

THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES ARE SUBJECT TO CORRECTION BY THE SHELBURNE HISTORIC PRESERVATION AND REVIEW COMMISSION. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

**SHELBURNE HISTORIC PRESERVATION &
DESIGN REVIEW COMMISSION**

September 27, 2018

Minutes

Members Attending:

Fritz Horton, Tom Koerner, Ann Milovsoroff, Dorothea Penar, Marc Vincent, Eileen Warner, David Webster

Staff Attending:

Dean Pierce, Susan Cannizzaro, Ravi Venkataraman, Lee Krohn

Others Attending:

Cathy Townsend, Al DiPietro, Rosalyn Graham, Odale Cress, Paul Irish, Peter Nelson

Call to Order:

Fritz Horton called the meeting to order at 8:35 a.m. on site at the Historic Town Hall.

Town Hall Walkthrough:

Peter Nelson from Neagley & Chase summarized the work that has been done to date at the Town Hall. Those present then did a walkthrough starting in the basement which will contain a mechanical room, kitchen, storage, bathroom, open area and a work room for the Historical Society. Mr. Nelson stated that the new perimeter drain and foundation weatherproofing should prevent future moisture and water problems in the basement.

In the main Town Hall, the curtains have been removed and the windows are being repaired. In addition, tie rods in the ceiling are being added/repared, as well as some of the wood panels and louvered enclosures along the lower portion of the walls. The chandeliers have been sent out to be repaired and rewired. David Webster asked if electricity will be added for the clock in the bell tower. Mr. Nelson replied there are no plans for that, but it is something that could be discussed. Cathy Townsend stated that the Town Hall renovation budget has already gone from \$498,000 to \$780,000. The additional funds will have to come from the library budget, resulting in less furniture, lower quality carpeting, etc. for the new library.

On the front portico, Mr. Nelson pointed out the rotting pillars, and noted that the railings had rotted as well. The front steps are being reconstructed and can lighting will be added in the ceiling. The historic façade light to the right of the door will remain, but will be non-functioning due to wiring complications.

Following a walk around the exterior of the building, the meeting recessed and reconvened at the Municipal Offices at 9:20 a.m.

Those present following the reconvening of the meeting: Fritz Horton, Tom Koerner, Ann Milovsoroff, Dorothea Penar, Marc Vincent, Eileen Warner, David Webster, Dean Pierce, Ravi Venkataramann, Susan Cannizzaro, Odale Cress

The members continued discussion regarding the Town Hall renovations. David Webster stated he is concerned that decisions are being made without notifying the HP&DRC in a timely manner. Dorothea Penar added that the Commission is a resource that is not being utilized. There were some suggestions of how the Commission could remain informed, including receiving copies of the job meeting minutes with details of any changes or by having a brief update at each meeting every two weeks. It was also suggested that a letter, signed by Fritz Horton as Chair of the Commission, be sent to the Town Manager, Selectboard and the Library Steering Committee stating our concerns and noting that any exterior changes that were not previously approved need to be reviewed by the HP&DRC. Dorothea Penar made a motion to send the above-mentioned letter. David Webster seconded the motion, which was unanimously approved.

A brief discussion followed regarding the portico light fixture. The members agreed that the light should be rewired so it meets code and can be utilized. David Webster added this is another example of an exterior change that the Commission was not notified of.

Approval of Minutes:

Dorothea Penar moved to approve the minutes of September 13, 2018. David Webster seconded the motion, which was unanimously approved.

[Odale Cress left the meeting.]

Discussion of Incentive Language for Comprehensive Plan:

The Commission discussed including historic preservation incentive language in the updated Comprehensive Plan. A few of the members will develop the language and forward it to Dean for the Planning Commission's consideration.

Upcoming Planning Commission Agenda Items:

Dean Pierce reported that the agenda for tonight's meeting includes three main elements – discussion of Housing Subcommittee recommendations for possible zoning changes relating to apartments and duplexes, discussion of the results of the meeting with the Selectboard earlier in the week, and wrapping up a grant application which was authorized by the Selectboard on Tuesday evening.

Other Business:

Dean suggested if anyone has further comments regarding the National Register Nomination, they should submit them to Brian Knight as soon as possible.

Dean Pierce distributed sample zoning bylaw language from three communities where they have changed the process for HP&DRC approvals. As State Statue now allows,

these communities forward recommendations from the HP&DRC to the Zoning Administrator for final approval. This simplifies the process for the applicant and reduces the length of time for an approval. Dean suggested the members review the handout for further discussion and consideration in the future.

Adjournment:

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Susan Cannizzaro