

Weston Historic Landmarks Commission
Agenda
Memorial Hall - 7:00 p.m. - August 18, 2015

- 1) Call to Order
- 2) Minutes of previous meeting
- 3) Grants report by Sheldon
- 4) Old Business
- 5) Update on Methodist Church nomination.
- 6) Do we have any applicants for our open positions? We have two alternate positions available. Any suggestions?
- 7) Welcome our newest member, Jeanette Campbell. She will complete the term of Dawn Stone which ends in January 2017. Since Jeanette was unable to attend our July meeting , we will try it again.
- 8) Discuss what we feel are the responsibilities of members and officers to be stated in future bylaws. Review the items discussed at the July meeting regarding the above.
 - a) The Agenda will be distributed by the Chair to the City of Weston, Commission Members, the Liaison and the Webmaster. The Chair will post them at Suzi's Handimart, Weston Public Library, City Hall, and the Post Office. This must be done at least 24 hours before the meeting, but our plan is to do it at least 4 to 5 days prior.
 - b) Members will receive a meeting reminder text from the Secretary both 2 days and 1 day prior to next meeting. Thanks to Heidi for volunteering to do the reminders.
 - c) Members must notify Chair either by text or email if unable to attend next meeting in order to not be carried as unexcused at that meeting. Secretary will note unexcused absences in the minutes. Members will be allowed 3 unexcused absences in a calendar year.
 - d) Secretary will prepare minutes, marked as Draft Minutes, and transmit to the Chair within 7 days of the meeting. The Chair will transmit the minutes, along with other comments, to the City of Weston, Commission Members and the Liaison prior to the end of the current month.
 - e) At the next meeting, the minutes will be read and corrected, if needed, and approved. The Secretary will transmit the minutes, marked as Final Minutes, to 1) City of Weston, 2) Commission Members, 3) Liaison **and 4)** our Webmaster.
 - f) All this will be discussed again, and if agreed upon, will be adopted.
- 9) New Business.
- 10) Discuss videos posted on our website from the webinar about Tax Incentives for Historic Preservation, if time permits.
- 11) Good of the order.
- 12) Date and time of next meeting: September 15, 2015, at 7:00 pm