

GRANBY HISTORIC DISTRICT COMMISSION MEETING MINUTES

Meeting Date: February 2, 2016

Location: Carnegie Building, 1 Library Lane, Lower Level

Members Present: Gayle Demary, Chair
Kathleen Morris, Vice Chair
Robert Camus, Secretary
Lori Meister
Lisa Petraglia

Absent: Steven Nally – Alternate

Also in attendance: Lillian Camus
Carissa Lisee, Town Building Inspector

Gayle Demary called the meeting to order at 6:31 p.m.

Approval of 12/8/15 and 1/12/16 Minutes

Gayle Demary asked if there were any changes to the December 8, 2015 minutes. Specific changes were discussed.

Motion was made by Bob Camus and seconded by Kathleen Morris to approve the December 8, 2015 minutes as amended. The December 8, 2015 minutes were approved 4-0-1. Lori Meister abstained

Gayle Demary asked if there were any changes to the January 12, 2016 minutes. Specific changes were discussed.

Motion was made by Bob Camus and seconded by Lisa Petraglia to approve the January 12, 2016 minutes as amended. The January 12, 2016 minutes were approved 4-0-1. Kathleen Morris abstained.

Historic District Commission Bylaws

Gayle Demary asked the Commission to review current documents and come prepared to make suggestions/ adjustments in the next meeting.

Gayle Demary suggested possible changes to the bylaws as to where potential members are selected. The Commission discussed possible changes to specifically the fifth member being from the Historic District.

The Commission discussed this in more detail under the next section “Report of Meeting with Building Inspector”.

Report of Meeting with Building Inspector

Gayle Demary reported on her meeting with the Carissa Lisee, who is the Building Inspector for the town.

Bob Camus asked if people in the Historic District received permits from the Building Inspector for work currently done. Carissa Lisee responded she would have to check.

Carissa Lisee gave examples of repairs that would not need building permits. Examples would be repair of porch steps, patching a roof.

Bob Camus noted that Chris Skelly suggested that the Chair would determine if the Commission would not need to meet if a change was not applicable. Gayle Demary expanded on that noting if it was applicable the Commission would have to meet.

Carissa Lisee reminded the Commission that she would not have authority to enforce any specific changes until that was specifically written into the bylaws.

Gayle Demary reviewed a form that Carissa Lisee has for people to complete when applying for a building permit. It currently has a space for the Historic District Commission.

Gayle Demary noted one of the charges of the Commission is to get a list of non-applicable items that Carissa Lisee could approve, once they are added to the bylaws.

Kathleen Morris asked Carissa Lisee what her role would be if the Commission made a decision and the homeowner was against the decision. Specifically, if the homeowner did not agree the problem was structural. Carissa Lisee responded it would be a public safety issue first and then go to a judge, if needed. Carissa noted in the Building Code we have a Survey Board, which consists of the Building Commissioner, the Fire Chief, a town official and a third party which is usually a contractor.

Lori Petraglia reviewed a recent case involving the old Quirk house and renovation of a chimney.

Gayle Demary read a letter sent to people living in the Historic District in February 2014 informing them of the commission, its purpose and the homeowner's rights and responsibilities within the Historic District. The letter included a copy of the bylaws and a map of the Historic District. Carissa Lisee suggested the Commission send out a similar letter every year or two.

The Commission discussed other towns who have created ways to help homeowners of historic houses keep them up. The Commission agreed it would be a good area to investigate once the bylaws, fee schedule and design guidelines were finalized.

Kathleen Morris suggested the Commission create and manage their own web site. This would keep all the forms and information in one place, with a link on the Town's web site. Kathleen will work on creating the web site. The Commission will discuss at a later date who will be posting and keeping the information on the web site up to date.

Lisa Petraglia noted we need to think about how many potential applications, public hearings when considering how much of a budget the Commission would need to perform its duties.

Design Guidelines

Gayle Demary reviewed the Design Guidelines Handbook created in March 1989 which she found in previous Historic District Commission files and sent electronically to the Commission. She asked each member to review the guidelines for any changes the Commission would like to make.

Building Inspector Guidelines

Gayle Demary discussed potential building inspector guidelines with the Commission. The Commission will discuss this in further detail in future meetings.

Enforcement Fee Structure

Carissa Lisee suggested the Commission come up with a fee schedule, include it in their bylaws, and include who would be enforcing the fees.

Kathleen Morris has researched information on fee schedules, etc. which she will send to the Commission within the next couple of weeks.

Any other business to come before the Committee

Town Annual Report

Gayle Demary prepared a response and will send a copy to the Commission.

Bylaws Violation List and Notification

A focus of the next meeting will be the bylaws and changes the Commission would like made.

Next Meeting Date

Tuesday, March 1, 2016 at 6:30 p.m. in the Lower Level at the Carnegie Building.

Adjournment

Motion made to adjourn by Bob Camus and seconded by Kathleen Morris. Approved unanimously and adjourned at 7:58 p.m.

Respectfully submitted,

Lillian Camus
Recording Secretary