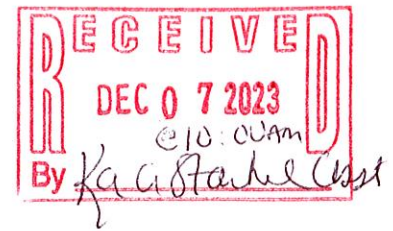


# Historic District Commission

Regular Meeting

Date: 11-08-2023



1. The meeting was called to order by Chairperson Burgess at 7:04 PM.
2. Roll call and members present. Chairperson Burgess appointed Tad Bistor to serve as Commissioner and Chairperson Burgess as clerk.

## Regular Members

Attend	Name	Attend	Name
X	Elizabeth Burgess	X	Gary Pitcock
A	Katherine Foley	A	Janet Wade-Utay
X	Virginia Macro		

## Alternate Members

Attend	Appointed to Serve	Name
X		Deb Cohen
X		Louise Neary
X	X	Tad Bistor

A = Absent

E = Excused Absence

X = Attended

3. Public Participation – None
4. Approval of meeting minutes.
  - a. Commissioner Pitcock moved that the minutes from the June 6, 2023 regular meeting be approved as corrected. The motion was seconded by Commissioner Neary and approved with one abstention by Commissioner Bistor.
  - b. Approval of the July 5, 2023 regular meeting minutes were tabled until the December meeting.
5. New business
  - a. Historic House sign application was submitted for the Clapp House by the 59 Sullivan Ave. LLC. Commissioner Neary needs to conduct further research at the East Windsor town hall before making a recommendation. The application was tabled until the December meeting.
  - b. The Shepherds will soon found a 501c3 for the preservation of the East Windsor Hill Post Office building. They've requested the HDC write a letter of support noting the structure is a contributing resource in the National Historic District. Commissioner Macro drafted a letter that was read aloud. The letter was approved unanimously with one correction.
  - c. A demolition permit was filed for 1700 Ellington Road and shared with the HDC by the DDC chairperson; the DDC did not delay this demolition at their November meeting. Commissioners asked the Chairperson to forward these communications upon receipt so they are aware asap. Discussion of saving architectural elements such as corbels and brownstone; the Chairperson will communicate this request with the DDC Chairperson.

- d. Related discussion about the creation of a Fact Sheet for property owners in the districts with recommendations for work to windows and fencing. The chairperson will compile a sheet for review.
  - e. Commissioner Macro noted that there are two new property owners in the District that will need welcome letters and handbooks mailed.
6. Old Business
- a. Historic District Signs design update: Chairperson Burgess will create a draft design based on the discussion at the July meeting to share with the Director of Public Works, followed by the Police Chief for their recommendations. A design discussion followed.
  - b. National Register nominations & SHPO grant update
    - i. Schwier House (Clapp House), 59 Sullivan Ave. nomination will be conducted by the LLC with HDC support.
    - ii. 19 Long Hill Rd. nomination may need to be separately listed, not added to the existing Elmore Houses NR listing. Discussion of a possible shared district in that area crossing East Hartford town line.
    - iii. 389 Pleasant Valley Rd.: No update.
  - c. Tax Abatement Project: the Chairperson will contact Marek Kozikowski for a project update.
7. Administration
- a. Next meeting Tuesday, December 5 at 7:00 PM
8. Adjournment
- a. Commissioner Neary moved to adjourn the meeting. The motion was seconded by Commissioner Bistor and approved unanimously. The meeting adjourned at 8:33 PM.

Respectfully submitted,

Beth Burgess

Historic District Commission Chairperson and Clerk pro-tempore