

**Westport Historical Commission
Virtual Meeting of Nov. 2, 2020
Google Meet (yns-jqan-hhq for all online meetings)**

Participating were Commission Chair Rud Lawrence (RL), voting members Janet Jones (JJ), Henry Swan (HS), Caroline Bolter (CB), Michael Walden (MW), Bill Kendall (BK), and Beverly Schuch; alternates Garrett Stuck (GS) and Kristi Agniel (KA) also participated in the Google Meet conference.

1. The meeting was called to order by the chair at 6 p.m. with the above members participating.
 2. Minutes: The Oct. 5 meeting minutes were reviewed. HS made a motion to approve the minutes as submitted, seconded by JJ; the motion passed on a 7-0 roll call vote – CB aye; JJ aye; BK aye; RL aye; BS aye; HS aye; MW aye.
 3. Treasurer's Report: None.
 4. New Business: Discussion of cemetery spreadsheet and other topics submitted by Westport Gravestone Cleaning Group member Betty Slade at the last meeting. Much of the debate focused on the database of burials in about 105 town cemeteries, which Ms.Slade suggested should be maintained by the Westport Historical Commission. CB is concerned that the commission doesn't have the resources to maintain and publish the data; RL asked if the Westport Historical Society might have the paid staff or volunteer help needed to handle the task.
 5. Certificates of Appropriateness: 1871 Main Road, owned by Richard and Siobhan DiNatale, proposing to replace the front door on the east side with a new wooden door, and to replace the side door on the east side with a fiberglass door. The chair suggested that the review be tabled as the applicants were not participating in the meeting, and more information on the plans was needed. BK agreed that the application was incomplete, lacking the traditional photos of the present facade, and manufacturer's specifications for the proposed wooden door. Spec sheets for the fiberglass door and a photo had been provided by the applicant; a photo of the wooden door at another house was provided as a style sample. MW used his cell phone and computer camera to share the street view of 1871 Main Road, and provided an estimated construction date of 1920 from town records. The chair asked CB to contact the applicant to detail the additional information needed for consideration at the December meeting. HS made a motion to continue the hearing until Dec. 7, seconded by BS; the motion passed on a 7-0 roll call vote – CB aye, JJ aye, BK aye, RL aye, BS aye, HS aye, MW aye.
 6. House Plaque Recap: GS reported that the new historical plaques for the Brightman/Ellis House was produced and delivered, with Signature Signs doing a good job on it. He said a new application form was being prepared for online posting (WHC page, Documents Page on town website) and hard copy printing.
 7. New Business: MW reported receipt of payments for the Head of Westport tour book from the Head Store and Partner's Store, to be turned over to the treasurer. He said both companies wanted statements or receipts for the sales being paid for; GS will coordinate the paperwork and deposits.
- GS also reported a request from the town leadership team for a proposed Fiscal Year 2022 budget for the commission. He indicated a maximum two percent increase is being asked from all departments, boards, and commissions. He suggested that the \$800 line item for professional services, used to pay the recording clerk contract, be increased to \$825 for next year. There was general agreement that postage,

supplies, and other administrative accounts would remain level funded for FY2022. BS made a motion for GS to file that budget proposal with the Finance Committee and Board of Selectmen; seconded by CB, the motion passed on a 7-0 roll call vote – CB aye, JJ aye, BK aye, RL aye, BS aye, HS aye, MW aye.

8. Adjournment: With no other business on the agenda, HS made a motion to adjourn the meeting at 6:55 p.m. The motion was seconded by JJ and passed on a 7-0 roll call vote – CB aye, JJ aye, BK aye, RL aye, BS aye, HS aye, MW aye.

Approved 12/7/20