

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

**MINUTES OF A REGULAR MEETING AND ANNUAL MEETING  
HELD ON September 8, 2015 in the CHAPLIN LIBRARY CONFERENCE ROOM**

**A. Business Meeting**

**1. Meeting called to order** at 7:05 PM, present were Paul Peifer, Warren Church, Kitty LeShay, Alternate Cathy Smith. Absent were Jean Givens, Katie Lynch, Carl Lindquist, and Paige Westerfield. Peifer sat C. Smith for J. Givens. Also present were Diane Cox and Mark Schultz. Peifer agreed to record the minutes.

**2. Approval of Minutes** of June 2, 2015 meeting. Motion by K. LeShay to approve minutes as written, seconded by W. Church. Motion passed unanimously.

**3. New Business:**

**a. Replacement of *circa* sign at 46 Chaplin St.**

Peifer explained owner Sally Zimmerman has been in contact and requested permission to replace a deteriorated 14" X 20" *circa* sign located on the front of 46 Chaplin St. with a new 12" X 16" sign. Photos of the old and the proposed sign and supporting documentation regarding the age of the structure were supplied by Ms Zimmerman. An email from Chaplin ZEO Jay Gigliotti to Peifer regarding the matter was presented. Ms Zimmerman's use of "Built before 1828" seemed ambiguous to the members, Church moved to approve a 12" X 16" sign with "Circa" or "C." 1828 instead of "Built before 1828" with the condition it must also be approved by the Chaplin PZC. Seconded by LeShay. Motion passed unanimously.

**b. Old Post Office screening of propane tanks.**

Peifer spoke to First Selectman Bill Rose regarding screening the propane tanks on the east side of the Old Post Office. A photo of the tanks was shown to members. Rose agreed to screen the tanks to the greatest extent possible with evergreen shrubs and explained to Peifer the proposed shrub location will require digging out existing soil and replacing with topsoil due to the poor condition of the existing soil.

**c. Building of Shed on Muskett property, 103 Chaplin St.**

A 10' X 14' shed was given a zoning and building permit and had been completed without HDC approval. Peifer emailed Zoning Agent Gigliotti and spoke in person to Building Official Terry Bellman about the matter. Attached as correspondence is Gigliotti's response. The HDC will not issue a Certificate of Appropriateness for the structure.

**d. Discuss Bray house 51 Chaplin St.**

Peifer relayed a conversation with First Selectman Rose regarding complaints received about the deteriorated condition of the structure at 51 Chaplin St. owned by Diane Bray. The Town cannot take action unless the unoccupied house becomes a safety hazard or delinquent in tax payments.

**e. Discuss moving Chaplin Museum building.**

Peifer spoke to First Selectman Rose about plans to move the Museum structure to a location next to the new Chaplin Library. Rose reported the building is unsuitable for proper storage of historic artifacts due to dampness and shade. The building has no heating or cooling, poor ventilation and rodent problems. Rose applied for a grant but could not procure the funding. Peifer will investigate the property records for ownership history and any covenants that may exist.

**f. Membership reappointments report.**

At the August 6, 2015 Selectman's meeting, Katie Lynch and Cathy Smith were reappointed to five year terms on the HDC by unanimous vote of the Board of Selectmen.

#### **4. Old Business**

##### **a. Shielding of outdoor appliances, Schultz property, 66 Chaplin St.**

Mark Schultz, Durham, Ct. son of Jack & Mary Schultz, 66 Chaplin St. appeared before the Commission in order to discuss screening the outdoor appliances visible from Chaplin St. Peifer spoke to Mary Schultz by phone on September 8<sup>th</sup>. She said she had made an appointment with a landscaper for an estimate to screen the appliances: a single propane tank of approximately 4 feet on the southerly side of the dwelling and on the north side of the dwelling, a generator approximately 2 feet tall, and two 2 foot propane tanks necessary to run the generator. Commission informed Mark Schultz about the situation and the remediation by planting evergreen shrubs to screen the appliances to the greatest extent possible. Mr. Schultz was very cooperative and cordial and will explain to his parents what is required. Peifer gave Mr. Schultz a copy of the December 10, 2014 certified letter sent to his parents regarding the matter. Mr. Schultz also discussed his parents' plan to replace the "stepping stone" walkway to the driveway with a more level, uniform slate walk for safety reasons. Peifer informed Mr. Schultz of the process for approval of a new walk which includes a Public Hearing.

#### **5. Correspondence**

There was no written correspondence sent or received by regular mail.

Email correspondence of importance was:

Peifer to ZEO Gigliotti and Gigliotti response re: shed at 103 Chaplin St.

Sally Zimmerman to Peifer re: Circa Sign and responses.

Peggy Mckleroy to Peifer re: glass storm doors and responses.

Lynch to Peifer re: Annually required filing of Certified Local Government Report.

In person, Diane Cox asked the Commission about adding an "Audience for Citizens" line to agenda.

#### **B. Annual Meeting**

##### **1. Election of Officers**

Motion by LeShay, seconded by Smith to reelect existing officers; Peifer as Chairman, Church as Vice-chairman and Lynch as Secretary. Motion passed unanimously.

##### **2. Set Meeting Calendar for 2016**

Motion by Church, seconded by LeShay to approve the 2016 meeting dates of February 2, May 3, September 13, November 1. Motion passed unanimously.

##### **3. Adjournment**

Motion by Church to adjourn, passed unanimously. Meeting adjourned at 8:14 PM.

Respectfully submitted,

Paul Peifer, Chairman  
September 14, 2015