

**HISTORIC PRESERVATION COMMISSION**  
**Regular Meeting**  
**January 22, 2018**

The Historic Preservation Commission ("HPC") held their regular meeting on Monday, January 22, 2018, in Conference Room A of the Parsons Government Center. Chairman Silver called the meeting to order at 7:03 p.m. followed by the Pledge of Allegiance.

Committee Members Present

B. Silver  
M. Kramer  
E. Johnson

Excused: C. Colter, J. Tramuta (Alt.), C. Smith

**Consideration of Minutes of the December 19, 2017 special meeting**

Mr. Johnson and Mrs. Kramer made and seconded a motion to accept the minutes of the December 19, 2017 special meeting as presented. Motion carried unanimously.

**Review of HPC Rules of Procedure per Ordinance requirements and action**

Chairman Silver reported he and Mrs. Kramer met with Jonathan Berchem, City Attorney, Matthew Woods, Trial Counsel, Debra Kelly, Assistant City Attorney and Toni Weeks, Paralegal to review this Commission's responsibilities, interface with City Departments and the HPC Rules of Procedure. Chairman Silver distributed the "draft" Rules of Procedure. The Commission continued with a review of the January 22, 2018 draft.

Mr. Johnson pointed out there is a sub-section in the CT Trust for Historic Preservation regarding meeting interruption. He suggested inserting a similar section into the Rules of Procedure for HPC, as follows:

Section 8  
Meetings

**Add: 8.15 Interruption**

***If a meeting is interrupted and becomes disorderly, the HDC or HPC may order the room cleared and continue in session, but only matters on the agenda may be discussed. Representatives of the media must be allowed to remain unless they have participated in the disturbance.***

Mr. Johnson and Mrs. Kramer made and seconded a motion to adopt the Rules of Procedure as amended. Motion carried unanimously.

## **Receipt/Review of Certificate of Appropriateness Application RE: 58 Prospect Street**

Chairman Silver stressed tonight was not a public hearing, but that Mr. Wicko was present merely present his application for 58 Prospect Street to assist the HPC to determine its acceptability. Chairman Silver stated no questions could be asked of the Commission regarding the application since it was not a public hearing.

Mr. Wicko presented his design plans for 58 Prospect Street. He stated it is a low impact design, simply to clean up the property and keep the historical aspects of the property.

Chairman Silver stated the plans would be filed with the City Clerk's Office and would be available for public review.

### **a) Determine Next Action**

Chairman Silver stated it was up to the Commission to decide how they wished to proceed and whether they found the application and plans to be complete, and set a public hearing for February 21, 2018.

Mr. Johnson pointed out a possible typographical error with the Site Approval Date and questioned if the date was correct.

Mr. Wicko stated it should read "12/19/17" not 1/19/17.

Mrs. Kramer and Mr. Johnson made and seconded a motion to accept the plans as presented and move forward with the public hearing on February 21, 2018. Motion carried unanimously.

Chairman Silver stated neighbors within 200' of the property must be notified of the application and public hearing, with proof of notification delivered to the HPC no later than the hearing date. He also stated notice of the public hearing would appear in the newspaper prior to the hearing.

## **Status of Properties Listed on the State and National Historic Registries**

Mrs. Kramer shared an email she received from DPLU Director Griffith regarding historic properties in Milford. She continued with an explanation of the process which she stated is lengthy. A brief discussion ensued.

Mrs. Kramer stated there needed to be clarification with regard to the acronyms and that they needed to be consistent. She stated there are two historic commissions and a preservation commission, which is this commission.

Chairman Silver reviewed the highlighted portions of the email. Discussion resumed regarding the charge of this Commission.

### **Status of inclusion of HPC on City's regulatory checklist**

The information that is currently on the Commission's web page was discussed and how it is evolving and improving to provide property owners information when considering improvements and/or changes to their properties.

### **Status of Application for Certificate of Appropriateness and Website info**

Chairman Silver stated current fee is woefully insufficient, at least to cover the costs of publication in the newspaper for hearings. It was suggested that the amount be amended at some point.

Mrs. Kramer commented it was incumbent upon the applicant to provide notification to the neighbors within 200' prior to the hearing, and bringing proof to the public hearing.

Mrs. Kramer and Mr. Johnson made and seconded a motion to increase the application fee to \$100.00, said check shall be made payable to the "City of Milford" and further it is the responsibility of the applicant to provide notification to neighbors residing within 200'. of the property and bring proof of said notification to the public hearing. Motion carried unanimously.

### **New Business**

Chairman Silver stated he has not been able to reach Mr. Tramuta.

Mrs. Kramer stated she too has attempted to reach him and had not been successful. Also, Mrs. Smith has difficulty with evening meetings. She stated she would be speaking with the Mayor to fill out the open seats on the Commission.

### **Consideration of Payment Requisitions**

Mr. Johnson and Mrs. Kramer made and seconded a motion to approve the requisition for the recording secretary in the amount of \$50.00 for secretarial services. Motion carried unanimously.

Being no further business to discuss, Mrs. Kramer and Mr. Johnson made and seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 8:03p.m.

Respectfully submitted,

Kathleen A. Kennedy  
Recording Secretary