



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Historic District Commission

~ AGENDA ~

Chairman
Vincent Godino

Regular Meeting

Monday, December 18, 2023

7:00 PM

Town Hall Annex -Hybrid Format

REMOTE MEETING INFORMATION

Meeting ID: 831 6705 8697

Passcode: 625119

Zoom Meeting Link:

<https://us06web.zoom.us/j/83167058697?pwd=vag1HI85CrruEb2M8Mbinpvx4n0O2y.1>

One tap mobile

+16465588656,,83167058697#,,,,*625119# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

I. CALL TO ORDER

II. ROLL CALL

III. APPOINTMENT OF ALTERNATES

IV. APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting Minutes from November 20, 2023, as written.

Attachments: [Historic minutes 11-20-23](#)

V. FISCAL REPORTS

1. Financial Reports.

Attachments: [NLH donation account YTD report 12-7-23](#)

[ARPA YTD 12-7-23](#)

[Capital account YTD 12-7-23](#)

[General fund YTD 12-7-23](#)

VI. CORRESPONDENCE

VII. COMMITTEE REPORTS

1. Sawmill Committee - Mr. Barnes.
2. Nathan Lester House - Ms. Dyson/Mr. Kelley.
3. Research/Preservation - Mr. Lamb.

4. Center School - Mr. Geer.
5. Social Media - Ms. Dyson.

VIII. OLD BUSINESS

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

IX. NEW BUSINESS

1. Review and Discussion of the Commission Rules of Procedure.

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

2. Destruction of Mount Decatur discussion.
3. 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 #: 23-2326

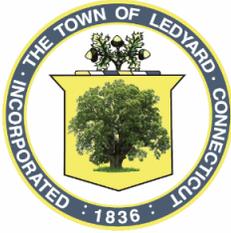
Agenda Date: 12/18/2023

Agenda #: 1.

MINUTES

Minutes:

Motion to APPROVE the Regular Meeting Minutes from November 20, 2023, as written.



TOWN OF LEDYARD

Historic District Commission

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Vincent Godino

Regular Meeting

Monday, November 20, 2023

7:00 PM

Town Hall Annex -Hybrid Format

I. CALL TO ORDER

The meeting was called to order by Chairman Godino at 7:00 p.m.

II. ROLL CALL

Present Commissioner William Barnes
Commissioner Melissa Dyson
Commissioner Douglas Kelley
Chairman Vincent Godino
Commissioner Earl Lamb

Non-voting Alternate Member Kenneth Geer
Alternate Member Kelly Lamb

Also in attendance - Ammie Chittim (via zoom)

III. APPOINTMENT OF ALTERNATES

Not needed.

IV. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting minutes from October 16, 2023, as written.

RESULT: APPROVED AND SO DECLARED

MOVER: Douglas Kelley

SECONDER: Earl Lamb

AYE 5 Barnes Dyson Kelley Godino Lamb

V. FISCAL REPORTS

1. Financial Reports.

Sawmill: Spent = \$1,158, Remaining = \$4,392

Nathan Lester House: Spent = \$2,550, Remaining = \$7,150

Capital Account: \$36,036 which is up from \$27,000 because of a \$10,000 deposit.

ARPA Funds: \$152,811

Donation accounts:

Nathan Lester House - Remaining = \$11,000

Sawmill - Remaining = \$7,424

Miscellaneous (for Center School and Preservation Research) = \$1,500

The Commission could direct the capital funds towards the Nathan Lester House and use the entire ARPA funds towards the Sawmill. Mr. Barnes stated it would probably be more beneficial to use the ARPA funds as soon as possible, since they have to be committed by the end of 2024.

Mr. Lamb asked if the Commission has projects assigned to the ARPA funds and when does it need to be committed? There are a few projects with the Sawmill (Tail race repair and pen stock approximately 60K) with potentially another 40K for ADA. The Nathan Lester House has about 40K in identified funds use.

VI. CORRESPONDENCE

VII. COMMITTEE REPORTS

1. Sawmill Committee - Mr. Barnes.

A \$27,000 contract has been awarded to Locust Grove Landscaping (Ken Geer) to repair the Tail Race.

Chairman Godino has approved a Purchase Order for a supplemental proposal of \$4,500 to Cirrus Structural Engineering.

Pen stock:

After the Committee saw the design specs for what all is involved to repair the pen stock, it was realized it's complex. Mr. Barnes has reached out to Ms. Ackley to see if she knows of someone who could assist with the solicitation/review once any RFPs have been received from bids. Chairman Godino has reached out to a few people who may know something about this repair. He did some additional research and there are two methods of repair. The first is spray in place and second is cast in place. Which method would be best will depend on the length and size of the pipe. Additional assistance would still be required to determine the specifications and development of the RFP.

2. Nathan Lester House - Ms. Dyson/Mr. Kelley.

Ornament Day was held on November 18, 2023.

The Yuletide event will be held on December 3, 2023.

RFP for the east side of the property:

Chairman Godino reports that the architect isn't working out as expected for the RFP. The Commission received a draft RFP. Matt Bonin, Finance Director made some corrections to the first part and Mr. Kelley reviewed the technical portion of the report. Both made suggestions to improve the original report. The list has been returned to the architect; however, it hasn't been returned in over a month. Chairman Godino will work with Christina Hostetler, Town Hall Assistant to edit and update the RFP.

RESULT: APPROVED AND SO DECLARED

MOVER: Melissa Dyson

SECONDER: William Barnes

AYE 5 Barnes Dyson Kelley Godino Lamb

3. Research/Preservation - Mr. Lamb.

Dr. Ammie Chittim attended tonight’s meeting. She and her family recently purchased 972 Shewville Road (Latham House). They are in the process of restoring the house and property. She has been volunteering with the Commission. They have added a two-story addition with the long-term goal of creating a micro-farm along with historic preservation and archeology. Dr. Chittim is a registered archeologist who owns her own firm. Mr. Lamb has recommended Dr. Chittim as a new member of the Historic District Commission.

Attended meetings with Land Use and als with Town Council regarding the Tri-Town Trail. Members took a private tour of the property; they have been reviewing the plan but have not voted on it yet. Although the Town Council liked the idea, they suggested taking a portion of the property (4-5 acres) and having the Historic District provide oversite. Request to have a donation account set up as there are available funds that could be deposited for future use. Mr. Barnes mentioned that the trail is well done. The trail could be moved over or left as is. There is an old foundation and a well. Dr. Chittim was able to lay out almost exactly where the house would have been. Mr. Barnes does not feel as if the maintenance of this land would be that great of a cost. Dr. Chittim states that the land could be used as a future dig site and provide further education. Reports were provided to Dr. Chittim; Phase 1 A area report which is an overall description of the property and Phase 1 B is where 15-meter grids would be applied. Drones or shovels could be used to spot cultural disturbances. Once digging begins, there will be a need for a storage site for anything found on the property. This would be in the future but something that would need to be addressed. Signage would be required as well as roping off certain areas. Mr. Lamb stated that a vote would be required to see if this would be the next project for the Preservation team. The vote will be added to the December agenda. The Tri-Town Committee would be willing to partner with the Historic Commission to maintain the property.

Signs:
 Latham House
 Watrous House
 9 Mile Spicer

GOSHA - Has been reengaged to assist with getting the mug wort out of the Lambtown Road area.

How does the Commission want to be involved with the Cashman project? Mr. Lamb will reach out to the Mayor to see if there is a point of contact to work with. Chairman Godino suggested writing a letter to Planning and Zoning to be sent prior to the December public hearing. Mr. Kelley suggested copying the Mayor and Town Council. The Commission doesn’t have the authority or purview over the site but could make a recommendation based on this site having historical significance. Mr. Kelley suggested a voting that the Commission drafts a letter to be

shared with the appropriate Town Officials and Commissions. Mr. Kelley will work on a draft to share with the Commission.

RESULT: APPROVED AND SO DECLARED

MOVER: Douglas Kelley

SECONDER: Melissa Dyson

AYE 5 Barnes Dyson Kelley Godino Lamb

Gales Ferry Sign (ferry landing): A quote has been received from Fast Signs, it was suggested to make a sign out of PVC that would stand up to water, keeping the same shape and same printing. The existing posts can be reused. The estimate is for \$750.

Motion to APPROVE purchasing a sign from Fast Signs for \$750.00, using capital funds.

RESULT: APPROVED AND SO DECLARED

MOVER: Melissa Dyson

SECONDER: William Barnes

AYE 5 Barnes Dyson Kelley Godino Lamb

4. Center School - Mr. Geer.

No new updates.

5. Social Media - Ms. Dyson.

No new updates.

VIII. OLD BUSINESS

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

None.

IX. NEW BUSINESS

1. Nathan Lester House event fee increase discussion and possible vote.

It was decided that fees for Scouts or campers would remain at \$25 dollars. Anything above and beyond (weddings for example) would remain \$100. Mr. Barnes stated if there was a pavilion, it would be beneficial. Mr. Barnes also stated that there are capital funds and potential ARPA funds that may be able to be put towards building the pavilion. For now, the fees will remain at \$25 and \$100.

2. Motion to approve the Historic 2024 Calendar meeting dates as written.

RESULT: APPROVED AND SO DECLARED

MOVER: Melissa Dyson

SECONDER: William Barnes

AYE 5 Barnes Dyson Kelley Godino Lamb

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

The Commission needs to review the Rules of Procedure and it will be put on the December agenda. Chairman Godino will email the policy to the Commissioners for review prior to the meeting.

X. ADJOURNMENT

Motion to ADJOURN the Regular meeting at 8:25 p.m.

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: 12/18/2023

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 12-7-23

FOR 2024 13									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0208	DONATIONS AND GRANTS	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
20810201 DONATIONS/GRANTS EXPENSES									
20810201	54203 24203 LESTER DON	11,337	0	11,337	.00	.00		11,337.37	.0%
	TOTAL DONATIONS/GRANTS EXPENSES	11,337	0	11,337	.00	.00		11,337.37	.0%
	TOTAL DONATIONS AND GRANTS	11,337	0	11,337	.00	.00		11,337.37	.0%
	TOTAL EXPENSES	11,337	0	11,337	.00	.00		11,337.37	

YEAR-TO-DATE BUDGET REPORT 12-7-23

FOR 2024 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	11,337	0	11,337	.00	.00	11,337.37	.0%	

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

YEAR-TO-DATE BUDGET REPORT 12-7-23

FOR 2024 13								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0210	CAPITAL & NON RECURRING	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
21010103 HISTORIC DISTRICTS								
21010103	54500 G0014 BLDG MAINT	157,311	0	157,311	.00	4,500.00	152,811.00	2.9%
	TOTAL HISTORIC DISTRICTS	157,311	0	157,311	.00	4,500.00	152,811.00	2.9%
	TOTAL CAPITAL & NON RECURRING	157,311	0	157,311	.00	4,500.00	152,811.00	2.9%
	TOTAL EXPENSES	157,311	0	157,311	.00	4,500.00	152,811.00	

YEAR-TO-DATE BUDGET REPORT 12-7-23

FOR 2024 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	157,311	0	157,311	.00	4,500.00	152,811.00	2.9%	

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

Town and Schools of Ledyard



YEAR-TO-DATE BUDGET REPORT 12-7-23

FOR 2024 13								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0210	CAPITAL & NON RECURRING	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
21010103 HISTORIC DISTRICTS								
21010103	54500 BLDG MAINT	27,398	10,000	37,398	240.00	28,840.00	8,317.54	77.8%
21010103	54500 G0014 BLDG MAINT	157,311	0	157,311	.00	4,500.00	152,811.00	2.9%
	TOTAL HISTORIC DISTRICTS	184,709	10,000	194,709	240.00	33,340.00	161,128.54	17.2%
	TOTAL CAPITAL & NON RECURRING	184,709	10,000	194,709	240.00	33,340.00	161,128.54	17.2%
	TOTAL EXPENSES	184,709	10,000	194,709	240.00	33,340.00	161,128.54	

YEAR-TO-DATE BUDGET REPORT 12-7-23

FOR 2024 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	184,709	10,000	194,709	240.00	33,340.00	161,128.54	17.2%	

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

YEAR-TO-DATE BUDGET REPORT 12-7-23

FOR 2024 13									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
10110103 HISTORIC DISTRICTS									
10110103	52205 CONTR EXP	16,000	0	16,000	3,875.01	11,624.99	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	715.77	1,074.18	1,285.05	58.2%	
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	6,358.40	12,960.65	13,430.95	59.0%	
	TOTAL GENERAL FUND	32,750	0	32,750	6,358.40	12,960.65	13,430.95	59.0%	
	TOTAL EXPENSES	32,750	0	32,750	6,358.40	12,960.65	13,430.95		

YEAR-TO-DATE BUDGET REPORT 12-7-23

FOR 2024 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	32,750	0	32,750	6,358.40	12,960.65	13,430.95	59.0%	

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2024

Agenda Date: 12/18/2023

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: 12/18/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Nathan Lester House - Ms. Dyson/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: 12/18/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Research/Preservation - Mr. Lamb.

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: 12/18/2023

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: 12/18/2023

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Social Media - Ms. Dyson.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2028

Agenda Date: 12/18/2023

Agenda #: 1.

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 #: 23-2302

Agenda Date: 12/18/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Review and Discussion of the 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 architectural style. A Certificate of Appropriateness may be refused for any building or structure, the erection, reconstruction, restoration, alternation 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 #: 23-2327

Agenda Date: 12/18/2023

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Destruction of Mount Decatur discussion.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2029

Agenda Date: 12/18/2023

Agenda #: 3.

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)