

DRAFT

HISTORIC DISTRICT COMMISSION, NORWICH, CONNECTICUT

Minutes of July 20, 2016 Meeting

The regular meeting of the Historic District Commission was held on July 20, 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:

No COAs were received or presented for consideration.

II. Regular Meeting:

The regular meeting convened at 5:34pm.

A. Action on COAs :

No COA action was required.

B. Minutes:

On motion made by Nancy O'Neil, seconded by Richard Guidebeck, the June 22, 2016 meeting minutes were approved.

C. Chairman's Report:

- The COA 336 approval letter was sent; The letter to accompany the COA 337 approval letter indicating the proper sequence for application submission and modifications performed has been drafted and will be sent. Mr. Learned will check with Secretary to see if the approval letter has already been delivered.
- West Town St. (behind the Johnson Home). Discussions were held with Building Department representative Mr. Arpin to address HDC concerns with the project. No COA has been submitted; No building permit was issued; Informally conveyed information by the owner did not reflect actual conditions (e.g. Indicated 'deck & vinyl door were pre-condition; Fencing being install doesn't match approved front fence; Windows may also not be right choice (vinyl).) A cease work is now in place. Mr. Learned will communicate with owner to ensure formal COA be submitted in lieu of

informal paperwork left in mailbox and informal telephone calls providing misleading information.

- Received a call from district resident Tom Callinan concerning procedures for addressing sidewalk repair and possible replacement of concrete with bluestone. An inquiry by Mr. Callinan to Norwich Public Works department indicated permission was granted to repair the damage. Mr. Callinan was told that replacement to the new material would require a COA submission and was provided a local example as guideline.

D. Old Business:

- The Pool House at 23 East Town Street: The owner (Mr. Cregeau) has indicated a COA submittal is anticipated soon and has informally asked suggestions on what additional level of details might be provided to ensure application completeness, requirement of contractor presence at presentation, and any precedence with the HDC for the anticipated contractor/company.
- Plaques for awards have not yet been ordered. The awards for 2015 and 2016 will be presented together at a later date. Mr. Learned suggested the award be highlighted in the anticipated letter to residents within the Historic District outlining their responsibilities and the Commission's processes and procedures.

E. Old Business:

- A. Mr. Guidebeck presented a copy of the original Historic District plan from December 1966. A copy will be made available to the HDC.
- B. Mr. Learned noted he was in receipt of all paperwork from Ms. Hamblen in transition as the new HDC Chairperson.

F. Next Meeting:

The next regular scheduled meeting is Aug 17th, however due to work and travel commitments by the chairperson it was suggested that the meeting be moved to Aug 22, 2016 at 5:30 pm. Procedures to modify the schedule will be reviewed and applied.

F. Adjournment:

On motion made by Nancy O'Neil, seconded by Pam Muccilli, the meeting adjourned at 6:04pm.

Respectfully submitted
Scott Learned
Chairperson

SL/td