

Historic District Commission Minutes
Town of Canterbury, NH
June 17, 2026 – 7:00 p.m. Meeting House

Members Present: Kevin Bragg (Chair), Jessica Scanlon (Alternate), Calvin Todd (Selectboard Rep)

Members Absent: Vanessa Crofton, Anne Emerson, Ted West

Others Present: Kal McKay (Recording Secretary)

Call to Order: Kevin called the meeting to order at 7 p.m.

Approval of Previous Meeting Minutes: They decided to table this until the next meeting since there weren't enough people here who were at that meeting.

Process Issues: The Commission and Kal reviewed process questions that came up while Kal was trying to handle Vanessa's application.

Unlike the Planning Board and Zoning Board, the HDC is not required by RSA to send out certified mail to abutters when noticing a hearing. To strike a balance between reducing costs for the applicant and making sure abutters are noticed properly, the HDC decided to send certified mail to abutters, but to forgo mailing to the Town or the applicant. Since the Town is receiving the application and the applicant is the one who submitted the application, sending certified mail to those parties is a waste of money.

Applicants will be charged \$15 per abutter to cover the cost of certified mail. Kal will update the application and fee schedule to make this clear.

Since the Shaker Village owns all of the parcels in their district, they are their own abutters so legally no one needs to be noticed. To follow the spirit of the law, abutters to the district (rather than the actual lot being affected) are noticed via regular (non-certified) mail.

Since the HDC has added the ability to request a waiver for hearings, the application timeline should be changed. Right now a completed application is due 14 days before a hearing, but if they are requesting a waiver, the office will need extra time to contact the Chair and Selectboard Rep so they can decide if a waiver can be granted. The HDC decided to add 5 days to the 14 if a waiver is being requested. Kal will edit the meeting calendar to reflect this additional deadline.

Kal will update the application so that the Chair and Selectboard Rep have a place to sign to indicate approval or disapproval of the requested waiver.

Adjournment: Jessie made a motion to adjourn the meeting. Calvin seconded. A vote was taken, all in favor, motion passed. The meeting adjourned at 7:33 p.m.

Next Meeting: Hearing for 2026-10: June 15, 2026, 7:15 p.m. at the Meeting House

 Regular: July 15, 2026, 7:00 p.m. at the Meeting House

Minutes submitted by: Kal McKay, Recording Secretary