

**HISTORIC DISTRICT COMMISSION**  
**SPECIAL MEETING February 24, 2014 COLEBROOK TOWN HALL**

**AGENDA:**

**ESTABLISH QUORUM.**

The meeting is called to order at 6:52 PM by Chairman Kimberly Crocker.

Permanent Members seated for the application:

Kimberley Crocker, James Rogers, Julie Andresen, and Geraldine Kassel

Alternates: Rebecca Bodycoat

Without proper legal advertisement, the meeting cannot be considered a Public Hearing. Instead, it will be considered a "Preliminary Hearing" (information gathering only) and the official business that was to be done in this meeting will be deferred to the next meeting at 7:00 p.m. on Monday, June 23, 2014 In the Planning and Zoning room in the Town Hall.

**Annual Meeting**

Per the Colebrook Historic District Commission by-laws, the CHDC should conduct an Annual Meeting open to the public. "... for the purpose of electing chairman, vice-chairman and clerk..." This process has not taken place since 2010. It should happen the first Thursday after the town's Annual Meeting in October with notice (I assume this means minutes) of the meeting filed by December 1<sup>st</sup>.

At the present time, while Kimberley Crocker has been serving as Chairman, there has been no Vice-Chairman for the CHDC. Karen Griswold Nelson, in addition to her other duties, served as Acting Clerk - arranging proper legal advertisements of public hearings, posting notice of all meeting in the appropriate time frame, establishing the agenda, and keeping minutes and records of the Commission - before she retired. This was considered the most efficient process since, as the Land Use Administrator and Zoning Enforcement Officer, she would be the first to become aware of the need for a meeting and she would have the details of the application as well as the information that would be presented as part of the record.

While discussing the make-up of the present Commission and the duties of the people involved, Kimberley Crocker announced her desire to retire as Chairman and asked the commission members gathered if anyone was willing to take on this responsibility. Because no one stepped forward, this conversation was tabled until the next meeting when, hopefully, more members are present. Until that time, KHC will continue to serve as Chairman. Until a Clerk is appointed, the Chairman will provide notice of all meetings to commission members and create the minutes of meetings.

Mike Halloran agreed to shoulder certain responsibilities of the Clerk: arrange proper legal advertisements of public hearings, post notice of meetings in the appropriate time frame, establish the agenda for meetings, and maintain accurate and complete records. Since Mr. Halloran considered the records left by the person

formerly in position "disorganized", KHC will copy and give to Mr. Halloran a set of records she has kept since she began her tenure as chairman on April 5, 2010.

**Review of the Proposed Work at the  
Congregational Church Parsonage 564 Colebrook Road**

Tom McKeon explained that the parsonage is in need of new siding and other structural work. He explained that the work will be extensive and costly. Addressing the siding issue, he brought a sample of conventional cedar clapboard and a Hardie Board clapboard. He explained that the traditional wooden clapboards are much harder to maintain requiring frequent scraping and repainting while the Hardie Board, a concrete product, retains its color and maintains its structural integrity for a far greater period of time (25 years or so). It is also less expensive.

Further questioning and discussion followed the presentation.

With the understanding that the commission is charged with the responsibility to maintain the historic integrity of our town, KHC pointed out that it is advised to replace deteriorated materials with materials of like kind (wood clapboard with wood clapboard, for example) when making repairs, especially on the sides of a building within the Historic District viewed from a public way. Since the Parsonage is bounded by Route 183 and the Center Brook Road, she suggested that conventional cedar clapboards be used on the two sides of the building facing those two roads and Hardie Board on the other two sides.

After discussion, it was generally agreed by all parties present to replace the clapboards on the Route 183 side and the Center Brook Road sides of the building with cedar clapboards and use the Hardie Board on the other two sides.

**New business:**

Our Commission has been negligent in meeting at appropriate intervals. We should have our Annual Meeting the first Thursday after the Annual Meeting of the Town of Colebrook in October, and we should plan regular meetings throughout the year – in addition to the Special Meetings that are called for a specific proposal. We agreed that it would be a good idea for regular meetings twice a year – once in late October (after the Annual Meeting) and again in late June - and schedule other meetings as needed.

Chairman Kimberley Crocker pointed out that the CHDC Rules and Procedures, drafted in 1988 and earlier, is out of date. She suggested that the commission collectively review and make suggestions for changes to this document. She distributed copies to the members present and will send via USPS copies to those who were not present. She will also try to find a way to convert the document into MS Word so it can be manipulated on the computer. If she is unsuccessful in this effort, Rebecca Bodycoat very generously offered to retype the entire document. Mike Halloran gave those present a copy of "Highlights of the Connecticut Freedom

of Information Act” to refer to when contemplating changes. On June 24, 2014 we will reconvene to discuss the proposed changes to the By-laws and, perhaps at that meeting or another meeting following, we will approve them.

**Next Meeting:**

7:00 p.m. on Monday, June 23, 2014 in the Planning and Zoning room in the Town Hall.

**ADJOURN**

The meeting was adjourned at 8:02 PM.

**Respectfully submitted,**

**Kimberley H. Crocker**  
**Chairman**