

MINUTES OF August 11, 2026 REGULAR LANDMARKS PRESERVATION COMMITTEE MEETING

Meeting was called to order at 5:07 p.m. by Tom Aden

MEMBERS PRESENT: Tom Aden, Matthew Swabb, William Bird, William Bulick, Sheila Massimiani and Eric Greenly

MEMBERS ABSENT: Celeste Brlas

EX OFFICIO'S PRESENT: Ashley Scott

OTHERS PRESENT: Mark Craig, Alisa Edwards

Approval of Meeting July 28, 2026 Minutes

Meeting minutes were not available, they will be emailed out before the end of this week, to be reviewed at August 25, 2026 meeting.

New Business

a. Training

Ashley Scott showed the board the website available on YouTube. The board determined they would prefer to view the videos at their leisure and authorized Ashley Scott to submit their personal emails to the National Alliance of Preservation Commission. Once a member has viewed a video, they are to email Ashley Scott or Alisa Edwards to report which video they completed. Ashley Scott also informed them that once the website is up and running smoothly a member should be able to receive a certificate of completion.

She also expressed the importance of each member completing at least 1 training video before the end of August 2026.

Discussion was had.

Ashley Scott stated that she is still looking to have someone come and present a training for the committee in person.

Old Business

a. 417 West Ave

Tom Aden shared that he had visited the homeowner at 417 West Ave and was informed that the homeowner has recently filed paperwork with the Building Department for the porch.

The committee has received a copy of the new application submitted to the Landmark Secretary.

b. 411 West Ave.

An in-kind application was submitted for the repair of rotting step at the front door. The application was approved and signed.

c. 401 West Ave.

Tom Aden stated that he also visited this address and was told by the applicant that someone had filed a complaint against them for steps and rail. The applicant says that Bobby Green was out to the home to inspect and the applicant says they have submitted an application to the Building Department.

Alisa Edwards is to follow up with Bobby Green of the Building Department to see if an application was submitted there by mistake and to ask if the steps meet City code.

Discussion was had.

d. 317 5th Street – Overgrown vegetation/broken window/wood damage

Matthew Swabb motioned to file a complaint with the Building Department for a missing window at the west side of the carriage house.

Bill Bulick 2nd the motion

All were in favor, motion carries.

e. 417 West Ave

More discussion was had amongst the board.

William Bird attempted to call the meeting to order.

Sheila Massimiani stated there are code violation on the home and nothing is being done.

Bill Bulick reminded the board that we are not overseeing code violations, that is the responsibility of the Building Department.

CLG Grant Guidelines

Ashley Scott shared that there is a form to be submitted with maps and a site visit will be done.

Tom Aden asked if he could tag along when the site visit of the downtown area is done.

Ashley Scott says she will notify the board once a date is scheduled for the site visit so that anyone who would like to attend could be present.

Discussion was had about the CHIP Program and the guidelines that qualify a property and it's resident. Ashley Scott explained the hard and soft cost associated with the grant amount as well as specifying that the grant is for a full home restoration to which we cannot select what to repair. The entire home needs to be brought to code.

Adjournment

Matthew Swabb motioned to adjourn

William Bird 2nd the motion

All were in favor, motion carried.

Meeting adjourned at 6:07 P.M.

Respectfully Submitted

Alisa Edwards