

Chaplin Historic District Commission

Minutes

Annual Meeting

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Tuesday, September 9, 2025

These unapproved Historic District Commission meeting minutes are forwarded to the Chaplin Town Clerk in a draft format. These minutes are unofficial until they have been read and approved by a majority vote of the Commission. Should edits be necessary, they will be made at the next regularly scheduled meeting, voted upon and noted in the meeting minutes.

I. Training Session - Preservation Connecticut.

At 7:05 P.M. Mary Dunne from State Historic Preservation Office (SHPO) and Stacey Vairo from Preservation Connecticut gave a training session to HDC members. Members present were Chairman W. Church, P. Peifer, L. Ricklin, D. Field and M. Connor. Also present were S. Zimmerman, P. Church and P. Cassidy. The session covered a revue of meeting practices, the legislation CGS Sect. 7-147 governing historic districts and the basic purpose to recognize significant historic properties and protect the historical integrity of these structures. She reviewed membership criteria, the annual SHPO reporting requirement and made a recommendation to use the Secretary of Interior standard as good guidelines for rehabilitation standards, examples of rehabilitation. She emphasized that distinctive features shall be preserved and deteriorated features should be repaired, not replaced. She recommended design guidelines should be added to the HDC application, using illustrations and past and present examples in the District to aid homeowners with their applications. The HDC needs to get as much information from the owner about the project such as materials and plan details before the review and to be a resource for the owners. The HDC can consult with Preservation CT and SHPO for input. Ms. Dunne said there is funding for NAPC membership and grants available, she would supply a link to the Interior Service site. Other subjects Ms. Vairo and Ms. Dunne covered were the need for a State inventory of the District, solar panel applications, the importance of the roof as a defining element of an historic house and how to make sure the inclusion of a property in the Historic District is on the property deed. As a Certified Local Government, the Chaplin HDC has the authority to request SHPO to reevaluate the status of contributing/noncontributing structures. The session ended at 7:40 P.M.

II. Continuation of Hearing- 47 Chaplin St. Handicap Ramp

Chairman W. Church reopened the hearing at 7:42 P.M. Applicant Patrick Cassidy showed the Commission members details of materials for the ramp a drawing of the railing plan. Although the commission had tentatively approved a 30 foot ramp at the August meeting, Mr. Cassidy showed a 43 foot ramp with less slope. Mr. Connor remarked that it was a walkway, not a ramp and he would rather a 30 foot ramp and made a design suggestion for the railing to be more in the Federal style. Mr. Cassidy explained he wanted the ramp to end at a paved area for easier access. Mr. Peifer questioned the rationale that future residents of the Parsonage may need this ramp and if it is just repaired for safety reasons instead of replaced, it may not need a C of A and suggested Mr. Cassidy consult the Town Building Inspector to look at its safety issues. Mr. Connor questioned the reason for the ramp as well. Mr. Cassidy wanted to make sure it was ADA compliant because it was needed by past residents. Ms. Zimmerman thought the deteriorated ramp might be an insurance problem as well. Mr. Connor asked Mr. Cassidy to get photos of Federal railings in the District and he did not see the need for a 43 foot ramp. Mrs. Ricklin made a motion to close the hearing, Mrs. Field seconded, passed unanimously. Hearing ended at 8:08 P.M.

III. Annual Meeting

A. Roll Call and Seating of Alternates. Chairman W. Church called the meeting to order at 8:12 P.M. Present were regular members P. Peifer, L. Ricklin, D. Field, Alternate M. Connor was seated for absent W. Rose.

B. Approval of August 12, 2025 Minutes. Mrs. Field moved to approve the minutes, Mrs. Ricklin seconded, motion passed: Field, Church and Ricklin approved, Peifer and Connor abstained.

C. Audience for Citizens. S. Zimmerman said the old Post Office building at 142 Chaplin St. is the subject of a brownfields grant and Allen Olsen and she researched the building which was the CW Burdick store from 1929 or 1930. The federal grant will look at the contribution of the old PO to the District. As a CLG, the Chaplin HDC is authorized to ask SHPO to reevaluate the building and the Commission should write to SHPO to reevaluate the Burdick store as an asset to the District and identify new uses. Mr. Peifer moved to add to the agenda Item H: Contact SHPO about 142 Chaplin St., Mr. Connor seconded, passed unanimously.

D. CoA for Handicap Ramp at 47 Chaplin St. M. Connor and L. Ricklin said they need more visual construction details and recommend Mr. Cassidy consult with the Building Inspector. Mr. Cassidy said the Building Inspector would be at the Church and he would ask him to look at safety issues with the ramp.

E. Election of Officers. Mr. Church said according to the HDC bylaws, the commission needs only a Chairman and a Vice-Chairman, not a Secretary. Mr. Peifer nominated W. Church for Chairman, L. Ricklin seconded, passed: Peifer, Ricklin, Field and Connor in favor, Church abstained. Mr. Connor nominated L. Ricklin for Vice-Chairman, P. Peifer seconded, passed: Connor, Peifer, Church and Field in favor, Ricklin abstained. Mrs. Field said she would be willing to fill in as a recording secretary if necessary.

F. 2026 Meeting Schedule. Mr. Church listed the HDC regular meeting dates as February 10, May 5, September 8 and November 10, 2026. Mrs. Ricklin motions to approve the schedule, Mr. Connor seconded, passed unanimously.

G. 2026 Budget. Mr. Church proposed resubmitting the 2025 budget of \$675.19 as the 2026 budget to the Board of Finance. P. Peifer moved to approve, M. Connor seconded, passed unanimously.

H. SHPO Reevaluation of 142 Chaplin St. Mrs. Zimmerman volunteered to draft a letter to ask SHPO to reevaluate the building at 142 Chaplin St. Mr. Connor said the building is such a part of the District, it fits and is part of its history. M. Connor motioned to ask a member of the public S. Zimmerman to draft a letter to SHPO, P. Peifer seconded, passed unanimously.

IV. Old Business

B. New Residents. The members previously discussed how to contact new and current residents and to make prepared materials available to them. Mr. Church would like to make it a standing item on the agenda to inform the members. Two properties recently sold and another is on the market.

A. New Members. Mr. Church said Brian Kelleher was approved as a new HDC alternate member by the Board of Selectmen but has yet to be sworn in.

V. Correspondence. Mr. Church had none. Mrs. Field mentioned that the house across from the Library recently screened in the porch with a door and installed a chain link fence without Certificate of Appropriateness. Mr. Church will contact the ZEO to look at the property.

VI. Adjournment. Chairman Church adjourned the meeting at 8:55 P.M.

Respectfully submitted, Susan Peifer- Recording clerk- HDC