

WOODSTOCK HISTORIC PROPERTIES COMMISSION

REGULAR MEETING MINUTES Monday, March 28, 2016

1. The meeting was called to order in Meeting Room B of Town Hall at 7:01 P.M. by Myron Stachiw, Chairperson. Other Commission members attending were Tom Chase, Lyn Smith, Kristen Heitert, Jean McClellan, and Donald Froehlich.

2. Review of minutes.

a) Minutes of February 22, 2016 were approved on a motion by Lyn Smith, second by Tom Chase, and a unanimous vote in favor.

b) Minutes of January 25, 2016 were approved on a motion by Tom Chase, second by Jean McClellan, and a unanimous vote in favor.

3. Public comment. None

4. Correspondence. Received postcard from CT Trust for Historic Preservation for annual meeting and preservation awards to be held on April 6, 2016.

5. Old Business

a) Cemetery Grant - Commission review of 5 consultant proposals received in response to Bradford-Marcy Cemetery documentation RFP. Submittals consisted of:

- 408 Group (Brooklyn, NY and Simsbury, CT) - GIS/website development component only
- Stratos Studios/Kristina Oschmann (Woodstock, CT) - Historical consultant and GIS/website development components
- Raber Associates (South Glastonbury, CT) - Surveying and historical consultant components
- Guerriere & Halnon, Inc. (Milford, Franklin, and Whitinsville, MA) - Surveying component only
- Martinez Couch & Associates (Rocky Hill, CT) - Surveying, Historical consultant and GIS/website development components

After review and discussion of the proposals, Lyn Smith moved to select Raber Associates proposal in full and the GIS/website development component of the Stratos Studios proposal; second by Jean McClellan, and a unanimous vote in favor. M. Stachiw will notify bidders of award and set-up a kick-off meeting to sign contract and discuss project parameters. Meeting will be publicly noticed 24-hrs in advance

b) Commission members will continue to solicit for an alternate to replace Bev Brazeal

c) Quasset School window and shutter replacement project is out to bid; selected contractor will require a COA from the Commission before work can commence

6. New Business. Discussion to submit new content to the HPC page on the town website to include link to FAQs, list of historic properties under the purview of the Commission

7. Adjournment at 7:56 PM on motion by Tom Chase, seconded by Jean McClellan. Passed unanimously.

Respectfully submitted, Kristen Heitert, Clerk

Please note that while these minutes may be published, they are not approved by the Commission until the next meeting date.