



**HISTORIC PRESERVATION COMMISSION SPECIAL MEETING  
APRIL 29, 2019 – 2:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Debbie Shoenfeld, Chair  
Caroline Ruch, Vice Chair  
Brian Hall

**Staff Present**

Sandra Smith, Town Clerk

**Members Absent**

Kristin Kubly  
Paul Woolf  
Barbara Engel, Alternate (Sitting)

**1. CALL MEETING TO ORDER**

Chair Debbie Shoenfeld called the meeting to order at 2:03 p.m.

**2. APPROVE AGENDA**

*Caroline Ruch made a motion to approve the meeting agenda. Brian Hall seconded the motion, and it was passed unanimously (3-0).*

**3. WELCOME GRANT COMMITTEE**

Shoenfeld welcomed Grant Committee experts Benjamin Briggs and David Hoggard.

**4. REVIEW GRANT CRITERIA**

The Committee went over the criteria for awarding grants.

**5. APPLICATION REVIEW**

**A. Support Recommendations.**

Grant committee members reviewed the three grant applications, discussed whether any additional information was needed on any of the applications and supported their recommendations on awarding the grants.

**B. Funding Recommendations.**

Grant committee members made recommendations for the grant funding.

**6. RECOMMENDATIONS FOR NEXT YEAR'S GRANT PROGRAM**

Committee members discussed whether any changes were suggested for next fiscal year's grants.

**7. ADJOURNMENT**

The meeting was adjourned at 3:35 p.m.

Respectfully Submitted:

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Sandra B. Smith, CMC, NCCMC  
Town Clerk

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Deborah D. Shoenfeld  
Chair