**WASHINGTON HISTORIC DISTRICT COMMISSION**

**Bryan Hall Memorial Plaza**

**Washington Connecticut 06793**

 **Minutes – April 17, 2017**

**7:00 PM Main Level Conference Room**

Members Present: Susan Averill, Jane Boyer, Tom Hollinger Phyllis Mills, Sally Woodroofe

Alternates Present: None

Alternates Absent: Louise Van Tartwijk, Bill Fairbairn

I. Regular Meeting

Call to Order - Mr. Hollinger called the meeting to order at 6:55 PM and seated the members.

II.Consideration of the Minutes - February 27, 2017

The members reviewed the February 27, 2017 minutes. There were no changes.

MOTION: To accept the February 27, 2017 minutes as written. By Ms. Averill, seconded by Ms. Mills,

 passed 5 to 0.

III. Pending Business

1. Discuss procedures for the formal adoption of the HDC’s Rules of Procedure (Formerly Rules and Regulations)

 Mr. Hollinger started the discussion stating that he contacted Janet Hill, Washington Land Use Administrator and Kari Olson, Washington Land Use Department’s legal counsel. Mr. Hollinger transmitted the latest draft of the Rules of Procedure to Attorney Kari L. Olson, Murtha Cullina LLP, for her comments.

In summary, the Commission provisionally accepted the document pending word from its legal counsel about the process. Members present reviewed Attorney Olson’s edits and it was decided to incorporate them in the finished document. The goal now is to give the document a final review and then post to the Historic District section of the town’s website. The Commission has been working on this project for over two years and it is now time to finalize.

MOTION: To adopt the Town of Washington, Connecticut Rules of Procedure as amended pending the approval of legal counsel for the Commission and, if necessary, approval by the First Selectman.

By Ms. Mills, seconded by Ms. Averill, passed 5 to 0.

1. Design Guidelines – Next Steps

The clerk distributed Design Guidelines Working Copy 3/24/17 reviewed by Susan Averill and Bill Fairbairn and Attorney Kari L. Olson’s copy of the same with her comments, suggestions and edits. The commissioners carefully read each of Attorney Olson’s edits and compared the two versions. The Commission was receptive to her edits. Mr. Hollinger asked if everyone wanted to adopt the guidelines now or should there be another Design Guidelines Workshop. All agreed that it wasn’t necessary to hold another workshop.

MOTION: To approve the document *Washington HDC Guidelines and Revisions* including Attorney Olson’s edits which will be incorporated into the final document. To await notification from the Washington Land Use Office and Attorney Olson regarding the proper procedure for adoption. By Ms. Averill, seconded by Ms. Mills, passed 5 to 0.

IV. Motion to include subsequent business not on the agenda

MOTION: Discuss the sale of property by Sandra Canning, 119 Calhoun Street. By: Mr. Hollinger, seconded by Ms. Woodroofe, passed 5 to 0.

Sandra Canning sold her property on 119 Calhoun Street. Along with that she sold 5 Ives Road to Kurt and Caroline Palmer of 11 Ives Road. In addition, Russell and Melissa Triedman (the new owners of 119 Calhoun Street) granted an easement to Kurt and Caroline Palmer. Mr. Hollinger wanted the Commission to be aware that a property in the Calhoun district has now changed hands.

V. Adjournment

MOTION: To adjourn regular meeting and enter into Executive Session. By Ms. Woodroofe, seconded by Ms. Mills, passed 5 to 0.

Executive Session

Mr. Hollinger requested this Executive Session to discuss HDC alternates. Mr. Hollinger called the Executive Session to order at 8:00 PM and invited HDC Clerk, Janice Roberti to the session.

MOTION: To go into executive session to discuss Washington Historic District alternates.

By Mr. Hollinger, seconded by Ms. Averill, passed 5 to 0.

MOTION: To close the Executive Session. By Ms. Boyer, seconded by Ms. Woodroofe, passed 5 to 0.

The Executive Session adjourned at 8:10 PM.

Dated: April 19, 2017

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Janice Roberti, Historic District Clerk