

**Westport Historical Commission
Nov. 6, 2023 Meeting
at Town Hall Annex**

Present were Commission Chair Rud Lawrence (RL), members Bill Kendall (BK), Garrett Stuck (GS), Michael Waldman (MW) and Deborah Ciolfi (DC).

1. The meeting was called to order by the Chair at 6 p.m. with the above members present.
2. Minutes: GS asked that the Sept. 11, 2023 meeting minutes under General Business #3 be amended to read: "a tree removal was needed and the tree was removed by the Highway Department. Other future maintenance issues will be reported. Community Preservation Act funds have been awarded to cover the anticipated costs."

MOTION by BK to approve the 9/11/23 minutes as amended above, seconded by DC. The motion passed on a 5-0 vote.

3. Treasurer's Report: GS reviewed the distributed and attached Treasurer's Report dated Nov. 6, 2023 indicating the current balances in all accounts.

MOTION by BK to accept the Treasurer's Report as submitted. Seconded by DC. The motion passed on a 5-0 vote.

GENERAL BUSINESS

1. Monitor's Reports: DC reported on a minor change to the roof line proposed for 7 Windward Way, with revised plans submitted for the WHC files.

6:05 p.m. – In accordance with Robert's Rules of Order, to vote on a motion to reconsider and revote on the application for a Certificate of Appropriateness submitted with respect to 2038 Main Rd; in an attempt to lay to rest any confusion or misunderstanding with respect to that decision. In the event that the vote to reconsider passes, the applicant, abutters, and the general public will be notified, and such reconsideration and revote will be added to the Agenda for the December 4th meeting of the Historical Commission.

MW started discussion by noting that he was not present at the hearings on the application, and would not be comfortable with voting on reconsideration of the case. The Chair reviewed the history of the mistaken vote count at the end of the hearing, where a 3-2 vote did not meet the required four votes of approval. The Chair indicated that the technical denial is being appealed via a pending lawsuit; Town Counsel recommended the case be reconsidered, with a new hearing held after public notice and notification of abutters. GS asked for clarification of the nature of the reconsideration and suggested that a new public hearing is an excessive requirement if the reconsideration is to be merely a revote. Other members felt that public notice and notice to abutters for a new hearing would make the decision process more transparent. The question was raised whether the applicant would be willing to participate in a reconsideration process at the Dec. 4 meeting. After further discussion, BK suggested a motion to reconsider the application.

MOTION by BK to revote on the Certificate of Appropriateness application for 2038 Main Road at the Dec. 4, 2023 meeting, with proper notice given to the property owners and abutters of the planned

reconsideration vote; such reconsideration being contingent on Town Counsel's recommendation that the reconsideration process be followed. Second by DC. The motion passed on a 5-0 vote.

Additional Items:

1. Discussion of possible activities in 2024 to mark the 50th anniversary of the Westport Point Historic District. Community Preservation Committee Chair Betty Slade opened discussion by asking if the Commission would support the celebration of the District's 50th anniversary, assigning several delegates to a committee to plan appropriate activities. DC volunteered to serve on the planning team, and offered several ideas for future discussion by the committee.
2. Discussion of the possibility of hiring a consultant, possibly by applying for CPC funds, for training on the responsibilities and procedures of local historical commissions. Ms. Slade urged consideration of employing a consultant to provide member training, information on best practices, and possible revision of historic district guidelines. She noted consultant Chris Skelly, who has successfully collaborated with the Historical Commission in the past, is available for hire. BK voiced support for using a consultant to update the district guidelines; GS agreed, noting issues such as air conditioning units, heat pumps, and solar panels all need to be addressed in the guidelines.
3. Discussion of issues related to the installation of so-called mini-split HVAC units, especially as regards siting of the compressors and the use of exterior piping attached to sides of buildings. It was noted that this was another issue that needed to be addressed with revised district guidelines.
4. General Discussion of issues related to rules and regulations of the commission with guest participant Betty Slade, co-author of the original rules and regulations of the Commission. The Chair began discussion by noting that in addition to the local rules and regulations, provisions of state law also dictate some Commission policies and procedures. It was generally agreed that the policies and procedures of the Commission should be reviewed and revised, and new building materials and new HVAC system technologies need to be addressed in the guidelines. Other input from Ms. Slade included the need for a historic preservation restriction for the Town Farm property; the Chair indicated he would investigate the process for executing a restriction. She also suggested that the Commission pursue the dedication of some municipal facility to Westport native Paul Cuffe.
5. Westport Historic Inventory. Ms. Slade noted that the town's historical building inventory was last done 50 years ago, and should be updated. GS indicated that trust funds were available to fund a consulting contract if needed.

GENERAL BUSINESS

2. Applications for Certificates of Non-Applicability. DC reported that two Certificates of Non-Applicability were issued since the last meeting. The proposed like-for-like repairs to 1973 Main Road had been reviewed with CB and issued. Proposed like-for-like repairs to the dormer at 1904 Main Road were approved with a conditional follow-up check on the materials to be used.
3. New Business. DC, a member of the solar panel subcommittee, reported that a representative of a solar shingle company was willing to come to a meeting with samples of the company's products, and to provide cost/benefits estimates. It was agreed that the company should be invited to a future meeting.

The Chair reported that the recording clerk has given notice of leaving the position in December, and indicated that a replacement to take meeting minutes and perform other duties for the Commission

would need to be hired or appointed. It has been a contracted position for the past three years. MW indicated that the town is seeking bids for needed work at the Town Farm; no bids have been received.

4. Adjournment:

MOTION by BK to adjourn the meeting at 7:21 p.m. The motion was seconded by GS and passed on a 5-0 vote.

Approval Date: 12-4-23