

NORTHBOROUGH HISTORIC DISTRICT COMMISSION

Meeting Minutes for Monthly Meeting
Wednesday January 20, 2016
Conference Room C (The Kitchen)
63 Main St, Northborough

Present: Bruce Chute, Norm Corbin, Bob Ellis, Amy White, Leslie Harrison, Ben Davies, and Stephanie Stockman

Alternates: Marie Nieber

Chairman called the monthly meeting to order at 7:02.

- Approval of Previous Meeting Minutes
 - Leslie Harrison made a motion to accept the December 16, 2015 meeting minutes, and Amy White seconded the motion. It was passed unanimously.

AGENDA

- White Cliffs CPC Request
 - The CPA funding request has been withdrawn.
- Cemetery signs
 - In process
- CPA 2015 Approved Requests
 - Chapinville, Assabetville, Woodside
 - Assabetville and Woodside signs are ready to be submitted
 - A unanimous vote was taken on the Chapin Mill photograph, and it will be submitted.
 - Peter Whitney parsonage – There may be a date error on the sign. Marie and Norm will investigate.
- Howard Street Cemetery National Historic Register
 - In process
- Brigham St. cemetery GPR – (gather quotes in 2015 with spring 2016 target)
 - Stephanie will review the file to find out where it is in the process.
- Colonial headstones preservation (MPPF 50:50 funding, target spring 2017)
 - Norm and Brian will work on the application.
 - It needs to have a Preservation Restriction in place to obtain any funding.
 - Their needs to be proof that the town owns the burial ground.
- 250th celebration update
 - First event is Sunday afternoon. Unitarian church will have a ceremony to kick off the 250th anniversary, and cake from *The Cake Boss* will be served afterwards.
 - The gala is sold out.
- Homeowners Guideline for Design Review in a Historic District
 - Amy worked on a draft for a guideline, and an abutter notification steps
 - This draft was edited during the meeting.

- Amy will make the changes to the draft.
 - Included in the draft will be monitoring the work
- The NHDC will need to talk with Kathy Joubert to eventually have the capability to upload forms onto the Northborough Town website.
- Bruce will check with the Town Clerk to see if the form should be returned to his office.
- CPC meeting
 - Norm will ask for additional information regarding these applications.
 - Unitarian Church – Preservation restriction application
 - Brigham street Property Line – added back on to CPC request
- New Business
 - Report from Ms. Settles regarding using CPA Funds
 - It is recommended that the NHDC
 - plan to digitize historical documents that the Town and other organizations (Churches, Historical Society...) may have
 - educate the town about historical preservation
 - have training sessions for the public about CPC funding.
 - acquire properties
 - The Old Grange
 - The NHDC may send a letter to the owners of the property with their intent for the property.
- Adjournment
 - Leslie Harrison made a motion to adjourn the meeting at 8:58PM, and it was seconded by Amy White. It was accepted unanimously.

Respectfully Submitted,

Stephanie Stockman