

**HISTORIC PRESERVATION COUNCIL MEETING  
STATE HISTORIC PRESERVATION OFFICE  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
Wednesday, September 7, 2022 @ 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, Ms. Sara Nelson, and Dr. Sarah Sportman

**Absent:** Ms. Christine Nelson, Vice-Chairwoman

**Staff:** Mr. Cory Atkinson, Ms. Julie Carmelich, 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. David Symonds
	Ms. Cynthia Elliot	Ms. Susan Sweitzer
	Mr. Thomas Lentz	Mr. Andy Horowitz
	Ms. Christine Michaud	Ms. Jordan Sorensen
	Mr. Charles Brow	Mr. Denny Rowland
	Mr. Tom Bombria	Ms. Amy Northrop
	Mr. Bruce Bochstael	Mr. Mark McEachern
	Mr. R.H. Booz	Ms. Klaire Bielonko
	Mr. Edward Cook	Ms. Marie_ _ _ _
	Mr. David Parker	Ms. Demetria McKenna
	Mr. Joseph Pierz	

**I. Call to Order**

The Meeting was called to order at 9:33 a.m.

*Chairman Elmore introduce the newest member of the HPC, Ms. Vincencia Adusei. Each Council member introduced themselves to Ms. Adusei and then Ms. Adusei introduced herself to the Council and SHPO staff. Welcome to the Council Vincencia!*

**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 Interest and asked if there were any conflicts of interest. There were no conflicts identified.

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

a. August 3, 2022– Meeting Minutes

*On a motion by Ms. Carnell, second by Ms. Acly, the Council voted to approve August 3,2022 meeting minutes.*

(Y-5, N-0, Abstaining-4, 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 Grant, Lockwood Mathews Mansion of Norwalk, LLC., restoration of the original front entry door, 295 West Avenue, Norwalk.**

On a motion by Ms. S. 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. Staff recommended the application for funding.

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

Applicant: Lockwood Mathews Mansion Museum of Norwalk  
Amount: \$75,000

Ms. Fink presented this application. The Lockwood Mathews Mansion Museum of Norwalk requested funding in the amount of \$75,000 for the proposed conservation and restoration of the building's original front door. David Scott Parker Architects performed a comprehensive conditions assessment, and the firm will be responsible for overseeing this project as well. Ms. Susan Sweitzer and Mr. David Scott Parker were on the call to address any questions or concerns.

Ms. Fink read through questions that Council members submitted online ahead of the meeting and the Applicant's responses. These questions and the responses were shown to those in attendance at the meeting on a presentation slide (see **appended presentation for a complete list of the questions that were submitted ahead of time for each agenda item**).

Chairman Elmore asked Ms. Fink to clarify the requirement that a preservation easement be added to any property that receives HRF funding. Ms. Fink explained the process and indicated that Ms. Julie Carmelich of the SHPO staff is the easement coordinator. The easements ensure that the public investment in the building will be protected and that SHPO will review future work on the buildings against the Secretary of the Interior's Standards. The length of the easement is dependent upon the amount of grant funding that is awarded.

**2. Historic Restoration Fund Grant, Church of Christ Congregational, restoration and re-installation of the steeple, 6 Litchfield Road, Norfolk.**

On a motion by Mr. Butkus, second by Ms. Burgess, this item was brought to the table for discussion.

On a motion by Ms. Acly, second by Ms. Carnell, the Historic Preservation Council voted to table this item until the October 2022 meeting with a request to review additional design documents.

(Y-6, N-0, Abstaining-1, Absent-3, Recused-0) (Roll call vote)

Applicant: Church of Christ Congregational in Norfolk  
Amount: \$200,000

Ms. Fink presented this application. Church of Christ Congregational requested funding in the amount of \$200,000. Staff recommended the application for approval. A 2019 structural review and analysis found the steeple was in significant disrepair. The steeple was removed due to the potential safety threat. Since that time, it has been stored in a cradle framing system outside the church and has been sorely missed by the community. Working with GNCB, the Applicant would use this grant to fund the restoration and reinstallation of the steeple. They are providing schematic design and construction drawings, plans and specs, technical specifications, and a scope of work. Representatives from both the church (Marie) and GNCB (Mr. Charles Brown) were on the call for any questions or concerns.

Ms. Fink read through questions that Council members submitted online ahead of the meeting and the Applicant's responses. These questions and the responses were shown to those in attendance at the meeting on a presentation slide (**see appended presentation for a complete list of the questions that were submitted ahead of time for each agenda item**).

Ms. Carnell raised a concern about the lack of detailed drawings and wondered if Ms. Acly and other Council members was comfortable with the project based on what had been submitted. There was an extensive discussion amongst members of Council regarding the proposed use of fiberglass vs. wood as a wrap material for the new steel columns that will support the steeple. The possibility of using solid steel columns and painting them to match the wood was also mentioned.

Ms. Fink replied that there is precedent for approving an application based on the condition that SHPO review the fully developed drawings and work with the applicant on their bid package.

Ms. Adusei asked what if the project exceed the \$2000,000 grant amount. Ms. Fink explained that the grants are capped at \$200,000 so anything beyond that amount the applicant would have to cover that cost. Marie (last name unknown) from the Church's Steeple Committee mentioned they have raised well over the amount and are not concerned with the funding.

Chairman Elmore asked if the application was tabled for one month if it would affect the project schedule. Mr. Charles Brown, GNCB said that there is still a

fair amount of work left to do on the plans (probably 2-3 months of work), so it shouldn't.

The Council agreed to table this application until next month in order to obtain more detailed information on the proposed materials and so additional drawings can be prepared.

**3. Historic Restoration Fund Grant, Durham Public Library, restoration of exterior front stairs, 7 Maple Street, Durham.**

On a motion by Mr. Butkus, second by Ms. Burgess, this item was brought to the table for discussion.

On a motion by Ms. Carnell, second by Mr. Butkus, the Historic Preservation Council voted to table this item for 3 months, until the December 7, 2022 meeting with a request for more information, photos, cost estimates, specifications, and design documents.

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

Applicant: Durham Public Library

Amount: \$182,700

Ms. Fink presented this application. The Durham Public Library requested funding in the amount of \$182,700 for the restoration of the original exterior front stairs of the 1901 building. Ms. Fink explained that the Applicant has already completed a conditions assessment for the building, and they are now looking for a conditional approval of their HRF application based upon the understanding that they will be applying for one of the no-match Survey and Planning grants for plans and specifications. The Town has asked for a commitment that the project will be funded because the funds have been set aside in the municipal budget. However, there are still a lot of design and conceptual questions that still need to be answered through the further development of the project.

Council members expressed concerns with a conditional approval of work for which plans and specifications have not yet been developed. Council would like the opportunity to review the plans and specifications that are developed with the funds from the Survey and Planning grant as part of this overall application so that they have a clearer picture of the actual work to be performed.

Council determined that they would table the application until the December 7, 2022 HPC meeting in order to provide time for the plans and specifications to be put together.

**4. Historic Restoration Fund Grant, Wethersfield Historical Society, Phase 1 restoration of the foundation, porch, windows, and ADA ramp, Hurlbut-Dunham House, 212 Main Street, Wethersfield.**

On a motion by Ms. Carnell, second by Mr. Butkus, 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. Staff recommended the application for funding.

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

Applicant: Wethersfield Historical Society, Hurlbut-Dunham House  
Amount: \$200,000

Ms. Fink presented this application. The Wethersfield Historical Society requested funding in the amount of \$200,000 for Phase 1 restoration of the foundation, porch, windows, and ADA accessible ramp at the Hurlbut-Dunham House. This project has been carefully planned with a conditions assessment report funded by a Survey and Planning grant and completed by Moser Pilon Nelson Architects. Additional drawings were provided for this application by Quisenberry, Arcari, and Malik (QA+M) Architecture. This firm will continue to be involved and will work with SHPO on construction and bid documents.

Ms. Fink read through questions that Council members submitted online ahead of the meeting and the Applicant's responses. These questions and the responses were shown to those in attendance at the meeting on a presentation slide (**see appended presentation for a complete list of the questions that were submitted ahead of time for each agenda item**).

Mr. Butkus raised a concern about the proposed ADA ramp and the visual impact it would have on the building because of the railing that will be included. It will obscure the character-defining porch. There may be a way to reconfigure the ramp or adjust the grade so that the railing is not required.

Ms. Carnell was concerned that the scope of this phase of work includes the windows, but not the headers and sills that surround them. The Applicant responded that the top priority items for this phase are the porch repair, ADA ramp, and basement repairs, which are structural. The windows and brownstone headers and sills are a secondary item if sufficient funding remains.

Ms. Acly asked if the columns were solid or hollow and recommended ventilation of the columns as something to take into consideration.

Ms. Carnell asked if the applicant had considered a lift instead of a long ramp, which Mr. Butkus had concerns with. Mr. Butkus responded that a lift would be the opposite end of the spectrum of what he was considering. There may be a way to minimize the need for a ramp at all. Ms. Amy Northrop stated that they are interested in having the least intrusive ramp possible. They will do whatever the Council or staff recommends.

Councilman Elmore indicated he would like to call the matter to a vote for approval and to allow SHPO to work out the ramp details with the applicant.

**5. Survey and Planning Grant, Full Gospel Interdenominational Church, architectural plans and specifications, 745 Main Street, Manchester.**

On a motion by Ms. Carnell, second by Ms. Burgess, 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-2, Recused-0) (Roll call vote)

Amount:       \$24,250.00  
Applicant:     Full Gospel Interdenominational Church

Ms. Dunne presented this application. Full Gospel Interdenominational Church requested funding in the amount of \$24,250 to obtain the consulting services of a CFR-qualified architect to develop bid-level plans and specifications. In accordance with the new SHPO policy for Survey and Planning grants, the match requirement will be waived, and the cap will be raised for this application. The applicant is already working on a conditions assessment with a qualified architect. The budget for the application is appropriate. The applicant would like to move forward with an HRF application once the plans and specification are completed.

Ms. Acly commented that she was excited to see a good flow from planning to drawings and specs to capital funding.

Chairman Elmore noted that the condition assessment report included with the application was a draft report. Was there a final report and were there any significant changes? Ms. Dunne responded and said there is a final report and there were no significant changes.

**6. Survey and Planning Grant, Stonington Village Improvement Association, preservation plan for James Merrill House, 107 Water Street, Stonington.**

On a motion by Ms. Burgess, 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-7, N-0, Abstaining-1, Absent-2, Recused-0) (Roll call vote)

Applicant: Stonington Village Improvement Association  
Amount: \$9,4000.00

Ms. Dunne presented this application. The Stonington Village Improvement Association requested funding in the amount of \$9,400 to develop a preservation plan for the James Merrill House. SHPO staff was pleased that the SVIA came in with this application. The applicant recently completed a CAP assessment which focused on collection's management, but it also made recommendations about the building in which the collections are housed, which is a National Historic Landmark. Cynthia Elliot was on the call for any questions or concerns.

Ms. Burgess commented that she was hoping the plan would have a discussion of the building envelope, but beyond that, a discussion of what the building will be used for in the future. Ms. Elliot responded that the ground floor has commercial tenants, the second floor has residential tenants, and the third and fourth floors are the original Merrill Apartment, which are used by a writers in residence program year-round. The writers have the opportunity to be surrounded with Mr. Merrill's originals books, note, belongings and furniture. The applicant has already done some work on the building, including restoring all of the windows and installing a climate control throughout the building. They have also completed the conservation on about 4 or 5 thousand books which have been wrapped in library quality plastic. The applicant now needs a timeline and recommendations for the building for the next few years. Ms. Burgess complimented the applicant on their progress.

**7. Survey and Planning Grant, Torrington Historic Preservation Trust, plans and specifications for the restoration of Skee's Diner, Torrington.**

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

Applicant: Torrington Historic Preservation Trust  
Amount: \$20,000

Ms. Dunne presented this application. The Torrington Historic Preservation Trust requested funding in the amount of \$20,000 to obtain the consulting services of a CFR-qualified architect to prepare plans and specifications for the restoration of Skee's Diner. SHPO has been in communication with the Torrington Historic Preservation Trust for some time now on this project. Staff wanted to ensure that the applicant had an end use in mind for the building and they are fully committed to restoring the diner to its original condition and placing it back in service as a diner. They are trying to secure a permanent location for the diner, but the plans

and specification for the restoration should be able to stand alone regardless of the final location. Mr. Mark McEachern and Mr. Ed Cook were on the call for any questions or concerns.

Mr. Butkus asked if there were any stipulations or limitations on moving the diner, if an easement would be required, or if the building needs to remain in Torrington. Ms. Dunne replied there is no easement required for this grant, but if the applicant comes in for an HRF grant, there is language in place for that.

Chairman Elmore asked Ms. Dunne to clarify if the grant was strictly limited to the diner and not an ancillary building. There is currently an opening in the back of the diner where it had been connected. Mr. McEachern asked if it would be appropriate to use this opening to connect to another building once the diner is relocated. Ms. Acly and Mr. Butkus stated that it certainly should be explored and could make for a more efficient project if that area does not need to be restored as well.

### **8. Survey and Planning Grant, City of New London, survey of Ocean Avenue, New London.**

On a motion by Mr. Butkus, 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-2, Recused-0) (Roll call vote)*

Applicant: City of New London  
Amount: \$29,865.00

Ms. Dunne presented this application. The City of New London requested funding in the amount of \$29,865 to obtain the consulting services of a CFR-qualified Historian/Architectural Historian team to prepare an Historic Resources Inventory of the Ocean Avenue area. There is no match required for this application. Mr. Tom Bombria was on the call for question or concerns.

Mr. Butkus commented it would be a good idea for the municipality to consider moving forward with the designation of a historic district(s) if that is the recommendation in the inventory. It would be a great next step and would allow homeowners to take advantage of financial incentives.

Ms. Dunne replied that recommendations are a required component of a historic resources inventory. However, the recommendations are typically for National Register listing, not state or local districts. There are no incentives or restrictions that come with being included in the inventory, which can be confusing for homeowners sometimes. This type of report will be well used. It is an important



information gathering tool that helps the town understand the significant resources it has so that it can incorporate them into future plans.

Ms. Dunne commented that she always encourages the applicants to have the consultant factor in a public meeting to the budget and SHPO staff will often attend to clarify what it means to be included in a survey and what potential future listing could mean for both incentives and restrictions.

Ms. Carnell noted that there was a previous survey effort begun in the 1980s that wasn't completed. She stated that she is happy to support this grant, but felt the budget was a bit light so it would be helpful for the consultant to know what resources the city may already have that they can draw on. MS. Dunne agreed and originally shared the same concern. However, there is quite a bit of information for the consultant to use. Depending on the bids, the city may need to add some funding since there is no match requirement.

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

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

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

#### **1. State Register Nomination for the Joseph and Lydia Lane Farmstead, 126 Schnoor Road, Killingworth**

*On a motion by Ms. Carnell, second by Mr. Burgess, the Historic Preservation Council voted to list the Joseph and Lydia Lane Farmstead, located at 126 Schnoor Road, Killingworth, to the State Register of Historic Places. Staff recommended approval of the listing.*

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

Ms. Wisniewski presented this nomination. The Joseph and Lydia Lane Farmstead is eligible under Criterion 1 at the local level, in the areas of settlement and agriculture. The remains of the axhandle factory on the property are eligible under Criterion 3 for their potential to yield important information about 19<sup>th</sup> century tool manufacturing. There have been alterations to the property, primarily the house, but these alterations were sympathetic to the historic materials. Overall, the property maintains its integrity of location, setting, majority of design, workmanship, and feeling. Dr. Thomas Lenz, author, owner and Town Historian was on the call to answer any questions and concerns.

Ms. Acly asked if some of the architectural elements in the house might be earlier than 1759, the date listed in the nomination. Ms. Wisniewski and Mr. Lenz responded that the earliest they could confirm buildings were present on the site was 1759, which is why that date was selected. It is certainly possible the building is earlier. There is a refence to the property being a farm as early as

1725, but the author was unable to confirm that the buildings were present at that time.

Ms. Carnell was pleased the quality of the application and just wondered if the wording on the dates could be clarified, perhaps by saying that the house was present by 1759, but that certain features are indicative of an even earlier structure.

Dr. Glaser reiterated her desire that no one historically associated with the property be left out if information is available about them.

Chairman Elmore stated that he enjoyed looking at the map that was included, but he wondered how accurate it was. Ms. Wisniewski stated that she visited the property, and Mr. Lenz' map is very accurate. Mr. Lenz did a great job on this nomination. Mr. Lenz mentioned that he was going to put the whole farmstead in under a conservation easement because he does not want the old house surrounded by a subdivision, which happens a lot.

Mr. Lenz also added that Cathy Labadia, Archeologist from the SHPO, came out to the property as well and they will add information about archaeological resources to the conservation easement. He also read Ms. Wisniewski's article in Preservation Connecticut about the importance of preserving landscape, which influenced his work on the nomination.

Ms. Burgess left the meeting at this time.

## **2. State Register Nomination for the William and Marie Comstock House, 104 Wilcox Avenue, Meriden**

*On a motion by Mr. Butkus, second by Ms. Carnell, the Historic Preservation Council voted to list the William and Mary Comstock House, located at 104 Wilcox Avenue, Meriden, to the State Register of Historic Places. Staff recommended approval of the listing.*

*(Y-6, N-0, Abstaining-1, Absent-3, Recused-0) (Roll call vote)*

Ms. Wisniewski presented this nomination. The William and Mary Comstock House is eligible under Criterion 1, at the local level, in the area of community development as part of upper middle-class development sprung from Meriden's robust manufacturing facilities and under Criterion 2, at the local level, as an intact example of the Queen Ann style. Alterations to the house have been limited and were primarily to the kitchen and bathrooms. The house maintains its integrity of location, design, setting, material, workmanship, feeling, and association. Ms. Jordan Sorensen, author of the of the listing, and the owner, Demetria McKenzie, were on the call to answer any questions and concerns.

Mr. Butkus stated that the house is on a street that is the only locally designated historic district in Meriden. It was not listed on the State Register when it was created back in the 1980s, so Mr. Butkus is happy to see this listing moving forward.

Ms. Wisniewski added they hope to list this property and then schedule a community meeting to see if other owners on the street might also be interested in listing their properties. Mr. Butkus offered to help facilitate that through his involvement with the historic society.

Ms. Acly and other Council members complimented Ms. Sorensen on the nomination.

Ms. McKenzie thanked the Council and staff and stated that she loves the neighborhood and their house.

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

## **VIII. Archaeological Preserves**

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

Mr. Levine reported that there may be a potential CEPA case coming before Council in October or November. The municipal demolition delay expires on November 22, 2022. Staff is going to visit the site on Monday and Mr. Levine should know in the next few weeks if it will be added to the agenda or not.

## **X. Preservation Restrictions**

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

Mr. Kinney began his report by congratulating the newest members of the Historic Preservation Council, Ms. Vincencia “Vee” Adusei and Mr. Andy Horowitz

Mr. Kinney then shared information about several upcoming events with the group:

- Friday September 23<sup>rd</sup> – SHPO will be participating in an Olmsted event planned with CT ASLA at Wickham Park in Manchester. Two landscape architects/historians who conducted our survey will be the primary presenters. It will be lecture style followed by a tour of the park.
- October 1<sup>st</sup> – Saturday in the Park event at Fulton Park in Waterbury. Mr. Kinney will email the event flyer to the Council.
- October 8<sup>th</sup> – The annual Archaeology Fair will be held on Saturday, October 8<sup>th</sup> from 10am to 4pm at Old Newgate Prison and Copper Mine. It is a family friendly event with exhibits, games and speakers. It is free and open to the public, but there is a special fee if you want to go into the mines because they are having a special jack-o-lantern event. We encourage everyone to attend and to spread the word.

Finally, Mr. Kinney reported that the State Review Board will be testing out a hybrid meeting format using new technology on September 16<sup>th</sup>. Mr. Kinney will report back at

the October HPC meeting. If the test is successful, Council could begin to think about transitioning to hybrid meetings if they would like.

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

Ms. Shapiro was on vacation and will report on the museums at the October meeting.

**XIII. Old Business**

**XIV. New Business**

**XV. Liaison with Public & Private Agencies – Ms. Jane Montanaro**

Ms. Montanaro reiterated the information about the upcoming Olmsted events. The Connecticut Chapter of ASLA will be presenting SHPO and Preservation Connecticut with an award for the Olmsted Survey at the 9/23 event.

**XVI. Public Forum**

**XVII. Adjournment**

Chairman Elmore asked Ms. Gaston to send out an updated staff/Council list.

Ms. Adusei added that she enjoyed reading the book “How Buildings Learn” and if anyone had any additional preservation related books to share, please let her know.

*On a motion by Ms. Carnell, second Dr. Glaser, the meeting was adjourned at 11:34 a.m.*

Respectfully yours,

Deborah D. Gaston  
Jonathan Kinney

***Next regularly scheduled Council meeting:  
Wednesday October 5, 2022 – Meeting format to be determined***