



**COLEBROOK HISTORIC DISTRICT COMMISSION**  
**Minutes of the special meeting held on July 7, 2014**  
**Colebrook Town Hall, 2<sup>nd</sup> Floor Meeting Room**

1. **Establish Quorum.** Meeting was called to order at 6:50 PM.  
Permanent members present included: Kimberly Crocker, James Bickford, Gerry Kassel and James Rogers. Alternate member attending: Jan Rathbun.
  
2. **New Business:**
  - a. Election of Officers  
Following a discussion among the members present, the following slate of officers was placed in nomination:  
  
Kimberly Crocker-Chairman  
Gerry Kassel- Vice Chairman  
Jim Rogers- Clerk  
  
Jim Bickford made a motion to approve the above listed officers with one vote, which was seconded by Gerry Kassel. The slate of officers was approved unanimously.
  - b. Schedule of Meetings- see below, re: discussion of Rules of Procedure.
  
3. **Approval of Minutes from the February 24, 2014 Special Meeting:** Minutes were reviewed and approved unanimously.
  
4. **Old Business:** Discussion of CHDC Rules of Procedure
  - a. The members reviewed *draft* suggested revisions to the 1988 version of the CHDC Rules of Procedure, which included discussion of Sections 1, 2, 3 and portions of 4. That discussion included, among other things, meeting schedules. It was suggested that the CHDC's meeting schedule would include: Public Hearings, Preliminary Hearings, Special Meetings and a regular annual meeting. It was noted that Kim Crocker and Jim Bickford had spent effort researching proposed suggested revisions to the Rules of Procedure.  
  
The CHDC agreed to suspend this discussion to another meeting date, yet to be set.
  
5. **Other items discussed:**
  - a. There was a brief discussion concerning a potential application in the North Colebrook Historic District.
  - b. There was a brief discussion regarding an effort in the Town of Colebrook concerning the replacement of trees on roadsides and other locations. No action taken on this matter, but generally agreed to be a fine idea.
  
6. **Adjournment:** There being no other business to come before the CHDC, the meeting was adjourned at 7:52 pm, with a motion by Jim Bickford, seconded by Jan Rathbun and unanimously approved.

Respectfully submitted: James E. Rogers, Clerk  
CHDC7-2014