

Present: Robert C. (Terry) Vose, Chair, R. Tag Carpenter, Vice-Chair, David Amory, Mark Barry, Molly Curtin, and Arthur Evans. Nicole Walters was absent. Town Manager Rene Read was also present.

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

Chairman Vose called the meeting to order at 6:59PM

1. **Open Forum.** Mr. Vose presented a draft of the National Register nomination form for the Cove Street District prepared by Ms. Wendy Frontiero of the MHC that he will distribute to Commission members. He also allowed he would have to leave the meeting early due to an illness in his family. (Mr. Vose excused himself at 7:18PM).
2. **Minutes.** Minutes of the July 20, 2016 meeting were unanimously approved.
3. **New Demolition Applications**
 - a. 30 Chapel Street. *Thomas Low House, ca. 1833. Partial Demolition/Addition.* Maureen Hanson of Municipal Services reported in an email that plans for this proposal had changed and only interior renovation is involved. A building permit had been issued.
 - b. 848 Franklin Street. *ca. 1924. Alteration/Addition.* Paul and Sarah Hansen, owners, were present. It was moved, seconded, and unanimously agreed this building was not a regulated structure covered by the bylaw, and a building permit could be issued.
4. **328 Powder Point Avenue Demolition.** Ms. Wendy Frontiero of the MHC submitted a revised and updated version of the inventory of this structure. Mr. Vose noted that the exterior columns from the house had been saved for reuse elsewhere, and that approximately 1000 sq. feet of flooring had been salvaged. The stable was destroyed because of lead paint issues along with the rest of the structures around the main house. Commission members were concerned they had not been informed of this action prior to demolition as had been agreed, and noted there was nothing in writing about it. Mr. Read said the Commission does not have the legal authority to issue or sign an MOU, but could and should issue a letter outlining what is expected of home owners in the future.
5. **Debriefings of Meetings with Town Officials.** Two meetings have been held so far: Mr. Carpenter with Valerie Massard, Town Planner and Scott Lambiase, Director of Municipal Services, and Mr. Barry with David Madigan, Selectman. The comments of both have been previously shared with members of the DHC via email.
6. **Documentation for the Demolition Bylaw.**

- a. Historic Structure Demolition Application. One revision suggested by Ms. Massard was incorporated into this document, which otherwise was considered final.
- b. Instruction for Application of Demolition Bylaw. Mr. Read circulated a memo dated August 3, 2016 from Arthur Kreiger, Town Counsel commenting on these Instructions, the streamlined application (above) and the proposed Rules and Regulations (see #7). Town Counsel agreed with previous comments that instructions were not necessary, but Commissioners continued to feel otherwise. Instead of a multi-page list of instructions, an abbreviated and “bulleted” list was suggested. Mr. Amory volunteered to prepare a draft of this and circulate it to other Commissioners for comment and review.

7. Draft DHC Rules and Regulations. The memo from Arthur Kreiger referred to above was discussed, with the help and assistance of Mr. Read. Two major revisions were agreed: deletion of Article 1, Section 2, (definition of Applicant; defined elsewhere in the bylaws) and Article 6 (Standards and Procedures of Practice; included in the demolition bylaw) as well as a number of other changes. Commissioner Curtin agreed to incorporate these changes into a new draft.

8. Revisions to Demolition Bylaw. Ms. Massard had previously submitted proposed revisions to this draft document that was prepared in February 2016. The need to act on it promptly was underscored by Mr. Read, whose office is responsible for preparing the warrant for the Town Meeting in March 2017. The proposed revision must go through several rounds of review by Town officials before it can be included in the warrant.

This led to a line by line review of the draft of the proposed bylaw. Mr. Carpenter entered changes to it as the discussion proceeded, so a new draft could be submitted to Ms. Massard for follow-up and circulated to Commission members the following day.

Note: Because of the late hour, there was no discussion of these other items on the agenda: #9. Proposed revisions to DHC website, #10 At Risk Properties, and #11. New Business

9. Adjournment. Unanimously agreed to adjourn the meeting at 9:42PM. The next meeting will be on Wednesday, August 17, 2016.

New Materials Received:

1. Memo and attachments dated July 17, 2016 from Wendy Frontiero re: Cove Street District.
2. Email dated July 29 from Maureen Hansen re: 30 Chapel St.
3. Email dated July 22, 2016 from Sarah Hansen re: 848 Franklin St.
4. Letter and enclosure dated July 15, 2016 from Wendy Frontiero re: 326 Powder Point Ave.
5. Email dated Aug. 3, 2016 from V. Massard re: draft application, and rules and regulations
6. Email dated July 5, 2016 from Mark Barry re: meeting with David Madigan
7. Email dated June 24, 2016 from Tag Carpenter re meeting with V. Massard
8. Memo dated August 3, 2016 from Rene Read re: 2016 DHC Rules, Application, Instructions

Minutes prepared and submitted by Arthur B. Evans, Clerk