

**DURHAM HISTORIC DISTRICT COMMISSION
THURSDAY -- DECEMBER 11, 2015
DURHAM TOWN HALL**

MINUTES

- I. Call to Order and Establishment of Quorum:** The meeting was called to order at 6:40. There was a quorum present: Candy deCsipkes, Joe Donovik, Seth Koenig. Ben Love was absent. Codes Officer Paul Baines was also present.
- II. Amendments to Agenda:** No amendments. Paul shared that there is a proposal about to come to the commission for review.
- III. Action and Discussion Items**
- 1. Town Flags at Southwest Bend -- Bill St. Michel:** Bill had asked to come to the meeting to speak about the flags at Southwest Bend. He didn't come to the meeting. Candy will call him.
 - 2. Membership update:** The town has received a letter of resignation from Richard Thompson. Candy will speak with Paula Erdmann-Purdy, who is interested in being on the Commission, about filling-out the necessary paperwork.
 - 3. Elect a secretary:** Seth Koenig volunteered to be secretary. A vote was taken and he was unanimously elected secretary. He will start that job at our next meeting. Paul shared lists that can be used as the commission reviews a request. These lists can also be used by the secretary to record the votes.
 - 4. Ordinance review and discussion about revision(s):**
 - Article I: The group decided that three additional terms needed to be defined:
 - ✓ Accessory structure
 - ✓ Contributing structure
 - ✓ Non-contributing structure
 - Article II: By-laws: At the previous meeting the group became aware that they needed by-laws. Joe shared copies of by-laws that had been developed earlier. By-laws need to be approved by the Selectmen. In addition, Joe said he would look through the Historic District Commission files to see if there were items that need to be shared.
 - 5. Other:** Other items/issues/suggestions came up in the course of discussion.
 - **Budget:** The Commission may need a small amount of money -- copying and mailing. Joe has experience with the process for submitting a request for funds. It would need to be approved at town meeting. He will work with Candy to submit such a request. There was a suggestion to make this the vice-chair's responsibility.
 - There was a suggestion that the group might inventory the historic district.
 - The town's Comprehensive Plan includes information about the historic district. Joe will review the Plan and report out at the next meeting.
 - **Question:** Who has authority over the historic district? Paul will look into this question.

- There was a suggestion that the commission might want to develop an educational piece, possibly a mailer, about the district that could be shared with those who live in the district and others. It could also be available at town meeting and at the town hall. Joe shared a copy of the letter that went out to those who live in the district when the historic district was established.

IV. Next meeting -- January 8, 2015

V. Adjourn: Meeting was adjourned at 7:48.