

SALISBURY HISTORIC DISTRICT COMMISSION

REGULAR MEETING

NOVEMBER 14, 2023 – 9:00AM (VIA ZOOM)

1. Call to Order. Present: Carol Mason, Heidi Hoeller, Robert Highsmith and Howard Sobel (Alternate). Absent: Tom Callahan and M.C. Taylor. C. Mason asked R. Highsmith to Chair the meeting.
2. **Approval of Agenda. So Moved** by R. Highsmith, seconded by H. Hoeller and unanimously **Approved**.
3. **Approval of Minutes of October 3, 2023. So Moved** by H. Hoeller, seconded by C. Mason and unanimously **Approved**.
4. Commissioner Business
 - Hybrid meetings (In-person at Town Hall with Zoom link option) will begin in January, 2024. Meetings will be recorded.
 - Meeting dates for 2024: First Tuesday of the month at 9:00am, except for recess in August and December.
5. Transfer Lists – August and September – nothing new
6. Update – meeting with Abby Conroy / RFP for the pamphlet

C. Mason noted that once A. Conroy has received the agenda and COA applications, she may know some details about the property. R. Highsmith met with A. Conroy also regarding the handbook; Miles Todaro is willing to work with them. C. Mason has an example from Tolland, CT; the Land Use office can assist the HDC. C. Mason also asked M. Todaro to help work on the map, along with Susan in Mat Kiefer’s office; she suggested that they will have to ask homeowners about the part of their property that is historic. R. Highsmith suggested updating the existing handbook. H. Sobel pointed out that issues regarding solar are important, such as solar easements over Land Trust properties; he also asked when the HDC gets notified about activity on historic properties.
7. Other Business

Annual Report – C. Mason has finished the report and worked with Candace Cuniberti on the format. H. Hoeller commented that she was OK with the report and the level of detail.

COA – C. Mason suggested that it is not a great form and is looking to improve it; she talked with the Chair of the Tolland HDC about the COA experience for approving solar on a church. R. Highsmith would like to have the COA protocol on the January agenda. C. Mason noted that

there was recent activity at 4 Main Street and 223 Main Street. H. Sobel commented that he liked the Tolland COA form. C. Mason indicated that M. Todaro could create forms and pointed out that there are 4 separate items: the COA; the map; the pamphlet; the letter to historic property owners. H. Hoeller suggested that the 4 items could be approved individually, each on a timeline; C. Mason agreed, but noted that some need to go together.

8. **Adjournment. So Moved** by H. Hoeller, seconded by C. Mason and unanimously **Approved**.