



S. PETER KANE  
TOWN PLANNER &  
ENERGY EFFICIENCY MANAGER

# TOWN OF SWAMPSCOTT

OFFICE OF THE

## PLANNING DEPARTMENT

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

Notice is hereby given that the Swampscott **Historic District Study Committee** will be holding a public meeting on **Wednesday, May 16, 2012**, beginning at **7:00 pm**, at the **Swampscott Library, Baldwin Room, 61 Burrill St.** Meeting to close by 8pm.

### AGENDA:

1. Organizational tasks: discussion of delineation of tasks between Committee Chair, vice chair, secretary, Town Planner (Public relations/press notification, posting of meetings and agenda, preparation and posting of minutes, external liaison to Mass Historical Commission, liaison to Selectman)
2. Approval of the minutes of the May 9, 2012 meeting
3. Review of the Massachusetts Open Meeting and Open Records laws (notification within 48 hours, open/closed meetings, use of e-mail, posting of minutes and agenda)
4. Review of the Massachusetts Historic Commission booklet which outlines the process of creating an Historic District
5. Begin gathering data through review of existing maps (Planner S. Peter Kane)
6. Review of Google file use (to file committee's documents) - S.Peter Kane

Mary Hobbins DeChillo  
Chairman  
Swampscott Historic District Study Committee