

**Meeting Minutes**  
**Brandon Historic Preservation Commission**  
**Brandon Workbook Working Group Meeting**  
**12 August 2025**

The working group for the updating of the Brandon Workbook was called to order at 6:33 pm on 12 August 2025 at the Brandon Town Office conference area. In attendance was: Dennis Reisenweaver, John Peterson, Vicki Disorda, Robert Black and Lisa Peluso (zoom).

1. The organization of the working group was discussed. We are still missing an artwork, layout, design person; and two general public members. It was decided that we should continue with the update of the workbook even without these positions being filled.
2. No word has been received concerning the Walter Cerf Community Fund Grant. Announcement of grant awards is expected by the end of September.
3. The general content of the current workbook was discussed. It was decided that this document is not a historical document but one that provides guidance to the various Brandon organizations and the public on the importance of Brandon's history and incorporation of aspects that can be woven into the town planning and daily functioning to incorporate importance historic preservation measures. The document is not a requirements document but is a guidance document. It will try to interweave historical preservation provisions into the current planning and design review activities.
4. The areas of Forest Dale and the former training school should be incorporated into the document. Also, other recommendations from the Preservation Survey should be incorporated. To accomplish this, a new chapter will be added that will include these recommendations and provide a summary of the National and State Historic Registry application and removal process.
5. Assignment of Chapter leads was discussed. These leads will be responsible for ensuring the preparation of each chapter of the workbook and coordinate with other members and interested parties to update the chapters. The chapter assignments are as follows:
  - a. Chapter 1, Introduction – D. Reisenweaver
  - b. Chapter 2, Façade Improvement Recommendations – R. Black
  - c. Chapter 3 – Street and landscape Recommendations – J. Peterson
  - d. Chapter 4 – Parking – L. Peluso
  - e. Chapter 5 – Traffic Recommendations – V. Disorda
  - f. Chapter 6 – Signing Guidelines – J. Peterson
  - g. Chapter 7 – Standards for New, Replacement and Infill Construction – R. Black
  - h. Chapter 8 – Building restoration and Maintenance Guidelines – R. Black
  - i. Chapter 9 – National and State Historic Registry - D. Reisenweaver
6. The meeting was adjourned at 7:35 pm.

The next meeting of the Brandon Working Group will be on 9 September 2025 at 7:00 pm in the Twon Hall Basement.

Dennis Reisenweaver

Chair, Historic Preservation Commission and Working Group Chair