

**CHESHIRE HISTORIC DISTRICT COMMISSION
MINUTES OF THE REGULAR MEETING HELD ON
MONDAY, DECEMBER 3, 2012 AT 7:30 P.M.
CHESHIRE TOWN HALL – 84 SOUTH MAIN ST.
ROOM 210**

Commissioners Present:

Chairman Elizabeth Pratt Fox, Jeanne Chesanow, Christine Pittsley and John Torello (arrived at 7:55 p.m.),

Commissioners Absent:

Joseph Dattilo

Staff Present:

Jerry Sitko, Economic Development Coordinator

Others Present:

None

I. CALL TO ORDER

Chairman Pratt Fox called the meeting to order at 7:34 p.m.

II. ROLL CALL

The roll was taken for the meeting.

III. SEATING OF ALTERNATES

Chairman Pratt Fox seated alternate John Torello for voting during this meeting.

IV. DETERMINATION OF QUORUM

It was determined that a quorum was present.

V. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

VI. APPROVAL OF MINUTES – November 5, 2012 Regular Meeting

Chairman Pratt Fox deferred the vote on the November 5, 2012 Regular Meeting minutes until the next Historic District Commission meeting.

VII. ELECTION OF OFFICERS

Chairman Pratt Fox stated that she and the other Elected Officials of the Historic District Commission have agreed to stay in their position for another term.

NOMINATION by Christine Pittsley to re-elect Elizabeth Pratt Fox as Chairman and Joseph Dattilo as Clerk of the Historic District Commission. **SECONDED** by Jeanne Chesanow.

VOTE: In Favor – Chesanow and Pittsley
Opposed – None
Abstained – Pratt Fox

The motion passed 2 – 0 - 1.

NOMINATION by Christine Pittsley to re-elect Jeanne Chesanow as Vice Chairman of the Historic District Commission. **SECONDED** by Elizabeth Pratt Fox.

VOTE: In Favor – Pittsley and Pratt Fox

Opposed – None
Abstained – Chesanow

The motion passed 2 – 0 - 1.

VIII. COMMUNICATIONS

Ms. Chesanow talked about an email she received from Jana Brady on November 22nd. Ms. Brady is a student majoring in Archeology at Southern Connecticut State University and has offered her help in the mapping of historic locations in Cheshire. Commissioners thought that Ms. Brady might be helpful to Ms. Pittsley or to the Town Historian, Ms. Chesanow.

1. Letter from Diane Calabro
Re: Knox Box Installation for Hitchcock Phillips Building, 43 Church Drive

Commissioners reviewed the letter from Diane Calabro of the Cheshire Historical Society regarding the installation of a Knox Box at the Hitchcock Phillips House, 43 Church Drive. It was agreed that the Knox Box installation was a good idea for the building.

IX. BUSINESS

A) Chairman's Report

Chairman Pratt Fox talked about thematic historic property groupings for multiple properties and suggested that perhaps it could be done in Cheshire for the Alice Washburn homes; there are believed to be 9 Alice Washburn homes in Town. She noted to nominate a property to the State Historic Registry you do not need the property owner's permission but you do for the National Registry. Ms. Chesanow suggested that Lucas Karmazinas might be helpful in creating an Alice Washburn Historic District in Cheshire.

B) Plan of Conservation and Development

Mr. Sitko reported that the Town Planner is still working through the Plan of Conservation and Development. Ms. Pittsley is working on mapping the Cheshire Barn locations that are 100 years old or more for the Cheshire map with the 50 historic places.

C) Committees

1. Education / Community Outreach Committee

Chairman Pratt Fox stated that she emailed Diane Calabro, President of the Historical Society about the possible Trolley Tour of Cheshire next Fall but has not heard back from her. Ms. Chesanow commented that she thought Ms. Calabro has been away.

2. Regulations / Rules

a. Design Guidelines

Ms. Chesanow stated that the Design Guidelines for the Historic District Commission were almost completed about 18 months ago when the Commission stopped to work on another project. She stated that the Regulations / Rules Committee will probably just have to finish them up. Ms. Chesanow will forward a copy of the latest version of the Design Guidelines to Mr. Dattilo, Mr. Torello and Chairman Pratt Fox.

D) Demolition Delay Ordinance

Chairman Pratt Fox stated that the proposed Demolition Delay Ordinance final draft was reviewed by Town Attorney Smith and then sent on to the Ordinance Committee of the Town Council. There has been no communications since then from the Ordinance Committee. Mr. Sitko suggested that the Commission looks into finding a couple of example of where a Demolition Delay worked for a presentation to the Ordinance Committee and Town Council.

E) Certified Local Government

Ms. Pittsley stated that she would put together a resume and get it to Mr. Sitko for submission with the Certified Local Government application. Chairman Pratt Fox stated that she had sent Mr. Sitko an updated resume. Commissioners are hopeful to submit the Certified Local Government application in early 2013. Mr. Sitko noted that the Town Council will need to approve the submission for the Certified Local Government program.

IX. ADJOURNMENT

MOTION by Christine Pittsley to adjourn the December 3, 2012 meeting of the Historic District Commission at 8:25 p.m.; **SECONDED** by Jeanne Chesanow.

VOTE: In Favor – Chesanow, Pittsley, Pratt Fox and Torello
Opposed – None

The motion passed 4 – 0.

Respectfully submitted:

Tracey M. Kozlowski
Recording Secretary