

# Historic Preservation Commission Meeting Minutes September 16, 2021

Call to Order	In Attendance		Absent	Guests
<p><b>Made by:</b> <b>Derreck Brown</b></p> <p><b>Time:</b> <b>6:04p.m.</b></p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary David Quinn - Member Dickon Housman-Member Cheryl Hart-Planning Director</p> <p><b>** Ethics Statements read by: Derreck Brown</b></p> <p>Lou Ann Mitchell – Recording Secretary</p>			<p>1. Reggie Cooper – COA Submission</p>
Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome

	<b>8/19/2021</b>	<b>Tony Armento</b>	<b>David Quinn</b>	<b>All Members Approved</b>

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p style="text-align: center;"><b>Current: Dickon will provide current balance at the Oct. meeting</b></p> <p style="text-align: center;">\$389.00*</p> <p style="text-align: center;">(*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	<p>\$85.00 – recording secretary fee</p>	<p style="text-align: center;">Current General Use Balance Will be provided at the Oct. meeting</p> <p style="text-align: center;"><b>\$389.00 for remainder of the year</b></p>

**Summary of Approved Minor Works: N/A**

---



		<p>Tony Armento made a motion that coating of the tin roof/tile roof on front of home will be coated with sealant and a color similar to the current color in the COA is congruent with 5.104 and 5.105 in the Oxford Design Guidelines and should therefore be approved. And that the flashing of the chimney is congruent with 5.104 and 5.105.</p> <p>It was seconded by David Quinn.</p> <p>2. David Quinn made a motion that the COA is congruent with the</p>
--	--	---

		<p>Oxford Design Guidelines 2.103 and should therefore be approved.</p> <p>It was seconded by Tony Armento.</p> <p>3. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 6.201 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p> <p>4. Tony Armento made a motion that the</p>
--	--	---

		<p>replacement of 5 inch external gutters, K shaped, where replacement is necessary on the back side of home and secondary buildings and that the COA is congruent with the Oxford Design Guidelines 5.104 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>5. Tony Armento made a motion that the replacement of the internal gutter system with like materials limited to size of exiting soffit and that the COA</p>
--	--	--

		<p>is congruent with the Oxford Design Guidelines 5.104 and 5.105 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>6. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 7.1007.103 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>7. Tony Armento made a motion that the COA is congruent with the Oxford Design</p>
--	--	--



		<p>Guidelines 3.100 should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>8. Lisa Schons made a motion that the HVAC will be placed at side of home, and set back from street. Screening or fence will be placed, so the COA is congruent with the Oxford Design Guidelines 8.100 should therefore be approved.</p> <p>It was seconded by David Quinn.</p>
--	--	--

\* See attached HPC worksheet for full details of factors considered

\*\* C = Congruent with Historic Aspects of Historic District

NC = Not Congruent with Historic Aspects of Historic District

NA = This project does not impact this factor

**Old Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>(1) Site Marker Committee meeting</b></p>	<p>David discussed the site markers. He asked if the Commission is interested in only house markers or in a walking tour kind of display?</p> <p>David shared a variety of plaques. He shared a version of a black and gold version. He also shared a walking tour stand that would be at the homes. Interest in the plaque or the walking version for a walking tour stand. Tony stated we needed something near the sidewalk. He stated this would be better than people walking to the home and that the smaller plaques on the homes are difficult to read from sidewalk. It was noted that waist level plaque is not really a good fit for Oxford. David stated he did not know how much that would add in addition to the pocket info and maps. It was noted that it would be nice to have something that could be pulled out when mowers come by and put back in. Information is limited on a smaller plaque. David will search for a wood display that allows additional room for verbiage. It was discussed that the commission would like the year the home was built, family name and other data relevant to the home. Derreck stated he liked the idea of having it closer to the sidewalk way (in agreement with Tony’s statement) and some sort of shortened version for the Victorian elements.</p>	<p><b><i>(1) Stewardship Award Winner – David will send out information for the next meeting. The discussion will be held at the next meeting at the end so that the public can attend. Derreck will include on the agenda for the next meeting. All members agreed.</i></b></p>

The Commission discussed that the style of the home and the name of listed on the National Historic Preservation should be the name noted on the sign. The Commission agreed that the Oxford Historic District should be noted as well at the National Historic Society name.

David will continue with additional research and will keep on the agenda for next meeting. David will provide an update and additional options.

David and Dickon have viewed the online required videos. Dickon has viewed the videos and David plans to complete his over the weekend. Deadline is 09/30/21.

Derreck has reached out to Jane Kirkpatrick and will follow-up with her again this weekend.

HPC seats still open.

**(2) CLG  
Recertification  
Training**

**(3) This old house  
article**

**(4) HPC Seats**

***(2) CLG Recertification  
Training articles. David  
and Dickon will send the  
write ups from the training  
to Derreck***

***(3) Two Open HPC seats –  
Derreck will reach out to  
Mr. Melendez on Rectory  
Street and Carla Pruet-  
Dubois regarding interest.***

***(4) HPC Seats – Derreck  
will reach out again to  
Carla Pruet-Dubois  
regarding their interest.  
He will also reach out to  
Mr. Melendez regarding  
interest.***

**New Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>(1) HPC Meetings</b>	Derreck stated the October meeting will be virtual.	<b><i>(1)HPC Oct. meeting – Will be via Zoom.</i></b>
<b>(2) Lighting of the Greens</b>	The Commission decided to discuss at the next meeting. Cheryl stated that the city has not made a decision regarding the Lighting of the Greens event. Last year’s event was a drive thru. We will discuss format at the next meeting.	<b><i>(2) Lighting of the Greens – Cheryl will let the Commission know at the next meeting the status from the City of Oxford.</i></b>
<b>(3) Mitigating risk for Special Meetings in November and December</b>	Tony requested if COA submissions can be delayed until after Dec. 8 <sup>th</sup> . Cheryl please enquire Oct. 15 – Dec. 8 if COA submissions can wait so that we do not have to call a special meeting.	

<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Lisa Schons	David Quinn	The HPC adjourned at 7:34p.m.

**Date of Next Meeting: Thursday, October 21, 2021**  
**Minutes Prepared by: Lou Ann Mitchell**