



# TOWN OF DURHAM HISTORIC DISTRICT COMMISSION

Town Hall, 12/14/23  
6:00 PM

## AGENDA

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- I. **Establish a quorum** (3 of 5). Since we have 5 voting members currently and no alternates, the following takes place: Unanimous the vote passes. 4 in favor, 1 opposed, the motion passes, etc. However, if 4 voting members are in attendance with 2 in favor, 2 opposed (a tie vote), the motion fails.
- II. **In attendance.** Absences (excused, unexcused). Guests.
- III. **Reconvening the Commission, December 14, 2023**
  - Review the Commission Bylaws
    - a. We reconfirmed these in April 2023. If you want changes there should be a motion. Say, "I move that we change ---- to read ----" Requires a second vote.
    - b. Confirm officers. Discussion. No vote necessary unless there is a motion to change leadership positions.
- IV. **Approve Minutes** - Reconfirm approval of August (sent Aug 15) Minutes. No vote necessary unless there is a motion to amend September 2023 (Have they been sent for review? I don't seem to find them). Say, "I move that we accept the minutes of...". Second required. Discussion. Amendments to the Minutes. Vote.
- V. **Reports** - Capital Request Form was submitted without a Commission vote by the Town Manager.
  - Responsibilities of the Commission.
    - a. Comprehensive Plan.
    - b. Land Use Ordinance Article 12 (local laws).
  - Other
- VI. **Action Items.** Say, "I move that we set ground rules for meetings beginning immediately..." 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.
  - Setting Ground Rules for the Commission. Begin with a motion to Set Ground Rules as follows:
    - **Practice confidentiality and no direct attribution.** In order to encourage candid and wide-ranging discussion we expect that participants will honor confidentiality. The concepts and ideas that are discussed are shared with others

explore new ideas, no comments are attributed to attendees unless they give permission for attribution.

- **Everyone is encouraged to participate.** We want to hear from everybody. You may be asked to share what you think, or we may ask for comments from someone who hasn't spoken yet. It is always OK to "pass" or decline to share your comments.
- **Listen to and be respectful of other points of view.** All of us bring pieces of information and ideas that may contribute to insights and innovation. People are more likely to participate and give their best effort when they know they are respected.
- **No one or two individuals should dominate the discussion.** If you have already voiced your ideas, let others have the opportunity to speak. Use the diversity in the room.
- **One person will speak at a time.** Please refrain from having "side" conversations. Please pay attention to the person that is speaking. If you are worried you might forget a good idea that comes to your mind, write it down. Interrupting the speaker is never acceptable.
- **Focus your attention on the topic being discussed.** Your attention is a valuable asset for our work. Please refrain from using phones, laptops and other electronic devices that may be distracting to others unless you are the secretary taking notes or looking for clarification at the request of the group. If you need to take a call or send emails please do so outside of the meeting room.
- **Be open to new ideas and perspectives.** You may hear ideas that seem to make lots of sense to you, or that you see as nonsense. Think deeply about what is attractive or distracting about what you are hearing. Explore your reasoning and assumptions.
- **Do your best to understand the advantages and challenges of every issue we explore, not just the issues that you personally prefer.** Be as objective and fair-minded as you can be. Consider that every issue will probably have both strengths and weaknesses.
- **This is not a debate, but a public discussion.** The purpose is not to win an argument, but to hear many points of view, explore multiple options, ideas and possible solutions, and seek to find ways to create more effective and efficient public service.
- **This is humorous and serious business.** Creative ideas flow freely when we are having fun and enjoying the discussion. It is serious business that can also be enjoyable.

You have had the chance to preview these before the meeting. We will take suggestions for edits, changes, additions and deletions on a voting basis after discussion at the meeting. This list is just a place to start.

## VII. New Business

- Public Relations Pamphlet. Discussion.
- Review of applications for DHDC membership. One will be the fifth regular member and any others will be alternate (s). Update on Anita Sellars' membership. Vote recommendations for the Select Board. Say, "I move that we recommend --- to the Select Board for the position of voting member on DHDC. I move that we recommend --- to the Select Board for the position of alternate to DHDC." Second required. Vote.
- YouTube of Select Board meeting on Oct 10, 2023. Discussion. (7:40 - 33:00). No vote unless a motion is made to take action.

\* I have requested confirmation from George Thebarger on the number of buildings in Durham that are eligible for the National Registry.

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

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

**X. Adjourn.** Say, "I move to adjourn". Requires a second. No Vote necessary

Remaining Calendar dates for 2023/24. Durham Historic District Commission. Second Thursday of each month at 6 pm.

December 14, 2023

January 11, 2024

February 8, 2024

March 14, 2024

(Town Meeting April 6)

April 11, 2024

May 9, 2024

June 13, 2024

July 11, 2024

August 8, 2024

September 12, 2024

October 10, 2024

November 14, 2024

December 12, 2024