

SALISBURY HISTORIC DISTRICT COMMISSION

REGULAR MEETING

MARCH 7, 2024 – 9:00AM (HYBRID)

1. Call to Order. Present: Carol Mason, Robert Highsmith, Heidi Hoeller and Howard Sobel (Alternate) and Georgia Petry (Recording Secretary). Absent: Tom Callahan and M.C. Taylor.
2. **Approval of Agenda. So Moved** by R. Highsmith, seconded by H. Hoeller and unanimously **Approved**.
3. **Approval of Minutes of February 6, 2024 – Tabled** to next meeting
4. **Public Hearing** – COA #2024-002 / Academy Building / 24 Main Street / Salisbury / Replace Exterior Rear Door / DOR: 1-17-2024
The Public Hearing was opened by C. Mason. The Legal Notice was read by G. Petry. H. Hoeller commented that the door is not wood, but seems to blend in. R. Highsmith pointed out that the hardware will be similar to the front door. Abeth Slotnick, Salisbury Association Trustee, mentioned that all of the Trustees are in agreement about this door replacement. C. Mason appointed Howard Sobel as a Voting Member. The Public Hearing was closed. A **Motion to Approve COA #2024-002, 24 Main Street, Exterior Rear Door Replacement**, was made by H. Hoeller, seconded by R. Highsmith and unanimously **Approved**.
5. **Public Hearing** – COA #2024-003 / Scoville Memorial Library / 38 Main Street / Salisbury / Updated Signage at Main Street Entrance and Library Street Parking Lot Entrance / DOR: 1-24-2024
The Public Hearing was opened by C. Mason. The Legal Notice was read by G. Petry. C. Mason commented that the signs are a nice update; H. Hoeller mentioned that both signs will be the same. R. Highsmith asked about the material for the signs; Karin Goodell, Director, indicated that it will be PVC, painted white and weather-proof. R. Highsmith asked if the hours will be displayed; Ms. Goodell answered no, they may change. Ms. Goodell indicated the frame will be made by Will Trowbridge. C. Mason noted that the Main St. sign will say open/closed. The Public Hearing was closed. A **Motion to Approve COA #2024-003, 38 Main Street, Signage at the Main Street Entrance and Library Street Parking Lot**, was made by R. Highsmith, seconded by H. Hoeller and unanimously **Approved**.
6. COA #2024-004 / Scoville Memorial Library / 38 Main Street / Salisbury / New Small Sign at the Edge of Wooded Section of Library Property / DOR: 2-27-2024
C. Mason pointed out that the sign can be seen from the street. H. Hoeller noted that it is a small metal sign. R. Highsmith asked about the location of the sign. Karin Goodell, Director,

described the location and that the purpose is to deter people from walking through the wooded area to get to the Rail Trail. A **Motion to Accept COA #2024-004 and Schedule a Public Hearing for April 2, 2024**, was made by C. Mason and seconded by H. Hoeller. The **Motion Passed**, with all in favor.

7. Review/Discuss updated COA form

There was a lengthy discussion of the COA form. C. Mason talked about the form used in Litchfield, as an example, for items to consider eliminating and also adding new items. C. Mason mentioned that she had spoken with Abby Conroy and Miles Todaro (Land Use Office) about creating a new portal on the Town website, with an online fillable COA application, when the updated COA format is ready. C. Mason talked about a key component being the map, which has needed clarification and the recent confusion about the inclusion of the entire property at 16 Furnace Road, as an example. C. Mason got the tax card records for the list of properties in question and reviewed those with Mat Kiefer; all questions have been resolved so that there can be a map, after a few quick fixes. The entire property at 16 Furnace Road is included in the Historic District, as a historic house and the furnace. 14 Furnace Road is shown as a historic property, but is not on the list; the property owner needs to be contacted to let them know that. The Windy Hill property in Taconic had the wrong property map and description attached when it was originally designated in 1974; the house is in the Historic District, but the cemetery is not. Mat Kiefer is correcting the property map and the description, for the record. H. Sobel asked how a new property gets designated now. C. Mason explained that someone (the property owner) would need to provide a map of what property, or portion of a property, they want designated. The SHDC might need to check with the State Historic office; the next step could be a Town meeting to approve the designation. R. Highsmith asked if anything else is required, besides the Mat Kiefer update. C. Mason explained that these are just corrections by the surveyor; State approval is not required. There were additional comments about updating the COA. H. Hoeller suggested having the owner and applicant's address, phone number and email on the form. R. Highsmith offered to create an updated version of the COA form, with some of the new information, to review at the next meeting. H. Sobel liked having a list of the site changes and getting permission to visit the property on the form. H. Hoeller suggested that attachments should be requested, in addition to the description of proposed activity; she will resend the Town of Wethersfield COA form, as an example. H. Sobel offered to look at the draft R. Highsmith creates. C. Mason and H. Hoeller would like to have a "type of project" box on the form. C. Mason noted there is some guidance on the timing, such as decisions are to be made within 65 days of receipt and acceptance of completed applications. R. Highsmith pointed out that the application has to be complete to be able to accept it and it should be noted on the COA form that incomplete applications will not be reviewed. C. Mason pointed out that it may be necessary to schedule a special meeting to accept an application, in order to have a public hearing within the 65 day timeframe. There was discussion about having time limits on an approved COA for finishing the work; H. Hoeller suggested 2 years and then have an application for an extension. Completion dates, status updates, possible notifications and fees were also considered. H. Sobel asked if the Historic District map is being change; C. Mason answered no;

the list of HD properties, with the maps from Mat Kiefer, will be distributed. H. Sobel and H. Hoeller mentioned that there is an old book at the Salisbury Association that has a list of the HD properties with photos and includes a list of properties recommended to be included, but were not; it might be possible to digitize it and some other old documents.

Adjournment. So Moved by R. Highsmith, seconded by H. Hoeller and unanimously **Approved.**