1. **Call to Order:** C. Bramley, Chairman, opened the meeting at 7:04 p.m. Present: C. Bramley, D. Restivo, C. Mitchell, M. Forbes and D. Dowden.

**Public Hearings – opened at 7:04 p.m.**

2. **Application #347 – Donald and Carol Van Greve, 606 Milton Road for enclosure of an existing porch**

The legal notice published in the Republican American on 10/15/21 was read into the record by C. Bramley.

Present to explain the application were Donald and Carol Van Greve, the homeowners. The proposed project is the enclosure of an existing porch. D. Van Greve noted the total area of the porch is approximately 400 SF (17’x 22’). C. Bramley noted that the existing porch, not clearly seen on the submitted photo, is located on the rear, northeast side of the structure and is largely visible heading south on Milton Road. The existing columns and roof of the porch will remain and be unchanged. Two new walls will be constructed beyond the existing columns but still within the existing roof enclosure. The new walls and windows will match those on the existing house. The existing exterior door to the current porch will be reused to exit the new enclosed area.

New stone base walls will be constructed atop the existing foundation walls which support the slab on grade bluestone pavers. The existing bluestone pavers will be uninstalled temporarily so that insulation can be installed below. D. Van Greve stated the wall supporting the porch will be the foundation base for the enclosure and the face of the addition will be setback approximately 3” from the edge of the wall. Copper waterproofing will be installed along the setback. C. Bramley commented some 18th century houses in town, where the sills have been set back from the edge of the foundation stones, have a molding bridging the gap between the face of the siding and the edge of the granite foundation, a thought for the future should the flashing not suffice. The floor level will remain unchanged from the current condition. The newly enclosed space will be fully conditioned and insulated.

The hearing was closed at 7:17 p.m. on a motion by M. Forbes, seconded D. Dowden and unanimously carried.

Motion to approve the application as presented was made by M. Forbes, seconded by D. Restivo and unanimously carried.

**The Chair asked for a motion to add an item to the agenda.**

Motion to add Heather Rutecki-Guggenthaler, 556 Milton Road, concern for a neighbor’s fence, was made by C. Bramley, seconded by D. Dowden and unanimously carried.
H. Rutecki-Guggenthaler (HRG) explained her search for a home and community that was quiet and in a historic district which was well maintained and protected. She found 556 Milton Road, the original home of H.P. Welch, and the district of Milton fit all her needs. She plans to recreate the original historic condition of the home as it is depicted in the book “Litchfield: The Making of a New England Town”. This work includes adding a wing to the house and reinstating farming on the property. Her plans also involve a vineyard on the property and a pool at the back side of her acreage. HRG noted that farming access would be provided from Shear Shop Road so that would hopefully minimize disturbances to neighbors along Milton Road.

HRG mentioned that her neighbor has been concerned about the current renovation work going on, proposed future work and the activity it will spur, as well as vegetation removals that HRG has performed which the neighbors believe have removed any privacy they once had. The neighbor has proposed constructing a solid wood fence between their properties. HRG noted her concern that this fence was not brought to public hearing. C. Bramley explained that the neighbor had met with her to discuss the fence and after site review, C. Bramley did not think that it would be visible from the street. As the Milton Historic District Commission only has jurisdiction over structures visible from the street, C. Bramley acknowledged that it was her mistake for not fully investigating whether the fence would be visible. HRG presented a series of photographs that she had taken which she believes show that the fence will indeed be visible from the street and therefore should be brought to public hearing. D. Restivo noted that a mock-up should be performed with 8’ stakes in the ground at the locations of the fence to determine whether the fence is visible from the street and if so, if it is appropriate for the location. If it is visible from the street all commission members agreed that the project should be brought to public hearing.

D. Dowden mentioned that the ideal solution would be a landscaping solution which provides privacy but does not involve a solid barrier. There was also concern about the visibility and condition of the stone wall which the fence would sit parallel to.

A mock-up of the fence will be requested and if it is determined the proposed fence would be visible from the street then it would be brought to public hearing.

3. Administration Review – Discussion of revisions to the By Laws
C. Bramley presented the updated By Laws and mentioned that the updates were largely clerical updates such as meeting location and other verbiage. The proposed changes were not related to any substantial content. D. Dowden noted that the old By Laws referred to C. Bramley as “he” and he wanted to confirm that this would also be updated. C. Bramley said she would review to ensure this was correct.

Per the requirements of Article XI, Amendments, a motion by M. Forbes was made to table the amendments until the next meeting, seconded by D. Restivo and unanimously carried.

4. New Business – Election of Officers – Chairman, Vice Chairman and Clerk
C. Bramley noted that the current officer positions should be reviewed. M. Forbes noted that as he has trouble with his hearing he no longer feels capable of carrying out his Clerk duties.
C. Bramley asked D. Restivo if she would be interested in the Clerk position. D. Restivo confirmed she would be willing to take on that position. C. Bramley then asked D. Dowden if he would be willing to be Vice Chairman. D. Dowden said he would be willing to take on that position. C. Bramley then asked if the Commission felt that she should remain as Chairman. The Commission agreed that they felt she should remain in the position.

Motions to elect D. Restivo as Clerk and D. Dowden as Vice Chairman were made by C. Bramley, seconded C. Mitchell and unanimously carried. Motion to elect C. Bramley as Chairman was made by M. Forbes, seconded C. Mitchell and unanimously carried.

Meeting dates for 2022 were distributed and discussed there was discussion whether to continue holding meetings on the 3rd Wednesday of the month. The 3rd Wednesday was confirmed and the dates will be voted on at the next meeting for submission to the Town Clerk.

5. Old Business –
D. Dowden noted his concern over modifications to 566 Maple Street, the approved barn’s overhead doors and a window, which became known as a result of a P&Z public hearing for 566 Maple Street. Construction of a barn was approved by the MHDC on October 21, 2020. Modifications to the overhead garage doors and windows may have occurred. D. Dowden noted he believes what has actually been installed does not match what was approved by the MHDC. The Commission will review the file and determine if what was installed matches what was approved.

C. Bramley also noted that the Historic District Map needs to be reviewed and precise boundaries and street addresses need to be determined, particularly on the south ends of Headquarters Road and Milton Road. Due to the number of parcels that have been subdivided since 1975, the parcels included in the district should be clearly defined with street addresses and correlated to the numbers on the original district map. D. Dowden offered to help delineate the boundaries from the 1975 map from the “Historic District Study Committee Report, January, 1975.” D. Restivo mentioned she can assist with graphic updates to the map.

6. Approval of Minutes – June 16, 2021
Motion to approve the minutes was made by C. Mitchell, seconded D. Restivo and unanimously carried with M. Forbes and D. Dowden abstaining as they were not present at the meeting.

5. Adjournment – the meeting was adjourned at 8:34 p.m. on a motion by C. Bramley, seconded D. Restivo and unanimously carried.

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Carol Bramley, Chairman

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Date