

**Minutes: July 6, 2016**

**Present:** Robert C. (Terry) Vose, Chair, R. Tag Carpenter, Vice-Chair, David Amory, Mark Barry, Molly Curtin, Arthur Evans, and Nicole Walters.

*Note: the numbering below is chronological and may not correspond to agenda item numbering*

Chairman Vose called the meeting to order at 7:03 PM

1. **Open Forum.** Mr. Vose announced there has been no sale of the property at 44 Acorn St., so there is no application for its demolition. The house will be added to the list of “At Risk” properties. There is a complete application for 48 Cove Street; a walk-around will be scheduled.
2. **Minutes.** Minutes of the June 15, 2016 meeting were approved with revisions agreed at tonight’s meeting.
3. **New Demolition Applications**
  - a. 30 Chapel Street. *Thomas Low House, ca. 1833. Partial Demolition/Addition.* A full application has yet to be received; the project was not discussed.
  - b. 48 Cove Street. *Historic name William Paulding House. Common name Asa S. Delano – Edgar W. Chandler House, ca. 1833. Partial Demolition/Addition.* As noted above, a walk-around is to be scheduled
4. **326 Powder Point Avenue Documentation.** Commissioner Curtin reported that she completed an on-site survey of the property that includes photos and text, and covers the main house and all outbuildings. She will submit this material to the MHC so it can be incorporated into the MACRIS inventory of the property.
5. **Instructions for Demolition Delay Bylaw/Bylaw Process Map.** The latest draft of the document titled, “Instructions for the Application of the Demolition Delay Bylaw” was discussed with several suggestions for revision made to it. Ms. Curtin will incorporate these into a final draft and circulate it to DHC members. It was moved, seconded, and unanimously approved to accept this draft and move ahead to discuss it with various officials at Town Hall: the Selectman Liaison to DHC, Planning Director, Director of Municipal Services, and the Town Manager.
6. **Historic Structure Demolition Application.** Vice Chair Carpenter provided a final draft of the “Historic Structure Demolition Application Process Flowchart” and the “Historic Structure Demolition Application.” After some discussion it was moved, seconded, and unanimously agreed to accept these forms and include them in the discussions with Town officials as noted in #5 above.

**Note:** It was also agreed that Municipal Services should distribute both the Instructions and Application forms, and that these should be incorporated into one document along with the Application Process Flowchart.

- 7. Revision to Town Website Content.** The need to revise the DHC website was discussed at some length. The current website contains five links: narrative, bylaw, mission statement, “long” history, and “short history.” It was thought these should be replaced by new links as follows: narrative, or “landing” page, the bylaw, instructions and application (items 5 and 6 above), DHC rules and regulations, and application examples.
- 8. DHC Rules and Regulations.** A draft of this new document that had been prepared by Commissioner Curtin was circulated and discussed. Because of the late hour it was agreed that members should review this on their own and submit their comments to Ms. Curtin for incorporation into a revised and final draft that will be discussed at the next meeting.
- 9. At Risk Properties.** No discussion.
- 9. New Business.** None.
- 11. Adjournment.** Unanimously voted to adjourn at 9:30 PM.

New Materials Received:

1. Application dated 6/14/2016 for renovation of 48 Cove Street.
2. Revised draft of “Instructions for the Application of the Demolition Delay Bylaw” prepared by Commissioner Curtin.
3. Drafts of “Historic Structure Demolition Application” and “Historic Structure Demolition Application Process Flowchart” prepared by Vice Chair Carpenter with an assist from Commissioner Barry.
4. Draft of “DHC Rules and Regulations” prepared by Commissioner Curtin.

*Minutes prepared and submitted by Arthur B. Evans, Clerk*