

MILFORD HISTORIC DISTRICT NO. 2 - SOUTH OF THE GREEN
(unapproved) MINUTES OF PUBLIC HEARING AND REGULAR MEETING
HELD WEDNESDAY, OCTOBER 9, 2008
CONFERENCE ROOM B, PARSONS GOVERNMENT CENTER

Chrmn. Smith called the public hearing to order at 7:01 P.M.

PUBLIC HEARING

1. Adrian and Joanne Poffenberger, 50 Green Street

Joanne Poffenberger was present, along with her builder, Dennis Flannigan of 69A East Broadway.

Ms. Poffenberger presented her certificates of mailing and acknowledged that packets of the proposed renovations were distributed to Commission members. They are planning to change the French doors on the front of their dwelling. The new doors would look very much the same; the shutters will remain. Mr. Flannigan explained that with the new doors, they will have a 30" clear opening. Ms. Poffenberger continued, noting they will replace all the windows, most will stay the same size and all will be the same style; Anderson double hung tilt and wash. On the kitchen side, the change will be from double to casement windows.

In response to A. Stowe, Mr. Flannigan stated the porch will remain, but will be incorporated into the kitchen area. Ms. Poffenberger added that the greenhouse will be removed from the dwelling (and the premises). A. Stowe determined that the replacement windows will basically remain the same.

Continuing, Ms. Poffenberger explained that the existing chimney is strictly for furnace use. They will remove it and install a direct vent system. They will also replace the roof and add gutters to the entire house. Mr. Flannigan noted the gutters will be white aluminum. Ms. Poffenberger stated the utilities will be buried underground. The wide entry stairs will be replaced with a side porch. Drawings were displayed of what the porch would look like and Mr. Flannigan noted the roof line would remain the same (gable).

A. Stowe determined from questioning that there will be no added floor area to the footprint of the existing dwelling. Mr. Flannigan explained the change in the wall of the three season porch to make it part of the kitchen, which will be "worked off the existing foundation."

At the end of the presentation, Chrmn. Smith noted that there were no others present at the hearing to speak in favor of, or against the application. She then closed the public hearing and thanked Ms. Poffenberger and Mr. Flannigan for their attendance.

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The regular meeting of the Milford Historic District No. 2, South of the Green, was called to order at 7:13 P.M. by Chrmn. Smith. She noted that all members present would be voting members.

1. ROLL CALL

Members Present: Timothy J. Casey, Sr.; Arthur Paulson; Carol Molloy Smith; Kevin DeMarco (7:09)

Alternates Present: Arthur W. Stowe

Also Present: Linda Stock, Secretary

Alternate Excused: Walter Ortoleva

2. APPROVAL OF MINUTES OF SEPTEMBER 10, 2008

It was moved by A. Stowe and seconded by A. Paulson to approve the minutes of the September 10, 2008 meeting.

DISCUSSION

Chrmn. Smith noted that her name is spelled incorrectly as *Malloy*, which should be **Molloy** and asked that it be corrected. It is also spelled incorrectly on the Commission's website. L. Stock will have the corrections made.

On page 2, under the application for 70 Lafayette Street (2nd paragraph), "white straight line cedar shakes" should actually be "straight line white cedar shakes."

There being no other changes or corrections, the motion carried unanimously.

3. CHAIRMAN'S REPORT (INCLUDING CORRESPONDENCE)

Chrmn. Smith noted there was only once piece of correspondence, which may have been mentioned at the September meeting. It was notification received from Cynthia Anger, Assistant City Attorney, regarding the posting of minutes on the website. It was decided that the minutes will have a heading of "UNAPPROVED" due to the fact that they will be posted before they are approved by the Commission.

4. CLERK/TREASURER'S REPORT

Chrmn. Smith noted the following:

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Balance as of Sept. 10, 2008	\$821.16
Aug. back pay to L. Stock	- 100.00
Sept. Secretarial Fee (L. Stock)	- 50.00
New Haven Register Ad	- 154.70
Deposit of Application Fee	<u>+ 75.00</u>

CURRENT BALANCE \$591.46

It was moved by A. Paulson, seconded by A. Stowe and unanimously carried to accept the report as stated.

Chrmn. Smith noted and thanked A. Stowe for donating office supplies.

**5. A MOTION TO REORDER AGENDA TO ADDRESS THE APPLICATION
PRESENTED AT THE PUBLIC HEARING**

The motion was so made by A. Paulson, seconded by T.J. Casey and carried unanimously.

Adrian and Joanne Poffenberger, 50 Green Street

Chrmn. Smith stated they were presented with an application for a Certificate of Appropriateness for 50 Green Street by Adrian and Joanne Poffenberger. She called for a motion to accept the application for approval.

It was moved by A. Paulson, seconded by A. Stowe to approve the application for a Certificate of Appropriateness. The motion carried unanimously with no discussion.

Commission members complimented Ms. Poffenberger for her thorough presentation and welcomed her to the neighborhood.

Mr. Flannigan asked what comes next, before he visits Planning & Zoning, to which Chrmn. Smith stated she will issue a Certificate of Appropriateness, that he can pick up at 21 Green Street the following morning. Mr. Flannigan thanked the Commission for their time.

Ms. Poffenberger noted she was very happy that Milford has historic homes, which was part of the reason they moved here. Chrmn. Smith responded that they have been told by the State that they have quite a collection of historic homes which they are very proud of.

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6. UNFINISHED BUSINESS

Chrmn. Smith informed the Commission that she wrote to Chief Building Official, Tom Raucci, regarding his sending an order for compliance for the deck at 20 Pond Street. Due to the fact that she had heard nothing from Mr. Raucci, she spoke with the Assistant City Attorney, Cynthia Anger. She will follow up with Mr. Raucci until he sends the order for compliance. If the residents do not comply, they will have to go to court. Although their ordinance states that the Building Official is the enforcement agent for their Commission, Mr. Raucci attempted to have this procedure levied on the Zoning Enforcement Officer of Planning and Zoning. However, it was noted that this is the first time this has arisen and the first time Mr. Raucci has had to deal with an issue such as this. Due to the weather constraints, the residents of 20 Pond Street may have a problem if Mr. Raucci waits much longer to issue his order for compliance.

Vice Chrmn. DeMarco interjected that the Commission ruled on this issue and now they have to make sure it is enforced. He believes that technically, the Commission is out of the picture at this point.

A. Paulson recused himself from any discussion on this particular item.

Chrmn. Smith feels it is important for this Commission to take another step to insure that Tom Raucci will perform as he is instructed to do by the Ordinance. She will continue to contact him. In addition, the Assistant City Attorney has informed her that she will be as helpful to Tom Raucci as she can be regarding this issue. Chrmn. Smith has left several voice mails for Mr. Raucci and she will follow up with another letter as well as with the Assistant City Attorney to know when they can expect him to comply. During additional discussion, it was noted that there should be a "written trail" with copies to the Mayor.

**A. Rules of Procedure – and informative letter to District Homeowners/
timetable**

It was noted that the Rules of Procedure were complete.

Regarding the mailing of the informative letter, Vice Chrmn. DeMarco suggested they each go door to door and hand deliver the letter. In response to Chrmn. Smith, Vice Chrmn. DeMarco stated he will attempt to draw up a letter; although T.J. Casey stated he would have a draft for the next meeting. Chrmn. Smith believed the letter had previously been worked on and there should be notes. Vice Chrmn. DeMarco recalled that the letter would say, "this is who we are and what we do – call us."

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Chrmn. Smith noted that she would not be in attendance at the next meeting as she will be on vacation from October 29th to November 29th, and anything presented for the November meeting should go to Vice Chrmn. DeMarco.

A. Paulson asked how the letter should be handled in her absence to which she responded it should go out after being reviewed by the Commission.

Chrmn. Smith will also leave a memo with Vice Chrmn. DeMarco regarding Mr. Raucci.

B. District Signage Update and Adoption of Sign Format

Vice Chrmn. DeMarco noted there is \$750 on account for this project. If a decision is not made soon, the ground will be frozen and will not be able to install the signs. However, due to the fact that W. Ortoleva was not present, this item was tabled.

C. Update on Internet posting of Rules and Forms

L. Stock distributed copies of two pages from the internet site: a list of Commission members and the first page that comes up under "Boards and Commissions", "South of the Green Historic District." She explained that she spoke with Judy Keeler of MIS, who said they could add anything they wished to their site. L. Stock simply has to e-mail her the information and the title. The following items will be posted on the website:

Rules of Procedure; Ordinance and Map; Welcome Letter; Application Process;
Sample Letter to Neighbors; Meeting Dates and Filing Dates

In addition, the following changes should be made to the website:

Milford Historic District No. 2 should be the centered heading with South of the Green underneath
Phone numbers will be listed for Chrmn. Smith and Vice Chrmn. DeMarco
Under Boards and Commissions, they will be listed as *Historic District Commission No. 2 – South of the Green* rather than *South of the Green Historic District*

Vice Chrmn. DeMarco will e-mail L. Stock information she is lacking.

7. NEW BUSINESS

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A. Commission Appointments to fill two vacancies

Also on the website under Commission Members, are two vacancies, one for a regular member and one for an alternate. As an aside, Chrmn. Smith noted that her term expires January 1st, 2009; however she will write to the Mayor requesting reappointment. (She was thanked by Commission members.)

T.J. Casey suggested Joanne Poffenberger as an alternate, due to the fact she is very knowledgeable regarding historic homes.

Chrmn. Smith stated she has been soliciting resumes and has sent two names to the Mayor, Marjorie Jones and Gary Becker. She explained that the appointments are political and there are geographical guidelines that have to be followed. There has to be people from outside of the district. Members should think of those that would be an asset to the Commission.

A brief discussion ensued regarding business owners in the area who are capable of being an asset and Chrmn. Smith asked that everyone collect resumes from those they deemed appropriate.

B. Any additional items or issues

There being no further business to discuss, A. Paulson moved to adjourn at 8:01 P.M. The motion was seconded by A. Stowe and carried unanimously.

Respectfully submitted,

Linda Stock, Secretary