

**TOWN OF OXFORD**  
**Historic Preservation Committee Meeting Agenda**

**July 01, 2021 at 5:00pm**  
**Oxford Town Office, 85 Pleasant Street, Oxford ME 04270**

1. CALL TO ORDER and FLAG SALUTE –
2. ACTION ON MINUTES
  - 2.1. *N/A.*
3. BUSINESS ITEMS
  - 3.1. Welcome and introduction by Town Manager
  - 3.2. Elect Committee Chair
  - 3.3. Elect Committee Secretary
  - 3.4. Review Committee By-Laws
  - 3.5. Set date for next meeting
4. ADJOURNMENT

TOWN OF OXFORD  
HISTORIC PRESERVATION COMMITTEE  
BYLAWS

Adopted November 5, 2020

## TABLE OF CONTENTS

1. Name of Organization
2. Mission Statement
3. Historic Committee's Vision
4. Purpose and Responsibilities
5. Establishment of Rules of Procedure
6. Membership
7. Officers
8. Members
9. Vacancies
10. Work Plans, Projects and Annual Reports
11. Meetings and Minutes
12. Agenda
13. Notice
14. Voting
15. Quorum
16. Attendance
17. Conflict of Interest
18. Compensation
19. Statewide and Local Partners
20. Amendments

# HISTORICAL PRESERVATION COMMITTEE

## Bylaws and Rules of Procedure

### 1. NAME OF ORGANIZATION

The name of the Committee is "The Historic Preservation Committee" and is at times hereinafter referred to as the "Committee" or the "Historic Preservation Committee".

### 2. MISSION STATEMENT

The mission of this Committee and its members is to identify, safeguard and oversee the Town's historic landmarks, districts, and sites; as well as, to preserve such districts and sites for the use, observation, education, pleasure and general welfare, and to encourage preservation of historic integrity in land use and development planning for the inhabitants of the Town and the visitors to the area.

### 3. HISTORIC COMMITTEE'S VISION

3.1 To promote the educational and cultural welfare of the community through the identification, designation and protection of those buildings, sites, districts, structures and objects that reflect the significant elements and history of the Town's historical, architectural, archaeological, and cultural heritage.

3.2 We serve to benefit the Town by preserving our past to promote the community's unique character, culture and feel. We believe it is necessary to preserve the past as we build for the future. Through preservation, we can ensure that the Town remains differentiated and a great place for all residents and visitors to call home.

3.3 Through the preservation of historic properties, sites, and objects, it allows us to learn from, enjoy, treasure and experience portions of a bygone era and those people who have gone before us in our modern times.

### 4. PURPOSE AND RESPONSIBILITIES

4.1 The purpose is to evaluate historic properties and structures for nomination as local landmarks or part of local Historic Districts and to ensure their preservation.

4.2 Responsibilities of its members is to cooperate with appropriate individuals, organizations and networks on the local, state and national levels by functioning as a service Committee and communication network for the purpose of accepting donations of money, real property, or other property in order to preserve the architectural, historic and environmental heritage of the buildings and property of the Town and to develop and promote the cultural, educational and economic benefits of these resources.

4.3 Responsibilities of its members also include assisting property owners with landmark and or district application forms; participating in and organizing local preservation meetings,

conferences or tours (Public Awareness); and planning of meeting for those interested in starting a historic district and the preservation of such buildings and landmarks.

5. **ESTABLISHMENT OF RULES OF PROCEDURE**

- 5.1 The Bylaws and Rules of Procedure of the Oxford Historical Preservation Committee (the "Committee") are hereby established, effective November 5, 2020.
- 5.2 These Rules may be amended from time to time by a two-thirds vote of the committee.
- 5.3 The Committee is organized solely for non-profit purposes. It is not organized nor shall it be operated for pecuniary gain or profit, nor shall it permit the distribution of gains, profits or dividends to its members.

6. **MEMBERSHIP**

- 6.1 The Committee welcomes members of various races, ages, genders, and ethnicities and shall consist of no less than three (3) and no more than seven (7) members and who have been appointed by the Select Board.
- 6.2 Any appointment to the Committee shall be for a term of three (3) years.
- 6.3 Members of the Committee may be appointed to successive terms without limitation.
- 6.4 Any person desiring appointment to the Committee must submit a letter of interest and qualifications to the Town Clerk's office.
- 6.5 The Committee shall be composed of Oxford residents.
- 6.6 All members of the Committee shall have a demonstrated interest, competence, or knowledge of historic preservation.
- 6.7 To the extent possible and within the Town's jurisdiction, at least a majority of the members shall be practitioners from the disciplines of history, archeology, architectural history, architecture, or historical architecture. In addition, other members representing other historical preservation-related disciplines or activities such as historical society involvement, community related program involvement, urban planning, American Civilization, American studies, urban planning, cultural geography, cultural anthropology and lay members are encouraged to be a member of the Committee. When no such discipline is represented on the Committee, the Committee shall seek the assistance of the Maine Historic Preservation Commission (MHPC) in obtaining the necessary expertise when considering National Register nominations and other actions that will impact properties which are normally evaluated by a professional in such a discipline.

7. **OFFICERS**

- 7.1 At the first meeting of each year, the Historical Preservation Committee shall elect by a majority vote a Chair, Vice Chair, and Clerk from its members. Terms of office shall be one year. Terms of these officers may be appointed to successive terms without limitation.

- 7.2 The Chair shall preside at all meetings, votes, nominations and hearings of the Committee and decide points of order or procedure. The Chair or in his absence, his designee shall determine all matters relating to the conduct of the meeting including determination of whether a quorum is present, voting rights, and proceedings. The Chair shall keep the flow of information to the other members under continuous review, assign specific tasks to members, and establish and revise as necessary.
- 7.3 The Vice Chair shall assume all the duties of the Chair in his or her absence, or at the Chair's request.
- 7.4 The Clerk shall keep all Committee meeting minutes and other records and shall assume the duties of the Chair whenever the Chair and Vice Chair are both absent.
- 7.5 Vacancies in these offices may be filled for the unexpired terms only and who been appointed by the Select Board.

## 8. MEMBERS

- 8.1 **Member Participation.** All Members shall abide by the standards set forth in these bylaws. Free and open debate should take place on issues before the Committee. The Chair shall act as the spokesperson for the Committee and shall represent the position reflected by the outcome of the vote. Requests for reconsideration may take place only at an open meeting of the Committee.
- 8.2 **Attendance.** Members shall make every effort to attend all regular and special meetings of the Committee. Except in an emergency or unforeseen circumstance, members shall notify the Committee Chair of its absence at least twenty-four (24) hours before the scheduled meeting. Meetings may be held in person or via zoom meeting or Microsoft teams' meetings as may be necessary due to a pandemic situation or other reasons determined by necessity for no personal contact.
- 8.3 **Acceptance of Gifts Prohibited.** No member shall accept gifts from anyone connected with an agenda item or items before the Committee. As used here, a gift shall mean cash, any tangible item of service, regardless of value, and food over \$20.00.
- 8.4 **Town Attorney.** Any legal advice on procedure of law or regulations, shall be directed to the Town Manager and in his/her discretion the use of the Town's Attorney shall be decided for such purpose.
- 8.5 **Roberts Rules of Order.** Webster's New World Robert's Rules of Order Simplified and Applied shall be followed for any issues not resolved or specifically covered by these bylaws. Where these bylaws conflict or are different than Robert's Rules, then these bylaws shall govern.

## 9. VACANCIES

- 9.1 Vacancies shall be filled by the Select Board upon the expiration of such term or an unexpired portion of any term.

9.2 Any member may be removed at any time by unanimous vote of the Select Board.

**10. WORK PLANS, PROJECTS and ANNUAL REPORTS**

10.1 Work plans and projects should be coordinated with the Select Board requiring their approval with such work plans and projects.

10.2 The Committee shall submit an annual report to the Town Clerk by April 1<sup>st</sup> of each year.

**11. MEETINGS/MINUTES**

11.1 The Historic Preservation Committee shall meet at least four (4) times a year.

11.2 All meetings shall be open to the public.

11.3 The Committee shall keep minutes of all meetings and provide copies to the Town Clerk's Office.

11.4 Meetings shall be held at a time and place to be determined at the direction of the Committee.

11.5 The Committee shall adopt its own rules of procedure after consultation with the Chair and determine the conduct of essential committee functions.

11.6 Records of Meeting. The Committee's Clerk shall keep a record of Committee meetings which shall include at a minimum, the following:

- a). meeting minutes of all regular and special meetings;
- b). A resolution to approve, deny or table, as applicable for each agenda item heard, as approved by the Committee.
- c). Applicant or Member submission form, description of project, site plans (if required), and any relevant material.

**12. AGENDA**

12.1 **Agenda.** The order of business for all regular meetings shall generally be as follows, except as determined by the Chair at such meetings:

- a). {TIME OF MEETING} – Call of Meeting to Order, Roll Call.
- b). Review and Approval of Minutes
- c). Member Communications and Reports to the Committee
- d). Old Business
- e). New Business
- f). Discussion
- g). Public Comment (if any)
- h). Adjournment

**13. NOTICE**

13.1 No regular or special meeting of the Committee shall be held without providing at least forty-eight (48) hours' notice to the Town Clerk. E-mail or phone call to the Clerk shall be considered an approved method of serving such notice.

13.2 Written notice of the time and place of Committee meetings shall be provided to all such members no less than thirty (30) days in advance of the date of such meeting. Written notice of the time and place of all special meetings of the members shall be provided no less than fourteen (14) days in advance of the date of such meeting. Such notices may be given in a publication, email or regular USPS mail to all members of the Committee and shall be considered sufficient notice in its form.

14. **VOTING**

14.1 Each member of the Committee shall be entitled to one (1) vote on each matter submitted to a vote by the Committee's Chair and or his/her designee in their absence.

14.2 Notwithstanding the foregoing, any member having any material conflict of interest with respect to any matter involving the interests being voted on shall refrain from voting on the matter, and shall at all times comply with Section 10, Conflict of Interest.

15. **QUORUM**

For the conduct of any meeting or hearing and the taking of any action a "quorum" must be present, which shall consist of no less than a majority of the members of the Committee and any action thereof shall be taken by majority vote of the Committee. If the votes result in a tie, the Town Manager shall have the right to vote at the meeting to break a tie.

16. **ATTENDANCE**

A Committee member's absence from at least three (3) consecutive meetings may lead to a request from the Chair and or Vice Chair to the Select Board that he or she has vacated the seat and to discuss filling the seat by appointment by the Board.

17. **CONFLICT OF INTEREST**

17.1 **Abstentions from Participation and Voting.** In order to secure, protect, and preserve the highest level of public trust in the deliberations and decisions of the Historic Preservation Committee, it is incumbent upon each member of the Committee not only to scrupulously avoid any act which constitutes a conflict of interest established in law but also to avoid any act which gives the appearance of an undue special privilege or a conflict of interest.

17.2 **Withdrawal from Participation.** A member shall immediately withdraw from all participation, including all formal and informal discussion and voting, in any issues upon declaration of a conflict of interest or upon assertion that there is a reasonable public presumption that a conflict or a special privilege may be obtained. Circumstances under which this provision shall be exercised includes, but not limited to the following:

a). If a member of the Committee has a direct or indirect financial interest in the outcome of the matter at issue. A direct financial interest shall include, but not limited to, circumstances in which the member is an applicant, a provider of professional or business services to the applicant or receives any form of remuneration or financial gain from the applicant. Indirect financial interest shall



- include, but is not limited to, issues in which a member's partner, employee, client, immediate family member or relative or close personal friend has or is likely to have a direct financial interest in the outcome of the matter.
- b). If the matter at issue involves the member's own financial conduct or gain;
  - c). If participation in the matter might violate the letter of spirit of the member's code of professional responsibility, or the Historic Preservation Committee's Bylaws as adopted; or
  - d). If a member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound, unbiased, judgement in the Public interest.

18. **COMPENSATION**

No compensation shall be paid to the members of the Committee for their services as such members. Membership to this Committee shall be considered volunteer only.


19. **STATEWIDE AND LOCAL PARTNERS**

Statewide and Local Partners consist of a network of established state and local organizations such as other historic preservation organizations, historical societies, and businesses that demonstrate a high capability toward implementation of the preservation mission within the State of Maine or other states. These organizations, while independently organized and operated work closely with Committees such as this Committee in the mission of the preservation movement of the United States. As such, the Committee shall work with, assist, and collaborate with these organization for the mission of preservation and in support of each other's ideas and interests for a common goal of historic preservation.

20. **AMENDMENT**

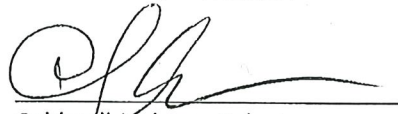
These Bylaws may be amended by the Committee by an affirmative vote of not less than a two-thirds of the members in attendance at any meeting of the Committee at which a quorum is present, and approved by the Select Board.

THESE BYLAWS WERE DULY ADOPTED BY THE BOARD OF SELECTMEN DURING ITS REGULAR MEETING HELD ON NOVEMBER 5, 2020.



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Scott Hunter, Selectman



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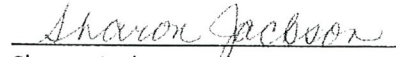
Caldwell Jackson, Selectman



Samantha Hewey, Selectman



Dana Dillingham, Selectman



Sharon Jackson, Selectman