

Present: Glen Freden, Dr. Royal Frye, Bob Gravley, Waino Kirkman
John Poor, Guyola Shackelford, Alan Bowers (arrived late)

Royalston Historic District Commission
August 20, 1981 meeting

Meeting convened by Bob Gravley at 7:05; a quorum was present.

Discussion was held on: Procedures for Application Processing
at Follows:

Applications will be submitted in duplicate to the Commission Secretary who will annotate on the Commission's copy the date and time received.

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 five (5) days of receipt.

When an application is considered complete, the 30 day 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.

For all practical purposes, resubmitted applications will be treated as new applications.

Submitter of applications will be notified of status. (complete or incomplete) within five (5) days of receipt, and such notification may be written or verbal. The Commission's copy will be annotated to indicate verbal notification.

Copies of application must be filed with town clerk and in the minutes of the Commission.

Dr. Royal Frye made a motion to adopt the processing of applications as set forth. Second by Waino Kirkman
In favor of motion: Dr. Royal Frye, Bob Gravley, Waino Kirkman, John Poor, Glen Freden, Guyola Shackelford
No nays.

Next on the agenda: Definition of how Commission defines property materially affected by structural changes:

Only property materially affected and abutters within the District are of concern regarding notification of impact.

Abutter--generally accepted definitions: As a general rule, all abutters will be notified. Property materially affected will be determined on a judgement basis in each case by the Commission.

Waino Kirkman made motion that this definition of abutter be accepted. Second by Glen Freden

In favor of motion: Dr. Royal Frye, John Poor, Waino Kirkman, Glen Freden

Freden, Bob Gravely, Guyola Shackelford
No Nays

Questions were raised regarding various types of siding, paint colors exterior lighting fixtures, signs, mail boxes. The sub committee will meet to discuss these issues and present their findings at the next Commission meeting.

It was noted that the Commission would need new members and alternates and several names were suggested, to be passed on to the selectmen for approval.

It was suggested that the Commission meet more frequently until the by laws have been completed and approved. It was decided to meet once a month on the third Thursday of the month, promptly at 7 P.M.

Meeting adjourned by Bob Gravely, chairman, at 9:05

Respectifully submitted

Guyola Shackelford
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