

**SOUTH OF THE GREEN HISTORIC DISTRICT
MINUTES OF MEETING HELD WEDNESDAY, APRIL 9, 2008
CONFERENCE ROOM B, PARSONS GOVERNMENT CENTER**

1. ROLL CALL

Members Present: Kevin DeMarco; Arthur Paulson; Carol Molloy Smith

Alternates Present: Walter Ortoleva; Arthur W. Stowe

Also Present: Linda Stock, Secretary

Members Excused: Timothy J. Casey, Sr.

Chrmn. Smith called the meeting to order at 7:35 P.M.

2. APPROVAL OF MINUTES OF MARCH MEETING

A. Paulson moved to accept the minutes from the March 12, 2008 meeting. The motion was seconded by W. Ortoleva and carried unanimously.

3. CHAIRMAN'S REPORT (INCLUDING CORRESPONDENCE)

Chrmn. Smith (and members) welcomed back Secretary, Linda Stock. For the record, A. Paulson thanked Kathy Huber for the excellent job she did filling in for Linda. Chrmn. Smith will send Kathy a formal thank you.

Chrmn. Smith noted that Tom Wade, 29 Central Avenue, will be adding on a 12' extension to the rear of his home, although some of the addition might be visible from the street. She mailed him the procedure for coming before the Commission. Mr. Wade will bring photographs and blueprints. He would like a pre-application meeting to see if it will be necessary for him to formally come before the Commission.

Chrmn. Smith received two e-mails, on April 7 and April 8, from Kathy Kobishyn regarding 20 Pond Street, and one e-mail dated April 7, from Carolyn Greer of 10 Pond Street who is also concerned about 20 Pond Street. She will leave the correspondence on the table for review by the members.

The Board of Aldermen sent the Chairman a notice that there will be a budget hearing on April 16 at 7:00 P.M. in City Hall. She noted that someone had to be there to discuss their proposed budget. Vice Chrmn. DeMarco suggested they request the same amount that was given them last year. Due to the fact that the Chairman will be unavailable that evening, she asked if any member would be available to present their budget. A. Paulson would be available and will present their budget to the Board of Aldermen on behalf of the Commission.

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A. Stowe noted that the original Historic District had discussed signage for their district. They are considering putting more up at other points leading into the district. He wondered what thoughts or ideas this Commission might have regarding signage, so that perhaps the signs could be coordinating. Vice Chrmn. DeMarco asked if there might be a graphic designer in the district to which Chrmn. Smith suggested they could contact Bob Tyrrell. W. Ortoleva also mentioned that his wife is a graphic designer.

A. Paulson asked that before they embark on signage, they should return to and resolve the budget issue. He suggested that perhaps Chrmn. Smith can assemble all of the Treasurer's reports that he can present at the budget hearing. He felt that it would be to the benefit of the Commission if they could include proposed signage in their budget. A. Paulson asked if A. Stowe could find out how much the other historic district paid for their signs. A. Stowe responded that their signs are very old and to get their pricing would be difficult. Vice Chrmn. DeMarco thought they should be of a simple design. Chrmn. Smith believed that their budget should also include any postage that will be necessary when they send letters to the members in the district.

Vice Chrmn. DeMarco has a family friend who makes signs and he will look into the cost of same.

Regarding the letter to be sent to members of the district, W. Ortoleva interjected it should encourage them to join.

Vice Chrmn. DeMarco noted there are seven points of entry into the district. He will research the sign issue and report to A. Paulson before the budget hearing next week.

4. CLERK/TREASURER'S REPORT

Chrmn. Smith stated the current balance as of March 31, 2008 is: \$1,176.73

5. UNFINISHED BUSINESS

A. Historic District Signage

It was noted that this item was previously discussed under the budget discussion. A. Paulson questioned the graphics of the sign and wondered if it should have the same design as their tee shirts. Although he felt it was a good idea, W. Ortoleva thought it might escalate the cost of the sign. Vice Chrmn. DeMarco added that they should take the other district into consideration and perhaps they should use something from Milford itself, i.e.,

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the ancient bow and arrow of Ansantawae. A. Stowe stated the sign must signify something historic.

Discussion ensued as to who regulates the placement of historic district signs (perhaps the City Attorney's office?).

W. Ortoleva suggested they have signs at 3 major points; however, Vice Chrmn. DeMarco stated there are entrances to the district as follows: south of Lafayette Street; east from Reed Street; north from Rogers Avenue; north into Broad Street; west into Factory Lane (High Street) Helwig Street; High Street south; Center Street south.

A. Stowe thought that perhaps they may want to have larger signs at the central points and smaller signs in the other areas, depending on where they will be installed. W. Ortoleva felt they should also establish where the signs will be located.

Regarding the other historic district, A. Stowe noted the also have many entrances, but do not have signs at all of them.

A. Paulson will get together with Chrmn. Smith regarding the reports needed for the budget hearing. Chrmn. Smith will entrust him with her notebook which contains all the information he will need. After receiving all required information, A. Paulson will come up with a budget figure

B. Communication with the Home Owners of the SGHD

Chrmn. Smith asked if there was any further discussion regarding the letters that will be sent to home owners in the district. She would like to develop the letter and then assign someone to follow through.

C. T.J. Casey – Continuing discussion to develop a Set of Proposed Rules and Procedures for the SGHD

Chrmn. Smith stated this item will be tabled until T.J. Casey is able to attend the meeting.

Chrmn. Smith asked if there was any further unfinished business. Vice Chrmn. DeMarco stated he contacted the MIS Department regarding the Commission putting their documents on Milford's website. Jean Lasczak, MIS Coordinator said it is not an issue with her, however, that portion of the website is run by the Mayor's office. He is still waiting for them to return his call. He suggested that they list their schedule of meeting dates, minutes, agendas, welcome letter and a copy of the study report, as well as a copy of their

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application and memo of procedure, a list of the members and contacts and a schedule of cut off dates. Chrmn. Smith asked if Vice Chrmn. DeMarco would be taking on this project to which he responded he is waiting to hear from the Mayor's office.

A. Stowe suggested they check to see if all the other commissions put their minutes on the website. He also felt that they should be very careful with their cut off dates.

6. NEW BUSINESS

Vice Chrmn. DeMarco stated he was contacted by Kathy Kobishyn regarding the construction next door to her at 20 Pond Street and her concerns. He said he would look into it and contact both the Building and Zoning departments.

There being no further business to discuss, it was moved by A. Paulson, seconded by Vice Chrmn. DeMarco and carried unanimously to adjourn the meeting at 8:17 P.M.

Respectfully submitted,

Linda Stock, Secretary