

Milford Historic District No. 2 – South of the Green
Minutes of Regular Meeting - Conference Room B, Parsons Government Center (unapproved)
November 12, 2008

The regular meeting of the Milford Historic District No. 2, South of the Green was called to order at 7:00 p.m. by Vice Chair DeMarco.

Members Present

Timothy J. Casey
Kevin DeMarco
Arthur Paulson
Arthur Stowe, Alternate
Walter Ortoleva, Alternate (7:04)

Not Present

Carol Molloy Smith (out of the country)

Approval of Minutes

Mr. Paulson and Mr. Stowe made and seconded a motion to approve the minutes of the October 8, 2008 Public Hearing and Meeting subject to further editing if necessary. Motion carried unanimously.

Mr. Ortoleva arrived at the meeting and raised one correction in the minutes, specifically, page 5, item B. *District Signage Update and Adoption of Sign Format*. Mr. Ortoleva noted the amount in the first sentence should be \$730 not \$750.

Mr. Paulson and Mr. Stowe made and seconded a motion to approve the minutes of the October 8, 2008 Public Hearing and Meeting was amended. Motion carried unanimously.

Chair's Report (including correspondence)

Mr. DeMarco noted the only correspondence passed on to him from Chair Smith was the 2009-2010 Budget Planning which would be discussed under New Business.

He noted the members had received a letter from Kristin Huffman which will be discussed under New Business – Any additional items or issues.

Clerk/Treasurer's Report

No report available.

Unfinished Business

A. Rules of Procedure – complete and accepted. Regarding the Informative Letter to District Homeowners/Timetable, Mr. Casey distributed an updated proposed letter to be made available to the residents in the district. (letter attached). He explained the letter informed the residents of the fact that much of the Commission's work is now available through the city's web site and at the public library. (i.e. introduced the Commission members, Rules of Procedure and Jurisdiction; Application for Certificate of Appropriateness-Process; Sample letter to be mailed to property owners within 200 feet of subject property; meeting schedules, agendas and meeting minutes).

Mr. Ortoleva suggested bulleting the items in paragraph 2 and Mr. Casey explained he was attempting to have the letter on one page and by bulleting them could change that.

It was also suggested to hand-deliver the letter to the residents in the district instead of mailing them.

Mr. Casey noted that after reviewing the city's web site he found the items listed in the letter were not yet available and he wanted to be certain that was accomplished prior to the letter being distributed. As well he wanted to be certain there were copies of the material listed available at the public library. He stated he would assume the responsibility of making the appropriate number of copies and having them hand-delivered.

Mr. Stowe referred to the last sentence of paragraph 4 and suggested the following be omitted from the letter: *MHD No. 2 a/k/a South of the Green*.

Mr. Paulson and Mr. Ortoleva made and seconded a motion to approve the letter to be hand-delivered to residents of the Milford Historic District No. 2 a/k/a South of the Green, in memo form and dated December 2008. Said memo will not be printed and delivered until it is ascertained that the information listed in the memo is on the city's web site. Motion carried unanimously.

B. District Signage update and adoption – Mr. Ortoleva noted that at the last meeting the commission members had reviewed the various sign options and decided on two choices which he presented at this time for the board to review. He recommended ordering 4 signs, one of which would be kept as a spare.

Vice Chair DeMarco suggested the members make a decision regarding the sign and place that order and in the interim a decision could be made on the type of post to be used.

Mr. Ortoleva also noted that to prepare the sign using a metal bracket as in the sample he shared, the project would be over budget by approximately \$90.

Mr. Paulson and Mr. Casey made and seconded a motion to approve sign design #2 with the wording Milford Historic District No.2 – South of the Green. Motion carried unanimously.

C. Update on Internet posting of Rules and Forms – Mr. Casey stated he would be in contact with Mrs. Stock regarding the posting of this information and he was hopeful by the December 2008 meeting he would be able to report further on this matter

New Business

A. Budget Planning for 2009-2010 – Vice Chair DeMarco informed the commission members that Chair Smith had received the budget-planning packet from the city's Finance Director. The committee reviewed the proposed budget and noted the date for returning the packet to the Finance Director had since passed. Mr. Casey stated he would follow up on that and present the budget proposal as discussed.

B. Any additional items or issues – as an informational point, Vice Chair DeMarco stated that City Attorney Case has stated that if the commission considers any additional items on the agenda, a vote must be taken to add the item to the agenda before any discussion ensues.

Mr. Paulson recused himself from any discussion on the following item.

Mrs. Kristin Huffman, 20 Pond Street, Milford, addressed the commission and presented them with the attached letter regarding reducing the size of their home's deck and she read the letter into the record. She noted the letter was also presented to the city's Building Department and Planning & Zoning and it explained that they are waiting on the availability of their contractor as well as funds and they fully intend to follow through as advised and have the matter resolved.

Mr. Casey thanked Mrs. Huffman for coming to the meeting and he stated that part of the commission's responsibility is to consider financial hardships of a resident who has been directed to make changes or improvements to their property. He added the only way the commission could communicate with the resident is for the homeowner to keep the line of communication open with the members of the commission.

Mrs. Huffman added that she was also upset that she learned further discussion had taken place about the work to be done only by reading the minutes of the commission's recent meeting and by the procedure followed noting there was no timetable regarding the decision to reduce the deck.

Mr. Casey explained the rules of the commission state that they must also comply with the state building inspector.

Mr. Stowe added the commission files their approval or denial with the state building officials and they in turn follow through with the enforcement of the decision and what the timetable may be or any further decision goes beyond the scope of this commission. He added that it was helpful that Mrs. Huffman came before the commission at this time and satisfied any questions as to why the work had not progressed. He stated he was sympathetic to the personal issues they were facing.

Mr. Casey felt the Huffmans will have to work with the commission and the city's Building Department to come up with some type of plan.

Mr. Stowe felt this commission's work is done and it is now up to the Building Department to make timelines or decisions.

Mrs. Huffman asked if she could assume that this would not be discussed at any future commission meetings and Mr. Stowe stated he saw no reason why the matter should come up again for discussion; however, the commission could question the status of the ruling.

It was also recommended to Mrs. Huffman that she meet their extensions for the certificate.

There being no further business to discuss, Mr. Casey and Mr. Stowe made and seconded a motion to adjourn at 7:49 p.m. Motion carried unanimously.

Respectfully submitted,

Diane Candido
Recording Secretary