

**TOWN OF CHAPLIN, CONNECTICUT
HISTORIC DISTRICT COMMISSION**

**MINUTES OF A REGULAR BUSINESS MEETING
HELD ON February 3rd, 2015 IN THE CONF RM, CHAPLIN LIBRARY**

Business Meeting

1. Call to Order, Seating of Alternates. Paul Peifer, Chair, called the meeting to order at 7:02 PM. Members present were Warren Church (vice chair), Carl Lindquist (alternate), Catherine Lynch (secretary), and Paul Peifer (chair). Carl Lindquist was seated for Kitty LeShay.

2. Approval of Minutes.

a. *September 9th, 2014 minutes.* Lindquist **moved** and Church seconded the approval of the minutes of September 9th, 2014. The motion passed with three in favor and one abstention.

b. *November 18th, 2014 minutes.* Church **moved** and Lindquist seconded the approval of the minutes of November 18th, 2014. Lindquist suggested the addition of the word “one” before “on either side of the front doors” in the first lines of the second and third bullets on page one. The vote to approve the minutes as amended was unanimous.

3. New Business.

a. *HDC Budget.* Peifer explained that the \$200 line item for the cost of legal notices has been insufficient to cover actual costs. He suggested the amount requested for legal notices in the next budget be raised to \$300. Lynch **moved** that the HDC submit a budget request for FY 2015-16 for \$475, with the line item for legal notices increased by \$100 and other line items unchanged. Church seconded the motion, and the vote to approve was unanimous.

b. *HDC record storage.* Lynch described discussions she had with the Town Clerk and the Selectman’s Assistant since Church transferred the bulk of the HDC records that Givens had been keeping at her home to Town Hall. The conclusions from these discussions were that

- The Clerk has already been filing Agenda and Minutes. There is no need for a duplicate set of these at Town Hall.
- Copies of signed Certificates of Appropriateness (CA) have not been filed by the Clerk in the past. A file should be created at Town Hall of the past CAs from Givens’ records, and the copies of all future CAs delivered to the Clerk should be added to this file. (In later discussion in the current meeting, commissioners suggested that important HDC correspondence also be included in this file.) The Clerk said she would inquire further about the record keeping done by other towns with Historic Districts.
- Of the second and third copies of CAs, one goes to the applicant and one goes to the Building Inspector.
- In addition to past Minutes, Agenda, and CAs, there is also a box of miscellaneous items pertaining to Chaplin or Historic Districts in general. This box is now at Town Hall but should not remain there. In the past the

Commission has discussed having an Historic District section at the Chaplin Library for materials of interest to the public, especially potential applicants for CAs. The Commission will ask LeShay if she is willing to look into this possibility.

- There is an accumulating collection of historic photographs of Chaplin, some in the box of miscellaneous items at Town Hall, some with other commissioners, and some with the Chaplin Museum. It would be ideal if these could be scanned and archived online where they would be available to the public. However this would take an amount of time and level of archival skill that is beyond both the Commission and the Town Hall staff. The Clerk and Assistant raised the possibility of directing any unused funds from a current grant to preserve Town records electronically to this purpose, should any funds remain at the end of the current projects.

c. *Letter to Historic District residents.* Peifer is preparing to write an informal letter to District residents to introduce himself as the new Chair, remind residents of the regulations, and invite them to touch bases with the Chair about any contemplated work. In the past Givens has compiled a list of current District residents and their addresses. Peifer will ask Givens how she compiled the list and for a copy of her most recent list.

4. Old Business. With the recent addition of a gravel surface in the parking area at the Old Post Office, 142 Chaplin Street, concerns about changes to that property continue. Peifer has spoken to the First Selectman and reminded him that the HDC encourages all residents of the District to contact the Chair of the HDC concerning contemplated changes, whether as a courtesy or with a formal CA.

5. Correspondence. Peifer reported on the following correspondence received or sent by the HDC.

- A letter dated Oct 1, 2014 from Sally Zimmerman, re. 46 Chaplin Street, asking if a CA would be required for replacing the current roof with a new roof identical in appearance and materials to the current roof, attaching an electrical cable to the NW corner of the house with an electrical meter below, reglazing existing windows, making changes to the rear door which is not visible from the street, and installing a small bat control screen, either exterior or interior, in the peak of the front of the house. Peifer responded to Zimmerman that none of these changes would require a CA.
- A letter dated Dec. 1, 2014 to the Maurers, 350 Phoenixville Road, informing them that their application for a CA had been approved with conditions.
- A letter dated Dec 1, 2014 to the Schultzes, 66 Chaplin Street, from Peifer expressing the Commission's concern over their installation of an asphalt driveway surface without the required CA. The Chair had been asked to write this letter at the HDC meeting on Nov 18, 2014.
- An email dated Dec 9, 2014 from Carl Lindquist asking if a CA would be required to replace current, deteriorating storm windows on eight to nine windows with aluminum combined storm windows and screens. Peifer replied with an email on the same day saying that no CA was required.

- A communication dated Nov 10, 2014 from the Board of Finance regarding the FY 2015-2016 budget.
- The HDC's Annual Report which Peifer submitted on Nov 20, 2014.

6. Adjournment. Lynch made a **motion** to adjourn, and Peifer closed the meeting at 7:57 PM.

Respectfully submitted,
Catherine Lynch
Secretary

The next scheduled meeting will be held on May 5th, 2015, and these minutes are subject to approval at that time.