

**TOWN OF CHARLESTOWN**  
**HISTORIC DISTRICT COMMISSION**  
**August 7, 2024 – 6:00 PM**  
**Town Hall, 241 Market Street, and via Zoom**

**MEETING MINUTES**

The meeting was called to order by Suzanne Fockler at 6:09 pm.

In attendance - Board Members: Suzanne Fockler, Heather Hoge, Dave Gordon (Via Zoom), Commissioner Liaison Jackie Akers (Via Zoom); Town Staff: Mary Culver, Ken Hamilton; Public: Lana Williams (Via Zoom); Linda Slicer, Stephen Petaia, and Tom Kenny were not in attendance.

Due to a lack of quorum, this is a working meeting only.

**OLD BUSINESS**

Acknowledgement of approval via email for the following permits:

- 24-62, 424 Calvert St, Roof over porch – Needed clarification of color of metal roof and wood posts.
- 24-63, 220 S Ogle St, Shed – Needed pictures of the proposed shed, colors, and materials.

Permit #24-68, 217 Market St, Demo/Rebuild

- Needed pictures of proposed colors and materials.
- The board discussed preliminary plans submitted. Details were reviewed and the overall renderings and color scheme was favorable. The board advised the applicant to finalize the plan and submit for approval at the next meeting.

**NEW BUSINESS**

Permits:

<b>Number</b>	<b>Name</b>	<b>Address</b>	<b>Description</b>	<b>Motion</b>	<b>Second</b>	<b>Decision</b>
24-75	Charles Ward	240 Frederick St	Shed	N/A	N/A	Tabled due to lack of quorum.

**GENERAL DISCUSSION**

The MAHDC Training was briefly discussed. The materials from the training have not yet been received to disburse. The board would like the next training to be sometime in October.

A checklist to include with permit applications was also briefly discussed. A previously-used checklist and a draft of a new format was presented but work needs to be done to determine historically-significant properties before a checklist can be finalized. This discussion will continue at the next meeting.

**PUBLIC COMMENT**

None.

There being no further business, Ms. Fockler adjourned the working meeting at 6:39 pm.

Respectfully submitted,

Mary Culver, Assistant Town Administrator