

SALISBURY HISTORIC DISTRICT COMMISSION

REGULAR MEETING

APRIL 2, 2024 – 9:00AM (VIA ZOOM)

1. Call to Order. Present: Carol Mason, M.C. Taylor, Robert Highsmith, Heidi Hoeller, Tom Callahan and Howard Sobel (Alternate).
2. **Approval of Agenda. So Moved** by R. Highsmith, seconded by M.C. Taylor and unanimously **Approved**.
3. Approval of Minutes of February 6, 2024. Need to be re-sent to Commissioners.
Approval of Minutes of March 5, 2024. So Moved by R. Highsmith, seconded by M.C. Taylor and unanimously **Approved**.
4. Public Hearing – COA #2024-004 / Scoville Memorial Library / 38 Main Street / New Small Sign / DOR: 2-27-24
T. Callahan read the Legal Notice. There was no public comment. T. Callahan asked about the purpose of the “No Trespassing” sign; Karin Goodell, Director, explained that trash being left there and the Library does not maintain the area. H. Hoeller pointed out that it is private property, owned by the Library, not an extension of the rail trail. A **Motion to Approve COA # 2024-004, Scoville Memorial Library, New Sign**, was made by C. Mason, seconded by M.C. Taylor and unanimously **Approved**.
5. COA #2023-006 / Congregational Church / 30 Main Street / Install EV Charger / (Approved 6-6-2023) / Revision / DOR: 3-27-2024
C. Mason asked what changes are proposed. Mark Robbins and Rachel Fossum, representing the Church, described the details. Changes included: the unit being handicapped accessible; the unit will be closer to the curb; there will be 2 safety bollards to protect the unit; it will be a new style unit, of which there are 4 in use in Lakeville; the visual was modified to be smaller. There are no actual parking spaces or striping now. T. Callahan asked about the height of the bollards in comparison to the EV Charger; he added that it is important to know what they’ll look like and asked for a sample photo to be sent. Mr. Robbins noted that the 2 ports on the charger are required; the bollards would be approximately 4’ high; they have PVC sleeves; their preference is for them to be painted white; there is a possible retro-fit to make the cords retractable, if needed. C. Mason asked about any zoning requirement; Mr. Robbins did not know, but added that the Town will allow striping of the space in front of the charger, but will not police it. Painted lines for parking spaces are not planned. C. Mason asked if there should be a new COA; T. Callahan indicated yes, that he wants more information about the bollards and H. Hoeller agreed that this is a change to the original COA. There was discussion about having a

Special Meeting in mid-April, if this new COA is accepted at this meeting. A **Motion to Accept the new COA Application (#2024-005), EV Charger Revision, with the Provision that the Design Specifications and Further Information about the Bollards will be available at the Public Hearing**, was made by R. Highsmith, seconded by H. Hoeller, with **All in Favor**. The Public Hearing is scheduled for Tuesday, April 16, 2024 at 9:05am; the Legal Notice will appear in the Lakeville Journal.

6. Review/discuss updated COA form – R. Highsmith
C. Mason talked about the revised COA form and the new map, which will be going on the Town portal, OpenGov, when ready. Details include a new Town email address for the HDC; an online COA form; all HD properties designated in a visual way for all to see. The HDC will then be participating with other Town offices on the website. Changes will include the elimination of the HDC voice message system and the fax number, for example. C. Mason pointed out that all of these improvements will make the job easier for any future Chairperson, by streamlining a lot of the details and having less to keep track of, so that volunteer Commission members can enjoy what they do. The Town will also have a better understanding of how the HDC works and what support is needed. C. Mason suggested having 3 teams of 2 people each, to work on the new COA form. R. Highsmith and H. Sobel will work together on the first draft. H. Hoeller and C. Mason will review the draft. T. Callahan will review the final draft. R. Highsmith and H. Sobel will circulate the first draft to the members before the April 16th meeting. H. Sobel asked if there is anything mandatory to be included on the COA form; T. Callahan answered that the form is for the use of the Commissioners and added that there is nothing regulatory. T. Callahan suggested streamlining the work that is being done and putting in timeframes; he further recommended not frustrating people with the process and making it easier for them to apply for a COA. M.C. Taylor mentioned having complete contact information from the applicants on the form is important.
7. Transfer list – February. No list now.
8. Update re: mtg. with Abby Conroy – There was no meeting.
9. Update re: mtg. with Mat Kiefer – map – Mat is working on it.
10. Public Comment – None
11. Other Business – None
12. **Adjournment. So Moved** by T. Callahan, seconded by R. Highsmith and unanimously **Approved**.