

**HISTORIC DISTRICT &  
HISTORIC PROPERTY  
COMMISSION**

Janet Foster, Chairman  
Jonathan Foltz  
Kevin Quinlan  
Carol Russell  
Marian Wulffleff  
*Alternates*  
Jerre Dawson  
Colleen Fawcett  
Harriet "Scotty" Taylor



**TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897**

## Meeting Minutes June 13, 2011

### **I. Call to Order**

- a. Chairman Foster called the meeting to order at 7:40 p.m.
- b. Attendance: Foster, Foltz, Quinlan, Russell, and Fawcett
- c. Seated Commissioners: Foster, Foltz, Quinlan, Russell, and Fawcett

### **II. Approval of prior Meeting Minutes**

- a. Meeting minutes from May were accepted as written: Russell moved, Quinlan seconded.

### **III. Ongoing/Old Business**

#### **A. Georgetown Historic District signage update:**

*Commissioner Fawcett reported that the Town of Wilton P&Z has approved the signage and the Zoning Office does not need to weigh-in because it is a 'town' sign.*

*The next step is for First Selectman Brennan to be consulted with regarding installation, specifically whether the Public Works Department will install or have JC Signs subcontracted to install.*

*Installation will be done utilizing tamper-resistant hooks to attach sign to bracket.*

*Locations selected are: one sign on New Street atop earth berm in front of Gilbert & Bennett School and one sign on West Church Street atop earth berm at side of Georgetown Methodist Church.*

- #### **B. Property title search relative to HD designation:**
- The Commission has become aware that the Town of Wilton has not yet listed, on property field cards and other property information sources, the fact that a property is located in a Historic District;

*Commissioner Russell has coordinated with Bettye Ragonetti at Town Hall regarding how to best get the homes in historic districts listed in the land records (with the thirty-three Georgetown buildings focused on first): Bettye has indicated that an Attorney must make the changes officially;*

*Commissioner Foster will write a letter to the Board of Selectmen to describe the fact that the current lack of information could conceivably put the Town in a difficult legal position. If, for example, a real estate attorney at the time of the closing doesn't know that a house is in a historic district the buyer would likely remain uninformed. If the buyer subsequently makes changes to the house exterior without first being granted approval by the Historic District & Historic Property Commission, the buyer may have to undo the changes and they might then decide to mount a legal challenge against the Town for failure to inform the*

*buyer that the house is located in a Historic District and, as such, all changes viewed from a right-of-way must be approved by the WHD&HPC. To avoid this type of legal challenge or other unfortunate situations, it would be wise to flag the properties as being designated s being part of a historic district on the Tax Assessor's card.*

**C. WHDHPC Brochure update to include expansion of Georgetown Neighborhood – HD #6:**

Commissioner Russell has completed the brochure updates with recently-added Georgetown Neighborhood properties listed; *Commissioner Russell will email the revised sheets to all commissioners and has also had the brochure updated on the Town's website. Hard copies of the brochure will also be distributed to the owners of all 18 newly-designated historic district properties in the expanded Georgetown Neighborhood, one copy for Town Clerk, Tax Assessor, First Selectman, Building Department, Library and our Commission files and two copies to P&Z office;*

**IV. New Business**

- A. **Attendance policy:** Commissioners (and especially some of the Alternates) are reminded that it is important to notify the Chairman and/or the Clerk prior to a meeting if you are unable to attend.
- B. An **air conditioning unit** is being donated to the Old Town Hall. Possible installation will be coordinated by Commissioner Russell. (Note: seasonal window air conditioning units are not regulated by Historic District Commissions.)
- C. Commissioner Fawcett advocated a regular ongoing process of sending a standard **informational letter to property owners in historic districts** every few years to remind them of what home improvements are regulated and which are not.

**V. Adjournment**

The meeting was adjourned at 9:07, moved Foster, seconded Quinlan.

Respectfully submitted,

Kevin Quinlan  
Clerk

**The next Regular Meeting will be held on Monday, September 12<sup>th</sup> at 7:30 PM at Old Town Hall.**