

Fruit Street Local Historic District Commission
Meeting Minutes – September 8, 2011
Mayor's Conference Room, City Hall

Meeting of the Fruit Street Local Historic District Commission was called to order at 7:05 PM.

Roll Call

Present: Tom Bower, Leah McGavern, Bonnie Sontag, Maurice Southworth, Kevin Wallace

Absent: None

General Business

a) Approval of Minutes

Tom Bower made a motion to approve meeting minutes for July 14, 2011.

Maurice Southworth seconded the motion.

Minutes approved unanimously.

Bonnie Sontag made a motion to approve meeting minutes for August 8, 2011.

Kevin Wallace seconded the motion.

Minutes approved unanimously.

Correspondence

None

Old Business

None

New Business

Disclosure Notification for Realtors

Based on the Newbury right-to-farm template, Kevin drafted a Fruit Street Local Historic District disclosure notification that will be sent to a realtor with a listing on Fruit Street. It would be the role of the Commission to watch for listings of Fruit Street properties and initiate the process with the realtor. The disclosure notification should be enclosed in the listing package and posted online. It would be the realtor's responsibility to ensure signatures of current home owner and prospective buyer. After discussion of the document and process, it was agreed that Kevin would submit a revised draft to all members, find out if the notification can be added to the MLS and also draft a cover letter to accompany the notification. The Commission plans to review and adopt the finalized documents at the next meeting.

New Home-owner's Welcome Letter

Maurice will revise the letter created in 2009 for current homeowners and send it to all members for review before the next meeting. He will add the reference bibliography to materials available online, which Bonnie will ensure is posted on the web site.

Adjournment

Meeting adjourned at 7:40 PM.

Respectfully submitted, Bonnie Sontag - Note Taker.