

**CHESHIRE HISTORIC DISTRICT COMMISSION  
MINUTES OF THE REGULAR MEETING HELD ON  
MONDAY, MARCH 5, 2018 AT 7:30 P.M.  
CHESHIRE TOWN HALL - 84 SOUTH MAIN STREET  
ROOM 210**

Commissioners Present:

Chairman Joseph Dattilo, James Vibert, Sr. and Lisa Franco

Commissioners Absent:

Jeanné Chesanow, John Torello, George Pawlush and Helen Wilson

Staff Present:

Jerry Sitko, Economic Development Coordinator

Others Present:

None

**I. CALL TO ORDER**

Chairman Dattilo called the meeting to order at 7:25 p.m.

**II. ROLL CALL**

A quorum was present.

**III. SEATING OF ALTERNATES**

No alternate commissioners were seated.

**IV. DETERMINATION OF QUORUM**

A quorum was present.

**V. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**VI. APPROVAL OF MINUTES - December 4, 2017**

**MOTION** by Mrs. Franco to approve the public hearing and regular meeting minutes of December 4, 2017.

**SECONDED** by Mr. Vibert and opened for discussion. The following correction was noted.

1. Under *Section E. Chairman's Report*, the first sentence should read, "Mr. Dattilo stated he is happy to have a **nearly** full commission..."

The motion was returned to a vote and passed unanimously.

**VII. COMMUNICATIONS**

1. FOIA Regulations

Mr. Sitko provided the members of the Historic District Commission with a copy of the highlights of the Freedom of Information Act. There was a brief discussion. Mr. Sitko stated he will provide a copy to the members absent from tonight's meeting.

2. Conflict of Interest

Mr. Sitko provided the members of the Historic District Commission with a copy of the Conflict of Interest Ordinance. There was a brief discussion. Mr. Sitko stated he will provide a copy to the members absent from tonight's meeting.

3. List of Commissioners and Committees

A review was made of the current list of commissioners and committees.

**VIII. BUSINESS**

- A. Committees

Mr. Dattilo stated he would like to get the committees going again. The committees will be as follows:

Education/Community Outreach  
Mrs. Franco, Mr. Pawlush and Mrs. Wilson

Regulations/Rules

Mr. Dattilo, Mr. Vibert and Mr. Torello

Pre-Application Review

Mr. Dattilo

B. Activities for 2018

Mr. Dattilo stated he has been in touch with Lou Nero regarding potential new members to fill the vacancies on the Historic District Commission. Mr. Dattilo stated there are candidates being considered and Mr. Nero has been very helpful. Mr. Dattilo stated he hopes to have a full commission by spring.

Mr. Sitko provided the commission with a draft letter that will be sent to property owners in the historic districts. Mrs. Franco stated she will review the letter and send her suggestions to Mr. Sitko.

Mr. Sitko recommended the Historic District Commission consider amending the regulations regarding solar arrays. Mr. Dattilo stated he has looked at solar array regulations from other towns and would like to integrate some language into Cheshire's regulations. It was agreed this matter should be revisited.

Mr. Sitko stated there is a GIS module on the town website that has pictures of the houses in both historic districts. Mr. Sitko stated there are pictures of 7 houses missing and he recommends obtaining pictures of the houses and posting them. Mr. Sitko also stated the GIS module can be edited to add or amend information about the houses in both historic districts.

Mr. Sitko stated the signs for South Brooksvale are finished and will be installed when the weather improves. There was a brief discussion about a photo opportunity once they are installed.

C. Budget FY 2019

The members reviewed the proposed budget for FY 2019. Mr. Sitko noted the Historic District Commission budget has been cut by a total of \$250.00 by the town manager.

D. Chairman's Report

Mr. Dattilo stated Mrs. Chesanow has decided to step down as a member of the Historic District Commission.

**MOTION** by Mr. Dattilo to make Jeanne Chesanow an emeritus member of the Historic District Commission.

**SECONDED** by Mr. Vibert and passed unanimously.

E. Other

Mr. Sitko stated it has come to the attention of the chairman that a solar array has been installed on a house in the Cornwall Avenue-Town Center District without a Certificate of Appropriateness. Mr. Dattilo stated he discussed the matter with a staff member of the Connecticut Trust for Historic Preservation. A letter will be sent to the property owner requesting that appropriate steps be taken to amicably resolve this matter by applying for a COA. There was a brief discussion.

Ms. Franco asked if the town and/or Historic District Commission have a blight ordinance. Mr. Sitko stated the town does not currently have a blight ordinance, but is in the process of considering adoption of one. There was a brief discussion regarding the purview of the Historic District Commission with respect to landscaping, fencing and walkways. It was suggested this be included in the letter to property owners. Mr. Sitko recommended Ms. Franco contact the zoning enforcement office regarding her concerns about a particular property.

Mr. Sitko stated he met the new town manager and his expected start date is sometime in May. Mr. Sitko stated there will be a retirement party for Michael Milone on June 21, 2018 at the Aqua Turf.

## **IX. ADJOURNMENT**

**MOTION** to adjourn by Mr. Vibert at 8:15 p.m.

**SECONDED** by Ms. Franco and passed unanimously.

Attest:

Karen M. Gill  
Recording Secretary