

WOODSTOCK HISTORIC PROPERTIES COMMISSION
REGULAR MEETING MINUTES
Monday, January 29, 2018

1. The meeting was called to order in Meeting Room B of Town Hall at 7:05 P.M. by M. Stachiw. Other Commission members attending were K. Heitert, D. Froehlich, J. McClellan, L. Cole Smith, H. Bishop, and J. Bartolomei
2. Designation of Alternates: J. Bartolomei designated as an alternate on a motion by L. Cole Smith, seconded by J. McClellan, and unanimously approved
3. Review of Minutes: Minutes of October 23, 2017, were reviewed and revised to change “Brain Sheldon” to “Brian Sheldon” under Public Comment. Revision was approved on a motion by L. Cole Smith, seconded by J. McClellan, and unanimously approved.
4. Public Comment: None
5. Correspondence: None
6. Election of Officers: Position of Chair (M. Stachiw), Vice Chair (L. Cole Smith), and Clerk (K. Heitert) to continue with current commission members for the next term on a motion by K. Heitert, seconded by J. McClellan, and unanimously approved
7. Review of WHPC 2018–2019 Budget: M. Stachiw circulated budget for submission to the town in the amount of \$350 consisting of National Trust for Historic Preservation membership renewal, consultant/volunteer expenses for on-going cemetery documentation efforts, public hearing expenses associated with the Bradford-Marcy Cemetery local historic property listing, and miscellaneous supplies. Budget was approved on a motion by L. Cole Smith, seconded by D. Froehlich, and unanimously approved.
8. Old Business: Cemetery Project
 - a. Review of the Bradford-Marcy Cemetery Local Historic Property report as submitted to the Board of Selectmen and for pending submission to the CTSHPO. Review of administrative and procedural timeline going forward. L. Cole Smith cautioned that the expense for public noticing in local newspapers is high and should be carefully considered within the parameters of the remaining 2016–2017 budget and the proposed 2017–2018 budget.
 - b. Drone survey of East Woodstock Cemetery by John Hinchman conducted in late November; map will be produced with the aerial imagery of the head- and footstones numbered and ground-truthed through a pedestrian survey. Emma Gwynn has volunteered to record the information on each gravestone in March/April using the template developed for Bradford Marcy under the supervision of M. Stachiw and John Hinchman.
9. New Business:
 - a. Commission members discussed updating the HPC website to include descriptions of properties under its jurisdiction and a discussion of the Bradford Marcy Cemetery nomination process that is currently underway.

b. Second walkover of the Hatchet Pond area proposed for March (3/17, 3/24) or April (4/14, 4/21) with Brian Jones and Nick Bellantoni. K. Heitert will email both to inquire about their availability. K. Heitert also will compile and scan information collected to date about the identified resources around Hatchet Pond for archiving purposes; J. Bartolomei will provide information that he has compiled to include with the documentation

10. Adjournment at 8:05 PM on motion by J. McClellan, seconded by J. Bartolomei, 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.