

Delay of Demolition Review Commission
Meeting Minutes
Thursday, October 6th 5:00 PM

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

1. **Present:** Jim Brinton, Susan Payne, Sarah Griswold, Christine Adams, Henrietta de Veer Updegraff, Dimitri Rimsky, Susan Payne
2. **Call to Order, Seat the Commission**
3. **Set Ground Rules for Meeting Behavior - Going to send an email to the commission**
standard list of behaviors. Gives things some structure, some of the rules are; the chairman runs the meeting, public input is at the discretion of the board, be punctual, prepared, give others the opportunity to speak, be attentive to your body language.
4. **Structure of Commission**
 1. Will the Selectman be a voting member of the Commission? The Selectman will not be a member of this commission-
 2. Election of Chair and Vice Chair - Nominations. Sarah and Dimitri had a conversation and realized Dimitri, Sarah G., and Susie are the only full-time local residents. Sarah has experience chairing meetings; if she steps forward Dimitri said he would back her up as vice chair. Motion made by Jim Brinton to nominate Sarah Griswold as the chairman of the committee and Dimitri Rimsky as the vice chair. Motion Carried.
2. **Review, edit, adopt Summary of commission role for town (Draft attached)**

The idea of this was to have a simple paragraph to be used on the town website as a statement / purpose to what the commission is. We would present this to the general public and community. What we currently have is more of an opening statement, we will create a more comprehensive letter we would like to send out in the future.

Discussion of fixing the paragraph; move some sentences around.

Christine proposed we should add a third bullet point to the statement: "To keep and maintain an accurate inventory of historically significant structures in the Town of Washington." Sarah G. moved to approve the document as amended. Motion carried.
6. **Discussion of Basic Resources Needed**
 1. **Need for town-owned database** - Henrietta has a new assessors list of homes and all the data they track. Henrietta had gathered a lot of info but at the time it was at the Gunn Museum and she now no longer has access to that. Henrietta mentioned the commission will need to have some kind of town database accumulated by this committee that's accessible to the general public. We need the repository established because right now it's private and not open to the general public. Henrietta brought up to the committee that it would help immensely to have a laptop – For when she's doing her property records. The laptop would serve as the repository, with the data stored in the town's cloud. Henrietta also raised the idea of a high quality camera that can take museum

quality photos; if you're taking pictures of these buildings you want to make sure you have the history; the camera can stay at the town hall and be checked out.

6. Preliminary discussion of Criteria for decision-making

1. **Check list:** We will determine criteria we need to help with decision making. These will include things like information about the age of the home, or structure, who owned the structure, was it owned and occupied by historical figures of Washington? Were there notable events there? We'll send the criteria out again to everyone. Christine will also see what other towns use as their templates so we can get a better idea.

6. Application Form development & discussion with building officials

1. Are there templates? Were just about ready to go live, next meeting we should be up and running, these are the new electronic online permits, we can add this committee's application to the process. In our current process there's a checkbox where it says demolition. We want an immediate stop moment where the building dept has to intervene and if a building is this old there needs to be more expensive itemization of what they're planning to do, and that's where we are concerned.
6. **Other Business-** A good point brought up from Jim Brinton stating; When getting photographs of the exterior of these homes, Be extremely careful when you're on people's property taking photos, either take the photos down the road not on public property or make sure you get into contact with the person before going onto their property.
6. Next Meeting- Nov 3rd the first Thursday at 5:00 pm
6. **Adjournment:** Sarah Griswold made a motion to adjourn. Motion Carried.

Respectfully Submitted,

Amanda Reale

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