1. Call to Order- Richard Ahlstrom called the meeting to order at 6:35 p.m.

Item taken out of order

7. New Business - Marco Crescentini, Historic District Commission

Marco Crescentini spoke to the Commissioners regarding the Historic District Commission’s difficulty in filling the commission’s vacant seats. He stated that HDC is a 7-member commission and he currently only has 3 commissioners and 4 vacancies. This doesn’t constitute a quorum. Paola Ferrario said that she knew a few people from that area who may be interested in serving and that she will forward those names to him. Two members, who currently consider themselves Associates, have asked to be appointed as Alternates (the legal position) – Olivia Mausel and Susan Woods – so that they may vote.

The Commission is also trying to determine better ways of informing the residents of the District that they have a responsibility to adhere to the oversight of a Historic District. Various methods were discussed.

Marco also reported that the Commission is dealing with a hardship request on an earlier Certificate of Appropriateness issue regarding the materials being used for a porch. He asked for advice on the matter since he hasn’t dealt with this before. Debbie Oppermann and Marco will confer later to determine the best course of action.

Paola Ferrario reported that she had done some reconnaissance on Fairfield Avenue and determined that several of the carriage houses there are in an unsafe condition and it appears that the owners are allowing them to deteriorate to the point of collapse. There was discussion about how to enforce regular maintenance in the historic district so that the architectural character is maintained at the least and that buildings don’t collapse at the worst. There were comments regarding the lack of response from the building department to phone calls about such concerns. It was determined that representatives from the Historical Commission and the Historic District Commission meet with the Building Department and with the Office of Planning and Development Director to determine a course of action that may include CPA funding for a revolving loan program dedicated
to historic preservation or some kind of tax incentive for preservation work done in the Fairfield Avenue Historic District. Debbie offered to arrange the meeting.

2. **Review of 11/14/18 & 9/6/18 minutes** – a motion was made by Paola Ferrario and seconded by James Sheehan to approve the minutes for 11/14/18 and 9/6/18. All passed unanimously.

3. **Public Participation** – None.

4. **Certified Local Government Review- NR application for Smith’s Ferry**
   Debbie Opperman stated that she received a request for an CLG opinion letter for an application for Smith’s Ferry to be nominated to be placed on the National Register of Historic Places. Mrs. Opperman asked the board to review the opinion form, drafted by the Holyoke Preservation Trust and is looking for a motion to approve the letter and for her to write a cover letter and submit to Betsy Freidberg, the Director of National Register Program. A motion was made by Paola Ferrario and seconded by James Sheehan to approve submission of this opinion with a cover letter from the Historical commission in support of this nomination. All were in Favor.

5. **Demolition Delay Ordinance Revisions** –
   Frances Welson updated the Commissioners on her work regarding the Demolition Delay Ordinance. Ms. Welson stated that she had a conversation with the Building Commissioner regarding the Demolition Delay. The Building Commissioner suggested that the Historical Commission come to a Problem Properties group meeting and have a discussion with the group regarding concerns surrounding the Demo Delay. The Commission will dedicate the majority of the January 2019 meeting to determining final revisions to the Demolition Delay Ordinance. See also Item #7 regarding a meeting with OPED and the Building Department which will also include a discussion about changes needed in the ordinance regarding things like defining partial demolition, affirmative maintenance etc.

6. **Old Business:**
   a. **MHC Survey & Planning Grant Submission**
      Debbie Opperman stated that she submitted a $20,000 letter of intent under this program (copy provided) for an update to the property inventory surrounding Main Street between Lyman St. and 391. The City must provide a $10,000 match (50%) which will be met by $2,000 from an OPED budget line item and $8,000 in CDBG funds. Debbie will submit the CDBG application by January 15th. She added that the Commission will find out in December from Massachusetts Historical Commission if it will be invited to apply fully for that grant.
   b. **Richardson Train Station**
      Richard Ahlstrom stated that he is considering setting up a tour of the Train Station for the Commission. OPED has applied for CPA funds for a $150,000 developer's incentive for exterior work on the Train Station. Commissioners will have a more detailed conversation at the January 2019 Meeting.
   c. **CPC Update**
      Debbie Opperman stated that initially the CPA Committee had asked for the Historical Commission to have a role in providing letters of opinion to the CPA and that later she provided more extensive letters of opinion on several of the projects under the historic preservation
category. She listed several of the projects. She also added that the Commission’s role has the potential to morph into a compliance role regarding work performed according to the Secretary of Interior Standards.

7. **New Business**
   **Marco Crescentini** – see earlier item

   Paola Ferrario stated that the owners of the house located at the corner of Nonotuck and Lincoln have started to insert stained glass into the windows that originally contained them and wondered if the Commission should write a letter acknowledging the good work. All agreed. Debbie Oppermann will write the letter and Richard Ahlstrom will sign it.

8. **Next Meeting – January 14, 2018**

9. **Adjourn** – Frances Welson motioned to adjourn the meeting, James Sheehan seconded and it passed unanimously adjourning the meeting at 8:30.

Submitted by: Barbara Bou