

Delay of Demolition Review Commission
Meeting Minutes
Thursday, April 6, 2023
5:00 PM
Zoom/In Person Hybrid

Minutes are subject to the approval of the Delay of Demolition Review Commission

1. **Present:** Sarah Griswold, Christine Adams (arrived late), Henrietta de Veer Updegraff, Dimitri Rimsky, Sarah Blank
2. **Call to Order, Seat the Commission** 5:04 PM
3. **Minutes.** Motion to Approve minutes of March 9, 2023: H. de VeerUpdegraff/. S. Blank. Motion Carried.
4. **Discussion of Permit Process:**
 1. Peter Bowen had hoped to be here, but was called away. He expects to attend the next meeting.
 2. The Commission discussed the “Verification of Demolition Delay Ordinance Notice Requirements” and “Notice of Intent to Demolish a Structure” documents. Currently they are only available in paper format in the Building official’s office. They need to be converted to PDF format and posted electronically on the Building official’s page as well as the Commission’s page. It is desirable to also have an online version, but we at least need to have these documents readily available to the public. The “Verification” document is the way we and the building department can verify that the applicant has done what they should. This is the applicant’s first notification to us, and is necessary for transparency purposes.
 3. We will discuss with the building inspector Peter Bowen what the criteria are for determining what a demolition is. It will pertain to exterior changes only.
 4. The CT gov people need a CSV list of the properties 75 years and older. This only has to be the address – no additional details are needed to serve as a trigger. They will then flag those properties when anything is filed. This will notify the building inspector, so he can be aware and can inform us.
 5. When the building inspector gets the permit application, the document should be attached; otherwise the application will be deemed incomplete.
 6. The Town website has an out of date PDF because some people want to fill out paper forms – we have to get them the correct PDF.
 7. Once the building inspector has noticed us, we have 14 days to decide whether or not to ask for a delay. If we decide that the property merits a hold, we notify the applicant.
 8. The applicant now has to be in contact with us. The need to post a notice of the delay – an 11 X 14” printed form should suffice. We can create a template for them to adapt with the particulars of their planned demolition. The notice

should also be sent to the adjoining neighbors and the Gunn Library/Museum, as well as the newspaper of record.

9. We need to get all pertinent information ready to put on our Commission page. Sarah G. will convert the two word documents to PDF documents; it should then be easy to post them on our page. This is the bare minimum needed to get started.
10. Eventually the documents and the information will be available and linked between our page, the building page, the town website, and the CT Gov page. We need bullet points on our page that make it very clear what information we need and what applicants need to do. Henrietta and Sarah B. will work on the bullet points together.
5. **Update on Database:** We reviewed the organization of the three properties that John Walveris did for us. This will be the foundation of the structure of the database that will eventually be loaded on to the Town website, once it has the capacity for it. The commission members agreed that creating a temporary website for the database would allow us to populate the individual records, and that each member could be made an administrator to add the information currently in numerous formats. As we move forward, we may get clarity about how to add the genealogical information that fleshes out the history of the properties and will make the database an exemplary resource for the entire town, not just property owners.
6. **Other Business - Budget:** Our budget request was approved by Finance Committee. We await final approval at the town meeting.
7. **New Business:** No new business to discuss
8. **Motion to Adjourn.** D. Rimski/H. DeVeer. Carried 6:16 PM.

Minutes Submitted,
Sarah Griswold

Note: To Do List

- Peter will get a note summarizing the meeting
- Henrietta & Sarah B. will create bullet points for our page on the town website that will explain the process for applicants. A town employee will upload it for us.
- Henrietta will convert her Excel list to CSV and Dimitri will send it to John, who will ensure the coding is correct. We will then give it to CT gov and they will upload it so that properties will be flagged appropriately.
- Sarah G. will convert the two word documents to PDF documents and send to Dimitri, who will in turn get them to the website person in the town to post on our page.