

Whitinsville-Downtown Crossroads Historic District Commission  
Northbridge Town Hall  
7 Main Street - Whitinsville MA 01588  
February 2, 2022, 6:30 P.M.

Present:

**Agenda:**

I. Welcome:

- A. new member: Bryan Booker
  - 1. alternate
- B. potential new member: David Blauvelt
  - 1. alternate and representative from Historical Commission

II. Approval of minutes

- A. October 19, 2022
- B. November 16, 2022

III. Update: Town Hall sign process

IV. Development of processes - members choose one area to consider/ research?

- A. important bylaws to be mindful of
  - 1. town
  - 2. state
- B. Certificate of Appropriateness Approval Process
  - 1. acceptable forms/ templates
    - a. application for certificate of appropriateness
    - b. letter granting certificate
  - 2. general process
    - a. presentation of proposal
    - b. commission discussion
    - c. Historical Commission input if necessary
    - d. public hearing
      - (1). clerk informs all necessary parties/ departments
    - e. commission vote
    - f. drafting of letter of appropriateness or denial
    - g. dissemination of letter to all parties & departments necessary
- C. order of typical commission meetings
  - 1. Robert's Rules
    - a. to what extent?
- D. order of public hearings
  - 1. refer to materials from clerk
- E. promotion of the twelve properties within our district

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TOWN CLERK  
JAN 25 2022

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1. record-keeping

- F. membership

1. new members

2. resignation

- G. others?

- V. Other items not on the agenda

- VI. Next meeting date