

## *Approved Minutes*

### Ashley Falls Historic District Commission

#### Meeting Minutes

February 2, 2023

The meeting – held via Zoom – was called to order at 5:30 p.m. by Commission member Sally MacKenzie. Present were Commissioners Lee Buttala, Maggie Carroll, Phil Ghi and Sandra Preston. Also present was AF homeowner Susan Norkin.

The following items were reviewed:

1. Phil made a motion to approve the Meeting Minutes from January 12, 2023 and Maggie seconded the motion. All voted in favor.
2. Susan Norkin presented a revision to a door selection for the renovations underway at 716 Rannapo Road previously approved by the Commission. Susan had hoped to repurpose an existing door for the entryway on the North side of her home, but the door was deemed unusable by her contractor. She would like to replace the door with a newly purchased one. The Commission reviewed her application for the new door and Sandra made a motion to approve a Certificate of Applicability; Phil seconded the motion. All in favor.
3. Sally reported that a resolution letter had been sent to Jerry Clements and Carol Wachs of 1151 Ashley Falls Road on 1/16/23 and that the Commission had received a cordial response from them.
4. Sally reported that an approval notification letter for a Certificate of Applicability had been sent on 1/16/23 to Jonathan and Wendy Castellani (1119 Ashley Falls Road) for their terrace project following no objections from abutters.
5. There were no revisions presented by Susan Schneider regarding her barn project at 281 East Main Street.
6. Lee reported on his meeting with Select Board Chair Rene Wood. Commission members then discussed among other things of the need to develop a clearer and more specific application process for property owners. Lee noted that the Town prefers to track business by Lot#, not address. It will be useful if the Commission can create templates for letters of approval and other official correspondence to lessen the administrative burden of the Commission.
7. The Commission members feel that the schedule of meeting on the first Thursday of the month is doable, but that we should keep open the possibility of a second monthly meeting on the third Thursday as business warrants.

The meeting was adjourned at 6:24 p.m. following a motion by Maggie and seconded by Phil. All in favor.

Minutes submitted by Sally MacKenzie