



***Town of Salisbury***  
***5 Beach Road***  
***Salisbury, Massachusetts 01952***

***RING'S ISLAND NEIGHBORHOOD PRESERVATION DISTRICT  
COMMITTEE***

***MINUTES:***

***November 12, 2020 at 3:00 PM on Zoom.***

Meeting opened at 3:00.

***PRESENT:***

Ellie Bailey  
Diane Dondero  
Bobbi Klima  
Stephen Roth  
Stephen Spaulding  
Linda Tremblay

***AGENDA:***

**Item 1 Review Minutes**

The minutes of September 24, 2020 were approved.

**Item 2 Review of Action Items**

- Review the bylaw identifying specific areas of concern. - Everyone. --Done.  
Concerns include need to develop procedures and forms, further delineation of evaluation factors and clarifying materials to be submitted for various types of improvement projects.
- Identify potential alteration projects within the NPD and classify them as either definitely requiring review, definitely not requiring review and unclear/marginal. -Stephen Spaulding — ongoing.
- Distribute sample information sheet (North Andover) to committee members.  
- Linda Tremblay —Done
- Determine what kind of information should be submitted in the case of a demolition request. - Ellie Bailey and Linda Tremblay. — Done.

Linda provided examples of 2 forms related to demolition in North Andover: one applying for review and one requested exemption from review. Ellie provided a description of the Demolition Application Process that is laid out the NPD bylaw.

- Develop ideas concerning the role of consultation with the building inspector, and check whether he has the list of NPD properties.- Stephen Spaulding. — Ongoing  
The Building Inspector will modify the Building Department's forms and procedures to include the NPD bylaw's requirements and will review NPD forms as we develop them.
- Talk to Mindy about how zoom meetings work for Town committees. - Diane Dondero — Done.
- Send contact information for Committee members to all - Diane Dondero. — Done.
- Send list of related links to all - Bobbi Klima — Done.

### Item 3 Discuss committee objective and next steps

Next steps include developing procedures and forms, further delineation of evaluation factors and clarifying materials to be submitted for various types of improvement projects.

### Item 4 Discuss NPD Website needs

The committee needs to contact James Ryan to establish a webpage on the town's website.

### Item 5 Other Items not on the agenda

Action items for next meeting:

- Send list of related links to all - Bobbi Klima — Done
- Review National Park Service document (Preservation Brief 17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character) to help define what the bylaw means by "neighborhood character". - Everyone
- Identify potential alteration projects within the NPD and classify them as either definitely requiring review, definitely not requiring review and unclear/marginal. -Stephen Spaulding — ongoing.

### Item 6 Schedule date, time and location for next meeting

The next meeting will be on Zoom at 3:00, December 16, 2020.

### Item 7 Comments from public

None.

### Item 8

The meeting was adjourned at 4:05.