

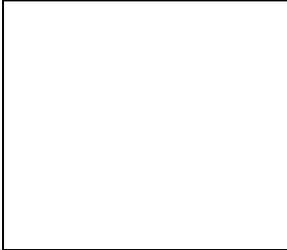


MEETING POSTING

TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

All meeting notices and agenda must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)



Committee/Board/s | Nantucket Historical Commission

Day, Date, and Time | Friday, July 10, 2020 1:00 PM

Location / Address | REMOTE PARTICIPATION VIA ZOOM Pursuant to Governor Baker's March 12, 2020 Order Regarding Open Meeting Law (Attached); the meeting will be aired at a later time on the Town's Government TV YouTube Channel
<https://www.youtube.com/channel/UC-sgxA1fdoxteLNzRAUHIXA>

Signature of Chair or Authorized Person | Hillary Hedges Rayport

WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!

AGENDA

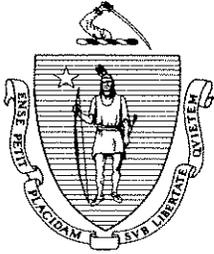
Please list below the topics the chair reasonably anticipates will be discussed at the meeting

Join Zoom Meeting

<https://zoom.us/meeting/register/tJEsc--upjIoGtZNS9BYdl8pFPOO3bOXA8xU>

After registering, you will receive a confirmation email containing information about joining the meeting.

- Establishment of a quorum
- Public Comment
- Approval of Minutes
- Administrative
 - o election of officers
 - o Establish recurring meeting time – 3rd Friday of month
 - o Annual report / review of first year
 - o Vote to finalize mission statement for website
- Update on streetscape study
- Outcomes of meeting with HDC
 - o Draft of MOU for HDC/NHC (to submit with CLG application)
 - o Updating surveys – methods, getting started
- Vineyard Wind
- Briefing other town committees and boards
- other (brief) New Business



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

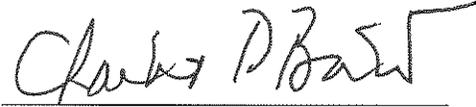
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script that reads "Charles D. Baker". The signature is written in dark ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

Minutes of Nantucket Historical Commission Meeting – June 26th, 2020

Establishment of Quorum

Commissioners Present: Tom Montgomery, Georgia Raysman, Mickey Rowland, Angus Macleod, Ben Norman, Hillary Rayport, Clement Durkes, Susan Handy, Don DeMichele, and David Silver

Staff/Others Present: Holly Backus

Today's Agenda

- Establishment of a Quorum
- Public Comment: N/A
- Approval of the June Meeting Minutes

-Motion to approve June 5th Minutes: Tom M. Second: Georgia R. Motion approved unanimously

- Recent appointments :

NHC Recent Appointments

-Georgia and David have been re-appointed. Susan B. Handy is appointed as an Alternate Commissioner. She brings skills in archaeology.

-All Commissioners are asked to participate in annual ethics training. Hillary, Holly or Maureen as resources. Training will provide useful information that helps Commission navigate ethics rules.

Update on Vineyard Wind: Section 106 Review

We need an NHC representative as a consulting party for the Review. Meeting will be held on July 8 for approximately 2-4 hours. NHC believes that it should take part. Member of HDC will be present and Lauren Sinatra will be present from Town. Additionally, we have expert counsel that has been hired to help town through this unprecedented project.

-BOAM needs to be held to higher standard when working with an NHL

Old Business

- Following up on the discussion of the June 5th meeting, Hillary presented a draft letter to the DPW, concerning the timeline for developing historic goals for rehabilitating the streets, and requesting interim work to repair potholes. The commissioners offered comments and edited the letter cooperatively. Tom M: Motion to approve letter Don: Second Unanimous decision to approve letter.

Hillary recapped the meeting of June 10th: the objective was to discuss when will it be appropriate for the NHC to comment to the HDC and SB on things like historic qualities of a structure, and whether a

structure is contributing or not? We considered whether to make a comment at the Hearing of 112 Wauwinet Rd. It became clear that the SB had concerns about testimony from the NHC at the hearing, and that the HDC would be wondering why we would give comment. NHC have a general concern about how mid-century buildings are considered by the HDC, and can raise this at our joint meeting. The Chair asked if there were any questions. Being none, the commission continued to the discussion of the proposed mission statement, and general preparation for the joint meeting with the HDC scheduled for June 30th.

Mission Statement from the NHC

-The Chair shared a proposed mission statement. The commission had a productive conversation regarding the drafted mission statement which addressed content, wording and syntax. Through productive conversations, the NHC has reached a consensus on the Mission Statement, leaving finalization of the direction to the chair, to present at the joint meeting with the HDC. Tom: Motion to approve NHC Mission Statement David: Second Unanimous decision to approve statement.

Objectives and Key Results

The Chair presented a long list of possible objectives for the NHC. A discussion ensued about prioritizing the objectives. The group quickly settled on updating surveys and becoming a Certified Local Government. There was a question of how the 1989 surveys were funded? Tom said that the HDC and the town got funding from MA historical commission. Is there an approx cost of the '89 Survey? Holly said she may be able to research the cost associated with the survey.

Can Preservation MA Inc. help us approximate cost for other surveys being conducted? We need more information to get this going.

Open Discussion: Surveying How do we develop a list of buildings we want to survey? How do we want to do it? How can we best approach this? Prioritizing areas to survey might be helpful. MHC requires Form B. MHC and Nantucket Preservation Trust use it/rely on it for their work.

The entire island needs to be surveyed. We are looking at the entire NHL, which ought to be surveyed. Quidnet for example (has historic structures)

What would be the first priorities for an update? Start with Town and Sconset? What are the funding sources? Could we ask applicants to provide a completed Form B – the MHC inventory form used by historic districts in MA in order to catalogue historic structures. Attaching sample below...

FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
 MASSACHUSETTS ARCHIVES BUILDING
 220 MORRISSEY BOULEVARD
 BOSTON, MASSACHUSETTS 02125

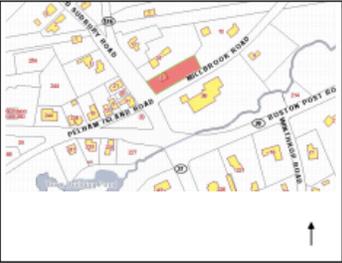
Assessor's Number USGS Quad Area(s) Form Number
 24-008 Natick A & I WAY.00

Town: WAYLAND
Place: (neighborhood or village)
 Wayland Center
Address: 30 Cochituate Road
Historic Name: Sibley, Mark C. House
Uses: Present: single-family residential
 Original: single-family residential
Date of Construction: ca. 1818
Source: deed research
Style/Form: Federal-Greek Revival
Architect/Builder: unknown
Exterior Material:
 Foundation: stone and brick
 Wall/Trim: wood clapboards
 Roof: asphalt shingles
Outbuildings/Secondary Structures: none
Major Alterations (with dates): rear additions – 20th C.
Condition: good
Moved: no | x | yes | | **Date** n/a _____
Acreage: .46 acre
Setting: On northeast corner of Cochituate Road (Rt 126/27) and Millbrook Road opposite Public Safety Bldg. Among residential, institutional and commercial historic buildings at historic town center. Low picket fence along road property boundaries (west and south) – sidewalk in front of house.

Photograph



Topographic or Assessor's Map



Recorded by: Gretchen G. Schuler
Organization: for Wayland Historical Commission
Date (month / year): March 2011/September 2012

Follow Massachusetts Historical Commission Survey Manual instructions for completing this form.

Case Study: Cambridge has 3 staff that work on these types of surveys. If a building comes up that is proposed for demolition, they conduct a study of historic assets, artifacts, etc. They have a database of 13 thousand structures that they have deemed “important”. Standardizing the process.

They communicate and make provisions. We would be advocating to collect this type of information. Let's put into place some guidelines. We could require Form B for HDC applicants. Best option?

How can we evaluate whether or not it is acceptable to remove windows, add addition, etc. if we don't have a survey of what is there?

Surveys always help with background information. More info is better and won't “hurt” us in this process. Holly makes note to caution the Commission because ACK has a lot of applications and adding anything procedurally might be difficult/inefficient. Maybe HDC could require Form B on a case-by-case basis? Will have to run this by them during our joint meeting with the HDC on June 30th.

Concerns: How would Form B work from a procedural standpoint during the application process? What are the issues? Timeline, cost, participation, etc.?

Future Meeting Schedule

Set up for July 10th via Zoom

Tom: Motion to adjourn

David: Second

All in favor:

Meeting adjourned

TOWN/COUNTY OF NANTUCKET
TOWN ADMINISTRATION OFFICE



MEMO

TO: All Departments
All Committees/Boards/Commissions

FROM: Erika D. Mooney, Operations Administrator *EDM*

DATE: July 6, 2020

RE: FY 2020 Annual Town Report

The deadline for submission of your FY 2020 department/committee/board/commission report is October 2, 2020.

The information you provide should ONLY cover the period from July 1, 2019 to June 30, 2020.

- Please use Arial Narrow, 12 point, with no other formatting
- Keep to one page or less
- Your report should include a brief overview of your department/committee/board/commission, major accomplishments, and your goals for the following year
- Pictures are welcome, but should be attached separately from the document please
- Let me know if you require a copy of last year's final report

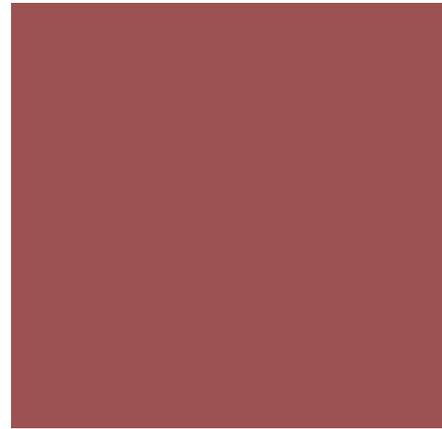
Many thanks.

Mission Statement

The Nantucket Historical Commission serves the public by protecting the National Historic Landmark [\(make this a hyperlink to the document\)](#) of Nantucket. Nantucket's [period of historical significance ranges from the Settlement Period, beginning in 1659, up to and including the preservation-oriented, revivalist development of the "Beinecke period" ending in 1975.](#) Historic assets include not only [the structures erected from 1659 - 1975 but prior to 1975, but also](#) the setting and context of these structures, the American and Native American artifacts, and the island's special visual quality, as expressed in the natural and built environment.

The NHC advises the Select Board on matters of preservation, and works with Nantucket's Preservation Planner, Planning Director, and other municipal agencies. It creates plans and guidelines for historic preservation, directs surveys of buildings and lands of archaeological and historic significance, and advocates through the Select Board on issues of historic preservation.

The NHC complements the local [Historic District Commission](#), which is Nantucket's regulatory architectural review board. It also liaises with the Massachusetts Historical Commission and local preservation and conservation non-profits.



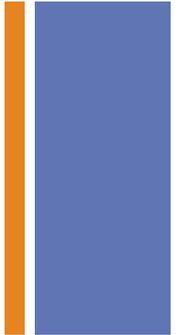
Nantucket Historical Commission

Introduction, Mission, Priorities and Goals

July 2020

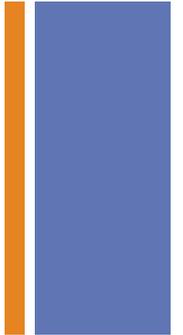


Origin of NHC



- NHC was created by an act at Town Meeting in 2005. Sponsor was Aaron Marcavitch, who was an assistant HDC administrator at the time.
- Goal was to increase funding for planning and surveying historic structures and archaeological sites
- Enabling legislation is MGL 40 Section 8D: Historical Commission.
- NHC reactivated and fully appointed by the Select Board in 2019

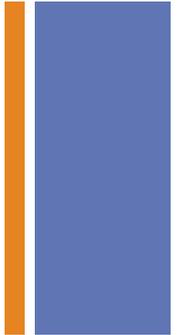
+ Commissioners & Staff



- **Hillary Hedges Rayport, Chair**
- **Angus McLeod, Vice Chair**
- **David Silver, Secretary**
- **Georgia U. Raysman**
- **Clement Durkes**
- **Milton Rowland**
- **Thomas Murray Montgomery**
- **Ben Normand, alternate**
- **Don DeMichele, alternate**
- **Susan Handy, alternate**
- ***Holly Backus, Town of Nantucket Preservation Planner***



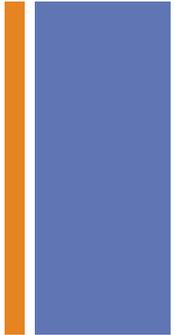
Advisory & Resource Board



- **Dr. Frances Karttunen** Author of 11 books on various aspects of Nantucket History
- **Betsey Tyler** Former research chair of the NHA; author of more than forty individual Nantucket house histories. Author of three books on Nantucket History and the 2015 NHA Historic Properties Guide
- **Michael May**, MS, Historic Preservation, former Executive Director of the Nantucket Preservation Trust
- **Mary Bergman**, MS, Public History, Executive Director, Nantucket Preservation Trust
- **Morris (Marty) Hylton III**, Director, Preservation Institute, Nantucket and Preservation Institute, St. Augustine;
- **Brian Pfeiffer**, Architectural Historian with 40 years experience working on and studying Nantucket
- **Penelope Austin**, preservation builder with special expertise in restoration of historic structures



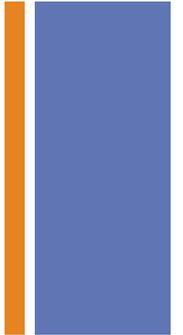
Historical Commissions vs. Historic District Commissions



- A **Historical Commission** is a municipal agency responsible for ensuring preservation concerns are considered in community planning and development decisions. HCs protect historic assets through surveying, advocacy and education.
- **Historic District Commissions** are design review commissions, charged with ensuring alterations and new structures will not detract from a districts historic character.
- There are over 340 Local Historic Districts in MA, and 220 local Historic Districts. Some communities combine these functions, others separate them.
- Working **TOGETHER** the NHC and HDC are the local municipal Historic Authority on Nantucket



Typical Functions of Historical Commissions



- **Surveying** historic properties, structures, burial grounds, and landscapes
- **Nominating** properties to the National Register of Historic Places
- **Planning** for rehabilitation of municipally owned property
- **Reviewing** federally and state funded projects for local impact
- **Educating** the public about historic assets and preservation
- **Advising** Select Board, Planning Board, HDC, other local leaders
- **Proposing** legislation for the protection of historic assets. Creating new and changing existing bylaws

+ NHC Mission Statement

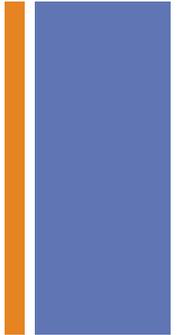
The Nantucket Historical Commission serves the public by protecting the National Historic Landmark of Nantucket.

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+ Today's Meeting

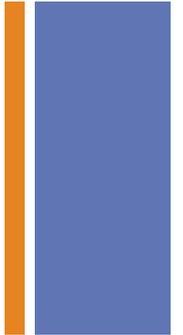


1. What NHC has done to date
2. NHC Goals for Future
 - Becoming a Certified Local Government
 - Using MHC standard inventory forms: “Form B”

+ NHC Activities to Date

- **Advocating for a rehabilitation of historic streets and sidewalks**
 - Building awareness of historic asset with Town and Select Board
 - Requested Historic Streetscape Survey – delivered by NPT and PIN
 - Requested Preservation Engineering Study – commissioned by private group
 - Developed phase I guidelines for rehabilitating historic pavement and submitted to DPW
 - Final guidelines targeted for September
- **Impact Review of Milestone Road Safety and Accessibility Project**
 - Advocated through Select Board for reduction in signs
- **Impact Review of Bartlett Road Roundabout**
 - Advocating through Select Board & Transportation Planner for more use of “mini roundabouts”
 - Produced report “Roundabouts with Nantucket in Mind”

+ NHC Priorities and Goals



Updating Surveys of Buildings and Areas

Aligning Surveys with Design Review process

Operational

- Goals
- Creating a CLG
- CAMP training
- NHC and HDC alignment
- Self evaluation
- Advisory Boards
- Collaboration with non-profits
- Participation in NP&HDC
- Support in town budget
- Regular reports to Select Board
- Responding to the public
- Supporting our Preservation Planner

Planning Goals

- Updating Building Surveys
- Municipal Vulnerability Plan
- Creating Area Surveys
- Master Preservation Plan
- Archeology – zones of sensitivity
- Specific Plans eg: Harbor Place
- Applications to National Register
- Aligning Zoning with preservation

Guidance Goals

- Historic goals for streetscape
- Update BWNIM
- Amend bylaw on road construction
- Require MHC Inventory Forms
- Standards for development in flood zones / resilient Nantucket landscapes
- Demolition Definition and Process
- Sustainability/renewable energy

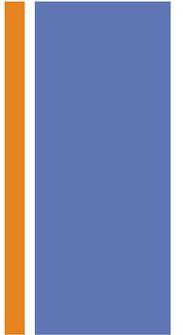
Nantucket Island Preservation Plan

+ #1 Goal: Surveys [Top Down and Bottom Up]

Updating Surveys of Buildings and Areas

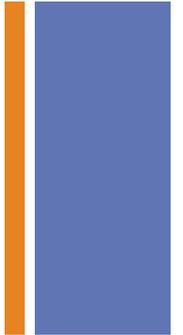
- Becoming a Certified Local Government
- Applying for Survey grants
- RFP Process
- Use of MHC Inventory Forms aka “Form B”
- Demolition Review: Preferably Preserved buildings

Aligning Surveys with Design Review process

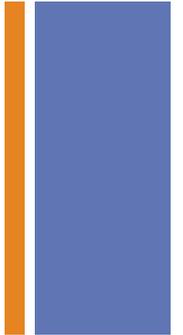


+ Next Steps

- Becoming a Certified Local Government
 - CLG is a designation the Park Service and Massachusetts Historical Commission grants to local historical authorities. The program was created under the National Historic Preservation Act. It's a Federal, state, and local partnership.
 - There are 25 CLGs in Massachusetts, including Salem, New Bedford, Plymouth, Boston, Marblehead, and Falmouth.
- Requiring MHC Form B



+ Top 5 reasons to become a CLG



1. Access to grant money earmarked for CLGs
2. More access to MHC technical expertise
3. Ability to nominate our areas or structures for inclusion in the National Registry, and more control over the application process.
4. A strong statement about Nantucket's commitment to preservation
5. A closer relationship with the MHC

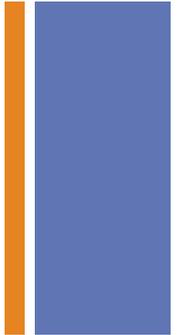
FY19 MHC Survey & Planning Grants

Town	Applicant	Project	Grant Award
Barnstable	Barnstable Historical Commission	Historic Properties Survey Update	\$10,000.00
Beverly	Department of Planning and Development	Beverly Historic Preservation Plan	\$15,000.00
Boston	Boston Landmarks Commission	Highland Park Architectural Conservation District Study Report	\$30,000.00
Dartmouth	Dartmouth Historical Commission	Historic Buildings Inventory Updates	\$10,000.00
Framingham	Community & Economic Development Dept	South Framingham Historic Resources Survey - Phase 2	\$10,000.00
Grafton	Grafton Historical Commission	Historic Resources Inventory Update	\$15,000.00
Hanover	Hanover Historical Commission	Communitywide Historic Resources Inventory Update - Phase 2	\$15,000.00
Holyoke	Office of Planning and Economic Development	Main Street Corridor Survey	\$10,000.00
Lexington	Lexington Historical Commission	Town Inventory of Earliest (17th and 18th C.) Cultural Heritage	\$15,000.00
Longmeadow	Longmeadow Historical Commission	Pre-1901 Structures Inventory	\$10,000.00
Marblehead	Marblehead Historical Commission	Clifton Heights Neighborhood Historic Properties Survey	\$15,000.00
Medway	Medway Historical Commission	Evergreen Cemetery National Register Nomination	\$6,500.00
New Bedford	Office of Planning	Waterfront Neighborhoods Historic Resources Survey	\$12,000.00
North	North Attleborough Historical	North Attleborough Archaeological	\$12,500.00

Over \$215,000 awarded in FY 19.

\$115,000 awarded in FY18 – exclusively to CLGs

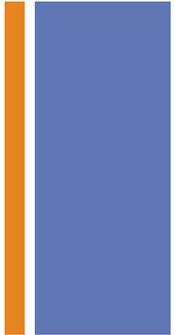
+ Requirements to become a CLG



Requirement	Nantucket?
A. Has an acceptable local preservation law	Meets Requirement
B. Has an adequate and qualified historic preservation review commission	Partially Meets Requirement
C. Has a system for the survey and inventory of historic properties	Probably Meets Requirement
D. Must provide for adequate public participation	Meets Requirement
E. Adequately performs its duties	Meets Requirement



Meeting CLG Requirements



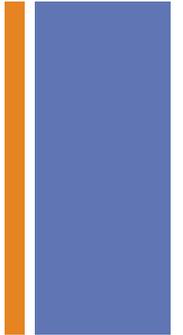
B. Local government shall “have established an adequate and qualified historic preservation review commission by state or local legislation” *Nantucket partially meets this requirement*

#4 In communities where separate historic district and local historical commissions exist, they shall have a memorandum of understanding identifying the areas of activity to be delegated to each commission.

Generally, the local HDC will continue to be responsible for the enforcement of local preservation legislation; the local HC will continue to administer matters relating to the National Register, and will be responsible for implementing the comprehensive community-wide survey. ***HDC and NHC need an MOU***



Meeting CLG Requirements: (continued)



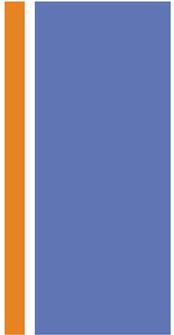
B (continued). #7 the CLG shall participate in MHC training sessions designed to provide a working knowledge of the roles and operations of federal, state and local preservation programs.

NHC/HDC will participate in CAMP training in 2020 (NAPC)

C. The local government “maintains a system for the survey and inventory of historic properties.” *Nantucket probably meets this requirement*

#1 The CLG commission shall begin or continue an MHC approved process to identify pre-historic and historic properties within the boundaries of the community.

+ MHC Inventory Forms



FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Photograph

Insert here or on a Continuation Sheet a digital photograph (either color or black and white).

*A paper photographic print (3½x5¼" or 4x6" must **also** be attached to the form in this space or to a Continuation Sheet. Prints, from a photo-quality inkjet printer, must use brand name paper and inks approved by MHC. Attached photographs should be clearly identified with town name and property address. See MHC's Guidelines for Inventory Form Photographs.*

Assessor's Number USGS Quad Area(s) Form Number

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Town/City:

Place: *(neighborhood or village):*

Address:

Historic Name:

Uses: Present:

Original:

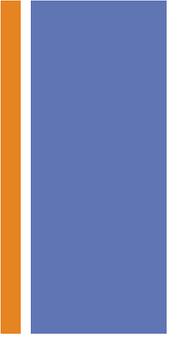
Date of Construction:

Source:

Style/Form:

Architect/Builder:

Exterior Material:



THANK YOU!

MEMORANDUM OF UNDERSTANDING BETWEEN
THE NANTUCKET HISTORIC DISTRICT COMMISSION
THE NANTUCKET HISTORICAL COMMISSION AND
THE MASSACHUSETTS HISTORICAL COMMISSION

This Memorandum of Understanding (MOU) is developed in accordance with Section II, Part B of the Guidelines for Implementation of Certified Local Government Programs in Massachusetts. The MOU is necessary to implement the CLG requirements for public participation in communities with separate historical commissions and district commissions. The MOU outlines the responsibilities of the Certified Local Government in terms of the specific duties to be carried out by the Historic District Commission (HDC) and the Local Historical Commission (LHC).

As outlined in the Guidelines and the Certification Agreement, the basic responsibilities of the CLG include: enforcement of local preservation legislation, maintenance of an adequate and qualified historic preservation review commission, participation in the Massachusetts National Register Program, maintenance of a system for survey and inventory of historic properties, and the provision of adequate public participation in local preservation programs.

Traditionally, the enforcement of local preservation legislation by a qualified historic preservation review commission has been the responsibility of the historic district commission; the local historical commission has administered matters relating to the National Register, and has been responsible for carrying out the comprehensive community-wide survey. Under the CLG program, the two commissions can continue to perform their respective duties independently.

However, in order to fulfill their function as a CLG, the two commissions must each take additional responsibility for the provision of public participation in local preservation programs.

The commissions must act jointly to coordinate their activities, and to provide ongoing communication with the MHC. A CLG coordinator must be appointed to handle this coordination and communication.

The following is a list of the required responsibilities of the CLG coordinator, and of the LHC and the HDC for the provision of public participation in local preservation programs.

Please place an "X" next to each item below, and describe any additional duties to be carried out by either commission:

RESPONSIBILITIES OF THE CLG COORDINATOR:

1. Attends MHC training sessions for CLGs.
2. Transmits National Register Nominations and CLG Reports to MHC.
3. Solicits recommendation of the chief elected official regarding potential nominations to the National Register.
4. Notifies chief elected official of vacancies on commissions.
5. Regularly attends meetings of both commissions.
6. Receives all minutes from both commissions.
7. Collects materials from each commission for Annual Report
8. Organizes the annual joint meeting of two commissions.

Other

RESPONSIBILITIES OF THE HISTORIC DISTRICT COMMISSION:

1. Enforces local preservation legislation.
2. Holds meetings at regular intervals at least four times a year.

3. Properly notices and conducts meetings in accordance with the Open Meeting Law and the local preservation ordinance or bylaw. ^[L]_[SEP]
4. Makes decisions in a public forum. ^[L]_[SEP]
5. Maintains accurate minutes of all commission actions, which include criteria upon which decisions were made. ^[L]_[SEP]
6. Holds quarterly joint meeting with Local Historical Commission to discuss respective responsibilities of HDC and LHC for local preservation program. ^[L]_[SEP]

RESPONSIBILITIES OF HISTORICAL COMMISSION

1. Holds meetings at regular intervals at least four times a year.
2. Properly notices and conducts meetings in accordance with the Open Meeting Law^[L]_[SEP]and the local preservation ordinance or bylaw.
3. Makes decisions in a public forum. ^[L]_[SEP]
4. Maintains accurate minutes of all commission actions, which include criteria upon which decisions were made. ^[L]_[SEP]
5. Holds quarterly joint meeting with Local Historic District Commission to discuss respective responsibilities of the LHC and HDC for local preservation program. ^[L]_[SEP]
6. Allows reasonable opportunity for public comment on properties proposed for nomination to the National Register ^[L]_[SEP]
7. Prepares eligibility opinions for properties proposed for nomination to the National Register of Historic Places. ^[L]_[SEP]
8. Maintains local inventory of historic and cultural resources. ^[L]_[SEP]

Other:

|

FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Assessor's Number USGS Quad Area(s) Form Number

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Photograph

Insert here or on a Continuation Sheet a digital photograph (either color or black and white).

*A paper photographic print (3½x5¼" or 4x6" must **also** be attached to the form in this space or to a Continuation Sheet. Prints, from a photo-quality inkjet printer, must use brand name paper and inks approved by MHC. Attached photographs should be clearly identified with town name and property address. See MHC's Guidelines for Inventory Form Photographs.*

Locus Map

Insert here or on a Continuation Sheet a map clearly showing the location of the property including the name of the nearest road or street and at least one other intersecting road or feature.

Assessor's maps are preferred, but other forms of detailed plans such as an excerpt from a USGS topographic map or an aerial or satellite photo clearly marked are also acceptable. See MHC's Guidelines for Inventory Form Locational Information.

Town/City:

Place: *(neighborhood or village):*

Address:

Historic Name:

Uses: Present:

Original:

Date of Construction:

Source:

Style/Form:

Architect/Builder:

Exterior Material:

Foundation:

Wall/Trim:

Roof:

Outbuildings/Secondary Structures:

Major Alterations *(with dates):*

Condition:

Moved: no yes **Date:**

Acreage:

Setting:

Recorded by:

Organization:

Date *(month / year):*

INVENTORY FORM B CONTINUATION SHEET

TOWN

ADDRESS

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

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Recommended for listing in the National Register of Historic Places.

If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

ARCHITECTURAL DESCRIPTION:

Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.

HISTORICAL NARRATIVE

Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.

BIBLIOGRAPHY and/or REFERENCES