

Delay of Demolition Review Commission
Meeting Minutes
Thursday, December 1, 2022, 6:00 PM

Minutes are subject to the approval of the Delay of Demolition Review Commission

1. **Present:** Sarah Griswold, Christine Adams, Henrietta de Veer Updegraff, Dimitri Rimsky, Sarah Blank
2. **Call to Order, Seat the Commission**
3. **Minutes.** The Minutes from the November 2 meeting were not approved as they were only received the day of the meeting. Paper copies only were available.
4. **Report on Penalties.** Sarah Blank is researching how other towns are handling fees and penalties and will compile a summary of their approaches for next month's meeting.
5. **Summary Statement & Target Letter to the Community.** We now have a place on the website for the statement. Dimitri will draft it based on the earlier draft and send it around for e-mail approval, at which point he'll get it posted on the website. The targeted letter to the community – realtors, businesses, etc. will be composed in the new year. The opening page and initial listing of buildings will be posted in December. Sarah Griswold offered to draft the letter to the community.
6. **Database.** There will be a simple database that the public can view and a more complete database that will be available by special request only. Henrietta will contact Dennis and the IT people to get the list on the website.
7. **Question about Historic District.** Our purview is broader than the Historic Districts and so it's not appropriate for us to be on the website with them.
8. **Item five on the agenda** is now irrelevant. Missing material has now been posted. Much discussion ensued about the website and where applications and forms will appear. This is a process of getting our ducks in a row and will get cleared up in the new year.
9. **Other Business: Camera.** Sarah Griswold asked if we actually need a camera. It was explained that good photos are necessary both for the historical record and to back up our stance if we deny demolition. In addition, the photos should not be taken on individual, privately-owned cameras or phones, because the properties are private and this is Town of Washington work. Henrietta recommended the Canon Power Shot SX 40 SH. It's a good camera with good stability.
10. **VOTE:** Motion to authorize the purchase of the Canon Power Shot as recommended by Henrietta. Motion carried unanimously.
11. **Note.** It was noted that there should be something on the website that notifies property owners that photos will be taken. This could be added to the Summary Statement.
12. **Prioritizing Research.** We will focus on areas to prioritize in creating the database. There are 856 buildings total, with 480 of them pre 1940. Henrietta will send an email of what she has learned to the Commission. Our biggest concerns are the ages of the buildings, but also groupings of buildings and their geography. They are defined by the intent of settlement, not by the current historic districts. This will be a focus of the January meeting.

13. **Next Meeting.** Meetings will be held the first Thursday of the month at 5:00 PM. The next meeting will be January 5, 2023.

14. **Motion to Adjourn.** Carried

Meeting adjourned 6:00 PM

Minutes Compiled by Sarah Griswold from Zoom Recording