

**CHESHIRE HISTORIC DISTRICT COMMISSION
MINUTES OF THE REGULAR MEETING HELD ON
MONDAY, APRIL 7, 2014 AT 7:30 P.M.
CHESHIRE TOWN HALL – 84 SOUTH MAIN ST.
ROOM 210**

Commissioners Present:

Chairman Elizabeth Pratt Fox, Jeanne Chesanow, Joseph Dattilo (arrived at 7:36 p.m.), Christine Pittsley, John Torello (arrived at 7:44 p.m.) and Breina Schain, Alternate.

Commissioners Absent:

None

Staff Present:

Jerry Sitko, Economic Development Coordinator

Others Present:

Jim Vibert of 228 Cook Hill Road

I. CALL TO ORDER

Chairman Pratt Fox called the meeting to order at 7:31 p.m.

II. ROLL CALL

The roll was taken for the meeting.

III. SEATING OF ALTERNATES

Chairman Pratt Fox seated alternate Commissioner Schain for voting tonight with the Historic District Commissioners.

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 – Education / Community Outreach Committee
Meeting – February 25, 2014
Public Hearing and Regular Meeting – March 3, 2014**

MOTION by Christine Pittsley to accept the February 25, 2014 minutes of the Education / Community Outreach Committee meeting minutes as submitted. **SECONDED** by Jeanne Chesanow.

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

The motion passed 3 – 0 – 1.

MOTION by Christine Pittsley to accept the March 3, 2014 minutes of the Public Hearing and Regular meeting minutes with the following corrections: PAGE 5, 7th line should read, “property to meet 5.7 square feet...”; PAGE 5, 2nd paragraph, 2nd sentence should read, “He suggested possibly re-using the existing double hung window in a pin and hinge system.” ; PAGE 6, in item b, the correct spelling is Pat Vita. **SECONDED** by Breina Schain.

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

The motion passed 4 – 0.

VII. COMMUNICATIONS

There were no communications to the Historic District Commission.

VIII. BUSINESS

- A) Application for Certificate of Appropriateness - # 2014-003C
Cheshire Goldsmith
15 South Main Street
Re: Signage

Commissioners reviewed the Certificate of Appropriateness application from Cheshire Goldsmith regarding the installation of a sign on their property at 15 South Main Street. Mr. Sitko noted that there was no one present on behalf of the application tonight. He informed the Commissioners that the applicant is looking for approval of a wooden sign with raised wood letters.

Chairman Pratt Fox noted that this application would require a Public Hearing because it is a new sign and asked to have the applicant come to the Hearing with the size of the sign that would be next to this proposed sign and a sample material of the proposed sign. Commissioners would also like information on how the sign will be attached to the building and the detail of the corners of the sign, as that could not be determined by the sample attached to the application.

MOTION by Joseph Dattilo that the Historic District Commission accepts this Application for a Certificate of Appropriateness, # 2014-003C, for a new sign at 15 South Main Street and set for a Public Hearing on April 21, 2014 at 7:30 p.m. **SECONDED** by Jeanne Chesanow.

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

The motion passed 5 – 0.

B) Chairman's Report

Chairman Pratt Fox stated that her comments would be added as part of the agenda items of the meeting.

C) Committees

1. Education / Community Outreach Committee

a. Plan of Conservation and Development

There was no update on the status of the Plan of Conservation and Development for Cheshire.

b. Trolley Tour – Sept 28, 2014

Ms. Chesanow stated that Pat Vita, of the Cheshire Historical Society is proceeding with plans for the September 28, 2014 Trolley Tour.

c. Recognition of property owners

Chairman Pratt Fox explained that the Cheshire Historical Society will be taking over the idea of recognizing historic properties in Cheshire in honor of Preservation Month in May and a member of the Historic District Commission will serve on the Historical Society Committee each year. The Commissioner that serves on the Historical Society Committee will rotate each year to help avoid potential conflicts of interest with Certificate of Appropriateness applications with the

Commission. This will also mean that Historic District property owners do not have to be excluded from recognition.

Ms. Chesanow noted that Pat Vita will be the Chair of the Committee at the Historical Society and the Committee has decided the first award should be recognition of remaining properties from the 1700's. All of these homeowners will receive a "thank you" letter in May for preserving their property.

2. Regulations / Rules

a. Design Guidelines

Chairman Pratt Fox suggested looking at the other towns' Design Guidelines at the April 21st meeting to decide which way to go on to finalize Cheshire's Design Guideline revision. The main question is whether to go with renderings or photographs and this could be discussed during the Regular Meeting.

D) Certified Local Government

Chairman Pratt Fox stated that she talked with Mary Dunne regarding the up to \$30,000 grant that has no matching funds required for a Historic Resource Survey of Cheshire's 150 structures. She believes these grant funds could be used to update the 1986 Study properties and then get about half of the remaining properties done. Commissioners talked about first focusing on West Main Street and Maple Avenue.

Chairman Pratt Fox stated that an RFP will be needed to find someone to do the land research and deed research for each property. Ms. Pittsley talked about how to store the digital images of the properties and the best formats to use.

It was suggested that that phase 2 of the project could be Fenn Road, Wallingford Road and Cheshire Street. Commissioners agreed that they would like to have the Alice Washburn properties included in phase 1 of this project.

As part of the Certified Local Government designation, Cheshire is eligible for a second grant for Historic Preservation Enhancement. Chairman Pratt Fox suggested applying next year for this grant and using the funds to purchase 10 years of yard signs and plaques. This grant is a matching funds grant and it was suggested that the Cheshire Historical Society might be able to match the funds for the grant. Chairman Pratt Fox also talked about possibly using grant funds for signs for the South Brooksvale Historic District.

E) Televising Board and Commission Meetings

Mr. Sitko stated that each of the Town Boards and Commissions are having the opportunity to have a meeting in Town Council Chambers so it can be televised.

Currently the Historic District Commission is scheduled to be televised on October 20th. Commissioners suggested having the meeting changed to the 1st meeting of the month, on October 6th, since the October 20th meeting is optional and will only be held if needed. Mr. Sitko stated that he would see about re-scheduling the televised date.

VIII. ADJOURNMENT

MOTION by Christine Pittsley to adjourn the April 7, 2014 meeting of the Historic District Commission at 8:02 p.m.; **SECONDED** by Breina Schain.

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

The motion passed 6 – 0.

Respectfully submitted:

Tracey M. Kozlowski
Recording Secretary