

**CHESHIRE HISTORIC DISTRICT COMMISSION  
MINUTES OF THE REGULAR MEETING HELD ON  
MONDAY, APRIL 1, 2013 AT 7:30 P.M.  
CHESHIRE TOWN HALL – 84 SOUTH MAIN ST.  
ROOM 210**

Commissioners Present:

Chairman Elizabeth Pratt Fox, Jeanne Chesanow and Christine Pittsley

Commissioners Absent:

Joseph Dattilo and John Torello

Staff Present:

Jerry Sitko, Economic Development Coordinator

Others Present:

None

**I. CALL TO ORDER**

Chairman Pratt Fox called the meeting to order at 7:32 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 – March 4, 2013  
Rules and Regulations Committee Meeting – February 4, 2013**

**MOTION** by Jeanne Chesanow to accept the minutes of the March 4, 2013 regular meeting with the following correction: Page 2, Communications, first sentence of the second paragraph should read, “...recent decision that “Hardie Plank” is a like replacement in their district.” **SECONDED** by Elizabeth Pratt Fox.

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

The motion passed 3 – 0.

The approval of the Rules and Regulations Committee Meeting minutes of February 4, 2013 was tabled until the next meeting of the Historic District Commission.

**VII. COMMUNICATIONS**

1. Letter of March 26, 2013 from Town Manager Milone, Re: Town GIS

Commissioners reviewed Town Manager Milone’s March 26<sup>th</sup> letter regarding use of the Town’s GIS system for the historic property mapping projects. Chairman Pratt Fox asked if there is an estimated date that the Town will have protocols in place for accessing the GIS system? Mr. Sitko replied that he was not sure and mentioned that the Information Technology Department was in a transition time for the next couple of months. He also noted that the Plan of Conservation and Development is not due back to the State until sometime next year. Ms. Pittsley commented that she would keep in contact with Mr. Panagrosso, the Town Assessor.

**VIII. BUSINESS**

- A) Chairman’s Report

Chairman Pratt Fox thanked Catherine Donegan of the Planning Department for working on the 2012 Annual Report for the State of Connecticut on behalf of the Cheshire Historic District Commission. Chairman Pratt Fox noted that there have not been any Certificate of Appropriateness applications yet in 2013. Mr. Sitko stated that the Town would be coming to the Commission in the coming months with an application for the continued brick work project in the center of Town.

- B) Committees

1. Education / Community Outreach Committee

a. Plan of Conservation and Development

The Plan of Conservation and Development for Cheshire was discussed under Communications during this meeting.

b. Trolley Tour

Ms. Chesanow along with members of the Cheshire Historical Society are meeting again April 7<sup>th</sup> for planning purposes for the Trolley Tour of Cheshire this Fall; they continue to meet every other week as the Trolley Committee.

Ms. Chesanow continues to work on the script for the tour and passed out a sketch of a map of historic locations in the Cheshire Street area. Chairman Pratt Fox asked about getting a list of current property owners' names and addresses that the Tour would be traveling near during their tour. The Trolley Tour is scheduled for Sunday, September 29<sup>th</sup> 2013; there will be 3 90 minute 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. Ms. Pittsley commented that she has access to many historic photographs of Cheshire that can be used for anything the group would be publishing.

c. Recognition of property owners

Chairman Pratt Fox asked if each Commissioner had come up with 4 historic properties in Cheshire that warrant an award? Commissioners discussed some possible properties on West Main Street, Maple Avenue, Cheshire Street and South Brooksvale Road. It was noted that the Commission could not recognize properties that are currently in a Historic District because it could result in a conflict of interest with the Commission if the property owner came to the Commission with a Certificate of Appropriateness. Commissioners agreed that the Historic District property owners should be notified in advance why they would not be recognized as part of this program.

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 4 different historic properties could be recognized each year in conjunction with an article in the local newspaper(s). Items such as plaques and paperweights were discussed as options for the properties that are recognized.

2. Regulations / Rules

a. Design Guidelines

Chairman Pratt Fox did not have any updates on the Design Guideline work that is underway by the Regulations / Rules Committee. She questioned if the proposed April 20<sup>th</sup> outing should be cancelled, adding that she was not available that day. Ms. Chesanow suggested that Mr. Dattilo and Mr. Torello could still go; if they can't find examples for the Guidelines in Cheshire, examples outside of Cheshire could be used.

C) Certified Local Government

Mr. Sitko stated the Town Attorney is reviewing the Certified Local Government application for Cheshire and 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 and before the Town Council in the next month or two.

**IX. ADJOURNMENT**

**MOTION** by Jeanne Chesanow to adjourn the April 1, 2013 meeting of the Historic District Commission at 8:23 p.m.; **SECONDED** by Christine Pittsley.

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

The motion passed 3 – 0.

Respectfully submitted:

Tracey M. Kozlowski  
Recording Secretary