



TOWN OF LEDYARD CONNECTICUT

Historic District Commission

~ AGENDA ~

Chairman
Vincent Godino

Regular Meeting

Monday, February 26, 2024

7:00 PM

Town Hall Annex -Hybrid Format

REMOTE MEETING INFORMATION

Meeting ID: 882 3846 3081

Passcode: 656968

Zoom Link:

<https://us06web.zoom.us/j/88238463081?pwd=p5PtzageYtOLPqXtvPWYwZ7JTj4t1I.1>

One tap mobile:

[16465588656,,86868709016#,,,*106024# US \(New York\)](tel:16465588656,,86868709016#,,,*106024#)

Dial by your location

[+1 646 558 8656 US \(New York\)](tel:+16465588656)

I. CALL TO ORDER

II. ROLL CALL

III. APPOINTMENT OF ALTERNATES

IV. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Regular Meeting Minutes from January 23, 2024, as written.

Attachments: [Historic 1-22-24](#)

V. FISCAL REPORTS

1. Financial Reports.

Attachments: [Sawmill donation account YTD report 2-20-24](#)
[ARPA YTD 2-20-24](#)
[Capital account YTD 2-20-24](#)
[General fund YTD 2-20-24](#)
[NLH donation account YTD report 2-20-24](#)

VI. CORRESPONDENCE

VII. COMMITTEE REPORTS

1. Sawmill Committee - Mr. Barnes.
2. Nathan Lester House - Mr. Kelley.

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

- 3. Research/Preservation.
- 4. Center School - Mr. Geer.
- 5. Social Media.

VIII. OLD BUSINESS

- 1. Bid opening for 23110 RFP / Nathan Lester House Exterior Rehabilitation and ARPA fund discussion.
- 2. Any Other Old Business to come before the Commission.

IX. NEW BUSINESS

- 1. Review the Ledyard Historic District Commission Rules of Procedure.

Attachments: [Historic Commission Rules of Procedure Adopted 11.21.2022](#)

- 2. Any Other New Business to come before the Commission.

X. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0174

Agenda Date: 2/26/2024

Agenda #: 1.

MINUTES

Minutes:

Motion to APPROVE Regular Meeting Minutes from January 23, 2024, as written.



TOWN OF LEDYARD

Historic District Commission

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Vincent Godino

Regular Meeting

Monday, January 22, 2024

7:00 PM

Town Hall Annex -Hybrid Format

I. CALL TO ORDER

The Regular Meeting was called to order by Chairman Godino at 7:02 p.m.

II. ROLL CALL

Present Commissioner William Barnes
 Commissioner Douglas Kelley
 Chairman Vincent Godino
 Alternate Member Kenneth Geer
 Commissioner Earl Lamb

Non-voting Alternate Member Kelly Lamb

Also in attendance:

Karen and Keith Parkenson.

III. APPOINTMENT OF ALTERNATES

Ken Geer was appointed as a voting member.

IV. APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting minutes from December 18, 2023, as written.

RESULT: APPROVED AND SO DECLARED

MOVER: Earl Lamb

SECONDER: William Barnes

AYE 5 Barnes Kelley Godino Geer Lamb

V. FISCAL REPORTS

1. Financial Reports.

The fiscal year is half over. The Commission will be able to finish up the projects this fiscal year. The projects include maintenance, electrical, barn door squeeze in French drain (a priority). The barn door requires a significant change to the exterior.

Preservation of School house - \$1,500.00 is in the budget. The windows need to be re-glazed and

caulked. There are approximately ten windows.

The Preservation account hasn't been set up yet.

Siding of the Mill will cost approximately 20-30K.

RESULT: DISCUSSED

VI. CORRESPONDENCE

None.

VII. COMMITTEE REPORTS

1. Sawmill Committee - Mr. Barnes.

Damns are registered with the State. Damns cannot be worked on without the State being involved. Permits G5 and G16 are needed.

Beth Ackly will perform a structural assessment in the coming months. A Handicap access is included in the structural assessment.

The Boy Scouts reached out about assisting with a project, possibly with a pavilion, which will in turn help them earn their Eagle Scout badge. The pavilion is a large task, maybe landscaping or picnic tables would be a better project for them.

RESULT: DISCUSSED

2. Nathan Lester House - Mr. Kelley.

Chairman Godino reported that the RFP failed to post and will need to be resubmitted with new dates. Two contractors have approached Chairman Godino, he feels both candidates are good. The walk through is on Saturday January 27, 2024.

December

The year 2023 closed with the Yuletide event at the Lester House, hosted jointly by the Historic District Commission, the Ledyard Historic Society, and the Ledyard Garden Club. As the "Fog of War" movie exhibit remained in place, décor by the Garden Club was 1940s themed. Despite thorough drenching, carolers from Ledyard High School performed, singing sheltered in the front bay of the main barn to a group of hardy celebrants. Coordination with the Historic Society continued; plans for a fresh inventory of the contents of the house and barns. The Society is reviewing a proposed electronic inventory system. Activity - including participation of our tenant-caretaker - will commence in the new year.

While plans have been made to retain the 1941 staging of the Fog of War movie, the Committee was approached via the Mayor's office by Cinetica Filmes e Producoes LTDA in late December. They were interested in using the house and grounds for a film, beginning in early January. A representative of the Art Department, Amauri Vinci, met with us, accompanied by Kristen Chapman, Mayoral Assistant to view the house, on December 21, 2023. Upon subsequent approval by the art department, director and producers, an offer was made to the Town, and being out of the Commission's normal meeting cycle - that offer was accepted by the Commission via email polling.

\$4,000 total is to come to the Commission for any distribution, and \$200 to our tenant-caretaker family. A cleanup of the house, with removal of seasonal decorations, was conducted December 28, 2023, with participation from the Garden Club and tenant-caretakers. Some advance planning was handled between the Mayor's office and the film.

January

Working to support the new film began in earnest on January 3, 2024, with the arrival of the Art Department. As a result of that meeting, it was agreed to paint the dining room, as with the aggressive schedule and the holidays, a painting contractor could not be engaged. Filming began with the arrival of the full crew on Saturday, January 6, 2024. The film "The Fox Sisters," is set in 1848 in upstate New York. The Fox family figured prominently in the beginnings of the Spiritualist Movement in the United States. While the production company and much of the crew is out of Brazil, many of the actors are American and the movie will be in English. Our New England weather very graciously provided snow that same night, and many of our visitors were able to experience snow for the first time.

As most of the filming had already been done in Brazil and in upstate New York, the scenes inside and outside the Lester House were quickly accomplished by about 10:30 pm, January 8, 2024. The Art Department returned the next day to complete a clean-up and return as much of the collection to its pre-film state. Since there is maintenance planned for the off season and plans for the Fog of War exhibit are not definite, the normal exhibit has not yet been reinstated. Most of the paintings lent for Fog of War have been returned to the lenders, but they may be recalled if that exhibit is restaged.

Scheduled for this month is a "Lessons Learned" meeting to review what went well with both movies and what could be improved. The Commission would like to be as prepared as possible for any future movie productions should they come along. Although it is not anticipated that this will be a major use of time or as income to depend upon but would like to be prepared.

The major weather events in January have not been a problem, but the large amount of rain has helped move planning for drainage to priority planning.

On Saturday the 13th, potential restoration contractors met at the house to review the scope of work on the east side of the house, and to ask any questions. We expect proposals to be returned by early February. One interesting outcome of this meeting was the observation by these experienced contractors that the Lester House almost certainly predates the official 1793 construction date.

RESULT: DISCUSSED

3. Research/Preservation - Mr. Lamb.

Gained approval to begin work on the proposed historic park across from 85 Lambtown Road with GOSA. Prior work completed included the base historic sign, Land preparation plans and a draft 3D layout of the pollinator garden. The main sign is completed. Additionally, in the process of laying out plans for the pollinator garden, which the Garden Club prior stated they would partner with the Committee.

Spicer Place - Members of the LHDC attended the Land use committee and gain agreement on path

forward.

RESULT: DISCUSSED

4. Center School - Mr. Geer.

Mr. Geer received estimates from John Kelly for the school windows. The Committee agreed that the rates were reasonable and Mr. Kelly's work is exceptional.

RESULT: DISCUSSED

5. Social Media.

Possibility to start a new Instagram account. Mr. Kelley has experience with Instagram. Social media could be used to raise awareness and run ideas in between announcements. Also, could feature before and after renovations of historical houses in Town.

RESULT: DISCUSSED

VIII. OLD BUSINESS

1. Any Other Old Business to come before the Commission.

New Volunteers:

Ammie M. Chittim, PH. D., R.P. A.

Karen Parkinson

Both volunteers have applied for Commission positions through Town Council.

RESULT: DISCUSSED

IX. NEW BUSINESS

1. Election of Officers -
Chairperson.
Vice-Chairperson.
Secretary.

Chairman:

Chairman Godino would like to step down from the Chairman position and remain on the Commission as an alternate. Nomination for Mr. Lamb.

RESULT: APPROVED AND SO DECLARED

MOVER: Doug Kelley

SECONDER: Kenneth Geer

AYE: 4 Barnes Geer Godino Kelley

ABSTAIN 1 Lamb

Secretary: This vote was tabled until the new members are seated on the Commission.

Vice-Chairman: Nominations for Mr. Barnes and Mr. Kelly. Mr. Kelly said he would rather the position go to Mr. Barnes.

RESULT: APPROVED AND SO DECLARED

MOVER: Vincent Godino

SECONDER: Kenneth Geer

AYE 5 Barnes Kelley Godino Geer Lamb

2. Any Other New Business to come before the Commission.

Decator preservation:

Mr. Kelly sent the original letter about its preservation; a follow-up letter will be sent. The Commission needs to be more proactive in the future to be sure this doesn't happen again. Perhaps use social media to keep ahead and aware.

RESULT: DISCUSSED

X. ADJOURNMENT

Motion to ADJOURN the Regular Meeting at 8:10 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: William Barnes

SECONDER: Kenneth Geer

AYE 5 Barnes Kelley Godino Geer Lamb

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2023

Agenda Date: 2/26/2024

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Financial Reports.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13								
ACCOUNTS FOR: 0208 DONATIONS AND GRANTS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
20810201 DONATIONS/GRANTS EXPENSES								
20810201 54202 24202 SAWMILL DO	6,774	996	7,770	.00	.00	7,770.00	.0%	
TOTAL DONATIONS/GRANTS EXPENSES	6,774	996	7,770	.00	.00	7,770.00	.0%	
TOTAL DONATIONS AND GRANTS	6,774	996	7,770	.00	.00	7,770.00	.0%	
TOTAL EXPENSES	6,774	996	7,770	.00	.00	7,770.00		

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13							
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	6,774	996	7,770	.00	.00	7,770.00	.0%

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13								
ACCOUNTS FOR: 0210 CAPITAL & NON RECURRING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
21010103 HISTORIC DISTRICTS								
21010103 54500 G0014 BLDG MAINT	157,311	0	157,311	3,240.00	33,360.00	120,711.00	23.3%	
TOTAL HISTORIC DISTRICTS	157,311	0	157,311	3,240.00	33,360.00	120,711.00	23.3%	
TOTAL CAPITAL & NON RECURRING	157,311	0	157,311	3,240.00	33,360.00	120,711.00	23.3%	
TOTAL EXPENSES	157,311	0	157,311	3,240.00	33,360.00	120,711.00		

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13							
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	157,311	0	157,311	3,240.00	33,360.00	120,711.00	23.3%

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13								
ACCOUNTS FOR: 0210 CAPITAL & NON RECURRING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
21010103 HISTORIC DISTRICTS								
21010103 54500 BLDG MAINT	27,398	10,000	37,398	750.00	730.00	35,917.54	4.0%	
21010103 54500 G0014 BLDG MAINT	157,311	0	157,311	3,240.00	33,360.00	120,711.00	23.3%	
TOTAL HISTORIC DISTRICTS	184,709	10,000	194,709	3,990.00	34,090.00	156,628.54	19.6%	
TOTAL CAPITAL & NON RECURRING	184,709	10,000	194,709	3,990.00	34,090.00	156,628.54	19.6%	
TOTAL EXPENSES	184,709	10,000	194,709	3,990.00	34,090.00	156,628.54		

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	184,709	10,000	194,709	3,990.00	34,090.00	156,628.54	19.6%

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13								
ACCOUNTS FOR: 0101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
<u>10110103 HISTORIC DISTRICTS</u>								
10110103 52205 CONTR EXP	16,000	0	16,000	6,458.35	9,041.65	500.00	96.9%	
10110103 54500 BLDG MAINT	6,625	0	6,625	950.00	.00	5,675.00	14.3%	
10110103 54501 SML MAINT	3,800	0	3,800	.00	.00	3,800.00	.0%	
10110103 56100 OPERATING	3,075	0	3,075	1,736.50	923.45	415.05	86.5%	
10110103 56101 SML OPERAT	1,750	0	1,750	817.62	261.48	670.90	61.7%	
10110103 58790 MISC EXP	1,500	0	1,500	.00	.00	1,500.00	.0%	
TOTAL HISTORIC DISTRICTS	32,750	0	32,750	9,962.47	10,226.58	12,560.95	61.6%	
TOTAL GENERAL FUND	32,750	0	32,750	9,962.47	10,226.58	12,560.95	61.6%	
TOTAL EXPENSES	32,750	0	32,750	9,962.47	10,226.58	12,560.95		

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13							
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	32,750	0	32,750	9,962.47	10,226.58	12,560.95	61.6%

** END OF REPORT - Generated by Christina Hostetler **

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13								
ACCOUNTS FOR: 0208 DONATIONS AND GRANTS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
20810201 DONATIONS/GRANTS EXPENSES								
20810201 54203 24203 LESTER DON	11,337	15	11,352	.00	.00	11,352.37	.0%	
TOTAL DONATIONS/GRANTS EXPENSES	11,337	15	11,352	.00	.00	11,352.37	.0%	
TOTAL DONATIONS AND GRANTS	11,337	15	11,352	.00	.00	11,352.37	.0%	
TOTAL EXPENSES	11,337	15	11,352	.00	.00	11,352.37		

YEAR-TO-DATE BUDGET REPORT 2-20-24

FOR 2024 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	11,337	15	11,352	.00	.00	11,352.37	.0%

** END OF REPORT - Generated by Christina Hostetler **



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2024

Agenda Date: 2/26/2024

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Sawmill Committee - Mr. Barnes.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2025

Agenda Date: 2/26/2024

Agenda #: 2.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Nathan Lester House - Mr. Kelley.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2030

Agenda Date: 2/26/2024

Agenda #: 3.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:
Research/Preservation.

Background:
(type text here)

Department Comment/Recommendation:
(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2026

Agenda Date: 2/26/2024

Agenda #: 4.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Center School - Mr. Geer.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2027

Agenda Date: 2/26/2024

Agenda #: 5.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Social Media.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0184

Agenda Date: 2/26/2024

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Bid opening for 23110 RFP / Nathan Lester House Exterior Rehabilitation and ARPA fund discussion.

Background:

Bid Opening was held on February 8, 2024.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2028

Agenda Date: 2/26/2024

Agenda #: 2.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Any Other Old Business to come before the Commission.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0183

Agenda Date: 2/27/2024

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Review the Ledyard Historic District Commission Rules of Procedure.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

LEDYARD HISTORIC DISTRICT COMMISSION
RULES OF PROCEDURE

1. MEETINGS

Regular meetings shall be held on the third Monday of each month at 7:00 P.M. When a regular meeting would fall on a state holiday, the meeting shall be rescheduled by the Chairman. Special meetings may be called by the Chairman, Vice-Chairman, or two other members of the Commission. A regular meeting may be cancelled by majority vote at the previous meeting. Executive meetings or sessions will be held only as permitted by Chapter 14, section 1-200 and 1-225 of the Connecticut General Statutes. All meetings, records, and proceedings of the Commission will conform to Chapter 14, Section 1-200 and 1-225.

2. ALTERNATES, QUORUM, VOTING

At the beginning of each meeting if regular Commission members are absent, a like number of alternates shall be selected to act for the absent members for the duration of the meeting. Alternates will be selected in rotation from a list arranged alphabetically. Alternates serving (acting) as members during any hearing shall continue to serve until the matter concerned has been disposed of. Four members (including alternates when acting) shall constitute a quorum.

Alternate members shall attend all meetings, take part in all discussions, and be assigned Committee responsibilities, but shall not be allowed to move, second, or vote unless acting as a regular member. No regular member or alternate shall participate in any hearing or decision on any matter in which he has a personal, financial, or other interest. In the event of such disqualification, it shall be entered upon the record of the meeting. The Chairman shall make the final decision as to the disqualification.

Regular members and alternates shall inform the Chairman or Clerk of any absence before a scheduled meeting. Failure to do so, on two consecutive occasions, will result at the discretion of the Chairman, in a letter from the Commission reminding them of their responsibilities to the Commission.

Any alternate or regular member who misses five (5) or more scheduled meetings in one (1) year shall, at the discretion of the Chairman, be notified of their absenteeism and asked to reconsider their commitment to the Commission.

3. COMMITTEES AND LIAISON ASSIGNMENTS

a. Standing Committees and Liaison Assignments

There shall be standing Committees for the purposes enumerated below:

Nathan Lester House Committee

The Nathan Lester House Committee is responsible for the operation, maintenance, and upkeep of the buildings and grounds in the Nathan Lester House District. Specific duties include the determination of visiting hours, and liaison with the tenants and caretakers. The Committee

shall make recommendations to the Commission on operation and capital budgets, use policies, and new programs.

Sawmill Liaison

The Sawmill Committee is responsible for the operation, maintenance, and upkeep of the buildings and grounds in the Sawmill District. Specific duties include the determination of visiting hours, and liaison with other Commissions having facilities in the district. The Committee shall make recommendations to the Commission on operation and capital budgets, use policies, new programs, agreements with other Commissions or caretakers and the selection of sawmill operations.

Research & Preservation Liaison

The Research & Preservation Liaison is responsible for directing a program of research to document accurately the history and growth of the town. The Research & Preservation Liaison may assist property owners in researching the origins of their property and buildings. The Liaison shall administer a program of placing identification plaques on thoroughly researched structures and shall set criteria for the awarding of plaques. The Research & Preservation Liaison is responsible for promoting the preservation of town landmarks, buildings of historic significance and their environs. Included in its duties shall be liaison with other land use Commissions, providing historical input to town plans and zoning regulations, and identification of possible new historic districts. The Research & Preservation Liaison shall serve as study committee for proposed historic districts, and nominations for the National Register of Historic Places and National Historic Landmarks.

Center School Liaison

The Center School Liaison is responsible for the operation, upkeep and maintenance of the Center School building and property. The Center School Liaison shall schedule tours of the schoolhouse as appropriate. The Liaison shall make recommendations to the Commission on operation and budgets.

Social Media Liaison

The Social Media Liaison shall act as an administrator for all Social Media accounts administered on behalf of town properties under the purview of the Historic District Commission. The Social Media Liaison shall adhere to the Town of Ledyard Management Information Systems (MIS) Social Media Policy updated November 2019.

b. Special Committees and Special Liaison Assignments

The Commission may establish such special committees or liaisons as are found necessary to carry out its duties and programs. Such Committees or liaisons may be established by a majority vote at any meeting.

c. Membership of Committees and Liaison Assignments, Method of Appointments

All Committees shall consist of at least one Commission member but not more than two regular Commissions members or alternates. Committees may also consist of community members at large as deemed appropriate for such Committee. Committee appointments shall be made by the Commission Chairman. Each Committee shall elect a Chairman, Clerk and such other officers as they deem necessary. Liaison Assignments shall consist of no more than one Commission member. Liaison Assignments shall be made by the Commission Chairman.

d. General Committee Responsibilities

Reporting: All Committees and Liaisons shall submit a report to the Commission at each regular meeting on Committee activities.

Budget Funds: Committees and Liaisons shall make budget recommendations to the Historic District Commission by the November meeting each year.

Non-Budget Funds: Funds accrued from operations of the districts and any monetary gifts shall be placed in special bank accounts accountable to the Town Treasurer. Such funds may be expended by the Historic District Commission for operating, maintenance, and miscellaneous purposes.

e. Non-Monetary Gifts

Acceptance of gifts other than money shall be made by vote of the Commission after recommendation by the cognizant Committees or Liaisons. Gifts may require approval of the Finance Committee and Town Council as defined in the Town of Ledyard General Government Grant Application Policy and Procedures.

4. OFFICERS

The Commission shall elect annually at the January meeting a Chairman, Vice Chairman and Clerk. These officers shall be regular Commission members. Officer vacancies as a result of resignation may be filled as needed by a Commission vote. Specific duties are:

Chairman

The Chairman shall preside at all meetings of the Commission, appoint all Committee members; be an ex officio member of all Committees and be responsible for the proper functioning of each. He shall prepare an agenda for each meeting and cause notice to be given of each meeting as specified in Chapter 14, Section 1-200 and 1-225 inclusive of Connecticut General Statutes. He shall initiate purchase order requests, authorize payment of invoices, report Commission finances at each regular meeting, prepare Annual Report during July, submit year's meeting schedule to Town Clerk in November, prepare proposed budget requests during December/January.

Vice Chairman

The Vice Chairman shall assume the duties of the Chairman during his absence or when requested by the Chairman.

Clerk

The clerk shall keep minutes and records of all Commission meetings and hearings in compliance with Chapter 14, Section 1-200 and 1-225 of the Connecticut General Statutes.

5. CERTIFICATE OF APPROPRIATENESS, HEARING

No building or structures shall be erected, altered, restored, moved or demolished within an historic district until after an application for a certificate of appropriateness as to exterior architectural features (as defined in the statutes) has been submitted to the Commission and approved by said Commission. Applications for certificates of appropriateness shall be submitted on Commission prescribed forms by the Committee or Liaison responsible for operation and maintenance of the District. Such application must contain:

1. Names of Commission member making application.
2. Building or structure affected.
3. A written description of work to be done including the materials to be used.
4. Drawings or plans of the work to be done or photographs showing work to be reproduced.
5. Approximate dates of commencement and completion.

The Commission member making the application shall submit the same to the next regular meeting of the Commission at which time the Commission shall decide if a hearing is required and if so set a date for a hearing on the application. Such hearing shall be held within forty days of the Meeting at which the application is received. The Commission shall cause a notice of the hearing to be published in a newspaper having circulation in the town not more than fifteen (15) days nor less than five (5) days before the date of the hearing. Such notice shall contain the name of the property under consideration, a description of the proposed work, and the date, time and place of the hearing.

6. DECISIONS

The Commission shall render a decision on the certificate of appropriateness within forty-five (45) days of the hearing if held. In passing upon appropriateness, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design, arrangement, size, mass, scale, texture and material of the architectural features involved and the relationship thereof to the exterior anticultural style. A Certificate of Appropriateness may be refused for any building or structure, the erection, reconstruction, restoration, alteration or razing of which, in the opinion of the Commission, would be detrimental to the interest of the Historic District. All decisions granting or refusing a certificate of appropriateness shall be in writing and a copy shall be sent to the Building Official.

7. REVIEW AND AMENDMENT

These rules shall be reviewed annually at the November meeting. Amendments to or repeal of any or all sections may be voted by a four fifths majority at any meeting provided the proposed amendment or repeal has been entered into the record of the previous meeting.

8. AUTHORITY

These rules are established in accordance with a Ledyard Town Ordinance entitled "An Ordinance Establishing a Historic District Commission for the Town of Ledyard" as provided for under the Connecticut General Statutes, Chapter 97, Section 7-147a through k inclusive as attached. No portion of these rules may supersede or conflict with the above-mentioned ordinance or statutes.

Adopted by vote of the Ledyard Historic District Commission on June 19, 1978. Amended by vote of the Ledyard Historic District Commission on April 16 and June 18, 1984, on March 18, 1985, on February 23, 2004, on November 21, 2005, on November 17, 2008, on December 17, 2012, on February 25, 2019 and on November 21, 2022.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2029

Agenda Date: 2/26/2024

Agenda #: 2.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Any Other New Business to come before the Commission.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)