

NORWICH HISTORIC DISTRICT COMMISSION

Minutes of the December 16, 2020 Regular Meeting

The regular meeting of the Historic District Commission was held Wednesday December 16, 2020 at 5:29 PM via Zoom virtual meeting.

Members Present:

Regan Miner (Acting Chairwoman)

Nancy O'Neil

Gregory Johnson

Timothy Dowhan

Richard Guidebeck

Gregory Farlow

Members Absent: None.

Guests: None.

I. Public Meeting

The public meeting was convened at 5:29 pm. The order of COA presentations and discussions are at the discretion of the commission to accommodate all participants.

- There are no COAs for the Commission to review.

II. Regular Meeting

The regular meeting was convened at 5:30 PM.

A. Action on COA's

- There are no COAs for the Commission to review.

B. Minutes of Thursday November 19, 2020 Special Meeting

- Richard Guidebeck made a motion to approve the meeting minutes. Gregory Johnson seconded. Nancy O'Neil, Richard Guidebeck, Gregory Johnson, Timothy Dowhan, and Regan Miner voted in favor. Gregory Farlow abstained. The motion passed.

C. Chairman Report

- Regan Miner reported that the Commission received \$20,000 from the Certified Local Government Grant from the State Historic Preservation Office that she had submitted on behalf of the City. Regan Miner stated the grant is for updating the HDC guidelines and that she was working with the SHPO office on the contract and paperwork which needed signatures. Regan Miner stated she would have further updates at the next meeting on how the grant would work for the following year. Regan Miner stated the plan is to have an approved set of guidelines by next fall. The upcoming winter season would be used to search for a consultant who would either create new guidelines or update the existing ones. Regan Miner stated during the summer the Commission could host information sessions for the public to receive feedback and then the consultant will create a draft of the guidelines by the fall. The design guidelines will be finalized by December 2021 for approval. Regan Miner stated that the funds would go towards paying a consultant as well as printing costs so that physical copies of the guidelines could be left at the building department, visitor's center, and other pertinent locations.

D. Old Business:

- HDC Training with SHPO

Regan Miner reported the training session that was held virtually at 4:30pm on December 16, 2020 was held by Mary Dunne from SHPO and that herself, Richard Guidebeck, Gregory Farlow and Nancy O'Neil had been in attendance. Regan Miner stated the session had been recorded for those unable to attend and that she also had a copy of the slides included in the presentation.

- December Officer Elections

Regan Miner stated she planned to stay on the Commission for at least

another year to see the CLG Grant through and to train a new chairperson. Regan Miner proposed a slate of Historic District Commission officers including herself as Chairperson, Timothy Dowhan as Vice Chairperson and Nancy O'Neil as secretary, to serve from January 1, 2021 to December 31, 2021. Timothy Dowhan made a motion to accept the slate of officers as presented. Richard Guidebeck seconded. Nancy O'Neil, Richard Guidebeck, Gregory Johnson, Gregory Farlow, Timothy Dowhan, and Regan Miner voted in favor. The motion passed unanimously.

E. New Business: None.

F. Next Meeting Date:

- Scheduled for Wednesday January 20, 2021 at 5:30 PM.

G. Adjournment

- Nancy O'Neil made a motion to adjourn the Regular Meeting at 5:47 PM. Gregory Johnson seconded. Nancy O'Neil, Richard Guidebeck, Gregory Johnson, Gregory Farlow, Timothy Dowhan, and Regan Miner voted in favor. The motion passed unanimously.

Respectfully submitted,

Katherine Rose
Recording Secretary