

## Draft Minutes

### TOWN OF GUILFORD Historic District Commission Minutes – 5<sup>th</sup> December, 2018

A public hearing and regular meeting of the Historic District Commission was held on Wednesday 5<sup>th</sup> December, 2018 at 7:00p.m. in the Guilford Community Center with Chairman Ann Street presiding.

Present: John Cunningham, Randall McCartney, Susanna Smith, Ann Street and Alternates Teresa Buchanan and Michael Mancini. Excused: Reno Migani. Absent: Alternate Michael Sulzbach.

#### **PUBLIC HEARING**

The meeting was called to order at 7:00p.m. Clerk Susanna Smith read the legal call of the meeting. Alternates Buchanan and Mancini were appointed to act in the absence of regular members.

**#805 – Laura J. Weekes, to replace a front door, steps to a side door and a light post, all on property located at 84 Church Street, Assessor’s Map 46, Lot 20:** Laura Weekes stated that initially she had thought of keeping her original front door but found that it leaked and the glass was plexiglass so it needed to be replaced. At present she said the door was inoperable so it was screwed shut. She submitted a catalog cut of her proposed door (Exhibit #805-1) which was a wood door with one mullion to match her windows. Ms. Weekes said she was contemplating having a mail slot. Ms. Street noted that this could be cut into the door. However, Mrs. Smith pointed out that it would let in cold air. Ms. Street asked for a photograph of the existing door for the file. The door will be stained not painted. Mr. McCartney queried hardware. Ms. Weekes submitted a catalog cut of the proposed hardware (Exhibit #804-2) to be in rubbed bronze.

Light Post: Ms. Weekes submitted a catalog cut of her proposed light post (Exhibit #804-3) which would be a small decorative light. Mr. Cunningham recommended having the edge of the light at the edge of the walkway, 2ft. off the ground. He said he would prefer a full cut off fixture so the light was pushed forward on to the walkway not on to the grass.

Side Door Steps: Ms. Weekes said there were 3 concrete steps now with a storm door that opened onto the steps, which did not meet the building code. She said she would like something with a landing and a small roof to keep rain and snow off the steps. The steps will be parallel to the driveway. Ms. Street said there should be enough space on the landing so one could stand on it while opening the door. She felt the new landing as shown needed to be extended to accommodate this and recommended doing a full scale layout on site to make sure there would be enough room. Mrs. Smith asked if the roof would come out as far as the landing so a person was covered. Ms. Weekes replied yes. Mr. Cunningham was concerned that the brackets be strong enough to support the weight of the roof. Mrs. Smith asked about lighting. Ms. Weekes replied that there were two existing lights on either side of the windows. Should lighting be installed in the future she said it would be recessed like the porch lighting. Ms. Street felt the Commission needed a new drawing with to-scale dimensions of tread, rise of steps, etc. No-one spoke for or against the application.

Later, during the regular meeting, Mr. Cunningham made a motion, seconded by Mr. McCartney, to approve the application as submitted with the following stipulations: 1) Applicant should provide more detailed, to-scale drawings illustrating the landing, overhead structure and railings (if required) for the side steps. 2) No exterior lighting was requested or approved. If, in the future, lighting is required it must be reviewed with and approved by the subcommittee prior to purchase and installation. 3) Subcommittee appointed is Teresa Buchanan and Reno Migani. The motion to approve was carried unanimously with Cunningham, McCartney, Smith, Buchanan and Mancini voting in favor.

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The public hearing was closed at 7:30p.m. and was followed immediately by the regular meeting.

### **REGULAR MEETING**

**Approval of Minutes:** Mr. Mancini made a motion to accept the Minutes of 17<sup>th</sup> October, 2018. Mr. McCartney seconded the motion and it was carried with 5 votes in favor. Mr. Cunningham abstained since he was not present at the October meeting.

**Public Forum:** There were no members of the public present.

**Chairman's Monthly Report:** Ms. Street stated that she felt it was time to write down some of the things that the Commission did routinely which were not written in the Rules of Procedure so it was not dependent on an oral history to quantify actions. One item was: if the Commission held a special meeting to accommodate an applicant the applicant could be asked to pay for the extra legal notice required. Perhaps if a larger project was requiring a lot of clerical time then an extra fee could be requested.

Ms. Buchanan left the meeting at 7:50p.m.

Ms. Street wished to put in writing things that were done automatically. She agreed to draft an initial document for discussion. Ms. Street also asked the Commission to think about electing new officers. She noted that it was the chairman's job to run meetings and answer telephone calls from people requesting information. Ms. Street added that she would be willing to continue answering questions and making site visits if that made the chairman's job easier.

**Correspondence:** Connecticut Trust for Historic Preservation's newsletter CT Preservation News for November/December 2018; Finance Department monthly report through 9/30/18.

**Budget Request 2019 – 2020:** The Commission briefly discussed whether or not it should raise its application fee. There was the issue of both large and small projects paying the same fee so should the Commission have tiers of fees. It was suggested perhaps there could be residential versus commercial fees. It was felt that the Commission did not have sufficient staff to administer different levels of fees. Also, the Commission wished to remain proactive with its applicants. It was agreed

not to raise fees at this time. The Commission agreed to submit a budget request for 2019 – 2020 of \$4,400.

**Meeting Schedule for 2019:** The Commission agreed to continue meeting on the third Wednesday of the month at 7:00p.m. in the Guilford Community Center except for November/December which will be combined into one meeting.

**Public Relations:** No report.

**Approval of Bills:** Mr. McCartney made a motion to approve the following bills: Hearst CT Media Group, legal notice 10/17/18, \$270.89; Katharine Stewart, secretarial services. Mrs. Smith seconded the motion and it was carried unanimously.

**Unfinished Certificates of Appropriateness:** No report.

The meeting was adjourned at 8:00p.m.

The next meeting of the Historic District Commission will be held on Wednesday 16<sup>th</sup> January, 2019 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary