeting House work this year.
 - h. The preservation of the Meeting House windows may need to be a separate application because those will have to be removed, restored on site, and replaced. The rest of the Meeting House preservation may be able to have the public hearing waived because of the nature of the work.
 - i. The Dwelling House will also need work done this season on the dormers, rooves, and chimneys. It also has a leak in the belfry and a structural bulge.
 - j. Calvin asked if CSV is still trying to work with HistoriCorps on the Horse Barn roof. Ms. Hammerstedt explained that HistoriCorps won't be able to work on the roof because to safely have volunteers up there, they would need to scaffold the whole building and that is not in the budget.
 - k. There was discussion about potentially working with the North Bennet Street School to provide internships or collaborating on projects.
 - l. There was discussion about a report created by Jim Garvin regarding the windows at the Meeting House. Harry received the report via email and sent it out to various people including Kevin Bragg.
 - m. Kevin explained that the report should have come from CSV when they input the application for the work on the windows. There was discussion about what can and can't be talked about outside of a meeting to conform with RSA 91-A.
 - n. Ms. Hammerstedt will email a link to the historic building assessments of the Meeting House when those applications are submitted. These are large documents, so they won't make hard copies or attach it to the application.
7. Sam Lake House Garage Renovation Update
- a. Calvin gave an update on the progress of the Sam Lake House Garage Renovation.
 - b. The Selectboard accepted bids from contractors at the 5/19/2025 Selectboard meeting.
 - c. The work won't begin until after the Canterbury Fair. The timeframe for completion is 4-6 weeks.
 - d. There was discussion about the materials being used. The roof will either be asphalt or synthetic slate.
 - e. Kevin spoke about how it is somewhat of a double standard that in NH towns are not required to follow HDC regulations even though all residents are. He expressed concern that the Selectboard didn't cover the specifics of the materials and timeline in the scope of work and that the HDC wasn't consulted during the process.
 - f. Calvin asked that the HDC create a list of allowed materials so that in the future the Town could ensure bids are correct from the start. Kevin explained that information is already in the HDC Regulations. There was discussion about the merit of having a separate list.
 - g. There was discussion about how to improve the process for future work that the Town does. Next time the HDC could be included in the creation of the scope of work. When the Town puts out requests for bid, they could specify that all work should conform with the design standards in the HDC Regulations.
 - h. Calvin will get copies of the bids and contracts that the Selectboard accepted for the Sam Lake House Garage so the HDC can review. He can find out what materials are expected to be used.

There may still be time for HDC feedback and there is still wiggle room in the budget if a material change is needed.

8. RSA 91-A Right to Know

- a. Harry circled back to the email he sent to Kevin with the report from Jim Garvin.
- b. There was discussion about what can and cannot be discussed outside of meetings.
 - i. HDC members cannot discuss matters over which the HDC have authority outside of meetings.
 - ii. HDC members should not discuss work that will likely come before the Commission as an application outside of meetings.
 - iii. If the HDC members come across information that is relevant to an application, when the hearing eventually happens, they should disclose that information. They shouldn't seek out such information, but realistically, information about these types of things spread easily in a small community.
- c. Kal asked Harry to watch the video of the Right to Know training that they conducted on April 17th.

9. Adjournment

- a. Harry made a motion to adjourn the meeting at 8:25 p.m. Kevin seconded. All in favor by roll call, motion carried.

Next Meeting: 2025 July 16 7:00 p.m. at the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant