

**Durham Historic District Commission**  
**May 9, 2024 6 pm**  
**Minutes**

- I. **Establish a quorum** (3 of 5) Lois Kilby-Chesley, Emily Alexander, Candace deCsipkes, Paula Purdy, David McLellan, Sandra Hilton (alternate)
- II. **In attendance. Lois, Candace, Paula, David, Sandra** Absences **Emily excused** (excused, unexcused).
- III. Guests: **None**
- IV. **Approve Minutes** Say, "I move that we accept the minutes of April 11, 2024 and April 30, 2024". (or you can divide the motion into two parts if you prefer). Second required. Discussion. Present Amendments to the Minutes. Vote (only those in attendance at the meetings can vote). **Moved Candy. Seconded Sandra. Unanimous**
- V. **Information and Reports (no vote necessary)**

**Lois reported on the following**

- Progress on Union Church transfer. **Deed is in process.**
- Public Relations Pamphlet. Copies were sent at the request of the Commission to all residents in the Historic District. **Lois prepared a letter (copy in packet) and the pamphlet was mailed.**
- Congregational Church process for repairs **Lois notified the Codes Enforcement Officer after we met with the Church representatives. The next step is for the CEO to prepare a permit. Our responsibility is done.**
- Staggering the terms of DHDC members. Update. **Emily and Candace will be nominated at the next Select Board meeting**
- Lois will be attending the May 10 2024 NAPC CAMP. Anyone else? **No**
- The original copy of the Structure Survey is at the Town Hall (**Town Planner**). There are two copies available for our use. **Done.**
- **Paula found meeting notes from 2016 that in the Budget Request was a request for Committee Training. We need that training now. Is there money in the present budget for training? (Can we get the Maine Historic Preservation Commission to come?) See below under New/Continuing Discussion.**
- **Paula also advised us that several years ago the DHDC made a list of Contributing Resources in the Historic District. At the time it was voted that all buildings in the District were Contributing Resources. This list should/might be at the Town Office. Lois pointed out that since it was so long ago we should revisit it.**
- No July 2024 meeting. (Voted on and approved on April 11). **This is a reminder.**
- The idea of combining efforts for community outreach with the Durham Historical Society was proposed to DHS and approved on their behalf. This is what I sent to DHS. Since 5 of the 6 DHDC members are also part of the active membership of DHS it would consolidate work. (**See the vote below**).

After discussion we agreed to share community outreach with DHS to save repetition. We may only do one or two activities in 2024 rather than the 4 we discussed in April. We are all very busy.

- The confusion between the names Durham Historical Society and Durham Historic District Commission  
**Lois received an answer at the Board Workshop on 5/8/24. The name change will need to be done at the Town Meeting. We will talk more about this at a future meeting.**

In addition to the items, Lois explained the Workshop she attended with other committee chairs and the Select Board. She presented the goals we had approved in February and gave them a DHDC pamphlet. (Mr Klein-Golden pointed out an edit we will need to fix for the next printing). Mr Tomm said twice or more that he would like to see the work of the DHDC be given to the Planning Board. The video of the Workshop should be available on the Town website.

#### **New/Continuing Discussion:**

We discussed the need for a meeting including all the Town entities who need to hear the same information. We would like a workshop with Town Select Board members, Town Manager, Town Planner and Town Codes Enforcement Officer. Having an educational workshop with the Maine Historic Preservation Commission would be one good option.

**Please note that training with MHPC (Megan) is in the works. You received a copy of the email Lois sent to Megan on May 10 at 2:53, as did the Codes Enforcement Officer, the Town Planner and the Town Manager. Megan is checking her calendar. The date offered was our June 13th meeting. If that doesn't work she will offer other possible dates. We will wait until we have a confirmed date to invite the Select Board.**

#### **Materials for this meeting were:**

Minutes from April 11, Definitions for Contributing Resource and Non-Contributing Resource, the Durham Historic District Commission Worksheet, a list of the residents of the Durham Historic District with addresses, the letter included with the pamphlet that was sent to District residents, Section 5.14 of Durham Land Use Ordinance (DLUO) for discussion, and Article 12 in its original form and the most recent edited document.

- VI. **Continuing Business** Say, "I move that ..." Second required. If no second the motion dies. If seconded the chair will then lead discussion. When no one is left in the speaking order, or on a motion to close debate, a Vote is taken.
  - a. **Plan a path to achieving our approved goals. - On April 11 we brainstormed ideas. The next step is to evaluate/prioritize those**

**ideas. The suggestion was to have an event or activity every 3 months. (4x a year)**

2024 Commission Goals (approved Feb 8, 2024)

1. To identify, preserve, inform and communicate to Durham citizens, the importance of protecting its past resources and historical heritage.
2. To communicate more frequently with the community on the work and role of the Durham Historic District Commission.
3. To work with organizations and members of the community that have an interest in historic resources.
4. To continue to work for the appropriate future use and restoration of the Union Church.
5. To strive to develop a working relationship with Town Officials in which we are all supporting the historical resources in Durham.

**Starred items were the items we prioritized for 2024**

**b. Develop a plan for outreach to the community.**

Brainstorm ideas from April 11 (others added)

**\*\* Public Hearings for Ordinance Changes in 2025**

**\*\* Advertise our Commission at the November election with a table. Who will do that?**

**\*\*Signage for the Historic District**

QR codes for Historic District/Sites

Coloring Book

Driving Tour

Theater Project

**\*\* Ghost Tours**

House Tours

Garden Tours

History Bowl Trivia

**\*\* Reach out to Shiloh**

**\*\* Reach out to DCS**

Have a grant that funds Historic Preservation for people/organizations in Town

Showcase places that have been lost to the Town

Historic Houses Presentation

Love letters to a Building

**Mail Brochure directly to Historic District Residents -done**

Historical Society

Interviews of long time residents

Essay Contest

Potluck Dinner

Historical Suitcases/Boxes with old Artifacts

Antiques Roadshow  
 Ruby Cemetery  
**\*\* Historic District Walk (safety issues were brought up)**

Cemetery Committee  
 Contact Deb Larrabee  
 Shiloh  
 Congregational Church  
 Historical Society  
 Masons

Who will be the event planning coordinator? **Sandra offered and suggested we ask Emily as well.**

Who is willing to help with events? **It will take all hands on deck.**

- c. Review the original Article 5.14 and compare the current version of Article 5.14 we approved, as we prepare for presentation at Town Meeting 2025. **We REVIEWED 5.14 and voted to keep the article as it was presented in the edited version we voted on in previous meetings. Unanimous.**
- d. Review the original Article 12 and compare it to the current version of Article 12 we approved, as we prepare for presentation at Town Meeting 2025. **We did NOT review Article 12 because of time issues. We will discuss it in June or August.**

#### **VII. New Business**

Motion: To combine efforts of the Durham Historical Society fundraisers and community events with the Durham Historic District Commission goals for community outreach. Money raised will go to DHS. **Moved Candy. Seconded Lois. Unanimous**

#### **VII. Final decision summary.** This is a summary of what we decided as a group.

**A path to achieve our goals:**

**Combine with DHS for some events (Goals 1,2,3)**

**The importance of a training with Town Officials (Goal 5)**

**Prioritize outreach activities to the Community (Goal 2)**

**Keep Article 5 Section 14 (5.14) as it is. (Goal 1)**

#### **VIII.. Future topics for the next meeting:**

Yearly review of Bylaws due.

Move 5.14 as is.

Review Article 12

Decide Summer meetings beyond July.

**IX. Adjourn.** Say, "I move to adjourn". Does not require a second. Vote. **Moved by David. Unanimous.**

Remaining Calendar dates for 2024. Durham Historic District Commission. Second Thursday of each month at 6 pm. MEETINGS WILL BE HELD AT THE EUREKA COMMUNITY CENTER  
GOING FORWARD

June 13  
August 8  
September 12  
October 10  
November 14  
December 12