

**HISTORIC PRESERVATION COUNCIL MEETING  
STATE HISTORIC PRESERVATION OFFICE  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
Wednesday, February 1, 2023 @ 9:30 am**

**MINUTES**

**Council:** Ms. Elizabeth Acly, Ms. Vincencia Adusei, Ms. Elizabeth Burgess, Mr. Paul Butkus, Ms. Marguerite Carnell, Chairman Thomas Elmore, Dr. Leah Glaser, Mr. Andy Horowitz and Ms. Sara Nelson

**Absent:** Dr. Sarah Sportman

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

<b>Guest:</b>	Ms. Jane Montanaro	Mr. Garry Leonard	Mr. Matt Strekel
	Mr. Danny Gannon	Mr. Adam Kessler	Mr. Henry Bowers
	Ms. Mary Falvey	Mr. James Silva	Ms. Susan Godshall
	Ms. Christine Nelson		

**I. Call to Order**

The meeting was called to order at 9:34 a.m.

*Chairman Elmore, members of Council, and SHPO staff thanked Ms. Christine Nelson for her time of service on the Council.*

**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 with staff or members of Council. Ms. Carnell recused herself from agenda item V.B.3 (Town of Simsbury). Ms. Acly recused herself from agenda item V.B.4 (Ledge Light). Dr. Glaser recused herself from agenda item V.B.6 (Long Wharf).

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

A. Minutes – January 4, 2023 Meeting

*On a motion by Ms. S. Nelson, second by Ms. Carnell, the Council voted to approve the January 4, 2023 meeting minutes with minor corrections.*

*(Y-7, N-0, Abstaining-2, Absent-1, Recused-0) (Roll call vote)*

B. Transcript – Part II – December 7, 2022 Meeting

*On a motion by Ms. S. Nelson, second by Ms. Carnell, the Council voted to table the December 7, 2022 transcript to the March 2023 meeting. Mr. Kinney is still working with the transcription service regarding the errors identified by Chairman Elmore.*

*(Y-7, N-0, Abstaining-2, Absent-1, Recused-0) (Roll call vote)*

## V. State Historic Preservation Grants – Action Items

### A. Unfinished Action Items

### B. New Action Items

#### 1. Historic Restoration Fund, Florence Griswold Museum, 96 Lyme St, Old Lyme, CT., Exterior painting of the Griswold House.

On a motion by Ms. Burgess, second by Ms. S. Nelson, 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-1, Recused-0) (Roll call vote)

Applicant: Florence Griswold Museum Inc.

Amount: \$140,587

Ms. Fink presented this application. The Florence Griswold Museum requested funding in the amount of \$140,587 for exterior painting of the Florence Griswold House. This is a straightforward painting project of the exterior of the house. The resource is being affected due to its location next to water.

Ms. Acly observed large sheets of paint peeling and rusty nails and wondered if there was some underlying preparation that needed to be included in the scope. Ms. Acly also asked if the colors were chosen using information in the Historic Structures Report. Ms. Fink responded the colors were chosen using the HSR.

Ms. S. Nelson suggested that water vapor coming through the exterior walls could be a possible reason for the type of peeling Ms. Acly mentioned.

Mr. Matt Strekel, from the museum, was on the call and added he did not have an answer to the question on the paint due to being relatively new to the museum. He is open to any recommendations on what needs to be done.

Mr. Butkus mentioned that better sanding may assist with the peeling and would help get a better bond with the primer layer. Mr. Butkus also asked if the paint had been tested for lead yet. Mr. Strekel replied it has not but will be if necessary and the museum will incur that cost on their own. Ms. Fink added that it may have been remediated during the last rehabilitation, but there would still be traces. They should still use proper precautions.

Ms. Carnell asked for clarification on the budget. Mr. Strekel added the cost is lower and they did not anticipate needing the full amount of the quote they received to put together the scope of work.

Ms. S. Nelson noted there were not technical specifications included with the application, which assist owners in ensuring standards for clear bidding and quality control during the work. Ms. Fink added that she will make sure to add that in the bid documents.

Ms. Adusei agreed with Mr. Butkus that if there is extensive lead it could add to the project budget. Mr. Strekel said this will be added to the project if need be. Ms. Fink commented this was mentioned in the quote and the applicant does have funds to cover this.

Ms. Burgess asked about the historiography of the paint and if a section of the paint would be kept so that the layers of different paints over time are documented and understood. Ms. Fink was not sure but will ask and make a note of it.

Mr. Butkus added to Ms. Acly comment that rusty nails should be removed and this should be added to the scope of work.

**2. Historic Restoration Fund, Scotland Historical Society, 96 Waldo Rd, Scotland, CT., cedar shake roof replacement.**

On a motion by Mr. Butkus, second by Ms. S. Nelson, 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-1, Recused-0) (Roll call vote)

Applicant: Scotland Historical Society

Amount: \$37,000

Ms. Fink presented this application. The Scotland Historical Society requested funding in the amount of \$37,000 for a new cedar shingle roof on the Edward Waldo House Museum. This is an in-kind roof replacement, like the Samuel House, which the Council approved funding for in 2022. Mr. Henry Bowers was on the call to answer any questions or concerns. Mr. Bowers mentioned they will be replacing everything on the front of the house except the gutters.

Ms. Acly asked about the chimney flashing. It appeared in one of the quotes and not the other that as submitted. Ms. Fink will double-check the quote.

Mr. Butkus commented that the cedar shingles cannot be placed directly on plywood, there must be an air gap in between to allow the shingles to breathe.

Ms. Carnell questioned why the requirement for plans and specifications was waived for this application? Ms. Fink replied that staff viewed this as a straightforward in-kind roof replacement, but this is the second time this has come up, so perhaps that application language needs to be changed for more complicated projects.

Mr. Butkus mentioned the Cedar Shake and Shingle Bureau, which puts out excellent guidelines on this type of project.

Ms. S. Nelson added that an in-kind replacement is really about materials and method of installation. When you change the details of a roofing system, you run into the issues that Mr. Butkus and Ms. Acly raised. When the requirement for specifications is waived, you lose the ability to ensure best practice.

**3. Historic Restoration Fund, Town of Simsbury, Firetown Rd, Map E04, Block 347, Lot 001, Simsbury, CT. Structural preservation, and rehabilitation of 2 tobacco sheds.**

Ms. Carnell was recused from this item.

On a motion by Ms. Burgess, 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-6, N-0, Abstaining-1, Absent-2, Recused-1) (Roll call vote)*

Applicant: Town of Simsbury  
Amount: \$200,000

Ms. Fink presented this application. The Town of Simsbury requested funding in the amount of \$200,000 for the structural preservation and rehabilitation of two historic tobacco sheds. SHPO has been involved with this project for several years. There is an active African American Civil Rights Grant related to the property, Survey and Planning grants have been awarded, and SHPO is actively working with the Trust for Public Land and the Town of Simsbury to save these structures. The urgency of this grant is to prevent further loss and deterioration of the tobacco sheds. Mr. Jay Silva, Structural Engineer and Mr. Danny Gannon and Adam Kessler from the Town of Simsbury were on the call for any questions or concerns.

Chairman Elmore asked Ms. Fink if all the other grants associated with the tobacco sheds were moving forward and she replied yes.

Mr. Butkus asked if there were going to be any provisions to protect the guy wires due to the shed being so close to the road. Mr. Gannon stated they had not thought about it, and they would investigate the need.

Chairman Elmore asked if the wire will remain after the project is complete? Mr. Silva responded that the wires are actually historic to the barns but will be replaced with stronger wires. The buildings are approximately 15 feet from the road, so he is not sure that they present a major concern on a typically low-speed road.

Ms. Acly asked Mr. Silva for an explanation of the bracing on the East/West walls. Mr. Silva replied the structure was braced for the North/South winds, adding support where needed.

Ms. Carnell returned to the meeting.

**4. Historic Restoration Fund, Ledge Light Foundation, Mouth of the Thames River, Latitude 41.3059/ Longitude -72.07748, CT. Masonry repairs, roof repairs, and repairs to the window trim and soffits on the 3<sup>rd</sup> floor.**

Ms. Acly was recused for this item.

On a motion by Mr. Butkus, second by Ms. Burgess, the Historic Preservation Council voted to bring this item to the table for discussion.

*(Y-7, N-0, Abstaining-1, Absent-1, Recused-1) (Roll call vote)*

On a motion by Ms. Carnell second by Ms. Adusei, the Historic Preservation Council voted to table this item until the March 1, 2023 meeting.

*(Y-8, N-0, Abstaining-1, Absent-1, Recused-0) (Roll call vote)*

Applicant: Ledge Light Foundation Inc.  
Amount: \$100,000

Ms. Fink presented this application. The Ledge Light Foundation requested funding in the amount of \$100,000 to repair damaged masonry, the roof, 3<sup>rd</sup> floor window trim, and soffits on the Ledge Light lighthouse.

Ms. Fink requested that the application to be tabled until the March 1, 2023 meeting, to obtain additional information from the architect.

Ms. Acly returned to the meeting.

**5. Survey and Planning Grant, New London Cemetery Association, National Register nomination for Cedar Grove Cemetery, New London.**

On a motion by Ms. Burgess, second by Dr. Glaser, 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-0) (Roll call vote)

Applicant: New London Cemetery Association  
Amount: \$20,000

Ms. Dunne presented this application. The New London Cemetery Association requested funding in the amount of \$20,000 to obtain the consulting services of a CFR-qualified architectural historian to prepare a National Register nomination for Cedar Grove Cemetery, located at 638 Broad Street, New London. Ms. Dunne worked with Ms. Scofield, National Register Coordinator for SHPO, to assure the scope was reasonable.

Dr. Glaser commented that cemeteries are usually excluded, but there is a lot of interest in listing them. Dr. Glaser asked if there was guidance on how they could be listed and/or what makes them eligible. Ms. Scofield replied there is a National Register Bulletin that explains how they can be eligible, including landscape design, funerary art, social history, settlement, and they can also contribute to historic districts. Ms. Dunne added there is a threshold that must be met to consider a cemetery significant.

Ms. S. Nelson mentioned that the application referenced both State and National Register nominations as the deliverable and what was SHPO's expectation for the product. Ms. Dunne replied this is a National Register nomination and the RFP will clearly reflect that.

Ms. Acly asked if there was documentation of any stones or bodies being moved. Ms. Scofield replied she would have to check with the cemetery. She believes some may have been previously moved to make way for a park due to the growing population.

**6. Survey and Planning Grant, New Haven Preservation Trust, National Register nomination for Long Wharf Pier, New Haven.**

Dr. Glaser was rescued for this item.

On a motion by Ms. Carnell, second by Ms. Burgess, the Council voted to clarify the address to Long Wharf Drive, New Haven, CT.

(Y-7, N-0, Abstaining-1, Absent-1, Recused-1) (Roll call vote)

On a motion by Ms. S. Nelson, second by Ms. Adusei, the Council voted to reduce the grant amount from \$20,000 to \$15,750 in line with the application.  
(Y-7, N-0, Abstaining-1, Absent-1, Recused-1) (Roll call vote)

On a motion by Ms. S. Nelson, second by Ms. Carnell, 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-7, N-0, Abstaining-1, Absent-1, Recused-1) (Roll call vote)

Applicant: New Haven Preservation Trust  
Amount: \$15,750

Project:

Ms. Dunne presented this application. The New Haven Preservation Trust requested funding in the amount of \$15,750 to obtain the consulting services of a CFR-qualified architectural historian to prepare a National Register nomination for Long Wharf Pier, located at Long Wharf Drive, New Haven. Ms. Dunne and Ms. Scofield worked with the applicant Ms. Susan Godshall, New Haven Trust to put together goals and a budget. Ms. Godshall was on the call to answer any questions.

Ms. Carnell asked what National Register criteria are being considered for this nomination, and is it being considered under Criterion D? Ms. Scofield replied it is currently criteria A, B and C. She did speak with SHPO's staff archeologist Cathy Labadia, and, if needed, Criterion D could be added as additional research is done.

Dr. Glaser returned to the meeting.

**7. Survey and Planning Grant, First Congregational Church of Madison, architectural plans and specifications for First Congregational Church of Madison, Madison.**

On a motion by Ms. Carnell, second by Mr. Butkus, 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-0) (Roll call vote)*

Applicant: First Congregational Church of Madison  
Amount: \$45,500

Ms. Dunne presented this application. First Congregational Church of Madison requested funding in the amount of \$45,500 to obtain the consulting services of a CFR-qualified architect to prepare construction level documents to support an Historic Restoration Fund grant for the First Congregational Church of Madison, located at 26 Meetinghouse Lane, Madison. SHPO and HPC previously funded a conditions assessment, and the applicant would like to move forward with certain recommendations from that report. Mr. Gary Leonard was on the call for any questions or concerns.

Chairman Elmore asked why hazardous material and or abatement was not included in this phase of the work? Ms. Dunne replied that the engineer provided this cost estimate. This is a planning grant to produce the plans and specs for the work. Mr. Leonard added it is common practice to exclude the fee for hazardous materials as that would have to be a separate specialty prepared by an outside contractor. Ms. Adusei and Mr. Butkus agreed with Mr. Leonard. Ms. S. Nelson suggested to check church records to see if any of that work was previously completed.

**8. Survey and Planning Grant, The Mather Homestead Foundation, architectural plans and specifications for the Mather Homestead, Darien.**

*On a motion by Dr. Glaser, second by Ms. S. 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-0) (Roll call vote)*

Applicant: Mather Homestead Foundation  
Amount: \$35,500

Ms. Dunne presented this application. The Mather Homestead Foundation requested funding in the amount of \$35,500 to obtain the consulting services of a CFR-qualified architect to prepare construction level documents to support an Historic Restoration Fund grant for the Mather Homestead, located at 19 Stephen Mather Road, Darien. A conditions assessment was completed, and the applicant would now like to move forward with applying for an HRF grant. This is a non-matching grant for plans and specs.



Mr. Butkus asked if the RFP would include a mechanical engineer for a better assessment of the equipment needed? Ms. Dunne replied she will check the conditions assessment with the applicant. There is no requirement for an RFP, as the applicant is working with the architect who completed the conditions assessment.

Chairman Elmore asked how the plans will be developed without CAD drawings. Mr. Butkus replied it is common not to have those drawings. They could use photographic documentation. Ms. S. Nelson suggested Ms. Dunne ask the applicant for clarity.

**9. Survey and Planning Grant, Middlesex County Historical Society, cultural landscape report and landscape master plan for the General Mansfield House, Middletown.**

On a motion by Dr. Glaser, second by Ms. Adusei, 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-0) (Roll call vote)

Applicant: Middlesex County Historical Society  
Amount: \$10,000

Ms. Dune presented this application. The Middlesex County Historical Society requested funding in the amount of \$10,000 to obtain the consulting services of a CFR-qualified landscape architect to prepare a cultural landscape report and landscape master plan for the General Mansfield House, located at 151 Main Street, Middletown. SHPO holds an easement on this house, and everything will be reviewed before the applicant returns comes back for an HRF grant to ensure that the work will meet the Secretary of the Interior's Standards.

Dr. Glaser asked if a historian will be on the team? It would be nice to evaluate the interaction between the natural and cultural histories of the site. Ms. Dunne replied they will make sure that is part of the scope. Ms. Scofield added there are landscape historians who specialize in this type of work.

Ms. Acly commented that this is an early 19<sup>th</sup> century brick house in eastern Connecticut, which are not commonly found.

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

**A. Unfinished Action Items**

## B. New Action Items

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

### VIII. Archaeological Preserves

### IX. Threatened Properties - CEPA Updates – Todd Levine

#### Deborah Chapel

The Office of the Attorney General is involved in ongoing conversations with the congregation about the possibility of the building being moved around the corner to the property at 20 Putnam Ave. The City owns the property and seems to be on board with this idea, but final approval has not been received yet. The demolition delay expires on March 21<sup>st</sup>. If an agreement is reached, SHPO will request that the congregation withdraw the demolition permit and that they sign a commitment not to damage the building in any way for 6 to 12 months. If they do not come up with an agreement, the OAG is advised to move forward with an injunction.

### X. Preservation Restrictions

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

Mr. Kinney reported on the status of HPC membership. Chairman Elmore and Ms. Carnell's reappointments are at the Governor's office and SHPO is just waiting on the confirmation letters. There are now two vacancies on the Council following Ms. Christine's Nelson's decision not to be reappointed to a second term. SHPO staff and members of Council have been recommending potential new members and Mr. Kinney will be reaching out to them shortly to gauge their interest in serving.

Mr. Kinney also reported that he and Mr. Levine would be reaching out to the Office of the Attorney General to try once again to set up Connecticut Environmental Protection Act training for Council.

Finally, Mr. Kinney reported that members of SHPO staff would be heading to Washington D.C. the week of March 6<sup>th</sup> to participate in National Historic Preservation Advocacy Week. This event is hosted by Preservation Action and the National Conference of State Historic Preservation Officers and will feature in-person trainings, policy briefings, networking opportunities, and in-person hill visits, providing the opportunity to meet with members of Congress and their staff.

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

Ms. Shapiro reported that postings for seasonal guide positions at the museums should post sometime next week. The museums are hoping to hire 12 people this year, although finding people to hire can be tricky. The positions will start in late April.

Staff are working closely with both DECD's Office of Finance and the Department of Administrative Services surplus staff to begin to deaccession items in the museum

collection. This is a two-step process, where items go in front of a collections committee first, then move through the state's surplus process. The team at DAS has been terrific, and staff is optimistic. Led by Jodi Polsgrove, whose focus has changed from our museum education programs to our collections management, we will begin to actively deaccession items that have been sitting and taking up room in the collections for the past thirty plus years.

### **Prudence Crandall Museum**

Secretary of State Stephanie Thomas and her team visited the museum last week for a tour; Secretary Thomas is very interested in promoting the Crandall story. Ms. Shapiro is doing the final read-through on exhibit labels which will go through final designs and, with luck, be at the print shop by the time of her next report!

### **New-Gate**

The visitor's center has been painted, and most of the new fence has been installed. Curator Morgan Bengel has a signed contract with GNCB to prepare the plans for the stabilization of the four-story cell block (which is funded, partially, by a Save America's Treasure's grant). Ms. Bengel has begun to push forward, yet again, to work with the OAGs office to get contract alterations so that we are able to hire a company to perform a geotechnical assessment for the copper mine at New-Gate, to ensure we are monitoring rock movement and potentials risks. An assessment was completed by GEI in 2005, and again in 2012, and should be completed every 5 years.

### **Henry Whitfield**

Curator Michelle Parrish submitted her 2022 season report, and Ms. Shapiro was happy to report there were 3,176 visitors to the museum, with admissions sales of over \$14,000, and gift shop sales of over \$6,000.

1. Michelle is currently working on her 2023 goals that include:
2. Install new exhibit panels in the Education Building.
3. Install the SCSU Museum Studies class's archaeology exhibit in the Visitor Center galleries.
4. Continue to move the NPS Semi quincentennial Grant project forward.
5. Continue community outreach and host the 2<sup>nd</sup> Annual Whitfield's WelcomeFest.
6. Continue to work with the other three Guilford history organizations to develop joint exhibits and programs.

### **Eric Sloane**

The Eric Sloane Museum was voted one of the top 3 historic locations in Litchfield Country by Litchfield Magazine's Readers' Choice Survey. Unfortunately, it came in 4th for the best museum category, but museum manager Andrew Rowand is ready to try again next year!

Right now, Andrew is working with Jim Mauch of the Friends of the Eric Sloane Museum on a school curriculum, and on finishing the new “outdoor” classroom space that used to be covered storage that is attached to the Sloane Museum.

In the spring, Andrew is hoping to get DEEP out to the site, to meet with the CT Antique Machinery Association (which borders the Sloane Museum and leases property from DEEP) to work out issues surrounding the working railroad plans that CAMA has had going for years now.

### **XIII. Old Business**

### **XIV. New Business**

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

#### **Jane Montanaro – Preservation Connecticut**

Ms. Montanaro reported that February/March is grant season for Preservation Connecticut. The organization will be accepting applications for two grant programs. These are the maintenance and repair grants for churches and the 1772 Foundation maintenance and repair grants for historical societies, museums, and non-profits. PCT will be awarding approximately \$200,000 this year. In addition, PCT will have two interns for the Spring 2023 semester, one from CCSU and one from Southern State University. They will be working on a joint project looking at sites on the CT Green Book Trail.

#### **Jane Montanaro - CT Preservations Action**

Ms. Montanaro reported on the upcoming legislative session. Protection of the Community Investment Act is the priority. The CIA Coalition is gathering information from other agencies that receive CIA funding, drafting a letter, and holding meeting with legislators in the next few weeks. CPA will be sending on representative to Washington, D.C. for Advocacy Week to join SHPO in the meetings with federal legislators.

Mr. Butkus mentioned there is pending legislation that impacts historic preservation, specifically the Council. Mr. Kinney replied that SHPO is working with the DECD Director of Government Relations, Mr. Kyle Abercrombie, to track legislation that effects preservation in the state.

### **XVI. Public Forum**

### **XVII. Adjournment**

On a motion by Ms. Burgess, second Dr. Glaser, this meeting was adjourned at 11:37 a.m.

#### **Respectfully Submitted:**

Deborah D. Gaston  
Jonathan Kinney

*Next regularly scheduled Council meeting:  
Wednesday March 1, 2023 – Meeting format to be determined*