1. ESTABLISH QUORUM. The meeting was called to order at 5:29 PM by Chairman Cathie Norton. Present were Regular Members Chairman Cathie Norton, Kimberley Crocker, Rebecca Bodycoat, Mary Baker, Geraldine Kassel; Alternate Member Sally Estock, Building Official and Zoning Enforcement Officer Marc Melanson, and Edward Lord.

2. APPROVAL OF MINUTES. A motion was made by Geraldine Kassel to approve the minutes of the October 28, 2019 regular meeting. The motion seconded by Rebecca Bodycoat. The were unanimously approved.

3. PUBLIC HEARING:
A. Certificate of Appropriateness was submitted by Edward Lord for repairs to be made to Woodbine Cottage, 4 Rockwell Road. Discussion of proposed work. Ed gave a brief history of Woodbine Cottage and its present condition. He submitted 4 photographs for reference.) His proposal included repairing the foundation structure with treated lumber, concrete, and stones similar to what was used in earlier construction; replacing the existing siding with similar rough-cut pine boards treated with a stain to mimic the present weathered patina; replacing the present deteriorating 6 over 6 single pane windows with 6 over 6 windows like those used in the CBK General Store renovation which are wood construction with exterior mullions treated with a hard clad coating to prevent chipping (in a similar red tone to the existing windows); replacing the back door with one similar; and recreating the front exterior door using the existing strap hinges and door latch.

Discussion followed commending Ed for his dedication to preserving the integrity of the cottage. Gerry Kassel moved to approve the Certificate of Appropriateness, Rebecca Bodycoat seconded, and the motion was unanimously approved.

4. RESIGNATION
Jan Rathbun wrote a very gracious formal letter to inform the Commission that she was resigning as an active member due to the fact that she is no longer a resident of Colebrook. A motion to accept Jan’s resignation was made by Rebecca Bodycoat, seconded by Gerry Kassel and unanimously approved.

5. FUTURE CHDC MEMBERS
In view of Jan’s resignation and the possibility of another member resigning in the near future, Chairman Cathie Norton suggested that we consider other potential people to fill the present vacancy and be prepared in the event of another vacancy. Party affiliation is a consideration as it is a CT state statute that a commission not be composed of all members with the same party affiliation. No one volunteered any names, so Cathie brought up three people: Cathy Loomis (who many know and feel would be a good addition), Carol Young (who none of the present members knew well enough to comment on) and Sue Bremer (who many know and also felt would be a good addition). Cathy Loomis provided the party diversity whereas Sue did not, so the Commission decided to move forward with Cathy. Rebecca agreed to chat with her to see if this is a way she would like to contribute to the community. If so, Marc will bring it to the selectmen.
6. REVIEW OF JULY 10, 2017 CHD RULES OF PROCEDURE
Prior to the meeting, Chairman Cathie Norton tried to find the most recent version of the CHDC Rules of Procedure. Unable to reach former Chairman Kimberley Crocker, she asked Jim Bickford for a copy. He gave her the July 10, 2017 version. Cathie researched it and learned that it may never have been formally adopted, so a task force of Cathie Norton, Kimberley Crocker and Rebecca Bodycoat - along with Marc Melanson providing guidance - was established to review that document line by line. Aside from a few minor typos, we determined that the document was sound. However, after further investigation, a later version of the Rules of Procedure dated August 7, 2017 was discovered. It incorporated a few additional changes to the July version. At the CHDC meeting that night (August 7, 2017), the Commission voted on and formally approved the August 7, 2017 version, so that is the one we will use going forward.

6. ADJOURN. Adjournment by motion of the Chairman at 6:54 PM; unanimously approved.

Respectfully submitted,

Kimberley Crocker, Clerk