

# HISTORIC DISTRICT COMMISSION, NORWICH, CONNECTICUT

## Minutes of June 22, 2016 Meeting

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The special meeting of the Historic District Commission was held on June 22, 2016 in Room 319, Norwich City Hall at 5:30 P.M.

### Members Present:

Pamela Muccilli  
Nancy O'Neil  
Scott Learned, Chairman  
Richard Guidebeck  
Timothy Dowhan

### Members Absent:

Judy Hamblen (excused)

## I. Public Hearing:

COA # 336 348 Washington Street – Install black gutters and downspouts to the Leffingwell House Museum

COA #337 61 East Town Street – Installation of cedar fence next to driveway

Application without COA – 8 West Town Street – Application rejected and will be asked to fill out a formal COA.

## II. Regular Meeting:

The regular meeting convened at 6:14pm

### A.Action on COAS

COA # 336 348 Washington Street

Pamela Muccilli made a motion to approve the black gutters and downspouts to the Leffingwell House Museum, Nancy O'Neil second. Richard Guidebeck abstained. COA Approved.

COA #337 61 East Town Street

Pamela Muccilli made a motion to install fence as described in COA application.

Nancy O'Neil seconded. Approved, accompanied with a letter asking owner to apply for COA first before commencing work.

### B.Minutes:

On motion made by Nancy O'Neil, Pamela Muccilli seconded. Timothy Dowhan abstained; the May 18, 2016 minutes were approved.

### **C. Chairman's Report:**

- There was discussion that the Historic District Commission needs to have a stronger web presence on the City Website with information about pending COAs, the updated COA application, membership information and guidelines.
- The Historic District Commission will develop a good working relationship with the City of Norwich Building Department.
- The Historic District Commission will update Commission members contact information on the Historic District Commission's webpage.
- There was discussion about creating a Historic District Commission email through the City of Norwich.
- There was discussion about publishing a newsletter to residents of Historic Districts twice a year in order to enhance communication with residents.
- The Historic District Commission awards will be turned into a competitive award, awarded annually. The 2015 and 2016 recipients will be awarded in December.
- There was discussion of developing a stated mission and vision of the Historic District Commission.
- Planning for membership interests and alternate positions.

### **C. Old Business:**

- A. Update COA Application – needs a deadline to submit form and contact information of commission officers
- B. Would like to do two mailings a year to residents in the Historic District
- C. Damien Cregeau Commission Member; Scott Learned will bring to the City of Norwich City Council

### **D. New Business:**

- A. Pool House at 23 East Town Street, owner will submit formal COA to the Historic District Commission at the next meeting
- B. Discussion about Reid & Hughes
- C. Reach out to Norwich Realtors in correspondence to inform them about the Historic District Commission

### **E. Next Meeting:**

The next regular scheduled meeting is July 20, 2016 at 5:30 pm

### **F. Adjournment:**

On motion by Nancy O'Neil, seconded Tim Dowhan the meeting adjourned at 6:58pm.

Respectfully submitted  
Scott Learned  
Chairperson

SL/rm