

WOODSTOCK HISTORIC PROPERTIES COMMISSION

REGULAR MEETING MINUTES

Monday, November 23, 2015

1. The meeting was called to order in Meeting Room B of Town Hall at 7:04 P.M. by Chairperson Lyn Smith. Other Commission members attending were Tom Chase, Kristen Heitert, and Jean McClellan, and alternates Beverly Brazeal and Harold Bishop.
2. Beverly Brazeal was designated as voting member for the meeting.
3. Review of minutes. October 26, 2015 minutes were accepted unanimously with revisions on motion by Tom Chase, seconded by Beverly Brazeal.
4. Old Business
 - a. Cemetery Project.
 - i. Request for Proposal draft for Bradford Marcy Cemetery grant has been completed by subcommittee. It will be circulated to members by email for comment.
 - ii. List of potential consultants. The RFP will be sent to identified potential consultants and posted on public list serves.
5. New Business.
 - a. Correspondence included Preservation News and letter from Beverly Brazeal indicating her intention to step down from the Commission at the end of 2015.
 - b. Beverly Brazeal will write the Selectmen about her intentions. Lyn Smith and the Commission thanked Bev for her useful contributions to the Cemetery project and to the Commission.
 - c. Calendar for 2016 was reviewed.
 - d. January meeting will include budget discussion.
6. Adjournment at 7:45 PM on motion by Jean McClellan, seconded by Beverly Brazeal, passed unanimously.

Respectfully submitted,
Jean McClellan, Clerk

Please note that while these minutes may be published the minutes are not approved by the Commission until the next meeting date.