

***MEET ME IN SUNCOOK!***  
**Minutes of Meeting**  
**May 2, 2017**

Present: Marie Ayles, Noreen Bean, Melaine Boisvert (co-chair), Jackie Clark, Norma Daviault, Ron Daviault (co-chair), James Garvin, Roger LaFlamme, Jeanne Letendre, Roger Menard.

1. Co-chair Melaine Boisvert called the meeting to order at the old Pembroke Fire and Police Station at 7:05 p.m.
2. On a motion by Ron Daviault, seconded by Jackie Clark, the minutes of the meeting of April 4, 2017 were unanimously approved.
3. Noreen Bean gave the Treasurer's Report, as follows:

Checkbook balance on April 4, 2017:	\$6,221.50
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Income:

Member dues	75.00
Annual support from the Town of Pembroke	1,000.00

Expenses:

Liability insurance, Cincinnati Insurance Company	500.00
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Checkbook balance on May 2, 2017:	\$6,796.50
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Noreen noted that she had received a payment of \$15.00 for full membership in *Meet Me in Suncook* from Louise Eaton of Pembroke in February, so we will add Ms. Eaton to our list of full members.

Noreen also reminded members of annual dues, and collected dues payments from several of those who were present.

On a motion by Jim Garvin, seconded by Marie Ayles, the treasurer's report was unanimously approved.

4. Melaine Boisvert reported that Larry Perron purchased steel shelving for the vault and the unit is in the stairhall outside the vault. Jim Boisvert currently has the key to the vault during the convalescence of Larry Perron, who has been ill.
5. Melaine reported that the Public Works Department has reinstalled the refurbished marker at Robert Frost Park. Secretary Jim Garvin will write a note of thanks to the department in gratitude for their work in removing, packing, and replacing the marker.
6. Melaine reported that she has invited Matt and Katie Roan, the new owners of the Petit-Roan Funeral Home, to join *Meet Me in Suncook*. She also plans to invite Tom Petit to join.

7. The annual election of officers was held. On a motion by Marie Ayles, the following slate of officers was proposed:

Melaine Boisvert	Co-chair
Ronald Daviault	Co-chair
Noreen Bean	Treasurer
James Garvin	Secretary

The motion passed unanimously.

#### Old Business:

8. As noted in the minutes of the April meeting, *Meet Me in Suncook* requires an audit of our accounts every two years. Melaine Boisvert suggested that former bankers Roger Menard and Roger LaFlamme might examine Treasurer Noreen Bean's ledger and verify the accuracy of her records. Roger Menard agreed to do this, and Roger LaFlamme agreed to verify Roger Menard's findings.
9. The committee discussed a request by the Boys' and Girls' Club that we contribute to a "scholarship" fund to send a deserving child to day camp in the summer. On a motion by Roger LaFlamme, seconded by Noreen Bean, the committee agreed that such funding is not within our statement of purpose and voted unanimously not to fund a scholarship.

#### New Business:

10. Melaine noted that a number of members remain in Florida into April and suggested that *Meet Me in Suncook* hold our first spring meeting in May rather than April. On a motion by Marie Ayles, seconded by Roger Menard, the committee agreed to hold our first spring meetings in May in future years.
11. The committee received a note of thanks from Claudette Verville of the Allenstown Historical Society for our loan of the Suncook Band tunic to the Allenstown Historical Society for use on "History Day."
12. Melaine Boisvert reported that Allenstown town administrator Shaun Mulholland has inquired whether *Meet Me in Suncook* would be willing to act as a non-profit proxy for the Town of Allenstown in applying for and receiving (if approved) a monetary grant of \$2,500 from Eversource for the purpose of improving the Ferry Street boat landing. Town administrator Mulholland would draft the application for the signature of an officer of *Meet Me in Suncook*. If the grant is awarded, the Town of Allenstown would request grant funds from *Meet Me in Suncook* and administer those funds for the purposes of the grant. On a motion by Roger Menard, seconded by Jim Garvin, the committee voted unanimously to act as proxy for the Town of Allenstown. On a motion by Jim Garvin, seconded by Marie Ayles, the committee voted unanimously to authorize an officer of *Meet Me in Suncook* to sign the grant application when it is prepared and ready for signing.

13. Regarding the possibility of getting a sign for the head of Broadway directing traffic to “Historic Suncook Village” or to the “Suncook Village Historic District,” Jim Garvin had previously reported that according to the sign policy of the New Hampshire Department of Transportation, Suncook Village is technically not eligible for a Historic District sign because it has not been ‘defined by the municipality as a historic district,’ even though it has met the second requirement of being ‘composed of multiple sites listed on the National Register of Historic Places.’”

Jim Garvin reported that local designation of parts of Suncook Village as a “historic district” may be simple or complex, depending on the provisions of the New Hampshire *Revised Statutes Annotated*, which will need to be researched. He noted that such designation is now usually achieved by formally creating a historic district through a warrant article voted on at Town Meeting, accompanied by establishment of a Historic District Commission and/or a Heritage Commission.

14. Related to the Item 13, Jim Garvin reported on the formation of the Suncook Village Commission, which is a cooperative effort between Allenstown and Pembroke, growing out of the PlanNH charrette that was held in Allenstown in 2016. Garvin enumerated the purposes of the Suncook Village Commission as defined in the resolution that created it. The resolution is attached to these minutes.

In furtherance of the purposes of the Suncook Village Commission that relate to historic preservation, Garvin noted that the “Historical and Cultural Resources” chapter of the Pembroke Master Plan adopted in 2004 called for creation of a heritage commission; this has not been accomplished. The Allenstown Master Plan of 2003 included a chapter on “History and Culture.” Such a chapter appears to have been omitted in Allenstown’s 2016 master plan. He suggested that both towns might study the creation of heritage commissions or the adoption of a Neighborhood Heritage District for a defined portion of Suncook Village; see:

[https://www.nh.gov/nhdhr/publications/documents/nh\\_neighborhood\\_heritage\\_handbook.pdf](https://www.nh.gov/nhdhr/publications/documents/nh_neighborhood_heritage_handbook.pdf)

Garvin announced that he will not be able to attend the next meeting of the Suncook Village Commission on May 11 at 6:30 p.m. at the old Pembroke Fire and Police Station (Perry Eaton Building), and invited other members of *Meet Me in Suncook* to listen in if they wish. Marie Ayles suggested that Garvin write a memorandum on Heritage Commissions or Neighborhood Heritage Districts and distribute this to members of *Meet Me in Suncook* for their consideration within the context of the Suncook Village Commission.

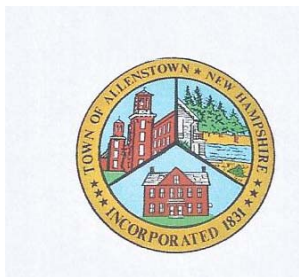
15. Under the subject of “Fundraising,” Melaine Boisvert discussed the Affinity Membership Program of TD Bank. This program asks account holders at the bank to link their deposits to specific non-profit organizations. The bank then makes an annual contribution to a designated organization based on the average balance in all the members’ accounts that are earmarked for the benefit of that organization. The committee noted that the Allenstown Historical Society has availed itself of this program since 2010,

gaining helpful grants for support of the Old Allenstown Meeting House and, following completion of restoration of the meeting house, for other initiatives of the society. At the time that the Allenstown Historical Society joined the program, at least 50 business and/or individual accounts were required to be earmarked for any given organization.

Roger LaFlamme will ask Armand Verville how to register for the program. Noreen Bean will inquire at the bank.

16. The next meeting of *Meet Me in Suncook* will be on Tuesday, June 6, 2017 at 7:00 p.m. at the old Pembroke Fire and Police Station.
17. On a motion by Roger Menard, seconded by Ron Daviault, the meeting adjourned at 8:05 p.m.

Respectfully submitted,  
James Garvin, Secretary



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**Board of Selectmen**  
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## **RESOLUTION**

WHEREAS, the Town of Allenstown and the Town of Pembroke have within those municipalities the village area commonly known as Suncook Village and both Towns have a mutual interest in the planned development of the this area. The Board of Selectmen of each Town by our hands hereby creates the Suncook Village Commission.

The Suncook Village Commission is hereby created by act of the Allenstown and Pembroke Boards of Selectmen to study the future development and re-development of what is commonly referred to as Suncook Village. The Commission will complete a report with proposed recommendations to the respective Planning Boards of each Town.

The scope of the work to be completed by the Commission includes recommendations on joint or complimentary zoning and planning in the village area of both Towns. The focus of the zoning and planning shall be on economic development, housing, intermodal transportation, amenities, historical preservation and environmental sustainability.

The Commission shall be composed of six officials, two Planning Board members from each Town and one member of the Board of Selectmen of each Town. Commission members shall be appointed by their respective boards. The members of the Commission shall serve without any additional compensation. Either Board may substitute the above listed positions as they deem necessary.

The Commission shall file a report with the respective Planning Boards no later than November 1<sup>st</sup>, 2017. The Commission after completing its task shall dissolve on February 1<sup>st</sup>, 2018. The Boards of Selectmen of both Towns may choose to act to keep the Commission in service if they deem the need to do so.

The staff personnel of both municipalities shall be made available to assist the Commission in its charge. No specific appropriations have been made for the function of the Commission. Any needs for funding shall be approved by the Town providing needed funds in accordance with their respective financial policies. The Town of Allenstown shall be responsible for the coordination of the Commission's meetings to include posting of agendas, creation of minutes and coordination of the physical location where the meetings will be held. The Commission shall comply with the applicable provisions of RSA 91-A. The minutes of the Commission's meetings shall be filed with the Town Clerks of both Towns in accordance with the provisions of RSA 41:58.

The resolution was approved by the Board of Selectmen on February 27<sup>th</sup>, 2017.