

**CHESHIRE HISTORIC DISTRICT COMMISSION
MINUTES OF THE REGULAR MEETING HELD ON
MONDAY, DECEMBER 1, 2014 AT 7:30 P.M.
CHESHIRE TOWN HALL – 84 SOUTH MAIN ST.
ROOM 210**

Commissioners Present:

Vice Chairman Jeanne Chesanow, Joseph Dattilo, Christine Pittsley, John Torello (arrived at 7:40 p.m.), Elizabeth Ryducha, Alternate and Breina Schain, Alternate and James Vibert, Sr., Voting Alternate

Commissioners Absent:

Chairman Elizabeth Pratt Fox

Staff Present:

Jerry Sitko, Economic Development Coordinator

Others Present:

(departed at 7:55 p.m.)

I. CALL TO ORDER

Chairman Pratt Fox called the meeting to order at 7:33 p.m.

II. ROLL CALL

The roll was taken for the meeting.

III. SEATING OF ALTERNATES

Chairman Pratt Fox seated alternate Commissioner Vibert 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. ELECTION OF OFFICERS

MOTION by Christine Pittsley to re-elect Elizabeth Pratt Fox as Chairman of the Historic District Commission; to re-elect Jeanne Chesanow as Vice Chairman of the Historic District Commission and to re-elect Joseph Dattilo as Secretary of the Historic District Commission. **SECONDED** by James Vibert.

VOTE: In Favor – Chesanow, Dattilo, Pittsley, and Vibert, Alternate
Opposed – None

The motion passed 4 - 0.

VII. APPROVAL OF MINUTES–Public Hearing and Regular Meeting–October 20, 2014

MOTION by James Vibert to accept the October 20, 2014 minutes of the Public Hearing and Regular meeting as presented. **SECONDED** by Jeanne Chesanow.

VOTE: In Favor – Chesanow, Dattilo, Pittsley, and Vibert, Alternate
Opposed – None

The motion passed 4 - 0.

VIII. COMMUNICATIONS

Mr. Sitko noted that he has had some discussion with Chairman Pratt Fox regarding the formation of a committee to look at incentives available for historic district property owners. It was agreed that Chairman Pratt Fox, Ms. Schain and Mr. Sitko would work on gathering information and then present it to the Historic District Commission.

IX. BUSINESS

- A) Application for Certificate of Appropriateness 2014-016C
Robert and Maryann Lewis
195 Cornwall Avenue
Re: Window Installation

Commissioners reviewed the Certificate of Appropriateness application from Robert and Maryann Lewis for window installation at 195 Cornwall Avenue. Vice Chairman Chesanow stated that Robert Lewis was present on behalf of this application. Mr. Kruczek noted that his contractor, Chris George of Anderson Windows, was present as well.

Vice Chairman noted that she thinks a Public Hearing is needed because a change is being made to the building, these changes include windows and doors and therefore a Certificate of Appropriateness is needed. Mr. Dattilo and Ms. Schein both stated that they agreed. Ms. Chesanow noted that January 5, 2015 is the next scheduled Historic District Commission meeting and that the Public Hearing could be held then. Mr. George stated that he would like to at the Public Hearing but would not be available on that date. Ms. Chesanow explained the Public Hearing process to Mr. Lewis to which Mr. Lewis stated that he was fine with pushing the Public Hearing off until the meeting following January 5th so that Mr. George could be present. Commissioners reviewed their Regulations and confirmed that the February 2nd Public Hearing date would fall within the 65 days the Commission has to act on a Certificate of Appropriateness application from the date of acceptance of the application. Ms. Chesanow noted that she would not be participating or voting during the Public Hearing because Mr. Lewis is a neighbor of hers.

MOTION by Joseph Dattilo that the Historic District Commission accepts the Certificate of Appropriateness application # 2014-016C from Robert and Maryann Lewis for window installation at 195 Cornwall Avenue and sets a Public Hearing for Monday, February 2, 2015 at 7:30 p.m., at the request of the applicant and contractor. **SECONDED** by James Vibert.

VOTE: In Favor – Chesanow, Dattilo, Pittsley, Torello and Vibert, Alternate
Opposed – None

The motion passed 5 - 0.

B) Committees

Vice Chairman Chesanow encouraged Alternate Commission members to participate on Committees of the Commission. Mr. Vibert stated that he would like to be added to the Education / Community Outreach Committee. Ms. Schain stated that she would be happy to help out where ever she is needed.

1. Education / Community Outreach Committee
 - a. Plan of Conservation and Development

Ms. Pittsley reviewed 2 maps that she had been working on for submission to Cheshire's Plan of Conservation and Development. She noted that she is having some difficulty doing the maps without GIS. Mr. Sitko stated that there will be a meeting on February 11th at 7:30 p.m. with the Plan of Conservation and Development Committee of the Planning & Zoning Commission.

2. Regulations / Rules

a. Design Guidelines

Mr. Torello stated that due to his current and upcoming work commitments he will no longer be able to continue as a member of the Regulations / Rules Committee. It was noted that Mr. Dattilo and Ms. Chesanow are the remaining members of this Committee. Mr. Torello commented that as the final review of the Design Guidelines is being done, perhaps there should be some review of solar panels.

C) Meeting with Building Official

Mr. Sitko suggested inviting the new Cheshire Building Official, Keith Darin, to a future Historic District Commission meeting. Commissioners agreed it was a good idea and Mr. Sitko stated that he would set something up.

D) Goals for 2015

Vice Chairman Chesanow reviewed some of the ideas for Goals for 2015 for the Historic District Commission that Chairman Pratt Fox has mentioned. Commissioners agreed that they would like to finalize their goals by their February 2015 meeting for their final review.

E) Chairman's Report

Chairman Pratt Fox was not present at this meeting of the Historic District Commission.

VIII. ADJOURNMENT

MOTION by Joseph Dattilo to adjourn the December 1, 2014 meeting of the Historic District Commission at 8:05 p.m.; **SECONDED** by Christine Pittsley.

VOTE: In Favor – Chesanow, Dattilo, Pittsley, Torello and Vibert, Alternate
Opposed – None

The motion passed 5 - 0.

Respectfully submitted:

Tracey M. Kozlowski
Recording Secretary