

WOODSTOCK HISTORIC PROPERTIES COMMISSION
REGULAR MEETING MINUTES
Monday, February 26, 2018

1. The meeting was called to order in Meeting Room B of Town Hall at 7:00 P.M. by M. Stachiw. Other Commission members attending were K. Heitert, D. Froehlich, J. McClellan, L. Cole Smith, and T. Chase
2. Designation of Alternates: None required
3. Review of Minutes: Minutes of January 29, 2018, were reviewed and approved on a motion by J. McClellan, seconded by L. Cole Smith, and unanimously approved.
4. Public Comment: None
5. Correspondence: None
6. Old Business: Cemetery Project
 - a. Bradford-Marcy Cemetery Local Historic Property Designation
 1. Report reviewed by CTSHPD with several edits requested; SHPO will review final revised submittal on March 7 and issue their opinion on its eligibility
 2. Mike Alberts (First Selectman) said the Board of Selectmen will vote on March 1 to accept the Bradford -Marcy Cemetery LHP designation
 3. No balloting required for the designation because there is only 1 property owner involved
 4. Public meeting to be scheduled within 130 days after report submittal to the state
 - b. East Woodstock Cemetery: John Davis will import Hale cemetery information into database to cross-reference with the information collected during the field survey to be conducted in April 2018
 - c. Hatchet Pond walkover confirmed for March 17, 2018, at 10am (weather permitting); K. Heitert will send out a confirmation email to HPC members, Brian Jones, and Jason Mancini
 - d. M. Stachiw drafted text for updated HPC webpage content; HPC members will review against current content and provide comments during next meeting
7. New Business:
 - a. M. Stachiw developed a draft letter to send to historic property owners throughout Woodstock introducing the HPC; explaining its roles, responsibilities, and preservation success stories; and emphasizing the its advisory services concerning property preservation and protection. Mailing list will be developed/updated from previously compiled list
8. Adjournment at 8:03 PM on motion by L. Cole Smith, seconded by T. Chase, and unanimously approved.

Respectfully submitted, Kristen Heitert, Clerk

These minutes have not yet been approved by the Historic Properties Commission. Please refer to minutes from the next meeting for approval/revisions/amendments.