

**TOWN OF CHAPLIN, CONNECTICUT
HISTORIC DISTRICT COMMISSION
MINUTES OF Annual Meeting and Business Meeting
Sept. 10, 2013; Chaplin Library Conference Room**

Jean Givens called the meeting to order at 7:02 PM. Members present were Warren Church, Kitty Leshay, Carl Lindquist (alternate seated) and Cathy Smith (alternate seated). Also present, Bill Rose, First Selectman.

Business meeting:

- A. Approval of the minutes from the meeting of May 14, 2013. Warren Church MOVED and Kitty LeShay SECONDED the motion to accept the minutes. Unanimously approved
 - B. Annual meeting:
 1. Election of Officers. Carl Lindquist MOVED and Kitty LeShay SECONDED the motion to nominate Jean Givens as Chair, Warren Church as Vice-Chair, and Katie Lynch as Secretary. Unanimously approved.
 2. Calendar for 2014 meetings: February 4, May 6, September 9, November 11, 2014—all in the Chaplin Library, at 7 pm. Kitty LeShay will reserve the room.
 - C. New Business: Discussion followed of:
 1. Recommendation of Paul Peifer to replace John Meyer as a regular member who steps down this month. Recommendation that Paige Westerfield to replace Marvin Cox as an alternate member should he still wish to step down.
 2. New “Solarize” project and the importance of information gathering so that the HDC can knowledgeably and promptly field any applications that may surface. Members discussed the upcoming Sept. 24 orientation and the possibility of asking the project leaders for additional information about products available under the program.
 - D. Old Business:
 1. Old Post Office and other town-sponsored projects: (this item was considered as the first order of business). Bill Rose presented information about several projects he plans to offer for consideration at a single hearing: (a) approval of the sign for the trouper’s office, (b) paving the drive in stone dust or a similar loose material, (c) handicap access to the Old Post Office via a deck and ramp on the north side of the building, (d) a storm door and storm windows for the Old Post Office, (e) a sign design for future tenants in the Old Post Office, and (f) a new sign for the library. Commission members recommended the use of natural materials as well as simplicity in design such as square spindles rather than turned “Victorian” spindles. Members noted the railing at the Smith residence as a possible model. First Selectman Rose explained that the two small signs were mandated by the State in response to his questions about the signs in general, members observed that the large sign was not offensive but that it needed to be approved by the HDC. Re. signs for future tenants, they suggested he bring mock ups for signage so that it could be pre-approved for a future tenant. They also suggested that along with additional foliage would help mask the compressor and gas tanks.
 2. Wheelchair ramp at the Parsonage: Pastor Roger Bolduc was unable to attend, but he provided a useful drawing and description of a planned wheelchair ramp that he hopes to install in place of the temporary ramp. Members observed that again the use of natural materials is key. They noted that the ramp will be large and the design of the railing will be important since it will be very visible. They recommended simplicity in design—including plain uprights instead of turned spindles. They also suggested that foliage be used to provide a visual buffer so that the ramp does not detract from the church and the house. They also noted that
 - the commission will be glad to schedule a special meeting for the hearing
 - to allow enough time to post legal notices, please allow three weeks from the time the application is completed.
 - the commission would also be glad to meet before the application is submitted to review the design
 - a CA (Certificate of Appropriateness) from the HDC is required to receive a building permit
 - E. Correspondence: no correspondence to report.
- Meeting adjourned at 8:45 pm.

Respectfully submitted: Jean A. Givens, Chair, Chaplin HDC