

**RYE HISTORIC DISTRICT COMMISSION  
MEETING MINUTES**

**Wednesday, September 14, 2022**

**5:30 p.m. – Rye Town Hall**

***Present:* Chair Kaitlyn Coffey, Stacey Smith, David Choate, Karen Stewart, Selectmen's Rep Tom King, and Alternates Katherine Brown and Lydia Tilsley**

**I. Call to Order**

Chair Coffey called the meeting to order at 5:39 p.m. and led the pledge of allegiance.

**II. Seating of Alternates**

Alternate Katherine Brown was seated for James Tegeder.

**III. Approval of Minutes – 5/18/22**

The following correction was noted:

- The date of the meeting in the header should read: May 18, 2022

**Motion by David Choate to approve the minutes of May 18, 2022 as amended. Seconded by Stacey Smith. All in favor.**

**IV. Lydia – Application for full member**

Chair Coffey noted that the Commission has an open seat at this time. Member Tegeder is no longer able to co-chair, as he has started a new job and does not have the time. Alternate Tilsley has expressed her interest in becoming a full member and would like to help with co-chairing. A letter of intent has been submitted to the Select Board. Chair Coffey will also submit a recommendation letter to the Board, depending on the Historic District Commission's vote at this meeting.

**Motion by Katherine Brown to accept Lydia Tilsley as a full member and co-chair of the Commission. Seconded by Stacey Smith. Vote: 5-0 All in favor.**

Chair Coffey reported that Mary Mitchell had to withdraw as an alternate. The Commission now has two alternate seats available.

Member Smith suggested that they reach out to some of the people who attended the Rye Advocates workshops, which shows people how to research the history of their historic home. The people attending seemed to be very enthusiast. She noted that three families attend the first workshop and two at the second. The limit is to have four at a workshop because there is a lot of sharing about the homes and then they get into deed research. The intent is to have a workshop each month.

The Commission agreed it would be good to reach out to these people. The open positions will also be listed in the town newsletter.

## **V. CIP Budget Forecasting**

**Note:** *Member Stewart arrived at 5:49 p.m.*

Chair Coffey noted that the HDC will need to take a look at the budget forecast, as the Select Board and Budget Committee are going to be meeting to review the town's budget for 2023. The Commission's budget has always been pretty steady. Last year, the Commission had applied for a CLG Grant to do planning on the Town Hall, which was for \$20,000 with an \$8,000 match from the Town. However, Rye did not receive the grant because the group doing the funding did not receive the funds that were anticipated. The group had to go with different priority projects and were inundated with projects in the first class. Chair Coffey suggested removing the \$8,000 match for the upcoming budget with no real other changes.

Selectman King asked about costs for printing the Historic District Guidelines.

Chair Coffey commented this could be considered. The guidelines have been posted online and have been sent electronically to homeowners. They have not been formally printed and bounded yet.

Member Choate asked if it has to go to the Planning Board.

Selectman King pointed out Rules and Regs. It also has to go to the warrant.

The Commission agreed that money should be included in the budget for printing the guidelines. It was also agreed that ten hard copies of the guidelines would be appropriate, as most homeowners will probably want them sent electronically. She will look into the costs for the printing.

There was some discussion about funds for the candlelight stroll, which is taking place December 4<sup>th</sup> as part of the Rye 400<sup>th</sup> Anniversary Celebration kick-off. Chair Coffey noted that the stroll has been covered through the Rye 400<sup>th</sup> funds. She is not sure there is going to be any money in the budget from this year that can contribute to anything else. The only thing that is left is the Rye 400<sup>th</sup> brochure. From what she has heard, there is still funding available through the Rye 400<sup>th</sup>, as donations have also been received. She continued that the Historic District Commission's budget has been kind of tight. She is not sure they would have the money to fund the brochures.

Selectman King suggested adding a few funds to the 2023 Budget to have it available for the stroll next year.

Chair Coffey pointed out that there was some discussion about having refreshments at the end of the stroll. It would be nice to have them provided by the HDC. She thinks it would be a good idea to add this to next year's budget.

The Commission agreed to add a Rye 400<sup>th</sup> line item to the budget. It was felt that \$500 added to the budget would be appropriate.

## **VI. Candlelight Stroll**

Chair Coffey reported that the stroll is going to begin right after the Christmas Parade. At 4:00 p.m. There is going to be a table at the Library Common. LED candles will be passed out to people with the brochure at the table. Luminaries will go down both sides of the Library to Parsons Field to light the way. There are twelve properties from the Library to Parsons Field. Each of the properties is going to get a wreath. An email is going to be sent out to the neighbors to let them know about the stroll. Chair Coffey is also making a bow for each wreath that will have the date of construction of each house. The wreaths will be put out at the bottom of the driveway to enjoy for the day. At the start of the parade, everyone will be able to see them.

Member Choate commented that there was some discussion about having someone talk about the houses.

Chair Coffey stated this is something they can grow into. In the brochure for the first year, Lydia Tilsley and Alex Herlihy provided an interesting fact about each property. A picture is going to be taken of each house and put in with the fact in the brochure. Chair Coffey continued that she spoke with the music director at the church. They are very excited to be involved. They have a group of carolers that are going to lead the procession of people to Parsons Field. The carolers are actually going to be in costumes.

Member Choate asked how this is being publicized.

Chair Coffey noted that it's on the Rye 400<sup>th</sup> website. She has written articles about the event for the newsletter. Banners are going to be going up on town buildings announcing the Rye 400<sup>th</sup>. She is open to hearing other ideas on how to promote the stroll.

Member Tilsley suggested posting on Nextdoor, Facebook, and the Rye Civic League.

Member Smith suggested putting a banner on the side of the Parade Marshal's car. She also suggested some of the HDC Members walk the parade route and hand out a note inviting people to join the candlelight stroll.

Chair Coffey noted that the parade starts at 3:00 p.m. and the stroll starts at 4:00 p.m. The parade will start at Webster and ends at the Junior High. The Lions Club will be having

refreshments at the Junior High. She is going to ask if the Lions Club or Tate and Foss would be willing to do some refreshments at the tree.

Member Stewart suggested that they promote parking at the library or church. The school will probably already be full because the band parks there. The library, church, and town hall have parking that people probably don't know they can take advantage of.

Chair Coffey agreed to make this note in the announcements.

Alternate Brown stated that it's crucial that the refreshments be at the library, if that is going to be the starting point for the stroll. People will end up going back to the school for refreshments and be much less likely to be involved in the stroll.

Chair Coffey noted that she will follow up with Chuck Gallant who organizes the parade. Volunteers are needed to help put out the luminaires along the route. People are also needed to pass out the candles at the table and to collect them at the end of the stroll.

Selectman King commented that they should ask Chuck Gallant to let all the parade participants know about the stroll through the emails about the parade.

There was some discussion about the HDC walking in the parade, or possibly using the Goss Farm wagon, to hand out flyers. It was agreed that they may be tight for time if they are actually in the parade. They will consider this idea again for next year.

## **VII. Other Business**

- **Town Hall Annex Flagpole**

Chair Coffey noted that she received an email from Janice Ireland, Select Board's Secretary, stating that there is a request to put a flagpole out in front of the Town Hall Annex. It would be the same fiberglass, white flagpole that is in front of the existing Town Hall and the school.

Member Stewart commented this would be four major flagpoles in the span of ten homes. (Town Hall, Junior High, Safety Building, and Town Hall Annex)

It was agreed that more information about the flagpole, flags, location, and height is needed before giving an opinion. It would be helpful to see a big picture of the site plan for the annex.

- **Expansion of the District**

Member Choate spoke about the possible expansion of the Historic District. There is a total of eight properties proposed to be added to the district. There are approximately thirty homes in the district currently.

The Commission reviewed the map Member Choate prepared showing the proposed properties.

Member Choate noted that HDC will have to figure out what the process is for adding these homes to the district. There will probably need to be a meeting in order to tell people why this is being considered. The reason is there are some fairly significant structures that are not being protected.

Chair Coffey suggested that the Commission talk to their neighbors and invite them to meetings to see if there is interest.

Member Choate pointed out that there has been discussion about expanding the district in a number of different directions. It has to be done incrementally. He continued that the problem is that anyone can come in and tear down these houses. All the HDC can do is try to raise public awareness. He thinks most people in these houses are sympathetic.

Chair Coffey commented that she thinks it's too late for this year to put together a warrant article. It might be something the HDC could work on for next year. They can invite these homeowners to the meetings to discuss why this is being considered.

Member Choate suggested a get together at the library to discuss the pros of being in the Historic District. He may be able to get someone from NH Preservation Alliance to attend to talk about grants that are available.

Chair Coffey asked Member Choate if he would be willing to spearhead a sub-committee to continue this process.

Member Choate agreed.

Chair Coffey will follow up with CLG to see if they have some resources available as to how to proceed with expanding the district. She also thinks they should move forward with putting together a workshop.

- **Political and other signs in the District**

Alternate Brown commented that she doesn't think the new guidelines address signs in the district. The old guidelines said two weeks before an event a sign could be put out.

Member Choate pointed out there's a state law on when signs can go up and down.

Chair Coffey noted this is something that should be clarified. There are some people who are asking because they are trying to be respectful. There are other signs that might have special consideration, such as town signs.

Selectman King pointed out there's a town ordinance, but it only says not to put them on town property and take them down two weeks after.

Member Stewart asked if there is any thought to bundling nonpermanent signs into a category.

Chair Coffey pointed out that signs in the district are growing. There was a conversation that they weren't deeming the importance of signs or organizations. HDC just wanted to have a rule that they could follow no matter what the sign is for. She continued that the library and church have been more respectful about having the temporary signs out. Tate and Foss take theirs down at the end of the day, plus it's not out every day anymore. The library and church seem to be putting out signs only for a special event and then it's taken down. She noted that the Commission never finalized what could be offered as a solution that would not cost them a ton of money.

Member Stewart asked if a statement could be made about what HDC would prefer.

Chair Coffey agreed this might work, as some good guidance is better than nothing.

Member Stewart suggested a positively worded recommendation from HDC. They could include recommendations for everything; political signs, issue signs, etc.

Alternate Tilsley agreed to write up some language regarding signs for the Commission to review at the next meeting.

- **Rye 400<sup>th</sup> Signs**

Alternate Tilsley gave an update on the Rye 400<sup>th</sup> sign project.

- **Next Meeting – October 12, 2022**

### **Adjournment**

**Motion by Katherine Brown to adjourn at 7:08 p.m. Seconded by Lydia Tilsley. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger