

**MINUTES of the MEETING of the Commission**

**February 18, 2020**

**Adopted: 3/17/20**

**Present:** Bob Booher, Gail Littlefield, Wendy Harris, Mimi Styles, and David Stopak. Pat Patula, Town Archivist, was present. Councilor Darrell Anderson not present as Town Council Liaison. The meeting began at 7:30 p.m. Gail Littlefield took minutes.

**Approval of Agenda and Adoption of Minutes.** The proposed agenda was adopted unanimously. Approval of Sept and Oct 2019 minutes were deferred.

**Project Reviews.** An application for a building permit for the Harary/Weisbard residence at 119 Grove Avenue was presented for review. Screening the existing open porch facing Grove Avenue was proposed. The documentation provided with the building permit application was minimally adequate/legible, and no elevation drawings depicting the proposed changes were provided. However, a member of the HPC had brought to the meeting a photograph of the home's Avenue-facing elevation, and the supplier (Screeneze) website was examined by HPC during the meeting. HPC decided to proceed with its review in order not to further delay the homeowners' project. Mimi Styles will draft the review. (Note: the building permit application had first been presented for review at the January HPC meeting, but HPC declined to review the project at that time as the vendor's description of the work to be done was illegible.)

HPC would like to ensure that future projects presented for its review include elevation drawings.

**WSSC projects.** Public Way permits approved by the Mayor for WSSC work at 403 and 405 Sixth Ave were discussed. The work was not described in the applications from the WSSC, so the HPC could not discuss whether historic resources might be adversely impacted by the work. Gail will draft a letter for Bob to send to the Mayor. At present there is no process for HPC review of Public Ways and Property Permits. We should ask Darrell's advice on how to do this. Wendy will make a list of what kind of projects we care about.

**Annual Archives Report.** Pat Patula presented her report, which had been circulated, and an update on the archives room conditions. There has been another water leak in the ceiling.

**2021 budget.** The HPC discussed the proposed 2021 budget, as prepared by Bob Booher and it was approved. Any changes? No.

**Design Guidelines.** Pat, Mimi, and Wendy met to outline what additions and changes need to be made to the Design Guidelines to cover new resource types included in the new National Register nomination

**Council Report.** There was no TC report.

**PC Meeting Report.** David Stopak reported on the January PC meeting. Of interest were BZA meeting on a joint shed, Public Ways permit for a gas line at 13 Center St., and a screen porch at the Shank residence, 3 Ridge Rd. The Joint Meeting with HPC and PC needs to be rescheduled.

**Master Plan Section 9.** HPC has major responsibility for this section. Bob and Gail will attend the Master Plan Meeting on February 19. Gail and Bob will review the National Register list of historic resources and make sure that all are included in the Master Plan as needing consideration in planning and treatment. David will draft section 9.7.

Adjournment. 10:05 pm.

Gail Littlefield