

**HISTORIC PRESERVATION COUNCIL MEETING  
STATE HISTORIC PRESERVATION OFFICE  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
Wednesday, January 8, 2025 @ 9:30 am**

**Microsoft Teams Meeting**

Meeting will be held virtually on Microsoft Teams (see code for meeting in your email or contact Jonathan.[Kinney@ct.gov](mailto:Kinney@ct.gov) for the code)

**MINUTES**

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

**Absent:** Dr. Andy Horowitz and Dr. Sarah Sportman

**Staff:** Mr. Cory Atkinson, Mr. Kevin Berger, Ms. Julie Carmelich, Ms. Mary Dunne, Ms. Erin Fink, Ms. Deborah Gaston, Mr. Jonathan Kinney, Ms. Catherine Labadia, Mr. Todd Levine, Ms. Jenny Scofield, Ms. Elizabeth Shapiro, and Ms. Marena Wisniewski

**Guests:** Ms. Hadley Boyd, Mr. Fred Crayton, Rev. Cleo D. Graham, Mr. Melvin Graham, Mr. Steven Jacober, Ms. Ashley Kenyon, Mr. John Machedt, Ms. Gail Martin, Ms. Jane Montanaro, Mr. Andrew Norton, Ms. Catherine Polinon, Ms. Ellsworth Philbrick, and Ms. Emily Sajdak, MS. Alfreda Gaither, Ms. Cathy Johnson, Mr. Arthur Gaither, Mr. Isaac Lawson, Mr. Jack Hale, Ms. Jeanice Sherman, Ms. Jill Gotthelf, Mr. John Michledt, Ms. Katherine Pomplin, Mr. Kyle LaBuff, Ms. Lori Fusco, Ms. Margaret Kahn, Mr. Matt Knickerboker, Mr. Otis Anthony, Ms. Sandy Cameron-Adams, Mr. Stan Stoky

**I. Call to Order**

The meeting was called to order at 9:32 a.m.

**II. Review of Public Comment Procedures**

Chairman Butkus read aloud the Review of Public Comment Procedures.

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

Chairman Butkus read aloud the Code of Conduct/Conflict of Interest and asked if there were any conflicts with staff members or Council. There were two:

- Ms. Acly recused herself from agenda items VB5 - Booth and Dimock Library and VB8— The Episcopal Church of the Good Shepard

- Dr. Glaser recused herself from agenda items VB7 - Congregation Mishkan Israel and VB8 – The Episcopal Church of The Good Shepard

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

##### A. Minutes – December 4, 2024 Meeting

On a motion by Ms. Carnell, second by Ms. Aduesi, the Council voted to approve the December 4, 2024 meeting minutes.

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

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

##### A. Unfinished Action Items

##### B. New Action Items

The following items are all **Historic Restoration Fund** grant applications:

Ms. Fink gave an overview of the HRF process and displayed the scoring criteria for the applications in a PowerPoint presentation for the Council. There was an initial total of over 7 million dollars of funding requests included in the letters of intent. 26 organizations with a total funding request of 3 million dollars were invited to submit applications. Only 16 submitted full applications, which meant a total funding request of approximately 1.8 million dollars. The program budget this year is 1 million dollars. Therefore, 8 organization are being recommended for funding.

The SHPO staff held one-on-one meetings with every applicant in January 2024 and a preapplication workshop in May 2024. Finally, following frequent communications with SHPO, the full applications were submitted in October 2024. Once the applications are approved, SHPO will continue to be in communication with the applicants who will be required to attend a post award workshop that deals with bidding, the CHRO process, and awarding contracts.

SHPO staff and Preservation Connecticut assisted in scoring the applications. The applications presented today are those recommended for funding by SHPO. The Historic Preservation Council will review the applications to determine whether they are a good use of state funds. The Council's comments will be discussed with the applicant. SHPO will make sure all documents meet the Secretary of the Interior's standards before going out to bid.

On a motion by Ms. Nelson, second by Ms. Burgess, the Historic Preservation Council voted to rearrange the agenda and to move Item 7 (Congregation Mishkan Israel) to be heard first.

*(Y-8, N-0, Abstaining-1, Absent-2, Recused-0) (Roll call vote)*

- 7. Congregation Mishkan Israel. 785 Ridge Rd., Hamden, CT. 06517. Project: Replacement of educational and administrative wing roof with SBS/PMMA hybrid roofing system (modified bitumen and polymeric liquid applied membrane, repairs to the clerestory windows, and rotunda flashing. \$200,000.**

On a motion by Ms. Nelson, second by Ms. Carnell, the Historic Preservation Council voted to recommend the award of 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.

*(Y-7, N-0, Abstaining-1, Absent-2, Recused-1) (Roll call vote) - Dr. Glaser was recused*

Applicant: Congregation Mishkan Israel  
Amount: \$200,000

Ms. Fink presented this application. Congregation Mishkan Israel requested funding in the amount of \$200,000 for replacement of the educational wing roof, windows, and rotunda flashings. This application is viewed as an urgent project and the applicant has followed all of the proper steps, having received a previous Survey and Planning grant the Council has approved. This project is also a great partnership with the Fund for Sacred Places, from which they have also received funding. Members of the congregation were on the call for any questions or concerns.

Chairman Butkus mentioned the application was well prepared and a good strategy for restoring the roofing system and preventing further degradation. He suggested a conversation be had with the architect on a strategy for protecting the stained glass from any further damage.

- 1. The Society for the Preservation of New England Antiquities DBA Historic New England, Roseland Cottage Barn. 556 Route 169, Woodstock, CT. 06281. Project: Exterior envelope restoration including masonry of the stone foundation, partial roof replacement, window restoration, carpentry repairs, and exterior painting. \$137,500.**

On a motion by Ms. Rhodes, second by Ms. Nelson, the Historic Preservation Council voted to recommend the award of 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.

*(Y-8, N-0, Abstaining-1, Absent-2, Recused-2) (Roll call vote)*

Applicant: Historic New England  
Amount: \$137,500

Ms. Fink presented this application. Historic New England requested funding in the amount of \$137,500 for exterior envelope restoration of the Roseland Cottage Barn. This is a very important National Historic Landmark property and SHPO recommends this very strong application for funding. Photos of the property were shown. There is an interesting bowling alley inside the barn and some deterioration that needs to be addressed. Comments were provided by the Council last night from Mr. Elmore. Ms. Catherine Pomplune and others were on the call from Historic New England for any questions or concerns.

Mr. Elmore had some concerns regarding lead paint, the roof shingles, the budget, and causes of the deterioration. He also asked if any research been done in consideration to installing historically correct shingles based on research and if so, what did the research show and if not, why?

Ms. Pomplune, Institutional Giving Officer introduced herself and was joined by her colleague Ms. Janice Sherman, Manager for the Roseland Cottage site. Ms. Sherman added the cottage is in the same condition when they took ownership. Their preservation philosophy is to keep material as is and the roofing material at that time was asphalt shingle.

Mr. Elmore asked if the staff was ok with the ME3 shingles because they were not appropriate and not long lasting and not the best expenditure of monies. Ms. Fink added there is currently asphalt on the building and they would be allowed to replace it in-kind.

Ms. Burgess commented, as someone who has worked at historic sites before, that she is assuming there's a lot of financial considerations tied to this decision and knows that with preservation of the structures and there's multiple structures on this site, that she is sure there's prioritization there as well. It's part of a larger discussion, but in-kind replacement should be a comfortable choice.

Ms. Fink added that SHPO operates under the assumption that any building construction prior to 1976 will have lead-based paint. In terms of budget, she believes they can cover any overages. But from SHPO standpoint, they will be awarded what they applied for because it must fit within the \$1,000,000 budget.

Ms. Nelson asked Ms. Fink to remind the Council of the State rules for prevailing wage rates. Ms. Fink replied for municipalities it's anything over \$100,000. For nonprofits, it's above \$1,000,000 for rehabilitation projects.

- 2. The Town of Wilton, The Platt Raymond House of Ambler Farm. 257 Hurlbutt St., Wilton, CT. 06897. Project: Lead abatement of windows, siding, doors, and trim. The abatement of contaminated soil surrounding the home. \$55,000.**

On a motion by Ms. Acly, second by Ms. Nelson, the Historic Preservation Council voted to recommend the award of 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.

(Y-8, N-0, Abstaining-1, Absent-2, Recused-2) (Roll call vote)

Applicant: The Town of Wilton

Amount: \$55,000

Ms. Fink presented this application. The Town of Wilton requested funding in the amount of \$55,000 for lead abatement of windows, siding, doors, and trim and the abatement of contaminated soil surrounding the home. SHPO believes that this is a strong application with a large public benefit, including with school programs in the community.

In the application it does mention the complete removal of historic wood trim and replacement with Azek and other substitute materials. SHPO will not be approving that and will be working closely with the applicant to make sure that they do the abatement without removing historic fabric. If it does need to be removed, it will be reinstalled where it was removed. SHPO is approving the concept of abatement, but not the replacement with substitute materials.

Mr. Elmore noted that there are several buildings on the property. He asked if the applicant can still afford to complete the project? Ms. Fink replied the applicant has done a lot of work to the other buildings to make sure that they are abated and safe for the community. This is one of the final buildings that they're remediating.

Mr. Elmore added there was a concern with lead dust traveling from the doors and windows. Have any surfaces been tested?

Ms. Hadley Boyd replied there will be tarps around the building and lead will be removed from the ground and tested until it is lead-free, which is part of the grant application. Mr. Elmore was concern with lead dust coming inside of the house. Mr. Nelson added that the old buildings are inherently porous and are not tight so dust may come into the house. A conversation needs to be had with the contractor on their method and if plastic tarps will be put up on the windows to prevent infiltration. She believes this is Mr. Elmore's concern. Ms. Boyd replied, most of the inside of the house will be renovated to make it livable again for a farm manager. The historic integrity of the outside of the house will be protected. All lead will be completely removed from the soil, then fill it in with completely lead-free soil. Ms. Fink added a conversation will be held about the renovation and a lead safe contractor will be hired.

- 3. Faith Community Initiatives, Faith Congregational Church. 2030 Main St, Hartford, CT. 06120. Complete roof replacement of the asphalt shingle roof. \$200,000.**

On a motion by Ms. Burgess, second Dr. Glaser, The Historic Preservation Council voted to recommend the award of 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.

(Y-8, N-0, Abstaining-1, Absent-2, Recused-0) (Roll call vote)

Applicant: Faith Congregational Church

Amount: \$200,000

Ms. Fink presented this application. Faith Congregational Church requested funding in the amount of \$200,000 for a roof replacement. This urgent project has been recommended by Staff for funding and will also take advantage of a partnership with the Fund for Sacred Places. Mr. Melvin Graham was on the call for any question or concerns. Ms. Fink provided pictures of the church in a PowerPoint presentation. Chairman Butkus commented there is a lot of work to be done starting with the roof. Flashing details are going to be necessary due to planes crossing and the presence of molded brick. They need to make sure the building is waterproof before starting work on the interior renovations. In addition, using asphalt shingles on conical roofs can be challenging and requires both good specifications and skill by the installer. Hopefully that will be worked into the RFP and bidders can provide examples of other conical roofs that they've done in the past to ensure the best installation that you possibly can.

Ms. Burgess commented that she is grateful to see this application because the Faith Congregational Church and its history as one of Hartford's first black churches, is important. They have a great partnership with the Freedom Trail and Capital Community College and she looks forward to seeing how things progress.

**4. Booth & Dimock Memorial Library. 1134 Main St., Coventry, CT. 06238. Project: Structural repairs to floor framing. \$6,100.**

On a motion by Ms. Nelson, second by Dr. Glaser, the Historic Preservation Council voted to recommend the award of 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.

(Y-7, N-0, Abstaining-1, Absent-2, Recused-1) (Roll call vote) Ms. Acly was recused

Applicant: Booth & Dimock Memorial Library

Amount: \$6,100

Ms. Fink presented this application. The Booth & Dimock Library requested funding in the amount of \$6,100 for repairs to floor framing. This is a very small funding request and the Applicant has followed all the appropriate steps, including a past Survey and Planning grants for a condition assessment and follow up analysis of the problem with Ms. Acly. Ms. Fink referred to pictures of the building and some close-ups of the project. Ms. Margaret Khan was on the call from the organization.

Ms. Nelson wanted clarity on about prevailing wage. There were some letters missing from our packet which were alluded to in the end of the application. It is a small project; it's an important scope of work because library floor loading is the heaviest floor loading that you can conceive of in a building. The Council is very much in support of this project.

Chairman Butkus asked whether the blocking was just going to stabilize the framing in place or jack things back up. Looking at the picture the crown molding seems to be misaligned. Will it be corrected to keep from progressing even further? Ms. Khan replied it is just stabilization at this point. The loading from the shelves must be removed. There were no plans to jack it up, it was not recommended in the condition's assessment. Shelves were removed during a recent extensive renovation last summer. They will be placing things like puzzles on the shelves when the project is complete.

**5. Golden Hill United Methodist Church. 210 Elm St., Bridgeport, CT. 06604. Project: Window restoration, flat roof repairs, masonry repair of the west-side buttresses, and slate roof maintenance. \$149,900.**

On a motion by Ms. Nelson, second by Ms. Carnell, the Historic Preservation Council voted to recommend the award of 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.

*(Y-8, N-0, Abstaining-1, Absent-2, Recused-0) (Roll call vote)*

Applicant: Golden Hill United Methodist Church  
Amount: \$149,900

Ms. Fink presented this application. Golden Hill United Methodist Church requested funding in the amount of \$149,900 for window restoration, flat roof repairs, masonry repairs, and slate roof maintenance. This is an urgent project and a condition assessment was conducted to analyze these problems. Crosskey Architects worked closely with the applicant and SHPO recommends funding for this project. Ms. Fink displayed photos in her PowerPoint presentation.

Ms. Acly added there is a window survey being completed for the window restoration. Hopefully during the chemical stripping, prior to painting, the paint layering can be preserved and studied to understand what the original colors were. Also making sure lead safe practices are incorporated will be important. On the

roof, the plane of the roof needs to be worked out comparing flat roof areas and other historic roofs in detail. It is also important to look holistically at the root cause of masonry issues and to select the most compatible materials for this project. Slate repair and maintenance are part of the scope, but it should be understood that the slate is reaching the end of its serviceable life. Ms. Fink will share all the recommendations from Ms. Acly's team.

**6. Historic Bacon Academy. 84 Main St., Colchester, CT. 06415. Project: Roof replacement, repairs to the cupola, and painting and repairs to the bell tower. \$51,500.**

On a motion by Ms. Acly, second by Ms. Nelson, the Historic Preservation Council voted to recommend the award of 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.

(Y-8, N-0, Abstaining-1, Absent-2, Recused-0) (Roll call vote)

Applicant: Historic Bacon Academy

Amount: \$51,500

Ms. Fink presented this application. The Historic Bacon Academy requested funding in the amount of \$51,500 for roof replacement, cupola repairs, and painting and repairs to the bell tower. This is another strong and urgent application where SHPO has had the assistance of Circuit Rider Mr. Michael Forino from Preservation Connecticut. The building is on the main road and will have potential benefits to the community. There were discrepancies in the quotes that will be corrected before the bidding process so that everyone has the same information. Ms. Fink wanted to highlight that after speaking with Chairman Butkus, SHPO will not be approving the cutting in of a skylight as a viewing area in the cupola. This has already been conveyed to the applicant.

Ms. Acly commented on a number of project elements, including the historic masonry being painted on both sides, flashings, the appropriate mortar, chimneys, cupola, making sure gutter and downspouts are treated appropriately, specs for the wood when replacement is needed, lead safe practices, lightning protection, and ensuring the plans, specs, and bid documents are clear. This project is being fully supported to get to the next phase of construction.

Chairman Butkus shared his concerns with the cupola and the appropriate approach to restoring it. He also suggested to Ms. Fink she is welcome to ask Council to do an off-line review on any of the applications if needed.

**8. The Episcopal Church of the Good Shepherd, The Caldwell Colt Memorial Building. 155 Wyllis St., Hartford, CT. 06106. Project: Coal bunker structural stabilization and cover replacement, and installation of new sloped walk entrance ramp. \$200,000.**

On a motion by Ms. Carnell, second by Ms. Burgess, the Historic Preservation Council voted to recommend the award of 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.

(Y-6, N-0, Abstaining-1, Absent-2, Recused-2) (Roll call vote) Dr. Glaser and Ms. Acly recused

Applicant: The Episcopal Church of the Good Shepherd, The Caldwell Colt Memorial Building

Amount: \$200,000

Ms. Fink Presented this application. The Episcopal Church of the Good Shepherd requested funding in the amount of \$200,000 to stabilize the building's underground coal bunker. This is a strong application for an urgent project on a very important historic resource. Mr. Jack Hales was on the call for any questions or concerns.

Mr. Elmore commented that this is just a phenomenal facility in a wonderful building and it's a good application. His biggest comments are related to the application itself. it would have been nice to have some additional graphic material to help us understand where the work was being done. We had to go down to page 190 out of 217 before we realized where the work was being done. It would have been nice if there was a map of work the Olmsted firm had done on the landscape and a description of whether the ramp will affect any of the designs. The Council supports the application 100%.

Chairman Butkus asked if the manhole was functional and was it used as a bunker. Mr. Hale replied they would have to investigate that. They want this area totally waterproofed. The concern is the deterioration of the steel beams that support the decks.

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

- A. Unfinished Action Items**
- B. New Action Items**

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

- A. Unfinished Action Items**
- B. New Action Items**

## **VIII. Archaeological Preserves**

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

## **X. Preservation Restrictions**

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

- Mr. Kinney reported that SHPO will be wrapping up our statewide planning effort throughout the first half of this year with a goal of getting that final draft down to the National Park Service by June.
- We are also looking to expand our educational and training offerings across the state.
- Last year in the fall, we taught a six session class through the EdAdvance program, and that was an introduction to historic preservation, which went very well. We are very excited and we're looking forward to doing it again in the spring.
- We are also looking to implement a quarterly training of some form both in person and virtual, so please stay tuned. We'll be sending out more information as those get scheduled.
- Mr. Kinney reminded Council that he would like to put together a set of bylaws or procedures/guidelines for the HPC. He would also like to continue working on the HPC statutory language to clean some of that up. Updating HPC membership will also be required as terms expire. Finally, SHPO would like to put together additional trainings, specifically for Council. A good first session might be from our legal department, a quick training on the recusal process and what that entails.
- Today is the first day of the 2025 legislative session and obviously SHPO and DECD legislative staff will be monitoring that very closely and we'll keep Council apprised of any proposed legislation that may impact our work or historic properties in general.

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

### **Off Season General:**

- December is a quiet month at the museums after the Firelight Festival at the Whitfield Museum, which is our last event of the calendar year for the museum.
- Staff has put in a request for a dozen seasonal workers at the museums for 2025 and hope we will be able to fill those positions.
- The Collections Committee will be meeting during the next Museum Staff meeting on December 16, to consider a few small donations to Old New-Gate for the collection.
- Collections Manager Jodi Polsgrove has been researching conservation treatment options for objects across the museum collection that are most in need of care. They include a sampler done by Prudence Crandall when she was a child, as well as a large banner advertising Old New-Gate Prison as a tourist destination from the early 20th century. We hope to be able to move ahead on the sampler conservation with museum funds, however the banner conservation is going to be a bigger project, and Jodi will be pursuing grants to help fund that project.

### **Prudence Crandall Museum –**

- Ceiling replacements have been completed; we are waiting for DAS to approve the work.
- This Sunday, January 12, from 1-3 pm, the museum will be hosting a book launch and short talk by Dr. Jennifer Rycenga, who has written what is now the definitive text on Prudence Crandall, the student body and the school and its legacy, entitled, “Schooling the Nation.” Information about the book launch may be found at this link:

<https://www.eventbrite.com/e/schooling-the-nation-book-launch-tickets-1115692027889?aff=oddtcreator>

**XIII. Old Business**

**XIV. New Business**

**XV. Liaison with Public & Private Agencies – Jane Montanaro, Preservation Connecticut**

Ms. Montanaro reported that the legislative session is beginning today. Preservation Connecticut and Preservation Action and a whole coalition of other groups in the state will continue their work to try to increase funding to the Community Investment Act. That is the funding that supports all of the grants at the SHPO office. This will be our second attempt at trying to get that increase, so stay tuned for requests to help advocate for that.

**XVI. Public Forum**

**XVII. Adjournment**

On a motion by Dr. Glaser, second Ms. Carnell, this meeting was adjourned at 10:56 a.m.

Respectfully submitted by:  
Deborah D. Gaston

***Next regularly scheduled Council meeting:  
Wednesday, February 5, 2025 – Meeting Format TBD***