

**MEETING AGENDA**  
Regular Quarterly Meeting of the  
**Historic Preservation Review Commission**  
Town Of Damariscotta  
Monday, February 12, 2024 – 5:00PM

In-person Meeting: Town Office, 21 School Street

**1. Call to Order**

**2. Meeting Minutes**

Review November 20, 2023 HPRC meeting minutes.

**4. Old Business**

*none*

**5. New Business**

*none*

**6. Other Business**

- A. Presentation: Architectural Restoration & Conservation by Roger Panek
- B. Public Comment
- C. Housekeeping

**7. Adjournment**

**MEETING MINUTES**  
Regular Quarterly Meeting of the  
Historic Preservation Review Commission  
Town Of Damariscotta  
Monday, November 20, 2023 – 6:00PM

In-person Meeting: Town Office, 21 School Street

MEMBERS PRESENT: Bruce Rockwood; Emily Davey; Roger Panek

ABSENTEES: Susan Murphy; Eleanor Myles

STAFF PRESENT: Michael Martone, Town Planner

Carl H. Nord, liaison with the commission on behalf of the Damariscotta Historical Society, <https://damariscottahistorical.org/>

**1. Call to Order**

The meeting was called to order at 6:09 pm by Bruce Rockwood

Note: The Commission met without a quorum on August 23, 2023 to meet the new town planner and review the structure and function of our Commission and ordinance. It was agreed to meet again on November 20, and continue at least four times a year for public information and outreach, pursuant to our ordinance, while getting ready to handle any requests for review of applications that might be brought to our attention by the planner. In attendance August 23 were Bruce Rockwood and Roger Panek, and planner Michael Martone.

On November 15, 2023 the planner sent an e-mail reminding us of our upcoming meeting:

*Good Evening Commissioners,  
Ahead of next week's Historic Preservation Review Commission meeting, I wanted to share and update everyone on the agenda. I have linked the meeting materials below, including the agenda. The meeting will be in the Meeting Room at Damariscotta's Town Office at 21, School Street at 6:00 pm on Monday, Nov. 20, 2023. Please let me know if you will not be able to attend. We do not have any applications coming before the Commission and because we did not have a quorum at the last meeting, there technically was no meeting and so no meeting minutes to review or approve. Even so, we do have at least two items on the agenda:  
1) a presentation by Commissioner Roger Panek about his experience with architectural restoration and conservation, and  
2) a discussion about the role of the Commission, its goals around education, and opportunities for outreach.  
Because Roger's presentation may be of interest to the wider community, we shared the meeting information with the Damariscotta Historical Society to circulate among their members-so hopefully we get some members of the public attending the meeting as well.*

**2. Old Business**

*none*

**3. New Business**

*none*

MEETING MINUTES  
HPRC, Damariscotta  
Monday, November 20, 2023 – 6:00PM

**4. Other Business**

The Commission has five members, two of whom were unable to attend tonight. The town planner indicated we would need to be sworn in for our new terms and it was understood we could come in to the town clerk to be sworn in when they sorted out when this should or could occur.

**Election of Commission Officers**

Motion by Roger Panek: To elect Bruce Rockwood as Chair of the Historic Preservation Review Commission.

Second by Emily Davey

Vote Results	Yea:	3
	Ney:	0
	Abstain:	0

Motion by Bruce Rockwood: To elect Emily Davey as Vice Chair of the Historic Preservation Review Commission.

Second by Roger Panek

Vote Results	Yea:	3
	Ney:	0
	Abstain:	0

Rockwood agreed to serve as Secretary for the time being.

**Meeting Schedule**

We set the next two regular quarterly meetings for **Monday, February 12, 2024 at 5pm** in the town office; and **Monday, May 13, 2024 at 5pm** in the town office. Planner Martone pointed out using the second Monday of the month would avoid a conflict with planning board meetings, and Davey pointed out 5pm would be earlier enough to facilitate public participation.

Due to the limited publicity for Roger Panek’s presentation it was agreed to put off his discussion of “Architectural Restoration & Conservation” to our next meeting. We also asked our guest, Mr. Nord, if he would consult with the Historical Society about their preparing a presentation on the history and making of the national historic registry district in Damariscotta so that people new to our town could become aware of its significance and importance.

Rockwood mentioned the proposal of former town planner Robert Faunce that the town consider a “Museum in the Streets” project for Damariscotta, such as towns such as Castine, Belfast and Thomaston have. Emily Davey suggested we should ask for advice or speakers from other towns that have Historic Preservation ordinances as to procedures to follow. Rockwood suggested at a future meeting we could also invite Megan Rideout from the Maine State

MEETING MINUTES  
HPRC, Damariscotta  
Monday, November 20, 2023 – 6:00PM

Historic Preservation Commission to talk to us and the public as to the benefits and procedures for becoming a “certified local government.”

Planner Martone pointed out that we are unusual in having two major and distinct functions: one to on occasion as requested review applications for approval of repairs or changes as required by the ordinance. And the other, to do public education and outreach. We discussed how some programs could be held at the library or elsewhere with advance publicity to raise awareness and interest. This can be the subject of future discussions of the commission. For example, we could invite speakers from the Lincoln County Historical Society, <https://www.lincolncountyhistory.org/> This will require adequate publicity as well as the normal public notice of our regularly scheduled quarterly meetings.

Suggestions for future programs are invited from the public.

Davey moved and Panek seconded that we adjourn at 6:56pm.

**7. Adjournment**

The motion (Davey/Panek) to adjourn the meeting passed unanimously.

The meeting adjourned at 6:56 p.m.

We the undersigned approve the minutes for the Historic Preservation Review Commission Meeting of November 20, 2023.

\_\_\_\_\_  
Bruce Rockwood, Chair

\_\_\_\_\_  
Emily Davey, Vice-Chair

\_\_\_\_\_  
Roger Panek

\_\_\_\_\_  
Absent  
Susan Murphy

\_\_\_\_\_  
Absent  
Eleanor Myles