

**HISTORIC PRESERVATION COUNCIL MEETING  
STATE HISTORIC PRESERVATION OFFICE  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
450 Columbus Blvd.  
Hartford, CT 06103  
Wednesday, June 5, 2019 @ 9:30 am  
For audio: Dial In: 1-866-453-0290 Passcode: 207-626-51#  
Meeting Minutes Conference Call**

- Call-in: Ms. C. Nelson, Dr. Glaser, Chairwoman Nelson, Dr. Faber, Dr. Partridge, Ms. Maher (in office) and Mr. Elmore
- Staff: Doug Royalty, Todd Levine (10:42 a.m.), Deborah Gaston, Mary Dunne, Jenny Scofield, Liz Shapiro
- Guests: Mr. Philip Mikan – U.S. Coast Guard (observing in office)  
Mr. Tod Bryant, Vb. - Cornerstone Community Church, Norwalk  
Ms. Jane Montanaro – CT Preservation Action Corp.  
Mr. Michael Farino – CT Trust for Historic Preservation  
Ms. Stacey Vairo – CT Trust for Historic Preservation  
Ms. Mary Falvey – CT Preservation Action, Hartford Preservation Alliance

**I. Call to Order**

The meeting of the Historic Preservation Council was called to order at 9:40 a.m.

**II. Review of Public Comment Procedures**

Chairwoman Nelson reviewed public comment procedures and the rules and procedures for call-in meetings.

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

Chairwoman Nelson reviewed the conflict of interest policy.

*Ms. Maher will recuse herself from the meeting for Item XIIIa. (tabled from May 8, 2019)*

*Vc. Survey and Planning Grant, Little Zion Church of Christ, Norwalk (was withdrawn from the agenda)*

*Ve. Ms. Dunne clarified that the narrative for Ve. Supplemental Certified Local Government grant, Town of Enfield, is the text of the letter.*

**IV. Review and Approval Minutes**

**a. *May 8, 2019 Minutes***

On a motion by Ms. Maher, Second by Dr. Jones, to accept the meeting minutes with corrections.

*(Y-3, N-0, Abstaining – S. Nelson, J. Partridge, K. Maher, C. Nelson) (Roll call vote)*

Dr. Faber and Chairman Nelson commented that the minutes were well done.

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

**a. *Survey and Planning, Bid documents for the Tolland Historical Society/Tolland County Courthouse, 53 Tolland Green, Tolland***

*On a motion by Ms. Maher, Second by Dr. Faber, the Historic Preservation Council votes to recommend the award of the Survey and Planning Grant, funded by the Community Investment Act of the State of Connecticut to the Tolland Historical Society/Tolland County Courthouse in the amount of \$4,750.00. All grant guidelines and state requirements shall be met by the Tolland Historical Society/Tolland County Courthouse upon receipt of a grant administered by the Department of Economic and Community Development. After discussion, the motion, with revisions as noted below, passed.*

*(Y-6, N-0, Abstaining – S. Nelson) (Roll call vote)*

Ms. Dunne presented the application as recommended by staff. Ms. Dunne noted that Ms. Lozupone, working with the applicant, had determined there was not enough information in the previously completed assessment documents for repair and restoration of the belfry and cupola of the Tolland County Court House. The applicant is coming to HPC requesting more detailed documents for the project so that they will be ready to move forward with an HRF when the program resumes.

Ms. Maher asked the dollar amount was sufficient. Ms. Dunne replied in the affirmative, clarifying that because this is a continuation of a project, the applicant may use the same consultant who put together the initial cost estimate.

Chairwoman Nelson complimented the application, and requested budget clarification regarding whether bid and construction phase services for the bell tower are an allowable expense under Survey and Planning? Ms. Dunne responded that they are fundable for HRF, but are not fundable as part of Survey and Planning. She further noted that SHPO can ask THS to submit a new budget to reflect necessary changes.

Discussion followed as to how to propose budget changes to the project.

*A motion was made by Ms. Maher, second by Dr. Glaser, to revise the language of the original motion from “the amount of \$4,750.00” to “the amount of up to \$4,250.00”.* A vote for the revised language of the motion was called.

*Vote on revised motion:*

*(Y-6, N-0, Abstaining –S. Nelson) (Roll call vote)*

**b. Survey and Planning, Cornerstone Church (1860), 718 West Avenue, Norwalk**

On a motion by Dr. Faber, Second Dr. Partridge, the Historic Preservation Council votes to recommend the award of a Survey and Planning Grant, funded by the Community Investment Act of the State of Connecticut, to the Cornerstone Church in the amount of \$15,000.00. All grant guidelines and state requirements shall be met by the Cornerstone Church upon receipt of the grant as administered by the Department of Economic and Community Development.  
Hearing no further discussion, motion passed.  
(Y-6, N-0, Abstaining – S. Nelson) (Roll call vote)

Ms. Dunne presented this application as recommended by staff. She and Ms. Lozupone made a site visit a few months ago. A conditions assessment was completed in 2015, but an additional level of detail is necessary and the applicant is requesting funding for design development level specs. Mr. Tod Bryant was on the call for any questions.

Mr. Elmore asked for clarification regarding terminology in the project application abstract (on page one), which refers to both design levels specs and bid documents. Mr. Elmore expressed concern that there might be a misunderstanding of the bidding process on the part of the applicant.

Mr. Bryant replied that the project goal is to come up with detailed plans and specs, and he is more than willing to change the wording to comply with the HPC's recommendation.

Ms. Dunne added she will add to guidelines to clarify the definitions of "design development" vs. "bid level" documents, and may ask Mr. Elmore and Chairwoman Nelson for assistance. There is a need to elaborate what the minimum requirement documents are for HRF.

Mr. Bryant requested clarification as to the correct terminology for this grant. Chairwoman Nelson replied the proposal should state, "to develop architectural plans and specifications to the bid level". Mr. Bryant thanked SHPO for moving forward on the project that is very important to the town of Norwich.

Mr. Elmore requested information on the use of the two cables on the top of the two towers. Mr. Bryant replied that they are being used to stabilize the towers and will be removed once the project is complete.

**c. Survey and Planning Grant, Little Zion Church of Christ, Norwalk**

The applicant withdrew this application. The vote was unanimous by the Council to remove this item from the agenda.

(Y-6, N-0, Abstaining – Nelson) (Roll call vote)

**d. Partners and Preservation, Connecticut Trust for Historic Preservation, Circuit Rider Program SFY 2020**

On a motion by Ms. Maher, Second Dr. Faber, the Historic Preservation Council votes to recommend the award of a Partners In Preservation Grant, funded by the Community Investment Act of the State of Connecticut, to the Connecticut Trust for Historic Preservation in the amount of \$225,000.00. All grant guidelines and state requirements shall be met by the Connecticut Trust for Historic Preservation upon receipt of a grant as administered by the Department of Economic and Community Development. Hearing no further discussion, motion passed.

*(Y-6, N-0, Abstaining – S. Nelson) (Roll call vote)*

Ms. Dunne presented the application as approved by staff. SHPO has been funding this program for the past 10 years. The program is evolving steadily with the addition of two new employees Stacey Vairo and Michael Farino. SHPO and the Trust are working together to provide a service to meet the needs of our Connecticut communities. Ms. Jane Montanaro, Mr. Michael Farino, and Ms. Stacey Vairo are all on the call.

At Ms. Maher's question, Ms. Dunne confirmed that the two certified resolutions in the application are identical, as SHPO requests two copies.

Ms. Maher then requested clarity on the current leadership structure of the Trust.

Ms. Montanaro explained that Sara Bronin is the Board Chair, and that she, (Ms. Montanaro) is the Executive Director. She and Ms. Bronin work closely together to determine the strategic direction of the Trust and share assignments such as public speaking, event and conference attendance, etc.

Dr. Faber complimented the Circuit Rider program and asked if we should include Brad Schide's resume in the application. Ms. Montanaro replied yes, Brad is one of the original Circuit Riders and his resume should be included.

Ms. C. Nelson added that as a professional planner, she uses the Circuit Rider program often and it is a great asset. She appreciates a job well done.

Michael Farino and Stacey Vairo introduced themselves to the Council and both thanked SHPO for their support.

**e. Supplemental Certified Local Government Grant, Historic Resource Inventory, Town of Enfield**

On a motion by Ms. Maher, Second Dr. Glaser, the Historic Preservation Council votes to recommend the award of a Supplemental Certified Local Government Grant, funded by the Community Investment Act of the State of Connecticut, to the Town of Enfield in the amount of \$30,000.00. All grant guidelines and state requirements shall be met by the Town of Enfield upon receipt of a grant as administered by the Department of Economic and Community Development. Hearing no further discussion, motion passed.  
(Y-6, N-0, Abstaining – S. Nelson) (Roll call vote)

Ms. Dunne presented this application as approved by staff. Enfield is the most recent CLG – Certified Local Government. She explained that conducting new historic resource inventories and updating old ones is a requirement of a CLG. CLG grants do not require a match and funding can go up to \$30,000.00.

Ms. Dunne clarified that the letter within the application is the grant narrative.

Chairwoman Nelson asked if the applicant designated a geographic area or defined the area being surveyed. Ms. Dunne replied they did not. Depending on the size or number of potential resources, some towns will just do a town-wide survey. Once an RFP is complete and they hire a consultant, then SHPO meets with the applicant to assist in choosing a specific area.

Ms. Maher asked if CLG grants are reimbursable. Ms. Dunne replied in the affirmative. Ms. Maher also noted that for a \$30,000.00 grant request more information, such as pictures, maps, etc. could have been included. Ms. Dunne replied she would have asked for more information, but the CLG guidelines need updating. She noted that the finished product is usually 50-60 pages, and it not paid for until the project is complete.

Chairwoman Nelson asked if the documentation for the application can be expanded once a consultant is on board. Ms. Dunne replied if the grant is awarded, she will work closely with the applicant to develop an RFP and make sure it is thorough. By the time the RFP is released, a lot more information has been detailed and shared.

Ms. Maher complimented the staff on a job well done with the SHPO conference.

VI. *State Register of Historic Places Nominations*  
*None*

VII. *Local Historic District/Property Study Report*  
*None*

VIII. *Archaeological Preserves*  
*None*

IX. **Threatened Properties**

*None*

X. **Preservation Restrictions**

*None*

XI. **Report on State Historic Preservation Office/Museum Activities – Liz Shapiro, Mary Dunne, Doug Royalty and Cathy Labadia**

The Statewide Preservation Conference was a success. SHPO received some very positive feedback which staff will take into consideration in planning for the next conference. Staff is considering changing the date from May to September, to give more planning time and to move away from the end of the fiscal year, which can create stress for our finance office. The hands-on preservation workshops that were held on Saturday May 18 at the Henry Whitfield State Museum went extremely well. All presenters were excellent, and the intimate number of attendees allowed everyone to try their hand at several different techniques.

SHPO is working to refill Alyssa's position.

Economic Impact Study – SHPO did not accept any of the proposals that resulted from the first RFP. The project will be rebid with a more targeted approach to attract and choose the right consultants.

Hurricane Sandy update – Doug Royalty

Mr. Royalty's brief update on the Hurricane Sandy project:

- 95% of the projects are complete
- 5 incomplete
- 2 clean up assignments
- Two archeological survey reports are expected and Ms. Labadia will review.
- Surveyed more than 4,000 building sites and structures
- More than 36,000 Historic documents were digitized and field coded
- SHPO is incorporated into the state hazard mitigation plan for the first time this year
- The Project produced over 140 documents reports, historic dams, archeological preserve books, survey reports, resiliency policy documents, articles, archeological resources for coastal counties, surveys of cemeteries, post disaster check-lists, etc.
- Data bases include dams, archeological resources, under water resources, all tools SHPO can use for review purposes

The current priority for the Hurricane Sandy project is review of last documents, and completing the final report for park service, all of which should be wrapped up by the end of the summer. Chairwoman Nelson commented that this was an impressive body of work. She asked how SHPO plans to share the resources. Mr. Royalty replied that the information can be added to our website and newsletter, and shared through other online databases. SHPO has a role in working with organizations like CIRCA, Sustainable CT and federal agencies like HUD.

Ms. Maher added this information should also be shared with Resilient Bridgeport and UCONN Resiliency Sea Level Rise Survey. Mr. Levine added SHPO is currently work with HUD on Resiliency Rebuild By Design under environmental review.

Dr. Glaser added it would be great if the Circuit Riders can help to get the word out to our clients about climate change and its effects to the municipalities. Sustainability and resilience issue should be added to the conversation.

Mr. Royalty added he spoke with Ms. Christine Nelson and feels every municipality should conduct a hazard mitigation survey. Ms. Nelson feels SHPO did an excellent job in making resources that integrate historic resources with resiliency.

Chairwoman Nelson introduced Mr. Philip Mikan, U.S. Coast Guard, who attended the meeting in person. He is involved with the Long Island Sound Contingency Plan, which is the oil spill and hazardous material response plan. The plan is updated quarterly with a section for Historic Preservation.

## **XII. Report on Museum Properties**

### Museums General:

The museums now have six of seven seasonal employees hired, five of whom have started. Because the Eric Sloane Museum is closed, Barb Russ is spending most weekends at Old New-Gate, which has been very helpful to site manager Morgan Bengel.

In addition to the six seasonal employees (five at New-Gate and one at Crandall) Ms. Bengel is working with three interns at New-Gate, two of whom are participants in the Arts Workforce Initiative (AWI) program run by the Office of the Arts.

Phone system upgrades are taking place at all four museums. The upgrade is complete at all museums except for the Eric Sloane Museum.

Members of the museum staff attended the CLHO annual conference on Monday June 3. Morgan Bengel and four members of her “creative posse” at Old New-Gate presented a session on reestablishing a historic site through creative partnerships

### Sloane Museum:

The rebid for the renovation project at the Sloane Museum drew six bidders. Three bids were received. Of the three bids received, Kronenberger’s was the lowest, \$100,000 lower than their bid for the first round. They have been chosen to do the work. The cost of the renovations at the museum have been elevated from an expected total of slightly under \$500,000, to \$860,000.

### New-Gate Prison & Copper Mine: No update

Prudence Crandall Museum:

SHPO staff will be meeting with the architects on the restoration bid level documents on Friday June 7. Joan DiMartino has been elected to the board of The Connecticut League of History Organizations.

Henry Whitfield State Museum: No update

**XIII. Old Business**

*Ms. Maher left the call @ 10:53 a.m.*

**a. Barnum Museum Foundation - Recall Item Va. May 8, 2019 HPC meeting**

*Chairwoman Nelson reviewed parliamentary orders meeting procedures.*

*On a motion by Dr. Faber, Second Dr. Partridge to recalled item Va. to the table (Y-5, N-0, Abstaining – S. Nelson) (Roll call vote)*

The Barnum Museum Foundation application was recalled to the table. Ms. Dunne explained that the Barnum Museum foundation had rescinded the application after further discussion with the Park Service Museum staff decided to think more deeply about the needed research focus. As a follow-up to last month's discussion, no documentation was found to explain why the original grant exceeded \$20,000.00. In conversations with staff members Ms. Labadia and Ms. Scofield, both recollected that there was concern at the time that the grant amount would cover the complicated nature of this nomination that required lots of research and meetings in Washington, D.C.

Mr. Elmore asked what will happen to the research that has already been completed. Ms. Dunne clarified that the Park Service is ready to move forward with the nomination as a National Historic Landmark, noting that the reviewer was satisfied, but that the possibility of further questions was noted.

*On a motion by Dr. Glaser, Second Mr. Elmore to rescind item Va. from the agenda.*

*(Y-5, N-0, Abstaining – S. Nelson) (Ms. Maher recused herself) (Roll call vote)*

*Ms. Maher rejoined the meeting at 11:02 a.m.*

**b. Threatened Properties Update – Mr. Todd Levine**

**1. Cogshell-Robinson House, Colchester**

Mr. Levine has met with the owner of the Cogshell-Robinson House in Colchester. The owner has put work on hold and will not demolish or dismantle the building until after the September 2019 HPC meeting.

**2. Howe St., Dwight St. district Building, New Haven**

Mr. Levine is working with the City to meet the owners and get access to the properties. A certified letter was sent to the owners with the questionnaire and a request to attend the July HPC meeting. Their May 3<sup>rd</sup> application to demo has a 90-day delay.

Chairwoman Nelson reminded meeting participants that it is the Historic Preservation Council, not the SHPO staff, that issues the invitation to attend the Council meeting.

Ms. Maher asked for an update on the Hooker and Hale Buildings in Willimantic. Mr. Levine replied the Hale Hotel would be incorporated into a new development. The Hooker building will be demolished.

Dr. Faber asked if the demolition permit for the Coggswell-Robinson House was still valid, and if the owner can still demo the building. Mr. Levine replied yes, but that he trusts the owner who said he would not demolish. SHPO does have the owner's response in an email.

**XIV. New Business**

a. Office of the State Historian update

b. Office of the State Archaeologist update

On a motion by Ms. Maher, Second Dr. Faber to table items A and B due to the absence of Dr. Woodward and Dr. Jones until August's HPC meeting.

*(Y-6, N-0, Abstaining – S. Nelson)*

c. Confirmation of next meeting

Chairwoman Nelson take a count to see if members would be available on July 3<sup>rd</sup>

Yes - TM, MF, KM, C. Nelson, JP, S. Nelson (will check with FF, MC, WW, BJ)

No - LG

July 10<sup>th</sup>

Yes – TE, MF, LG, KM. C. Nelson, JP

**XV. Liaison with Public & Private Agencies – CT Trust for Historic Preservation**

Ms. Montanaro had no updates but wanted to congratulate Ms. Shapiro on her new appointment.

**Ms. Mary Falvey - CT Preservation Action**

Ms. Falvey reported that the legislative session is almost over and the budget has been passed. She noted that the problem with Eversource went away, but illustrated the important of finding other partners for tax transfer purchases. The Windham bill was withdrawn by Senator Flexor. One and a half million is being siphoned off the top of the Community Investment Act for agricultural sustainability. CPA will ask that this is reviewed in special session. Blight remediation bills raised.

**XVI. Public Forum – no discussion**

**XVII. Adjournment**

*A motion was made by Ms. Maher, Second Dr. Partridge to adjourn the meeting. Hearing no further discussion – meeting was adjourned at 11:25 a.m.*

*(Y-6, N-0, Abstaining – Nelson)*

Respectfully submitted by:

Deborah Gaston, Secretary

*Next meeting:  
Wednesday, July 10, 2019, 9:30 a.m.  
2 South, Conference Room F*