

Planning and Development

Saco City Hall
300 Main Street
Saco, Maine 04072-1538



Isabelle Oechsle
Program Coordinator
Ioechsle@sacomaine.org
Phone: (207) 282-3487 ext.353

Meeting Minutes
Historic Preservation Commission
November 13, 2019, 4 PM
City Hall Conference Room (First Floor)
Regular Meeting

Present: Chair Kelley Archer; Steve Ryan; Ernie Lowell; Diana Huot; Andrew Bracy (arrived at 4:45 PM)

Excused: Rob Biggs; Kate Gaudet; Jack Cianchette; Julia May

Also Present: Emily Cole-Prescott, City Planner (arrived at 4:36PM); Isabelle Oechsle, Program Coordinator;
Roger Gay, City Council Liaison

Note: *Meetings are audio recorded and posted online.*

Kelley Archer appointed associate member Ernest Lowell as a voting member for the purposes of this meeting.

1. Call to Order: Chair Kelley Archer called this meeting to order at 4:10 PM.
 - a. Welcome of New Members & Introductions: Tabled until next meeting.
2. Review of Minutes of Previous Meetings:
 - a. September 11, 2019: Regular Meeting
 - b. October 22, 2019: Special Meeting
 - c. October 29, 2019: Special Meeting

Diana Huot moved to accept all of the meeting minutes as presented (09/11/19; 10/22/19; 10/29/19). Ernie Lowell seconded, and the motion passed unanimously.

3. Review of Staff COA Approvals: *No staff approvals since last report.*
4. New Business, Public Hearings
 - a. Upcoming Grants & Deadlines
 - b. CLG Draft Report

Discussed the potential of recruiting “junior members” from Thornton Academy. **Steve Ryan moved to accept the Maine CLG report for FY2019 as presented in the packet, Ernie Lowell seconded. The motion passed unanimously.**

- c. Member Attendance & Member Handbook

Discussed the importance of Board member attendance and potentially implementing a member handbook. Chair Kelley Archer asked about implementing a policy for dealing with unexcused absences. **Steve Ryan moved to direct staff to draft a member handbook to be reviewed at their next meeting. Diana Huot seconded, and the motion passed unanimously.**

- d. Liaison Recommendation

The Commission plans to put forward two names for a liaison recommendation, though it was noted that the Mayor can choose whichever councilor he feels is most fit to serve as the staff liaison to the HPC.

5. Old Business & Updates
 - a. 90 Temple Street RFP Status Update

The RFP (Request for Proposals) has been sent out by SMPDC on behalf of the City to their contacts and noticed in the newspaper as well as online. Isabelle will send the 90 Temple Street RFP out to the Commission members for easy viewing.

b. Zoning Ordinance Revision Status Update

The revised Historic Preservation ordinance will be moving forward for a vote by the Council on Monday, November 18, 2019. If voted through, it will go into effect 30 days from the Council's vote.

c. Historic Building Plaques Update

Steve and Emily will be sitting down to discuss the proposal for Historic Building Plaques. Tabling the update until the next HPC meeting.

d. Financials Update

No change since FY2019. Nothing has been expensed out of FY2020 account.

e. Website Review/Resources Update

Reworking the website and adding resources from the Certified Local Government Toolkit.

f. Inquiries & Additional Discussion

Commission plans to ask Tim Murphy to come back to teach Commission ethics and rules of order. Discussed the possibility of a holiday soiree at Steve's house around the corner.

Diana Huot wanted to add discussion of subsequent amendments to a future agenda. Emphasized the importance of discussing them as they are all things that will certainly come before us. Emily Cole-Prescott explained the subsequent amendments process.

Megan Rideout from SHPO will be coming to our meeting on December 11, 2019.

6. Tabled Items

a. Nomination & Election of Vice Chair

Chair Archer pointed out that the Vice Chair cannot be an associate member, it must be a regular member as approved by the Council.

7. Adjournment: 5:42 PM