Commission Members Present:
Chairman Jeanné Chesanow, Eric Anderson, Joseph Dattilo, Elizabeth Pratt Fox and John Torello –Alternate (arrived at 7:45 p.m. and departed at 9:00 p.m.)

Commission Members Absent:
None

Staff Present:
Jerry Sitko, Economic Development Coordinator

Others Present:
Jean McKee of 532 South Brooksvale Road

I. CALL TO ORDER
Chairman Chesanow called the meeting to order at 7:35 p.m.

II. ROLL CALL
The roll was called.

III. SEATING OF ALTERNATES
Chairman Chesanow did not seat any alternate members 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 – October 4, 2010 Regular Meeting

MOTION by Joseph Dattilo to accept the minutes of the October 4, 2010 Regular Meeting of the Historic District Commission with the corrections noted below; SECONDED by Eric Anderson.

Corrections to the October 4, 2010 minutes: Page 3, forth paragraph should read, “…historic district cases and interpretations.”; Page 3 firth paragraph, second to last sentence should read, “…the public ways in terms of specific street names as to allow future commissions their own interpretation.”; Page 3, last paragraph, first sentence should read, “…he just wants to use what’s already proven successful in other…”

VOTE: In Favor – Anderson, Chesanow, Dattilo and Pratt-Fox
Opposed – None

The motion passed 4 – 0.

VII. COMMUNICATIONS

1. Letter from the CT Trust for Historic Preservation

Commissioners reviewed the thank you letter from the CT Trust for Historic Preservation regarding the recent donation to their organization.

VIII. BUSINESS

A. Application for Exemption from COA # 2010-008E
   M. Jean McKee, 532 South Brooksvale Road
   Barn Repairs

Commissioners reviewed the detailed application for an Exemption from a COA of Ms. M. Jean McKee of 532 South Brooksvale Road regarding interior barn repairs to her property. After a thorough review by an architect and structural engineer, it has been recommended that the barn labeled “C” in her application have cables or tire rods installed at the tops of all three pairs of sidewall posts to prevent further spreading to the roof and to relieve lateral forces which could result in the failure of the posts. Ms. McKee explained that there is no external work expected on the barns during this project unless there is a need to replace any deteriorating clapboards.

Ms. McKee stated that the roof will need to be replaced on each of the barns but she will be looking at possible barn grant options before she starts that project.

When asked, Ms. McKee stated that the house on her property was built in 1733 and she would guess that the original barn was built soon there after. She has a record of the barns being moved to the behind the house in 1873.
Mr. Anderson explained that when he needed to do similar work to his barn he used a 1” threaded steel rod with plates. He explained that he would turn the rod a half a turn each month for about a year to return the roof and walls together. Mr. Anderson commented that his barn looks to be similar construction to Ms. McKee’s, based on the photographs submitted. Mr. Torello commented that the cables might stretch during the process; he too has seen the rods used a lot in historic buildings, especially masonry buildings. Mr. Torello added that the cables could be used to stabilize the barn together with the steel rod, as a long-term solution.

**MOTION** by Jeanné Chesanow to approve the Certificate of Appropriateness Exemption application received from M. Jean McKee of 532 South Brooksvale Road for interior barn work on her property because the work will be done on the inside of the barn and will not be visible from a public way. **SECONDED** by Eric Anderson.

**VOTE:** In Favor – Anderson, Chesanow, Dattilo and Pratt-Fox  
Opposed – None  
The motion passed 4 – 0.

Commissioners thanked Ms. McKee for bringing this application to them, even though it is interior work and therefore would not be regulated. Everyone agreed that Ms. McKee’s application was very detailed and informative.

**B. Chairman’s Report**

Chairman Chesnanow did not give a report at this meeting.

**C. Discussion Re: Changes to Rules of Procedure**

1. **Notification of Abutters Requirement (COA Applications)**

Chairman Chesnanow stated that the requirement to notify abutting property owners of a public hearing for a Certificate of Appropriateness application is in the Cheshire Historic District Commission’s Regulations, not the State Statue. She asked if the Commissioners thought this was informative and helpful to those involved or an extra task put on the historic district property owners?

Mr. Sitko commented that it depends on how much a neighbor wants to be involved, noting that Ms. McKee has come to previous meetings when her neighbors had an application before this Commission. It was noted that a list of abutting property owners is provided to every applicant that asks or the information can be obtained from the Assessor’s Office.

It was agreed that it is useful and informative to the members of the historic districts, especially abutting property owners, if they are personally notified of upcoming public hearings that could affect them and their property.
2. Setting of Public Hearing Date

Chairman Chesanow stated that with regards to setting a public hearing date for a Certificate of Appropriateness application, some towns have staff do this. Right now, the Commission sets the date at the first meeting after the application has been received, should this be changed?

Commissioners discussed this idea and noted that it would only save a few days. They also noted that if the applicant attends this first meeting where the hearing date is set, it is a good opportunity to review with the applicant what material should be presented at the public hearing and determine if the application is complete.

Commission members agreed that as long as the applicants are made aware that they do not have to attend the initial meeting where the public hearing date is set, but know that it is a good opportunity to meet with the Commission before the public hearing, they would like to keep the process of setting a public hearing the way it is currently.

D. Follow-up to Activities from Meeting with Property Owners

Commissioners reviewed the latest draft versions of the list of examples of work that does not require a review; work that requires a brief review and work that requires a Certificate of Appropriateness. It was suggested that storm windows and/or storm doors that have no grills or ornamentation should be included as work that requires no review by the Historic District Commission. If the storm windows and/or storm doors do have grills or ornamentation, than it would be a brief review by the Commission. With regards to a decorative mailbox, a brief review would be required but if the mailbox is standard, than no review is required.

Mr. Anderson suggested that on the listing for work that does not require review the suggestion and explanation of exact replacement should be removed. Ms. Pratt-Fox stated she agreed, adding that it would eliminate a lot of questions/concerns. Mr. Torello agreed also, stating that the implication of replacement could open up a lot of problems with regards to items that don’t need to be reviewed by the Commission.

Commissioners agreed that the removing or repairing of a non-contributing accessory building does not require a review, if that building is less than 50 years old.

Chairman Chesanow suggested that all three lists should have the statement, “The following lists some examples…”

Mr. Sitko read the repair regulation explanation for the Historic District Commission, suggesting that it wouldn’t hurt to have the definition spelled out on the listings of work. Mr. Anderson suggested that “Refer to the Historic District Commission Regulations for more complete listings” be added.
On the listing of minor changes that require a brief review, Mr. Sitko suggested removing the 3-day time frame for a response from the Commission but promised that any of these items would be reviewed as soon as possible. Also on the list of minor changes, Commissioners agreed that all satellite dishes would require a brief review, no matter what size they are. It was suggested that “repairing or replacing of any missing historical element” (brackets, railings) should be added. Also on the list of minor changes requiring a brief review should be the removing of non-historic elements (gutters, light fixtures, shutters, signs).

Mr. Sitko asked if the Town Council Ordinance Review Committee wanted to see these revised lists again? Chairman Chesanow replied that she didn’t think so. They would like the Commission to meet with the districts’ property owners to review the lists with them.

Chairman Chesanow reported that the Ordinance Review Committee will need to amend the Historic District Ordinance to remove 22 Pine Terrace, which was included due to a clerical error. They are also working to draft a list of streets to be included as the listing of public ways. Chairman Chesanow commented that Church Drive will not be included on the list of public ways as it is privately owned but publicly maintained. It was noted that the Ordinance Committee is drafting this list of public ways and the Historic District Commission just needs to follow it. This Commission will have the opportunity to comment on the list before it is passed by the Town Council.

E. George Keeler House and Stove Shop

Chairman Chesanow stated that there is nothing new to report on the George Keeler House and Stove Shop. It was noted that Paul Bowman is looking at purchasing the property.

F. Other

Ms. Pratt-Fox distributed a map with the intended route of travel for the November 6th Historic District Commission’s bus tour. The Commission will hopefully survey 17-21 barns that are located in Cheshire as part of the tour. The survey sheets, which will be filled out for each barn along with a photograph of the corresponding barn will then be submitted for the CT Trust’s Barn Survey project. It was noted that 85 barns from Cheshire have already been reviewed and included in the Barn Survey. Ms. Pratt-Fox has asked Mr. Anderson and Mr. Dattilo to take the notes on the barns regarding the style of each barn, address and any additional information; Mr. Torello has agreed to photograph the barns.

Mr. Anderson stated that he is still looking for windows that people are throwing out so that he can repair them and use them in his historic home. He also talked about Urban Miners of Hamden, a deconstruction, salvage and used goods sales / consignment of residential and commercial properties.
IX. ADJOURNMENT

**MOTION** by Eric Anderson that the Historic District Commission regular meeting of October 18, 2010 be adjourned at 9:36 p.m.  **SECONDED** by Joe Dattilo.

VOTE: In Favor – Anderson, Chesanow, Dattilo and Pratt-Fox
Opposed – None

The motion passed 4 - 0.

Respectfully submitted:

Tracey M. Kozlowski
Recording Secretary