

Whitinsville-Downtown Crossroads Historic District Commission  
Northbridge Town Hall  
7 Main Street - Whitinsville MA 01588  
March 29, 2022, 6:30 P.M.

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Present:

**Agenda:**

- I. Approval of minutes
  - A. February 2, 2023
- II. Discussion of research regarding various topics/ processes: (creating the foundation for the commission)
  - A. important bylaws to be mindful of (Ethan)
    1. town
    2. state
  - B. Certificate of Appropriateness Approval Process (Mark)
    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 (Ethan)
    1. Robert's Rules
      - a. to what extent?
  - D. order of public hearings (Jamie)
    1. refer to materials from clerk
  - E. promotion of the twelve properties within our district (David)
    1. record-keeping
  - F. membership (Bryan)
    1. new members
    2. resignation
  - G. others?
- III. Other items not on the agenda

#### IV. Next meeting date