

HISTORIC DISTRICT COMMISSION

MINUTES

October 13, 2020

APPROVED: 3/16/21

AGENDA: WORKSHOP

ATTENDING: Anita Avery (Select Board Representative), Dorcas Gordon, Kyle Sanders, Steve Favorite (Alternate)

ABSENT: Clay Dingman (Vice Chairman), Richard Laflamme (Chair)

OTHER: Christina Goodwin (Land Use Manager)

As the Chair and the Vice-Chair were absent, S. Favorite made a motion, second by A. Avery, to nominate Dorcas Gordon as Acting Chairman. The motion carried.

Ms. Gordon stated that the Governor's Emergency Orders allow for meetings to be held both in-person and electronically due to the pandemic. Members of the Commission are attending in-person, via video or via telephone conference and members of the public have the same options. Ms. Gordon named Mr. Favorite to the Commission to fill in for an open seat. The meeting opened at 7:00 pm by roll-call vote 4-0.

MINUTES FOR AUGUST 11, 2020: The minutes of August 11, 2020 were reviewed. A. Avery motioned to approve the minutes as written, S. Favorite second. The motion carried with one (1) abstention by roll-call vote 3-0-1.

WORKSHOP

District Signage

Ms. Goodwin stated that the proposals are not ready yet and we are waiting on confirmation of costs. She explained that the Commission determined in a past meeting that one side will say "Welcome to the Historic District" and the other side will say "Thank you for Visiting the Historic District" or something similar.

Welcome to New Member

Kyle Sanders was welcomed to the Commission. His background is in American History and he felt that this would be a good fit. He has been interested in historic buildings and he is the Education Coordinator for the Shaker Museum.

Anna Sanders is an alternate member appointed with Kyle but has found that she is not able to join the Commission at this time. Ms. Goodwin asked Kyle to have Anna email a resignation to make it official.

Binder Suggestions

Ms. Goodwin explained that the Land Use Office supplies the other Land Use Board's new members with binders to help them in their positions. She would like to do the same thing with the Historic District Commission (HDC). Ms. Gordon asked if the meeting room has wi-fi, as she

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would rather become digital. Ms. Goodwin stated that the intent is to move to digital but we aren't there yet. There are no laptops for the Commission.

Ms. Goodwin will prepare a packet of information that can be shared either digitally with new members or printed out. The Commission felt that a binder for new members should have the following:

- By-laws
- Forms
- Instructions
- General Guidelines for Design
- Historic Inventory section of the Master Plan
- Historic District Ordinance
- Enabling Legislation information
- Certified Local Government information

Form Updates:

Ms. Goodwin presented the changes to the forms from the August 11th meeting.

- Application for Certificate of Approval – changes include the map/lot # lines; formatting changes; #5 removing the words often very helpful; and adding #6 for Proof of Representation.
- Certificate of Approval Instructions – changes include updating the contact number for the Land Use Office; updating Preliminary Conceptual Consultation to being scheduled only if needed; updating under bullets, for it to read plot or survey and add (i.e. tax map); updating under bullets by moving graphic representation of any relevant proposed changes to its own bullet; and other formatting changes.
- Certificate of Approval or Notice of Decision – changes include adding the new Town Seal; adding lines for entries; adding project information; and making the disclaimer at the bottom bold.

The Commission discussed the changes proposed. S. Favorite motion to approve the forms as amended, second by K. Sanders. The motion carried by roll-call vote 4-0.

Certified Local Government (CLG) Annual Report

Ms. Goodwin stated that the CLG Annual Report is due October 31. The following items are needed to be updated by the Commission:

- List name of commission member and educational session attended – With COVID, members did not have a lot of opportunities to attend sessions.
- Bios/Resumes of new members – Ms. Goodwin will reach out to the members to get updated copies for the record.
- Any changes that have been done to the by-laws – Ms. Goodwin will send the by-laws, to be safe, as it is not clear if the changes were sent to CLG before.

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COMMUNICATIONS: None

UNFINISHED BUSINESS:

Ms. Gordon inquired on the Certificate of Approval issued in August and whether the work had commenced. Ms. Goodwin reported that it had not yet, but she believes it is because the property owner also owns the building behind the Library, and they are finalizing the work there first.

NEW BUSINESS:

Ms. Goodwin announced the resignation of Tyler Simonds, the Planner. In the interim of the position being filled, Denice DeStefano has been contracted as a consultant to cover the position and Jan Laferriere will be coming back to do minutes.

OTHER:

Ms. Goodwin advised the Commission that she will research any training options available and let the Commission know.

Ms. Goodwin will reach out to all Commission members to submit a bio for the record.

Ms. Goodwin updated the Board that Ms. Heaney thanked them for the plant. It was sent from the Conservation Commission and the Historic District Commission together.

NEXT MEETING:

For November, the meeting is scheduled for November 10, 2020 at 7:00pm. If there are no applications (the deadline for applications is October 23), the meeting will be cancelled.

With no other business before them, S. Favorite made a motion to adjourn 7:55 pm, A. Avery second. The motion carried by roll-call vote 4-0.

Respectfully submitted,
Jan Laferriere,
Land Use Administrative Assistant