Historic District Commission Minutes
Town of Canterbury, NH
Wednesday September 23, 2026 – 6:00 p.m. Meeting House

Members Present:
Kevin Bragg (Chair), Vanessa Crofton, Ted West, Calvin Todd (Selectboard Rep)

Members Absent:
Anne Emerson, Jessica Scanlon (Alternate)

Others Present:
Ken Folsom, Scott Doherty, Rachel Baker (Library Director), Eileen Petersen
Cheryl Andrew (Recording Secretary)

Call to Order:
Kevin called the meeting to order at 6:03 p.m.

Public Hearings:

- Continuation of Public Hearing: 2026-13 9 Center Road, Map 106, Lot 1

Town of Canterbury regarding HVAC replacement at Elkins Public Library
Kevin noted the Board did approve four of the five units requested at the September 16, 2026 meeting. There was further discussion needed for placement of the fifth unit, to be used for the Children's Room.

Ken spoke with the contractor and was told they can move the unit to the garden side of the building. There will be a cost increase as the line will go along the side of the building and the downspout will need to be reverted. Ken noted the Garden Club is concerned about what the location of the unit will do to the garden.

Kevin asked what the Select Board's decision was regarding this change. Scott reported the Select Board has not come to a decision yet as this involves an increase in cost and therefore more of Canterbury residents' tax money.

Kevin said he thought about the mission of the HDC for the town center, in avoidance of making the town center look industrial. In keeping with this goal, he thought about the appearance of the library building. Kevin noted the back of the building is not aesthetically pleasing, with the units that are currently there, and feels a similar look would be created with the unit placed at the front as proposed.

There is more information showing the interior of the building in the Historical Society meeting room. Ken said the exterior unit on the East side of the building is for the Archives and there was nothing for the HS meeting room. There could not have been two heads from the Archive room to include the HS meeting Room as the unit is a single head unit and to change to a double head unit would have been more costly than just installing another unit. A fifth unit was added to the original proposal for this area at an additional cost. There was a change order submitted for the unit and an electrical panel needed to be added.

The exterior unit located behind the Director's office will feed both the office and the Circulation Desk. The line will run over the building as the lines running inside would be hindered by ductwork.

The question of placement of the interior head unit for the Children's Room was raised. The head will go above the window, near exterior lighting fixtures. Kevin noted there are no elevation markings showing where the lines will be placed on the exterior of the building, and no way of knowing if lines will need to be diverted for windows or exterior fixtures. Ken said the contractor has had many site visits and reviewed the heat loss and interior features of the building before they determined placement of the units.

Kevin opened the discussion about the fifth unit in the Children's room to the Board.
Ted asked about moving the unit to the garden, noting the lines would run around the exterior of the building and into the Children's Room. If the unit is placed against the north wall, the lines going directly into the Children's Room via the drop ceiling might be an option to keep the head unit in an unobtrusive place and maintain appreciation for the work that went into creating the Children's Room space. If the heads are under the drop ceiling in the Children's room, there could be constant air blowing into the area. Rachel said she thought placement against the north wall had been mentioned as an option by the contractor.

Ted understands placement of the unit may upset the garden, but the garden seems a better choice than the west wall against the parking lot, especially if the unit can be placed on the north wall of the Children's Room. He asked about the bollards protecting that unit if it were on the west side against the parking lot. Ken said the bollards will be added once the unit is installed.

Vanessa found the spec sheets for the units' clearance dimensions, which call for 8" in the rear, 20" in the front, 14" to the right and 4" to the left. She said moving the unit into the garden to north wall of the Children's Room is not the worst situation. There would be no disruption to the patio. Any foliage needs to be six feet away, which affects tall foliage (only one tree) and not any of the low growing plants. High decibels would mean noise from the unit would be disruptive to anyone sitting in the garden. The downspouts would not need to be diverted, saving money. This information may make placement in the garden more of an option.

Kevin asked about the possibility of increasing the size of the unit to include both the Circulation Desk and the Children's room. Ken said work on this project began on July 1 and any changes now will cause another delay. As there is only one furnace working now, the concern is for the temperature in the building for heating season.

Ken noted that, in regards to aesthetics, there is a large book box outside of the building, and there is a proposal for a clothing box. They are much more obtrusive than a $2^1/_2$' x 3' heating unit that will be up against the building. Ted said the boxes do not interfere with traffic and asked about the bollard. Kevin asked if there is a three foot apron for placement of the bollards.

Kevin noted the book and clothing boxes are temporary, as opposed to fixed equipment. The HDC was not consulted about the book box. Further, this project began in the summer but the Board was not involved in the discussion about these HVAC units from the start.

Kevin asked what the cost difference would be and how the timing would be affected. Scott said that a change of location would work but in the course of change orders for different units, this project would loose its place with the contractor. Kevin said that he would like to see that this project makes the best sense for number and placement of the units while preserving the interior of the building, even if it means more money added to his tax bill, and feels Canterbury residents are usually behind such projects.

Kevin asked for public comments.
Eileen Peterson asked about the possibility of using electric heaters for this winter. She also said she has these HVAC units and they are very noisy. Her headers are in the ceiling, which may not be an option for the ceilings in the library.

Vanessa said she senses resistance to what the Board is suggesting. Scott again noted the concern is a delay in scheduling the work. Ken said they can move the unit around the corner and revert the downspout without losing place with the contractor. Rachel said it would be favorable if the unit was on the north wall and the lines were above.

Ted made a motion to accept the unit in the garden and give the town the option of making a shorter route up the north wall for the inside unit, or running the line around the outside. Vanessa seconded the motion. Kevin, Ted and Vanessa voted in the affirmative, Calvin abstained. The motion carried.

New Business:

- Letter to the Canterbury Community Market LLC

Kevin read a letter from the Town addressed to the Canterbury Community Market LLC in regards to painting and repair work done on the exterior of the building. The letter stated that, per the Zoning Ordinance, the work requires an application to the Historic District Commission. Kevin noted the work involved siding repairs that were done in preparation for painting of the exterior of the building. Soil disturbance was caused from removing plants. Cinder blocks that had been used for diverting water and had long since been buried by topsoil were also removed and replaced by granite.

Kevin drafted a letter referencing Section 13.3.B.1 of the Ordinance, saying the Historic District Commission shall not require application for normal maintenance and repairs using like-for-like materials. He said an application would be needed if more than 20% of the façade was to be changed, but in this case it was a few pieces of the siding. Kevin wanted the Board's input before sending the letter to the Town.

The Board agreed that the letter should be sent, with the clarification that the work includes the repair of rotted clapboards.

- Letter to the Canterbury Shaker Village

Calvin reported that the Town will send a letter to the Canterbury Shaker Village in regards to the roadside parking violations discussed at the September 16, 2026 meeting.

Adjournment:

With no further business to discuss, Ted made a motion to adjourn the meeting, motion seconded by Kevin. A vote was taken, all in favor, motion passed.
The meeting adjourned at 6:44 p.m.

Next Meeting: Wednesday October 21, 2026, 7:00 p.m. at the Meeting House
Minutes submitted by: Cheryl Andrew, Recording Secretary