

**HISTORIC PRESERVATION COUNCIL MEETING  
STATE HISTORIC PRESERVATION OFFICE  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
Wednesday, December 7, 2022 @ 9:30 am  
Virtual Meeting – Microsoft Teams**

**MINUTES**

*This meeting was conducted in two parts, each on a separate online platform. The first part took place remotely via Microsoft Teams. All the agenda items except item IX.a were heard during this portion. Attendees of the meeting then switched over to the Zoom platform for Part 2 of the meeting where the Deborah Chapel (Agenda Item IX.a) was heard. Part 2 of the meeting was recorded separately by a transcriptionist.*

**Council:** Ms. Elizabeth Acly, Ms. Vincencia Adusei, Ms. Elizabeth Burgess, Mr. Paul Butkus, Ms. Marguerite Carnell, Chairman Thomas Elmore, Dr. Leah Glaser, Ms. Christine Nelson – Vice Chairwoman, Ms. Sara Nelson, Dr. Sarah Sportman

**Absent:** Dr. Andy Horowitz

**Staff:** Mr. Cory Atkinson, Ms. Julie Carmelich, Ms. Melissa Diaz, Ms. Mary Dunne, Ms. Erin Fink, Ms. Deborah Gaston, Mr. Jonathan Kinney, Mr. Todd Levine, Ms. Jenny Scofield, Ms. Liz Shapiro, and Ms. Marena Wisniewski

**Guests:** Mr. Charles Brown  
Mr. Rowland Denny  
Ms. Marie Civco  
Ms. Christine Michau  
Mr. Tom Gribbin  
Ms. Jane Montanaro  
Mr. Erick Olsen  
Ms. Mary Falvey  
Mr. Tom Yelich  
Ms. Laurel Iorio

**I. Call to Order for Part 1 of Meeting**

Chairman Elmore called the meeting to order at 9:34.

**II. Review of Public Comment Procedures**

Chairman Elmore read aloud the Review of Public Comment Procedures.

**III. Code of Conduct/Conflict of Interest**

Chairman Elmore read aloud the Code of Conduct/Conflict of Interests and asked if there were any conflicts of interest. Ms. Acly recused herself from item V.B.1. Ms. Burgess recused herself from item V.B.3.

#### **IV. Review and Approval of Minutes and Transcripts**

##### **A. November 2, 2022 - Meeting Minutes**

On a motion by Ms. Carnell, second by Ms. C. Nelson, the Council voted to approve the November 2, 2022 meeting minutes with minor grammatical corrections.

(Y-7, N - 0, Abstaining - 2, Absent - 2, Recused – 0) (Roll Call Vote)

#### **V. State Historic Preservation Grants – Action Items**

##### **A. Unfinished Action Items**

##### **1. Historic Restoration Fund, Church of Christ Congregational, 6 Litchfield Rd, Norfolk, CT.**

This item was tabled at the November 2022 meeting for a period of two months (until the January 2023 meeting). Chairman Elmore asked for a motion and roll call vote to change the date from January 2023 to December 7, 2022.

On a motion by Ms. S. Nelson, second by Ms. Carnell, the Historic Preservation Council voted to change the date this item would be heard to December 7, 2022.

(Y-8, N - 0, Abstaining - 1, Absent - 2, Recused – 0) (Roll Call Vote)

On a motion by Ms. S. Nelson, second by Ms. C. Nelson, the Historic Preservation Council voted to recall this item to the table and to award a Historic Restoration Fund Grant, funded by the Community Investment Act of the State of Connecticut, to the below-listed applicant in the amount shown. All grant guidelines and state requirements shall be met by the below-listed applicant upon receipt of a grant as administered by the Department of Economic and Community Development. Staff recommended the application for funding.

(Y-8, N - 0, Abstaining - 1, Absent - 2, Recused – 0) (Roll Call Vote)

Applicant: Church of Christ Congregational

Amount: \$200,000

Ms. Fink presented this application. Church of Christ Congregational requested funding in the amount of \$200,000 for the restoration and reinstallation of the Church's steeple. GNCB created design drawings and specifications over the last several months. The drawings show that the Applicant will be using steel wrapped in wood, because fiberglass could not be customized for this job and SHPO did not feel fiberglass would meet the Standards in this case. The wood will be African Mahogany and the assembly methods are shown in the drawings. SHPO will work with the Applicant, architects, and engineers to develop bid ready documents as soon as possible.

Ms. Acly had several questions. The use of steel is obviously a change in material, what are the designers thinking about waterproofing around column penetrations? Also, how is the design team thinking about creating longevity for the structure/what is the design philosophy? Charles Brown from GNCB and architect Tom Gribbin were on the call to respond. The steel will be galvanized and the structure is unheated, so condensation is not anticipated. Mr. Gribbin explained that the columns are penetrating the existing belfry roof and a fluid applied liquid waterproofing system will be used. This will also be flashed into the column penetrations. Wood column enclosures will wrap steel columns. They will be connected with a stainless-steel z girt. The base of the new wood columns will be held off the roof by an inch or two to allow for drainage. Ms. Acly mentioned that it may be beneficial to add a screen to discourage insects or animals from nesting in the columns. Mr. Gribbin agreed. New zinc-coated copper roofing will also be installed on the different levels of spire. It is currently asphalt shingles.

Chairman Elmore asked about the African Mahogany material and whether it was really an in-kind replacement. He also raised concerns about the sustainability of the material. Ms. Fink responded, in this case, the in-kind replacement was simply wood for wood.

## **B. New Action Items**

### **1. Survey and Planning Grant, Trinity College, National Register Nomination, 300 Summit Street, Hartford**

Ms. Acly recused herself from the meeting.

On a motion by Ms. Carnell, second by Ms. C. Nelson, the Historic Preservation Council voted to award a Survey and Planning Grant, funded by the Community Investment Act of the State of Connecticut, to the below-listed applicant in the amount shown. All grant guidelines and state requirements shall be met by the below-listed applicant upon receipt of a grant as administered by the Department of Economic and Community Development. Staff recommended the application for funding.

(Y-8, N - 0, Abstaining - 1, Absent - 1, Recused – 1) (Roll Call Vote)

Applicant: Trinity College

Amount: \$18,000

Ms. Dunne presented this application. Trinity College requested funding in the amount of \$18,000 to obtain the consulting services of a CFR-qualified Architectural Historian to prepare a National Register nomination for the Trinity College Long Walk and Quad Buildings, located at 300 Summit Street, Hartford. Staff worked with the Applicant to evaluate the eligibility of the buildings and to determine the appropriate grant amount. SHPO is excited that one of the ways Trinity College wants to celebrate its 200<sup>th</sup> is to designate a portion of its property on the National Register.

Mr. Butkus mentioned that the application stated the consultant would be selected from the provided list of historians. Ms. Dunne responded that using the list is not required. These projects are required to be bid out competitively. SHPO does maintain a list of folks who have been determined to meet the SOI Professional Qualifications Standards, but Applicants are not required to use it.

Ms. Acly returned to the meeting.

## **2. Survey and Planning Grant, Town of Durham, Architectural Plans and Specifications for Durham Public Library, Durham**

On a motion by Ms. C. Nelson, second by Mr. Butkus, the Historic Preservation Council voted to award a Historic Restoration Fund Grant, funded by the Community Investment Act of the State of Connecticut, to the below-listed applicant in the amount shown. All grant guidelines and state requirements shall be met by the below-listed applicant upon receipt of a grant as administered by the Department of Economic and Community Development. Staff recommended the application for funding.

(Y-8, N - 0, Abstaining - 1, Absent – 2 (Dr. Sportman was on the call but did not vote), Recused – 0) (Roll Call Vote)

Applicant: Town of Durham

Amount: \$11,300

Ms. Dunne presented this application. The Town of Durham requested funding in the amount of \$11,300 to obtain the consulting services of a CFR-qualified Architect and team to develop bid level plans and specifications to support restoration of the Durham Public Library, located at 7 Maple Avenue, Durham. This Applicant applied for HRF funding in September and Council tabled the application to allow the Town to work with their architect to develop plans and specifications that would clarify and support the proposed rehabilitation work. This is non-matching grant application. Christine Michaud was on the call to address any questions.

Ms S. Nelson asked Ms. Dunne if she could clarify why there are two different budget worksheets (pages 37 and 40) in the application. Ms. Nelson was having a hard time getting budget lines to add up. Ms. Dunne will double check the budget worksheets to clarify.

Ms. Adusei asked for additional clarification on what would be funded by this specific ask. Ms. Dunne clarified that this is an ask for no-match funding to develop plans and specs to support a larger capital project.

Mr. Butkus noted that in the conditions assessment report, the budget line item for the architect covered bidding and construction oversight, not just plans and specifications.

Ms. Dunne responded that she would look at the budget to make sure that everything lines up. Ms. Christine Michaud further clarified that there are two

grants on the table, one for design and one for construction. What is before Council today is simply the design.

### **3. Partners in Preservation, Preservation Connecticut, SFY 2023 Circuit Rider Program, State-wide**

Ms. Burgess recused herself from the meeting.

On a motion by Ms. Carnell, second by Ms. C. Nelson, the Historic Preservation Council voted to award a Partners in Preservation Grant, funded by the Community Investment Act of the State of Connecticut, to the below-listed applicant in the amount shown. All grant guidelines and state requirements shall be met by the below-listed applicant upon receipt of a grant as administered by the Department of Economic and Community Development. Staff recommended the application for funding.

(Y-8, N - 0, Abstaining - 1, Absent - 1, Recused – 1) (Roll Call Vote)

Applicant: Preservation Connecticut

Amount: \$289,000

Ms. Dunne presented this application. Preservation Connecticut requested funding in the amount of \$289,000 to continue administering the historic preservation Circuit Rider program. SHPO has been funding this program for over a decade. Over time, the two organizations have worked on programmatic improvements and the program is now a great partnership, in which SHPO finds immense value.

Chairman Elmore specifically asked about the archaeological circuit rider and whether they have been in place long enough to make a difference. Ms. Jane Montanaro responded and said yes. The archaeological circuit rider started off as a consultant for Preservation Connecticut and will be starting as a full-time staff member this fiscal year. There have been increased calls for archaeological assistance and the level of awareness of the need for archaeological considerations is growing. Ms. Montanaro anticipates additional outreach and educational activities to help spread the word. She thanked SHPO for the support and stated that the Circuit Rider program is really the bedrock and foundation of their organization.

Ms. Burgess returned to the meeting.

## **VI. State Register of Historic Places Nominations**

### **A. Unfinished Action Items**

### **B. New Action Items**

## **VII. Local Historic District/Property Study Report/s**

### **1. Local Historic Property Study Report, 11 Waterville Road, Farmington**

On a motion by Ms. S. Nelson, second by Ms. Burgess, the Historic Preservation Council voted, Pursuant to CGS 7-147 q (c), to recommend approval of the proposed ordinance and boundary for 11 Waterville Road, Farmington, Connecticut as presented in the study report transmitted by the Town of Farmington on October 5, 2022.

(Y-9, N - 0, Abstaining - 1, Absent - 1, Recused – 0) (Roll Call Vote)

Ms. Dunne presented this application and provided a summary of the local study report process for the new members of Council. Council reviews State Register nominations and whether they meet the criteria for listing. A similar, but slightly different statutory responsibility of Council is to look at these local study reports submitted by municipalities. These properties will go on to be locally designated as part of the local preservation ordinance and would fall under the purview of a local historical commission. Council's role here is to review the report and to make any recommendations on the property's boundaries or the ordinance. By statute, Council's comments are part of a review process that takes place within 65 days of the submission of one of these reports. The report is also being reviewed by the local planning and zoning commission. SHPO will convey Council's comments to the Town and they will move forward with a public hearing.

Ms. S. Nelson commented regarding both local property reports and simply wanted to commend the town for taking this step. She was thrilled to see an effort to document these historic buildings.

Mr. Butkus asked if these properties were being designated at the request of the homeowners. Ms. Dunne responded yes, they were.

Chairman Elmore noted that the two properties are discontinuous to the historic district. Ms. Dunne responded that they are being designated individually so they are not required to be contiguous to anything.

### **2. Local Historic Property Study Report, 26 Waterville Road, Farmington**

On a motion by Ms. S. Nelson, second by Ms. C. Nelson, the Historic Preservation Council voted, Pursuant to CGS 7-147 q (c), to recommend approval of the proposed ordinance and boundary for 26 Waterville Road, Farmington, Connecticut as presented in the study report transmitted by the Town of Farmington on October 5, 2022.

(Y-9, N - 0, Abstaining - 1, Absent - 1, Recused – 0) (Roll Call Vote)

## **VIII. Archaeological Preserves**

## **X. Preservation Restrictions**

**XI. Report on State Historic Preservation Office – Jonathan Kinney**

Mr. Kinney briefly thanked Council for sharing their time, expertise, and experience with everyone this year and thanked SHPO staff for all the amazing work they have done.

**XII. Report on Museum Properties – Liz Shapiro**

Ms. Shapiro briefly reported that the museums are doing well, and staff has been working together to move lots of exciting initiatives forward. Ms Shapiro looks forward to reporting more in January.

**XIII. Old Business**

**XIV. New Business**

**XV. Liaison with Public & Private Agencies**

Ms. Montanaro thanked Council for approving the Circuit Rider application. Preservation Connecticut's staff will be traveling to New Hampshire in January for a conference with their sister agencies from New England and New York. It will be a fun way to start off the year.

**XVI. Public Forum**

**XVII. Adjournment of Part 1 of Meeting**

On a motion by Vice-Chairwomen Nelson, second by Ms. Carnell, the first portion of the meeting was adjourned at 10:30.

*Next regularly scheduled Council meeting:  
Wednesday January 4, 2023 – Meeting format to be determined*