HERITAGE COMMISSION
MASTER PLAN SUBCOMMITTEE
Meeting Minutes
August 19, 2026

The Heritage Commission Master Plan Subcommittee held a meeting in the City Hall 2nd floor conference room at 41 Green Street.

Members present: Chair Althea Barton, Carol Brooks, Councilor Aislinn Kalob, Bryant Tolles, Jennifer Goodman

1. Call to Order: Chair called the meeting to order at 4:30 p.m.
2. Brooks moved to approve June 17 minutes, Tolles seconded, all in favor.
3. New Business – Brooks distributed an edited Heritage Sign Program description. Discussion deferred to the next meeting to allow time to work on our recommendations to the Commission.
4. Old/Continuing Business

   Committee members discussed the Planning Board's meeting with Utile and the proposed master plan timeline. Discussed Utile/City's public outreach and ways we might help spread the word, including at Heritage Sign Program meetings and/or special Commission meetings.

   Members discussed and reviewed the draft document titled Master Plan Subcommittee Recommendations, which had been compiled by Chair Barton and circulated prior to the meeting. The document outlines recommendations to the Heritage Commission summarized from subcommittee discussions of the current 2030 master plan and the current historic resource landscape. Members revised the document and revisions were incorporated. Discussed submitting the final document to the Commission as soon as possible so members would have time to review it before their Sept. 3 meeting.

   Chair Barton called for a vote on the Recommendations. Brooks moved, Tolles seconded, and the Recommendations were endorsed unanimously.

5. Next Meeting is Wednesday, September 16, at 4:30 pm.
6. Brooks moved to adjourn, Tolles seconded, all in favor, meeting adjourned at 5:31 p.m.

Respectfully submitted,
Althea Barton
Chair, Heritage Commission Master Plan Subcommittee
Vice Chair, Heritage Commission