

**CHESHIRE HISTORIC DISTRICT COMMISSION
MINUTES OF THE REGULAR MEETING HELD ON
MONDAY, MARCH 4, 2013 AT 7:30 P.M.
CHESHIRE TOWN HALL – 84 SOUTH MAIN ST.
ROOM 210**

Commissioners Present:

Chairman Elizabeth Pratt Fox, Jeanne Chesanow, Joseph Dattilo, Christine Pittsley and John Torello

Commissioners Absent:

None

Staff Present:

Jerry Sitko, Economic Development Coordinator (departed at 8:05 p.m.)

Others Present:

None

I. CALL TO ORDER

Chairman Pratt Fox called the meeting to order at 7:35 p.m.

II. ROLL CALL

The roll was taken for the meeting.

III. SEATING OF ALTERNATES

Chairman Pratt Fox stated that there are currently no alternate Historic District Commissioners to seat for voting.

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 – Regular Meeting – February 4, 2013

MOTION by Joseph Dattilo to accept the minutes of the February 4, 2013 regular meeting with the following correction: Page 3, item C) 1., last sentence of the first paragraph should read, “If the Historic District Commission wants to apply for a grant for the event, they will need to get Town Council approval.”. **SECONDED** by Jeanne Chesanow.

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

The motion passed 5 – 0.

VII. COMMUNICATIONS

Mr. Sitko stated that there has been no change in the proposed Historic District Commission 2013 – 2014 Operating Budget, so far. He also mentioned that the Commission may see a Certificate of Appropriateness application from the Town soon for the brick sidewalk project in the center of Town.

Ms. Chesanow talked about a recent discussion at the CT Trust regarding Bolton Historic District Commission’s recent decision that “Hearty Plank” is a like replacement in their district. She suggested that the Cheshire Historic District Commission discuss the use of “Hearty Plank” at a future meeting.

VIII. BUSINESS

MOTION by Jeanne Chesanow to add the following topic to this meeting’s Agenda for the Historic District Commission: Definition of Agency as item B. 1. d. **SECONDED** by Elizabeth Pratt Fox.

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

The motion passed 5 – 0.

A) Chairman’s Report

Chairman Pratt Fox provided Mr. Dattilo with a copy of the last Annual Report for the State of Connecticut on behalf of the Cheshire Historic District Commission. She noted that Mr. Dattilo, as the Commission Secretary, would need to have the 2012 Annual Report completed for the April 1, 2013 deadline.

B) Committees

1. Education / Community Outreach Committee

a. Plan of Conservation and Development

Mr. Sitko stated that he spoke with the Town Planner, William Voelker, regarding the Plan of Conservation and Development for Cheshire and the information that this Commission is working on, including the preparation of a map. A copy of the draft letter to Town Manager Michael Milone was in the meeting packet for Commissioner to review. The letter asks permission for Ms. Pittsley to access the Town's GIS map system to extract data for the Plan of Conservation and Development map from this Commission.

MOTION by Joseph Dattilo that the Historic District Commission approves the draft letter to Town Manager Milone requesting that Christine Pittsley be able to access the Town's GIS map for Plan of Conservation and Development mapping purposes related to historic sites in Cheshire. **SECONDED** by Christine Pittsley,

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

The motion passed 5 – 0.

b. Trolley Tour

Chairman Pratt Fox stated that she and Ms. Chesanow along with members of the Cheshire Historical Society met again March 3rd for planning purposes for the Trolley Tour of Cheshire this Fall. Ms. Chesanow has been working on the script for the tour and already has 40 pages prepared so far. Ms. Pittsley will be creating a map for the Trolley Tour. The Trolley Tour is scheduled for Sunday, September 29th 2013; there will be 3 tours that day and the cost will be \$20 per person. The group is also putting together a nice booklet for the tour, which will be available for sale at the Historical Society after the event.

c. Recognition of property owners

An example of the recent Town Beautification Committee awards was passed around for Commissioners to see. Ms. Chesanow stated that she would like to see a moveable outdoor sign placed at a historic property as it is recognized in Town as well as a keepsake for the property owner with a nice write up of the history of their property. It was suggested that a different

historic property could be recognized each quarter in conjunction with an article in the local newspaper(s). Chairman Pratt Fox asked each Commissioner to come to the next Commission meeting with 4 historic properties in Cheshire that warrant an award.

d. NEW: Definition of Agency

Ms. Chesanow suggested that a listing with definition of what is protected and not protected with property designations of Nation Registry of Historic Places, State Registry of Historic Places and Cheshire Historic District properties be compiled and added to the Town's web site. Commissioners agreed that it was a good idea to have a summary available to make it clearer for everyone. Mr. Sitko noted that it would be a good addition to the web site.

2. Regulations / Rules

a. Design Guidelines

Chairman Pratt Fox reminded Mr. Dattilo that the minutes from the Committee's meeting last month should be submitted to the Planning Department. Mr. Torello stated that he had not had the opportunity to work on the photos for the Design Guidelines yet.

Commissioners talked about arranging for a bus tour around Town to take pictures of examples for the Design Guidelines. It was agreed that the members would plan for April 20th at 9am, leaving from Town Hall. It was suggested that instead of using the Senior Center bus, perhaps the group would just use one of their personal vehicles.

C) Certified Local Government

Mr. Sitko stated that he is working on the Certified Local Government application for Cheshire. He is looking into a possible agreement between the State Department of Culture and Tourism and Cheshire that may be needed, which he will check with Mary Donahue about. Mr. Sitko is also looking into the standard resolution language for the Town Council if they would like to approve the Certified Local Government application submission. Commissioners and Mr. Sitko are hopeful to have the application completed in the next month or two.

IX. ADJOURNMENT

MOTION John Torello by to adjourn the March 4, 2013 meeting of the Historic District Commission at 8:25 p.m.; **SECONDED** by Joseph Dattilo.

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

The motion passed 5 – 0.

Respectfully submitted:

Tracey M. Kozlowski
Recording Secretary