



City of Somerville  
**HISTORIC PRESERVATION COMMISSION**  
City Hall 3<sup>rd</sup> Floor, 93 Highland Avenue, Somerville MA 02143

**DECEMBER 20, 2022 MEETING MINUTES**

This meeting was conducted via remote participation on GoToWebinar.

NAME	TITLE	STATUS	ARRIVED
Eric Parkes	Chair	<i>Present</i>	
Robin Kelly	Vice Chair	<i>Present</i>	
Ryan Falvey	Member	<i>Present</i>	
Dick Bauer	Member	<i>Present</i>	
Denis (DJ) Chagnon	Alt. Member	<i>Absent</i>	

City staff present: Director Sarah Lewis (Planning, Preservation, & Zoning), Wendy Sczechowicz (Planning, Preservation, & Zoning)

The meeting was called to order at 6:47pm and adjourned at 7:57pm.

**PUBLIC HEARING: Determination of Historic Significance (Step 1)**  
**HPC.DMO 2022.40 – 11 Chester Place**

Following a motion by Member Bauer, seconded by Vice Chair Kelly, the Commission voted unanimously (4-0) to accept the withdrawal for the property 11 Chester Place.

**RESULT:**

**WITHDRAWN**

**OTHER BUSINESS: 2023 HPC Meeting Calendar**

Staff presented the 2023 meeting calendar, noting that the proposal is for the Commission to meet for two meetings per month. The Commission expressed concern over being able to attend two meetings per month. Planning, Preservation, & Zoning (PPZ) Director Sarah Lewis explained that the change is occurring so that the HPC will be in line with the other Boards and Commissions and to address quorum issues when there is only one meeting a month. PPZ Director Lewis reviewed the progress on finding new HPC members, and what the process going forward will look like.

The Commission requested that they revisit the calendar in six months' time to assess if they would like to continue meeting two times per month or revert to one meeting per month.

Following a motion by Vice Chair Kelly, seconded by Member Bauer, the Commission voted unanimously (4-0) to approve the 2023 HPC meeting calendar, with the provision that they review the calendar success in six months' time.

**RESULT:**

**APPROVED**

**OTHER BUSINESS: Rules of Policy and Procedure**

PPZ Director Lewis explained that Staff has been trying to create parallel structure and rules across all of the Boards' and Commissions' Rules of Policy and Procedure. Codification of rules across the Boards and Commissions include such things as public records, public comment decorum, roles of individual members, withdrawals, continuances, and deadlines. Director Lewis noted that a significant change that will now be codified is updated noticing requirements for demolitions. Staff reminded the Commission that they will not need to vote on the Rules of Policy and Procedures this evening, but the Commission will need to review the document and come back with their comments at a later meeting.

### **OTHER BUSINESS: Minutes Formatting**

Staff presented examples of meeting minutes from other Boards and Commissions, pointing out that the major difference is that the minutes going forward will be less of a transcript and more of a review of the big picture of the meeting. The Commission did not object to the change, expressing support for moving to the new template.

### **OTHER BUSINESS: Meeting Minutes**

Following a motion by Vice Chair Kelly, seconded by Member Bauer, the Commission voted unanimously (4-0) to approve the 19 July 2022 meeting minutes, with the edits discussed.

Following a motion by Member Bauer, seconded by Vice Chair Kelly, the Commission voted unanimously (4-0) to approve the 06 September 2022 meeting minutes.

Following a motion by Member Falvey, seconded by Member Bauer, the Commission voted unanimously (4-0) to approve the 06 October 2022 meeting minutes, with the edits discussed.

### **OTHER BUSINESS: 11/9 – 12/15 Staff Approvals**

The HPC reviewed the staff level approvals from 9 November 2022 through 15 December 2022.

### **OTHER BUSINESS: CPC Update**

Member Bauer updated the Commission on the CPC. The CPC is currently voting on allocating funds. Some preliminary decisions have been made, but the actual voting will happen in January. Currently there are historic preservation projects and open space projects. Member Bauer then reviewed the CPC's updates on the Somerville Museum, Grace Baptist Church, the Adams Magoun House, 90 Union Square, and Mudflat Studios.

*NOTICE: These minutes constitute a summary of the votes and key discussions at this meeting. A recording of these proceedings can be accessed at any time by using the registration link at the top of the meeting agenda.*