

**Historic District Commission
Meeting of
September 24, 2003, 10:30 AM**

Members Present: Thomas Boland, John Dowd, Paul Church, Meg Stewart, Roger Keene (Alternate), and Carol Neal (Alternate)

Town Hall Representatives: Jon Gilmore, Director of Community Development; Mark LaTour, Deputy Director of Community Development; and Roger Dias, Assistant Building Commissioner.

Tom Boland called the meeting to order at 10:30 AM.

Public Meeting

Eric Dray stated that the Guidelines from the Massachusetts Historical Commission, Chapter 40c is the basic rule as to how the district is covered. The Town by-laws, adopted at the Town Meeting of 2002, set up the Historic District Commission.

He also explained how a case would be presented and the Commission members should be checking the Guidelines to decide a case and to interpret the Guidelines as applied to the applicant. The members should adhere to policy and uniformly apply to different cases so all applicants are treated fairly.

Eric Dray also gave his and Thomas Boland's background in historical preservation. He emphasized that knowledge of the Guidelines and by-laws will make decisions easier.

There were general discussions of if a Commission member can walk on the property of an applicant on a site visit as well as a discussion of the preparation of the minutes.

Discuss and adopt forms, Policies and Procedures

The setting of meeting dates and times was discussed. It was moved to change the meetings to the 1st and 3rd Thursdays of the month. The next meeting will be on October 9th at 3:00 PM. The cutoff time for applications is Wednesdays at 5:00 PM to be able to advertise it in time. Every case will go through the Town Hall staff for proper paperwork and placing on the agenda.

Election of Officers

Nominations for officers took place. Roger Keene nominated Thomas Boland for Chairman. John Dowd seconded it. It passed unanimously.

Tom Boland nominated John Dowd for Vice Chair, which was seconded by Paul Church. It was passed unanimously.

No clerk was nominated and it was decided that each Commission member will "clerk" their own case assigned to them and to follow up on.

Training Session

Eric Dray showed a sample of a design review survey that would be used by the Commission members for review of each case. He then had the Commission members go through a mock case to train new members and show how to use the guidelines and by-laws to make decisions. Each of the change requests requested by the applicant was discussed. The minutes of the meetings are to reflect the guidelines covering each case. A Certificate of Appropriateness would be issued for each applicant's case when approved by the Commission.

Any other business that shall properly come before the commission

A motion was made to change the name of the Certificate of Appropriateness to a more suitable name and a name easily understood by the applicants. Thomas Boland moved and Meg Stewart seconded it. It passed unanimously. Eric Dray will look into this with the State.

It was moved to adjourn the meeting at 12:55 PM.

Motion by: Paul Church

Seconded by: Roger Keene

Vote: Unanimous

Respectfully Submitted
Joel Glasser

Approved by: _____ on _____
Tom Boland, Chair Date