

# *Royalston Historic District Commission*

*Royalston, Massachusetts, 01368*

## Meeting Minutes

Date: March 17, 1994

Attendees: John McClure, John Poor, George Krasowski, Patience Bundschuh, Rick Carrier, Lorraine Casinghino and Alternate Andy West (not voting).

Meeting called to order at 7:35 PM

There was no meeting in February due to a lack of quorum. The minutes from the meeting of January 20, 1994 were read and accepted.

### Old Business

Rick gave his photographs of town buildings to the commission. John McClure took possession of them.

The Commission meeting was suspended at 7:42 PM to open the public hearing about the proposed changes to the Commission's procedures. A motion was made by John Poor to close the hearing due to an absence of outside members. The motion was approved and the hearing closed at 7:43 PM.

The specific changes to the Commission's procedures were read. Vinyl and aluminum siding were discussed in particular. The Commission thought that no specific building material should be emphasized. The entire second section II. "Paint Guidelines" was struck and replaced with item (letter) I:

Questions about materials, colors, or architectural details  
should be referred to *The Salem Historic District Handbook*.

A motion was made and passed to approve the procedures as amended. The Secretary will retype the procedures and present them at the next meeting.

John McClure discussed his history research of the town. He said that he has a nearly complete history of each house in the historic district. Lorraine agreed to look into publishing McClure's history, perhaps for the benefit of the Historical Society.

John McClure received a letter from the Massachusetts Board of Ethics. He said that the informative letter was general and vague. However, the attorney who wrote the letter proposed that he come to Royalston to give a seminar on conflict-of-interest. McClure proposed that such a seminar should be open to all Royalston officials. John will make the arrangements for the seminar.

John McClure also reported that Wayne Newton has been waiting for the final paperwork of the findings of his conflict-of-interest case. He had not been attending any meetings pending the final report.

The Fisher's tree donation plan was announced: Trim all Town trees on the common of dead wood; Remove dead trees; Feed and mulch the remaining trees. The

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commission will wait for the Fisher's actions before proceeding with its own tree improvement plans.

John McClure announced that the Commissions original contact at Massachusetts Electric has been replaced by Abbey Gladstone. McClure said he had sent Gladstone all the current information about the illegally replaced streetlights. Gladstone had promised to follow through.

### New Business

An application submitted by Andrew West was discussed. The application proposed to re-shingle the roof of 12 S. Royalston Road, add an attic vent under the roof ridge cap, move a dryer vent on the face of the house, add a bathroom fan vent on the roof, and add a yard security light to the attached barn. The application was approved <sup>unanimous</sup> as amended as number 1-94.

Meeting adjourned at 9:13 PM



Andrew J. West,  
Secretary.

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## Procedural Guidelines

### I. Procedures for applications processing

- A. Application forms will be provided upon request by the Commission secretary or other members who may have them available.
- B. Applications will be submitted in triplicate to any Commission member who will annotate on the Commission's copy the date and time received and forward it to the chairman.
- C. An application is considered as having been accepted after it has been received and found complete in all necessary respects. Determination of completeness will be made within fourteen (14) days of receipt.
- D. Submitter of applications will be notified of status (complete or incomplete) within fourteen (14) days of receipt. Such notification may be written or verbal. The Commission's copy will be annotated to indicate verbal notification.
- E. When an application is complete the sixty (60) days processing time will commence immediately. If, however, an application is considered incomplete it will be returned promptly to the submitter with as much explanation, as feasible, as to why.
- F. For all practical purposes, resubmitted applications will be treated as new applications.
- G. Copies of applications must be filed with the town clerk and recorded in the minutes of the Commission proceedings.
- H. Notification of impact of any proposed changes requiring public hearing will be given to owners of property within the historic district.
- I. Questions about materials, colors, or architectural details should be referred to *The Salem Historic District Handbook*.