

HISTORIC DISTRICT COMMISSION MINUTES

May 4, 2020 Meeting

VIRTUAL WORKSHOP– Convened via the ZOOM Remote Meeting Platform

Present: Kristen Carron, Chair; Matthew McGeorge, Vice-Chair; Gregory Maxwell, and Erinn Calise.

Absent: Nicole D’Amato and Andrew Barkley.

Staff: Lea Anthony Hitchen, Assistant Town Planner and Andy Teitz, Town Solicitor.

The meeting was called to order at 6:30 PM.

Town Solicitor Teitz and Ms. Hitchen held the virtual workshop in order to discuss best practices, the ZOOM platform layout and learn the tools and be comfortable with the format before a hearing with applicants.

Key points of the discussion the Commission members all using the same virtual background, i.e. picture of the Town Hall. Ms. Hitchen can forward a Town Hall picture to everyone. Lighting is key – try not to sit in front of a bright window, instead have the light in front of you to make it easier to see.

Applications will be online to review prior to the meeting as well as “shared” on the screen with panelists during the meeting. The suggestion was made to have two devices running to simultaneously see the panelists as well as review the application. For the time being the Planning Department will continue to send paper copies of the applications so this will not be an issue for now.

Panelists and attendees have the option of renaming yourself in the Zoom meeting; add your appropriate name and title; i.e. Joe Smith, Commissioner.

Identify yourself before you speak as some people may be listening by phone.

When not talking it is helpful to “mute” yourself in order to eliminate any background noise.

All votes will be done by a roll call. Ms. Hitchen will take the roll call.

Always join the meeting at least ten minutes prior to the start time in order to make sure devices are working properly.

Motion to adjourn by Mr. McGeorge. Seconded by Ms. Calise. VOTE: 4 – 0.

Adjourn at 7:10 pm.

For additional information, please contact the Planning Department.
Respectfully submitted by:

Lea Anthony Hitchen, Assistant Town Planner