

SALISBURY HISTORIC DISTRICT COMMISSION

REGULAR MEETING

MAY 7, 2024 – 9:00AM (VIA ZOOM)

1. Call to Order. Present: Carol Mason, M.C. Taylor, Heidi Hoeller, Robert Highsmith and Howard Sobel (Alternate). Absent: Tom Callahan. H. Sobel was appointed Voting Alternate for T. Callahan.

2. **Approval of Agenda. So Moved** by H. Hoeller, seconded by H. Sobel and unanimously **Approved.**

3. **Approval of Minutes of April 2, 2024. So Moved** by R. Highsmith, seconded by H. Sobel and unanimously **Approved. Approval of Minutes of April 16, 2024. So Moved** by H. Hoeller, seconded by C. Mason and unanimously **Approved.**

4. COA #2024-007 / 63 Millerton Road / Demolish Existing Retaining Wall and Build New Retaining Wall / DOR: 4-15-2024

The applicant, Peter Tiemann, Churchill Building Company, was present to describe the proposed project. The existing (previously approved in 2023) 6'x6' timber wall is failing. Churchill Building Company has taken over the project and is proposing a cast concrete retaining wall, using Verti-Block material, which is stronger and looks better. H. Hoeller asked if the wall is visible from the road; the answer was yes and it will be landscaped with vines. R. Highsmith asked what happened to the timber wall already; Mr. Tiemann answered that it did not turn out as planned by a different contractor. C. Mason asked about the color; Mr. Tiemann indicated it would be a dark grey cement color. M.C. Taylor asked about the size of the wall; Mr. Tiemann answered that it is to be determined when the work is done in the fall, but it will be no more than 4' high and less than 100' long. R. Highsmith indicated that he wants to see images, specifications and the exact size. M.C. Taylor asked if there was any original historic stonework to mimic; Mr. Tiemann mentioned that it could mimic fieldstone. The Commissioners wanted a more detailed application; Mr. Tiemann will be working with an engineer and landscaper. H. Sobel suggested that the application is incomplete; C. Mason indicated that this application was not being accepted now and suggested that the applicant come back with a new application, when ready.

5. COA #2024-008 / Stiles House / 75 Main Street / Replace Existing Asphalt Shingles with Cedar Shingles on Gable / DOR: 4-24-2024

Howard Sobel, owner, (excused from voting) represented this application. He described replacing the existing asphalt shingles with wooden ones. He mentioned that Tom Callahan suggested this would be viewed as an improvement and could be done without a public hearing.

R. Highsmith commented that this could be considered “in-kind” since it is historic material on other parts of the house. C. Mason, H. Hoeller and M.C. Taylor agreed that there was no need for a public hearing. A **Motion to Waive COA #2024-008, As “Like-Kind” Replacement**, was made by R. Highsmith, seconded by M.C. Taylor, with **All in Favor**.

6. Transfer List – March and April – Not on hand.
7. Update re: mtg. with Abby Conroy – C. Mason noted that A. Conroy may have background information on some COA applications, but it did not apply today. C. Mason will forward information to the HDC about handling matters that do not require a vote, such as the annual private event, which could be discussed outside of a public meeting.
8. Update re: mtg. with Mat Kiefer – map. Still in progress.
9. Public Comment – None
10. Other Business – None

11. Discussion of COA Form / Begin Pamphlet Review

R. Highsmith emailed the updated version to all HDC members on May 2nd which incorporated comments received. H. Sobel asked about making a reference to the Guide; R. Highsmith suggested waiting until the Guide is updated, before including a link. H. Sobel will work on the update of the Guide. C. Mason pointed out that the HDC must vote within 65 days from the receipt of the COA. As far as the timing for submitting a COA application and materials, C. Mason suggested the Monday a week prior to the meeting to allow time to put the agenda together, review it and send to Town Hall for posting by the Thursday before the meeting. R. Highsmith commented that the language needs to be very specific about when applications can be submitted in order to be included at the next meeting. There was further discussion about the 65-day count; R. Highsmith and H. Sobel commented that this HDC can determine the filing date to be used, if materials have been submitted in time. H. Sobel will look at the General Statute and figure it out; he will be in touch with Abby Conroy, if contact with the Attorney is needed. C. Mason noted that the online filing system will be different from the current paperwork for COAs and added that anyone can join her meetings with Abby Conroy and Miles Todaro. R. Highsmith offered language for the COA form, as it is now, by adding to the first paragraph “Applications can be submitted at any time, but must be submitted by Monday afternoon at 4pm the week prior to the regular monthly meeting in order to be included on the meeting Agenda. Please reference the Guide for additional information.” H. Sobel suggested adding additional language that if the materials are not received in time, the application would not be reviewed until the next meeting; he will look into details for the HDC.

H. Sobel mentioned that the Salisbury Association is planning something for the Town 250th Anniversary and suggested coordinating with them to update a book, printed in 1949 by the Association, called Geographical Locations of Historical Landmarks in the Town of Salisbury, CT.

C. Mason commented that the HDC is more specific to owners of Historic District properties. The discussion will be continued at another time on a future agenda. H. Sobel will work on the pamphlet update; R. Highsmith would be willing to work on the formatting and will start a new file for it.

12. **Adjournment. So Moved** by C. Mason, seconded by R. Highsmith and unanimously **Approved**.