MINUTES OF SPECIAL MEETING: Thursday, July 13, 2017, Room 307, Littleton Town Building, Shattuck Street.

Meeting called to order at 7:00 PM

Present: Andrew Sammarco, John Leger, Jonathan Liebowitz, Linda Stein, Andrew Watt, Donna White, Rachael Robinson

Absent:

Interview for Respondant to RFP for Historical Survey of Littleton

Jen Doherty, respondent to the towns RFP, was interviewed. She spoke of her credentials and relevant work experience. She explained what she would need in terms of input from the commission/community which is an important part to the survey.

Discussion topics included:

•What units are covered by the demolition delay bylaw

•How to document, how in depth should the survey go?

•Splitting up the town by regions/neighborhoods

•Adding continuation sheets to prior created forms, updating images

Points of interest the survey would help with:

•Creation of a historic district, was brought in front of the Town meeting in 1995 a proposal for the Common/Great road area- received a majority, but not 2/3rds.

Foster street historical district potential

•Implications of a socio and economic effect to a historic district

Jen explained that 90 resources is standard for a $20,000 project, dependent on how much is new vs. updated units. And that phases 1 and 2 are establishing the general overview of the town, and then creation of priorities of units.

She went over the involvement of MACRIS forms for areas and individual sites and the process of which a copy goes to MHC and a copy of the survey goes into MACRIS. She will only
complete sites visible from the public way. The town will get a PDF of the survey for it’s records.

For future reference, RFP should not be ‘Low Bid’

There was additional discussion about what other towns have done with the survey results, and how Littleton might incorporate the survey into resident friendly apps or interactive maps.

Including creating a historical walking tour app with QR codes throughout the town for people to scan and learn more, and sound recordings giving synopsis’ of sites.

Donna expressed interest in creating an Awards program by the LHC for residents who take it upon themselves to maintain their property to historical standards.

Linda made a motion to hire Jenifer Doherty to complete the survey, Donna seconds, and it passed with unanimous support

A motion that Andrew can sign the contract was made by John, with Linda seconding, and it passed with unanimous support.

Andrew W. made a motion that Linda will be the single point of contact, Donna seconded, and it passed with unanimous support.

Administrative Tasks/General Commission

It was decided that the first Wednesday of the month would be the official meeting night for the LHC.

It was reported that Don McIver went to Nolumbeka Project as a rep for the commission, but was unfortunately not able to report on it in person to the LHC.

Andrew W. brought up the issue of extending the demolition delay to 18 months, with an added clause to influence the homeowner, they cannot do anything to devalue the property during the delay.

Jonathan presented some alternative view points to Andrew W. in regards to the feasibility of this passing.
Rachael brought up the idea of creating a granting program to help homeowners to apply to so their homes do not become too derelict, or for new homeowners to preserve newly purchased homes. Thus this would hopefully mitigate future demolitions. She will take on this task of creating a program.

**Review of Faye Park Colonial Fair on June 17th**

A good event that was unfortunately not well attended, but continuation of the event is desired. Jonathan makes a motion to adjourn, Rachael seconds, and it passed with unanimous support.

Next meeting August 2nd