

DUXBURY HISTORICAL COMMISSION
Minutes: November 2, 2015

APPROVED NOV. 19, 2015

Present: Robert C. (Terry) Vose, Chair, R. Tag Carpenter, Vice-Chair, David Amory, Mark Barry, Arthur Evans, Chris Tice, and Nicole Walters, constituting a quorum.

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

Chairman Vose called the meeting to order at 6:06 PM

1. **Open Forum.** No discussion.
2. **Recap of Meeting with John Madden et al October 27, 2015.** Commissioners Vose and Carpenter met this day with John Madden, Finance Director, Scott Lambiase, Municipal Services Director, Frank Mangione, Fiscal Advisory Chairman, and Rene Read, Town Manager to discuss a number of administrative matters of the Commission. These included the following:
 - Procedures for processing the Application fee required of anyone seeking a demolition permit;
 - Implementation of a new fee structure (January 1, 2016);
 - Fees for advertising in the Clipper, purchasing a list of abutters, etc.;
 - In-house administrative support. Maureen Hansen has joined the staff of the Municipal Services Department and will be assigned to work with the DHC;
 - FY 2017 Budget;
 - Town Web Site;
 - Contracting Outside Services, such as hiring a writer to work on a revised brochure;
 - Hiring interns to organize DHC files.

A run-down of these items was included in an October 27, 2015 email from Mr. Carpenter sent to all Commission members.

3. **Demolition Delay Bylaw Revisions.** This special meeting of the DHC was called to prepare a penultimate draft of revisions to the Demolition Delay Bylaw, which must be delivered to the Office of the Selectmen by December 1, 2016 in order to be considered for inclusion as an article in the 2016 Town Warrant. Members went through the bylaw line by line with suggested revisions and alterations, with Mr. Carpenter preparing a new draft as the discussion continued. This draft was then sent as an email attachment to all members of the Commission following the close of the meeting, to be discussed again at the next regular DHC meeting.

4. The meeting was **adjourned** at 8:40 PM

Respectfully submitted,

Arthur B. Evans, Acting Clerk

