



MINUTES
WINDSOR HISTORIC DISTRICT COMMISSION
SPECIAL MEETING
MARCH 6th, 2019 5:30 PM
LUDLOW ROOM, TOWN HALL
275 BROAD STREET, WINDSOR, CONNECTICUT

Present: Chairman Rubino, Commissioner Raney, Commissioner Sachdev, Commissioner Hinckley, Commissioner Dupont-Diehl, Commissioner Reardon

Also present: Assistant Town Planner, Todd Sealy
CT Trust for Historic Preservation, Gregory Farmer
CT Trust for Historic Preservation, Renee Tribert
State Historic Preservation office, Mary Dunne

Chairman Rubino called the meeting to order at 6:09 PM.

I. New Business

A. Minutes

- January 23, 2019

Motion: Commissioner Raney moved to adopt the minutes of January 23, 2019. Commissioner Hinckley seconded the motion and it passed 4-0-0 with Commissioner Dupont-Diehl abstaining.

II. Miscellaneous

- A. Information Session with Gregory Farmer of the Connecticut Trust for Historic Preservation and Mary Dunne of the State Historic Preservation Office -
- Greg Farmer presented information to the commission regarding the authority, rules, considerations and procedures for hearing and voting on applications. Greg stated that financial hardship is not a consideration but that hardships are defined as something inherent to the property according to state regulations. Greg Farmer directed the commission to the Secretary of the Interior standards for historic properties to determine appropriateness.

Public Act 75-342 requires notice of special meetings to be posted in the Town Clerk's office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting other than that listed on this agenda.

The two things that will sink an application are the procedural irregularities and arbitrary or capricious decisions. Greg directed the commission to the Town of Windsor's regulations and secretary of interior standards when making a decision. In most cases, it is better to repair than to replace. In the case of windows, wood repair is the better option rather than replace. It was stated that the commission can take time to deliberate, consult with an expert, and request samples. The commission has to make a decision within 65 days of the receipt of application. This timeframe would allow for several meetings to try to address any issues or concerns or help the commission make a determination. If at the end of 65 days – if the commission is not satisfied then a denial without prejudice can be issued and then the applicant can reapply when he has met the commission's request. The responsibility to provide sufficient documentation is on the applicant. It is the applicant's obligation to persuade the commission that the work they're proposing meets the standards laid out in the handbook.

The guests then began discussing some of the grants available to the commission, district, and the homeowners. There was an open discussion of outreach and education opportunities. Methods were discussed such as writing letters to property owners within the district, open house and walking tours. There was also some discussion on hosting educational sessions, open meetings to the public about a specific topic such as window replacement or available incentives. There are available tax credits from the State which can cover up to 30% of the total costs of a rehabilitation. There are specific guidelines and standards for meeting the requirements for this credit and the commission was directed to the State Historic Preservation office for more information. Alyssa Lozupone, with the State Preservation office, was mentioned as she conducts several workshops a year and that it would be possible to have her speak at a workshop or informational session. There are Federal (nonmatching) grants available to support the work of commissions and publications for preservation and education. Sessions such as window restoration or available funding sources were mentioned as being potential workshop ideas.

It was also noted that the commission can also serve as an advisory role to the Town on preservation related issues. The commission could also work with and educate homeowners outside of the district. There are several houses that are on the Historic register of places that are not within the district. While the commission does not have any jurisdiction on work being done to these properties, they can serve as a resource to homeowners.

- B. Annual Re-affirmation of Town Code of Ethics - If you have not done so already... please bring your signed acknowledgement form with you to the meeting.

III. Adjournment

**Motion: Chairman Rubino made the motion to adjourn at 6:57 p.m.,
Commissioner Raney seconded and it passed unanimously 4-0-0.**

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