

Subject to Approval

OLD ELM STREET HISTORIC DISTRICT STUDY COMMITTEE
Regular Meeting, Monday, Oct. 25, 2021
7:30 p.m. at Madison Town Campus
Meeting Room: Zoom Online Webinar

MEMBERS present: Chairman Thomas Boyle, and Commissioners John Lind and Eric Berg.

MEMBERS absent: None.

ALTERNATES present: Carol Snow.

OTHERS PRESENT: The meeting was available on and recorded through a Zoom online webinar.

1. **Call to Order:** Chairman Thomas Boyle called the meeting to order at approximately 7:48 p.m.
2. **Study Group Re-authorized.** Chairman Boyle stated that the Old Elm Street Historic District Study Committee has been re-authorized for another two years.
3. **Funding ~ Madison Historical Society ~ commitment.** A commitment to fund the Old Elm Street study committee has been obtained for an amount not to exceed \$4,000, according to Chairman Boyle.
4. **Funding. Request for funding from SHPO, etc.** There are three bid proposals that have been received for work which the Historic District Commission needs to have completed, and the bids range from \$8,500 to \$10,500; Commissioner Snow stated that it would be great if the commission could submit all three proposals and perhaps ask for more money.
5. **Proposals from Sexton, Carley & Sorensen for study group report.** The Historic District Commission has two categories of grants available to apply for, to fund the study group report. Commissioner Snow stated that she would forward to the commissioners the document she has which explains the grant particulars, including whether any of them are 50/50 grants. Chairman Boyle stated that he does not think the commission can choose a bid proposal, until funding has been secured; the commission will pursue the funding and then award the bid.
6. **Letter ready to go, pending approval.** Chairman Boyle stated that he has a letter ready to send out to Old Elm Street residents regarding the proposed historic district; Commissioner Berg stated that it is an excellent letter. Chairman Boyle stated that a response card, postage paid, should be included with the letter, to hear from the residents. Once responses are received, the commission may begin making telephone calls to the residents; this process may not be completed until January.
7. **Contact info for members of proposed district.** Commissioners discussed the need for contact information for members of the proposed Old Elm Street historic district; telephone numbers and email addresses would be helpful to have. Chairman Boyle stated that there have been several sales of properties, and new residents have entered the proposed district over the past two to three years.

8. **Division of labor – contacts for phone calls.** Chairman Boyle had a listing of the division of labor among the commissioners for making contact with the residents of Old Elm Street’s proposed historic district. He encouraged commissioners to feel free to trade calling responsibilities.

9. **Talking points for phone calls ~ phone script.** In information to the commissioners, Chairman Boyle included a phone script detailing the talking points for phone calls with residents of the proposed historic district.

10. **Revised Map & Inventory – new members of proposed district.** Chairman Boyle stated that the map will be revised, and the commissioners will be seeing a new map soon.

11. **Review current meeting minutes.** None.

12. **Other items.** None.

13. **Adjournment.**

Commissioner John Lind made the motion to adjourn at 8:13 p.m.; it was seconded by Commissioner Berg and unanimously approved.

Vote to adjourn at 8:13 p.m. passed, 4-0-0.

IN FAVOR: Chairman Boyle and Commissioners Lind, Berg and Snow.

OPPOSED: None.

ABSTAINED: None.

Respectfully submitted,
Marlene H. Kennedy, clerk