

MINUTES

Historic Preservation Commission (HPC)

February 25, 2021, 6:00 p.m.

Meeting took place virtually via *Go to Meeting* online platform due to COVID-19 restrictions

MEMBERS PRESENT: Paul Edmeades, Chair
Jeff Campbell, Vice Chair
Peg Lucas
Steve Lober

IN ATTENDANCE: Laura M. Bianca-Pruett, Planner
Erin Hughes, Town Commissioner
Charles Keenan, Town Counsel
Kevin Small, Director of Planning
Justin Polun, Property Owner
Kathi Santora, Recording Secretary

ABSENT: Megan Greco
Jennifer Mainster-Hanna
Brian Payne

Mr. Edmeades called the Historic Preservation Commission to order at 6:00 p.m.

I. Administrative Matters

A. Approval of minutes

Per Mr. Edmeades: P. 2, last paragraph, line 2, change “compete” to “complete.”

P. 6, line 2, should read . . . “Mr. Small has discussed **with** Ms. Moody . . .”

Ms. Lucas moved to approve minutes as corrected. Mr. Campbell seconded the motion. All in favor. Motion carried.

B. Election of Officers

This item was inadvertently included in this month’s agenda. The election of officers took place at the January 2021 meeting.

II. Old Business

A. HA 224 (Van Bibber House) located at 303 S. Main Street March 28, 2019 approval with conditions

Ms. Bianca-Pruett provided an update. Mr. Polun has located a contractor. Ms. Bianca-Pruett has provided Mr. Polun with specs and details about correct materials and processes to share with the contractor.

Mr. Polun stated that the contractor is Modern Remodeling. There is a signed contract that states that all work will be completed by May 21, 2021.

Mr. Edmeades asked for HPC comment. Mr. Campbell confirmed that Mr. Polun will send a copy of the contract to Ms. Bianca-Pruett for HPC members' review.

Mr. Edmeades thanked Mr. Polun for efforts to resolve this issue.

Mr. Campbell suggested that Mr. Polun notify the Town when the contractor is ready to commence so that representatives from the town and HPC can examine the materials and confirm they are in accordance with HPC guidelines. He also noted that project completion needs to be verified to bring final resolution. Mr. Campbell added that he has a flexible schedule and can easily be on hand to verify the materials before work begins.

Mr. Edmeades confirmed the suggestion of a pre-construction meeting with Mr. Polun, the contractor and relevant HPC members and Town staff.

Mr. Polun confirmed that his action item is to email a contract copy to Ms. Bianca-Pruett. He left the meeting at 6:12 p.m.

Mr. Edmeades asked that items B & C on the published agenda be switched.

B. Designated Historic Site Inventory Updates – Broadway

Ms. Lucas confirmed that members received an electronic file from Ms. Bianca-Pruett that lists 15 previously-inventories properties on Broadway. Some documents date back to the 1970s.

She will assign updates to committee members and advised on how to approach the reviews, including a request for multiple digital images and a Google Earth view.

Ms. Bianca-Pruett noted that there are four properties on Broadway and N. Hickory slated for demolition. Mr. Small will speak to the developer of the Hickory Avenue sites and see if they will allow HPC members inside to document before demolition.

C. Review of 2021 Revised Powers & Duties (draft)

Mr. Edmeades called on Mr. Small to provide details. Since sending the draft version, Mr. Small has created a searchable document.

Mr. Edmeades stated that he didn't know that the HPC has the power to acquire property. This would be subject to Board of Commissioners, per Mr. Small.

Mr. Small noted that updates to Department of Planning committees' powers and duties is to ensure that they all conduct meetings consistently.

Appendix A sets rules and regulations and must be signed by all members.

Mr. Small suggests a change to the quorum requirement to that of a majority since there are seven members. However, keeping it at three can be an option. Mr. Edmeades suggested raising the quorum to four.

Mr. Keenan noted that meetings can take place with less than a quorum assuming that no major actions are needed. He concurs with a quorum of four.

Mr. Campbell sees the convenience of three in a quorum. There has been a variance in past meeting attendance.

Mr. Keenan suggested a confirmation of the legal definition of quorum.

Mr. Small has researched state law and didn't find a reference to "majority." Mr. Lober suggested additional research.

Mr. Small will review all submitted comments and provide a new draft. Mr. Edmeades would like a future discussion on some items.

Mr. Small noted one change in process. Currently, the Town has 45 days to respond to an application. If no action is taken by Town, the application is automatically approved. However, this could cause problems if an HPC meeting is cancelled due to, for example, weather. This

would necessitate a special meeting. In this draft, the Town proposes to change the deadline for application submission before a meeting from four weeks to two weeks.

Mr. Small noted that 38 and 44 E. Broadway should be priorities in the inventory since they will likely be demolished in the next month.

IV. Other Business

Ms. Bianca-Pruett updated the HPC about properties that the contractor Marstel-Day will review. The Town has been getting property owner permissions. The owner at 419 Giles Street does not wish to participate. This frees up funds for another property.

Ms. Bianca-Pruett noted that Commissioner Hughes, who is attending tonight's meeting, had previously expressed willingness to participate in the program with her property at 113 Williams Street. Ms. Hughes defers to HPC in this decision.

Ms. Bianca-Pruett noted that the Department of Planning is still waiting for a budget adjustment from the Board of Town Commissioners before contractor can begin. Mr. Edmeades suggested discussion of an alternate property at the next HPC meeting.

There were no other issues were raised. The motion carried.

Ms. Lucas moved to adjourn. Mr. Lober seconded the motion. All in favor.

The meeting ended at 6:41 p.m.