April 8, 2022 - Meeting Minutes

ZOOM Conference Call

Essex, MA 01929

**Roll Call:**

Essex Historical Commission Attendees:

Nat Crosby Drew Godfrey Justin Kane

Jay Tetzloff Keith Symmes

Other Attendees:

**Call to Order**

Observing that a quorum was present, Keith moved that we call the meeting to order, Jay seconded the motion, which passed 5-0 at 8:34am.

**Minutes from Previous Meeting:**

**Motion** from Keith to accept the meeting minutes from 3/11 as read, seconded by Jay. Motion passed 5-0.

**Old Business:**

**Spring Street Cemetery Signage Update (Drew/Justin)**

Order form for the final plaque will be submitted the week of 4/14 after Nat and Kurt Wilhelm do a final review/revision of the inscription. Sign will be mounted on the fence in 6-10 weeks.

**EHC Funding**

Our request for $20,000 in funding for additional property surveys was deferred and will be reconsidered prior to Fall 2022 Town Meeting. In Fall, there will be fewer competing claims and lower meeting attendance, so we are hopeful that our request will be approved at that time.

**New Business:**

**Essex 2022-2027 Strategic Plan**

Chair Crosby nominated Jay to represent the EHC on the Essex Strategic Planning Committee. It is hoped that having an EHC representative on the Committee will raise awareness of historic preservation goals and result in addition of a Goal to update and add historic property surveys to the Town’s records. The high level timeline for these activities is:

Spring/Summer 2022 – drafting and public comment on Essex Strategic Plan, Goal 4

Fall 2022 – Approval of $20,000 funding to update property surveys

Fall 2022 to Fall 2023 - Complete new property surveys to form a Local Registry

Fall 2023 – potentially propose zoning changes to support possible Historic District(s)

Keith moved that the EHC ratify Jay’s nomination, Justin seconded the motion. Motion passed 4-0, with Jay recusing.

**Demolition Permits**

Chair Crosby signed off on one demolition permit, for a 1980’s era barn on Choate Street. This was a gambrel structure badly damaged when a tree fell on it. While not historically significant, this permit was the first demolition permit submitted via the Town’s new online permitting software.

**Action Items:**

**Nat**

1. Finalize cemetery sign inscription with Kurt Wilhelm’s input and send to Drew.

**Drew**

1. Place order for bronze sign after Nat and Kurt Wilhelm finalize the inscription.

**Jay**

1. Collaborate with Conservation Commission to draft Goal 4 of Strategic Plan to include surveys and establishment of a Local Registry as a Goal.

**Motion to adjourn** from Jay, seconded by Nat and passed unanimously at 8:56am ET.

Respectfully submitted,

Jay E. Tetzloff, Secretary