

**SOUTH OF THE GREEN HISTORIC DISTRICT
MINUTES OF MEETING HELD WEDNESDAY, MARCH 12, 2008
CONFERENCE ROOM C, PARSONS COMPLEX**

The Historic District II, a/k/a known as the South of the Green Historic District held their Regular Meeting on Wednesday, March 12, 2008 in Conference Room C of the Parsons Complex (2nd floor). Vice Chairperson K. DeMarco called the meeting to order at 7:10 p.m.

1. ROLL CALL

Members Present: Kevin DeMarco, Arthur Paulson and Walter Ortoleva (Alt)

Excused: C. Smith

Absent: T.J. Casey, Arthur Stowe

2. APPROVAL OF THE MINUTES OF THE FEBRUARY 13, 2008 MEETING

Mr. Paulson and Mr. Ortoleva made and seconded a motion to approve the minutes of the February 13, 2008.

The following corrections were noted:

First page, last paragraph add the word “*would*”
Page 2, under Section 5a noted typo “*update*”

Mr. Ortoleva commented he was reported at the February meeting as being absent. He explained he e-mailed the Chair that he had a work conflict and that he should have been listed as *excused*.

Motion carried unanimously with the corrections noted above.

3. Chairman’s Report/Treasurer’s Report

Vice Chairperson DeMarco reported he received correspondence from Ms. K. Kobishyn suggesting signage indicating the area is a historic district and that the signage could include the date it was established. A brief discussion followed.

Mr. Paulson suggested the Committee take this up at the April meeting.

Previous Balance	\$1,226.73
Secretarial fees	- <u>\$ 50.00</u>
Balance (as of 3/12/08)	<u>\$1,176.73</u>

The Treasurer’s Report was accepted and filed.

4. Unfinished Business

A. Update report re: adding homes to the District.

Mr. Paulson stated there are no further updates and suggested this be removed from the agenda.

B. Revision and Adoption of Rules

The Committee agreed to take this matter up at the April meeting with the full Commission present. Vice Chairman DeMarco did report that he spoke with the Building Department regarding Section B-7. He stated it was their feeling that it should read "Zoning Department" and not the Building Department regarding as-built. He stated he was waiting for a return call from the Building Department. A brief discussion ensued.

5. New Business

A. Discussion Re: Welcome letter/Newsletter.

Mr. Ortoleva commented a letter to new homeowners in the historic district would be helpful. He stated the letter could possibly include helpful suggestions as well as the charge of the district.

Mr. Paulson suggested the Commission work on a possible "skeleton" letter as to what should be incorporated into the letter. Some of the possible suggestions and comments were as follows:

- *Welcome to the district, we are happy to have you with us.*
- *You are part of a historic district with representing more than 175 homes.*
- *This is one of the largest districts around with homes dating back to the early 1700's and many homes in the 19th century.*
- Include the function of the Historic District
- The process if you wish to make changes to the exterior of your home
- Comment the Historic District is here to help you and provide support. Should include a contact person from the district.

The Commission also discussed a systematic way of knowing when a home is purchased. It was suggested they be proactive through realtors. The Commission also discussed upgrades to the Web site and that the site should include a copy of the procedures as well as the study report.

The next meeting will be held on April 9, 2008 in Conference Room B of the Parsons Complex at 7:00 p.m.

Mr. Paulson and Mr. Ortoleva made and seconded a motion to adjourn at 7:47 p.m. Motion carried unanimously.

Respectfully submitted,
Kathleen K. Huber
Acting for Linda Stock, Secretary