**Wiscasset Historic Preservation Commission**

Minutes, 6/2/16

Present: John Reinhardt, Gordon Kontrath, Wendy Donovan (arrived late), Jib Fowles, Susan Blagden

1. Call to order

The meeting was called to order at 5:00 pm

2. Consideration of May 16, 2016 minutes

The minutes were approved 4-0 without changes.

3. Certificate of Appropriateness Application

 a. 31 Fort Hill St U01-095

 Materials were presented by the new homeowners regarding the proposed renovation at 31 Fort Hill St. The proposal was very thorough, but not all of the materials had been finalized. In addition, the Commissioners wanted time to review the materials provided before making any decisions. After some discussion, Susan moved that Ben ask the applicants for pictures of the actual proposed doors, fascias, soffit boards, and windows. The motion passed 5-0.

It was moved that the commission move the next regular meeting to Thursday, June 30 at 5pm so that we would be able to review the requested materials and to respond to the application within our 30 day window. Passed 5-0.

4. Discussion regarding Certified Local Government with Carol Eyerman – Assistant Planner in Topsham

Becoming a Certified Local Government would give the commission access to a countrywide listserve which addresses questions from simple to high-level. Carols has offered to send us samples so that we can see the types of conversations that occur.

The commission should provide a handout to the Selectmen detailing the CLG process. We should also create a timeline for becoming a CLG and attempt to meet one step towards that goal at each meeting. The first step would be to notify the property owners in the Historic District.

It was also suggested that we look into getting street sign saying “Historic District”, to increase the district’s visibility.

Regarding the DOT plans, Carol advises that we check our ordinance to see if we have intervening power and the ability to advise the town on historic matters. The state may not need to come to the commission for a certificate of appropriateness, so it will be important for 1 or 2 of the commission members to plan to be involved with the 106 review.

5. Update on letter to property owners

The commission reviewed the draft of the letter that Ben created and made some suggestions for edits. Ben will revise and have another draft for us.

6. Other business

Al has decided to allow his commission membership to expire, effective June 30. We will need to notify the town clerk of the vacancy.

The next commission meeting will be Thursday, June 30, 2016 at 5:00 pm.