

## **Meeting Minutes**

**APPROVED**

### **Local Historic District Study Committee**

Tuesday, October 30, 2023

12 Kent Way, 2<sup>nd</sup> Floor Hearing Room

**Members Present:** Chair Robin Etheridge, Vice Chair Joy Michaud, Secretary Elizabeth Paliga, Lon Hachmeister

**Members Absent:** Bethany Groff Dorau

Chair Robin Etheridge opened the meeting at 5:40 p.m.

### **Reading of the Lower Green Study Committee's Mission Statement and Purpose & Goals**

Vice Chair Joy Michaud read the Mission Statement and Purpose & Goals into the record.

### **Approval of Minutes:**

**Motion:** A motion was made to approve the minutes from the October 3<sup>rd</sup> meeting, which was passed by all present.

### **Review Possible MHC Grant Opportunity:**

Secretary Elizabeth Paliga discussed her and committee member Bethany Groff Dorau's findings. The grant is a matching grant, which would mean the Study Committee, or the Town of Newbury, would have to come up with half of the proposed money. The deadline for letters of intent is November 15<sup>th</sup>. Committee member Lon Hachmeister will look into what the pre-application requires and fill it out. Lon will also get on Select Board agenda to update them as to Study Plan and also ask them for permission to apply for MHC grant.

### **Update on Newbury Citizen Survey Outreach & Responses:**

There were no updates. Elizabeth relayed Survey Monkey allows only 10 free responses and then a paywall hits. The committee to date has had 4, but it's worth thinking about.

### **Review & Approve Draft Study Plan:**

The committee finished drafting study plan and named it 'Study Report Plan'.

**Motion:** A motion was made to approve the Preliminary Study Report Plan and was approved by all present.

### **Assign First Study Report Assignments:**

Lon & Joy expressed interest in identifying the significance of each property in the Study Area.

Robin & Elizabeth are interested in conducting the architectural survey.

Bethany mentioned at the October 3<sup>rd</sup> meeting she has resources for the history discussion of Newbury. Lon also knows a volunteer willing to help with parts of this.

Robin, Lon & Joy are best equipped to discuss the reason a Lower Green Local Historic District is needed, what events precipitated the creation of the Study Committee and the community benefits of a LHD.

The committee then discussed the order of operations needed. First the preliminary research will encompass the *Area Under Consideration*. We will be casting a wide geographic net, then will draw in

the net to outline the *Study Area*. Then the committee will narrow the scope further to the proposed Local Historic District boundaries. The two most important tasks at this stage are the preliminary architectural survey and historical research which will help define the area under consideration and from that, the study area.

*Elizabeth will find Madison Vlass's research.*

**Public Comment:**

There were no public comments at this meeting.

**Additional Business:**

Robin will ask Jenn Doherty at Massachusetts Historical Commission about dollar amount ask for grant, and also how other study committees have delivered surveys.

Lon has followed up with survey posting, doesn't sound like sending out with tax bill will work. Lon will follow up with post office if we can send out postcard. Select Board would have to approve charge for that, and will get estimate, and maybe a few alternate options.

Robin hasn't heard from any of the non-profits we sent the letters to, Robin wants to follow up. Joy mentioned we hadn't asked for support or response, but committee is going to ask for letters of support. Joy will draft letter to Agawam and Pawtucket Peoples letting them know of project and asking if they would like to be part of it or collaborate in any way.

**Adjournment:**

The next meeting of the Local Historic District Study Committee was set for **Monday, December 11<sup>th</sup> at 5:30 p.m.**

The committee adjourned at 7:27 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Elizabeth Paliga". The signature is written in dark ink and is positioned above the printed name and title.

Elizabeth Paliga  
Secretary, Local Historic District Study Committee