

**Milford Historic District #2**  
**Regular Meeting**  
**April 11, 2012**  
**Minutes (unapproved)**

Members Present:

Carol Smith, Arthur Paulson, Gary Becker, Marge Jones, Walter Ortoleva, Arthur Stowe

Members Absent:

Marcia Winter, Elizabeth Kenard

Approval of Minutes:

Approval of May Minutes was postponed until the permanent recording secretary returns.  
Minutes for December 14, 2011 and January 11, 2012 approved unanimously.

President's Report:

Marcia Winter and Elizabeth Kenard are new members of the commission. Marcia is an alternate and Elizabeth is a regular member.

The President requested that the Mayor's office update our website.

Finally, the commission took note of the death of Tim Clark. We extend our sympathies to his family and loved ones, and extend our thanks for his commitment to public service and historic preservation.

Clerk/Treasurer's Report:

Account Balance: \$1,079, according to Walter Ortoleva. Gary Becker noted that the rates at the newspaper are approaching the amount of our fee. Report accepted.

Unfinished Business:

Tree Commission: Milford Trees will plant trees with the cooperation of interested owners. Owners may contact Marge Jones to inquire or express interest.

The commission decided to include a postcard in the mailing planned for this spring informing district residents that trees would be available from the tree commission for owners to plant on their property and that owners may contact our tree commission chairperson for information.

New Business:

Certificate of Appropriateness required for projects not requiring permits: The commission discussed the above issue and decided unanimously to send a letter to all property owners in the district.

The letter will be drafted by Art Paulson and Gary Becker, and will express the following:

1. Reintroduce the commission and its members to the owners, and provide the website and link.
2. Explain the problem of home improvement projects that do not require a building permit, but still require a certificate of appropriateness.
3. List examples of projects that would need a certificate, even in the absence of a requirement for a permit.
4. Invite the owner consult with the commission or its members, expressing the commitment of the commission to help owners who have home improvement projects while maintaining the historic character of the South of the Green neighborhood.

To ensure that new owners in the district would continue to be informed of the Historic District and requirements involved, it was suggested that Lynn Greer might be recruited to inform Marge Jones of new purchases in the district. Chairperson Smith will contact Ms. Greer on this proposal, and report to the commission.

The meeting adjourned at 8 pm.

Recorded and submitted by Arthur Paulson, Vice Chair.