



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Historic District Commission

### ~ AGENDA ~

Chairman Ty Lamb

Regular Meeting

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Monday, March 18, 2024

7:00 PM

Town Hall Annex -Hybrid Format

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#### REMOTE MEETING INFORMATION

**Meeting ID: 884 7085 5253**

**Passcode: 587663**

**Zoom Meeting Link:**

**<https://us06web.zoom.us/j/88470855253?pwd=RnZvL74HdjxaXZqCCDQdYaSyKSVof3.1>**

**Dial by your location:**

**+1 646 558 8656 US (New York)**

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. APPOINTMENT OF ALTERNATES

#### IV. RESIDENTS AND PROPERTY OWNERS

#### V. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE Regular Meeting Minutes from February 26, 2024, as written.

**Attachments:** [Historic 2-26-24](#)

#### VI. TOWN COUNCIL LIAISON REPORT

1. Town Council Liaison - Councilor Tim Ryan.

#### VII. CHAIRMAN REPORT

1. General Report.
2. Financial Reports.

**Attachments:** [Sawmill donation account YTD report 3-6-24](#)  
[ARPA YTD 3-6-24](#)  
[Capital account YTD 3-6-24](#)  
[General fund YTD 3-6-24](#)  
[NLH donation account YTD report 3-6-24](#)

#### VIII. CORRESPONDENCE

**IX. COMMITTEE REPORTS**

1. Sawmill Committee - Mr. Barnes.
2. Nathan Lester House - Mr. Kelley.
3. Research/Preservation.
4. Center School - Mr. Geer.
5. Social Media.

**X. OLD BUSINESS**

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

**XI. NEW BUSINESS**

1. Vote to appoint a Secretary.
2. Motion to ADOPT the Ledyard Historic District Commission - Rules of Procedure, as presented.

**Attachments:** [Historic Commission Rules of Procedure amended 3-10-24 rev1](#)

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

**XII. 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

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**File #:** 24-0238

**Agenda Date:** 3/18/2024

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Motion to APPROVE Regular Meeting Minutes from February 26, 2024, as written.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

## Historic District Commission

### Meeting Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Chairman Ty Lamb

#### Regular Meeting

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**Monday, February 26, 2024**

**7:00 PM**

**Town Hall Annex -Hybrid Format**

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#### I. CALL TO ORDER

Chairman Lamb called the meeting to order at 7:00 p.m.

#### II. ROLL CALL

**Present** Commissioner William Barnes  
Commissioner Douglas Kelley  
Alternate Member Vincent Godino  
Chairman Ty Lamb  
Alternate Member Kelly Lamb  
**Excused** Alternate Member Kenneth Geer

Mr. Barnes attended via Zoom.  
Also in attendance:  
Naomi Rodriguez, Town Council  
Dr. Ammie M. Chittim  
Karen Parkinson

\*Due to Technical issues the meeting was not recorded.

#### III. APPOINTMENT OF ALTERNATES

Kelly Lamb was appointed as a voting member.

#### IV. REVIEW AND APPROVAL OF MINUTES

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

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Douglas Kelley

**SECONDER:** Kelly Lamb

**AYE** 5 Barnes Kelley Godino Lamb Lamb

**EXCUSED** 1 Geer

#### V. FISCAL REPORTS

**1. Financial Reports.**

Chairman Lamb discussed the current balances of the following accounts:

Sawmill Donation account

ARPA account

Capital account

General Fund

NLH Donation account

A bid waiver request for the NLH east side siding project and the request to transfer ARPA amounts from the Sawmill to Nathan Lester House account was approved by the Finance Committee. The bid waiver and the transfer request will be on the Town Council's agenda on February 28, 2024.

Also before the Town Council is the review and approval of potential new members, Dr. Ammie M. Chittim, Mrs. Karen Parkinson and Mrs. Kelly Lamb.

Chairman Lamb has requested that the Town Finance Committee considers additional AARPA projects.

**RESULT: DISCUSSED**

**VI. CORRESPONDENCE**

None.

**VII. COMMITTEE REPORTS****1. Sawmill Committee - Mr. Barnes.**

Lack of response to correspondence from the State regarding pre-application to line the head gate of the Sawmill. The application was sent a couple weeks ago. A reminder was sent today, no response yet.

Chairman Lamb will follow up with Mr. Geer on starting the Sawmill project at the end of March/April. This starting time frame would be on schedule for completion before the opening of the Sawmill season.

The structural assessment update from Beth Ackley should be ready soon. Priority State approval of the lining work. Permit needed, need to find out requirement.

If the siding of the Sawmill project is approved, Chairman Lamb and Commissioner William Barnes will formulate a detailed plan. The RFP should be straight forward.

**RESULT: DISCUSSED**

**2. Nathan Lester House - Mr. Kelley.**

Covid has unfortunately forced a delay in some of the in-person actions planned for the Nathan Lester House. Further work and review have been handled regarding the bid for work on the East

side of the house with Mr. Godino and Chairman Lamb.

The Committee's "Lessons Learned" meeting to review successes and areas of improvement during filming of both movies at the NLH will be rescheduled for within the next week. Also, on the docket are:

Plans to revive the Lester House Committee, which went on hiatus at the pandemic, and recruiting new members, along with permanent partners - the Ledyard Historic Society and the Ledyard Garden Club.

Weather events in the last month have not been a problem, however the caretakers had to add storm preparation and post-storm assessment to their duties.

Chairman Lamb will meet with the caretakers to discuss opportunities and events for the new season.

A field trip is planned to visit the History and Education complex, which is a 40-acre site in Weston, Massachusetts. The visit will be helpful in considering what the Committee may or may not do for the Town's Historic sites.

**RESULT:** DISCUSSED

**3.** Research/Preservation.

The Lambtown road pollinator garden is in the planning process.  
State historic district including Eddie Lamb's property.  
Spicer Site - working on the roadmap project and acquiring the Town Council's approval.  
Ideas on approaching Tribal nation, will need to reach out to them.

**RESULT:** DISCUSSED

**4.** Center School - Mr. Geer.

Windows Phase I is completed. Mr. Geer reported that the work was well done. Chairman Lamb was impressed with Mr. Kelley's work.

**RESULT:** DISCUSSED

**5.** Social Media.

Chairman Lamb asked Commissioners start thinking of possible photo opportunities.

Mr. Kelley said that he has pictures of historic events and happenings. Also, a series of books for reference for highlights of properties.

There are several Historic opportunities in the Town's history this year.  
The Town's 200th birthday in the not-so-distant future. There are many historical commemorations coming up.

Mr. Kelley and Sharon Finlayson, Nathan Lester House Caretaker would like to document how

the NLH has been part of two movies. This would be a great opportunity for the visitors to see what the NLH/site has been used for. This same idea would be nice for the Sawmill and/or other Historic sites. Perhaps the Mayor could use the video for future interests.

There are opportunities to advertise in the Town's Ledyard Events Quarterly magazine. Kristen Chapman, Mayoral Assistant is the point of contact.

**RESULT:** DISCUSSED

**VIII. OLD BUSINESS**

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

No comments.

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

None.

**IX. NEW BUSINESS**

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

No comments.

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

Strategic plans and growth for the Ledyard Historic District Commission.

Mr. Barnes discussed a strategic plan on how to grow the Sawmill volunteer base. As of now there are 4-5 volunteers, an informal Committee.

**RESULT:** DISCUSSED

**X. ADJOURNMENT**

Motion to ADJOURN the Regular Meeting at 8:00 pm.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Douglas Kelley

**SECONDER:** Vincent Godino

**AYE** 5 Barnes Kelley Godino Lamb Lamb

**EXCUSED** 1 Geer

**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

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**File #:** 24-0249

**Agenda Date:** 3/18/2024

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Town Council Liaison - Councilor Tim Ryan.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0247

**Agenda Date:** 3/18/2024

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**  
General Report.

**Background:**  
(type text here)

**Department Comment/Recommendation:**  
(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2023

**Agenda Date:** 3/18/2024

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Financial Reports.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

## YEAR-TO-DATE BUDGET REPORT 3-6-24

FOR 2024 13								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0208	DONATIONS AND GRANTS	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
<b>20810201 DONATIONS/GRANTS EXPENSES</b>								
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 3-6-24

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 3-6-24

FOR 2024 13									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
0210	CAPITAL & NON RECURRING	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
<b>21010103 HISTORIC DISTRICTS</b>									
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 3-6-24

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

# Town and Schools of Ledyard



## YEAR-TO-DATE BUDGET REPORT 3-6-24

FOR 2024 13								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0210	CAPITAL & NON RECURRING	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
<b>21010103 HISTORIC DISTRICTS</b>								
21010103	54300 REP MAINT	18,579	0	18,579	.00	.00	18,579.00	.0%
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	203,288	10,000	213,288	3,990.00	34,090.00	175,207.54	17.9%
	TOTAL CAPITAL & NON RECURRING	203,288	10,000	213,288	3,990.00	34,090.00	175,207.54	17.9%
	TOTAL EXPENSES	203,288	10,000	213,288	3,990.00	34,090.00	175,207.54	

## YEAR-TO-DATE BUDGET REPORT 3-6-24

FOR 2024 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	

GRAND TOTAL	203,288	10,000	213,288	3,990.00	34,090.00	175,207.54	17.9%	
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\*\* END OF REPORT - Generated by Christina Hostetler \*\*



## YEAR-TO-DATE BUDGET REPORT 3-6-24

FOR 2024 13								
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>10110103 HISTORIC DISTRICTS</b>								
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	1,364.15	1,295.80	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	9,590.12	10,598.93	12,560.95	61.6%
TOTAL GENERAL FUND		32,750	0	32,750	9,590.12	10,598.93	12,560.95	61.6%
TOTAL EXPENSES		32,750	0	32,750	9,590.12	10,598.93	12,560.95	

## YEAR-TO-DATE BUDGET REPORT 3-6-24

FOR 2024 13								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	

GRAND TOTAL	32,750	0	32,750	9,590.12	10,598.93	12,560.95	61.6%	
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\*\* END OF REPORT - Generated by Christina Hostetler \*\*

## YEAR-TO-DATE BUDGET REPORT 3-6-24

FOR 2024 13								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0208	DONATIONS AND GRANTS	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
<b>20810201 DONATIONS/GRANTS EXPENSES</b>								
20810201	54203 24203 LESTER DON	11,337	4,015	15,352	-4,000.00	.00	19,352.37	-26.1%
	TOTAL DONATIONS/GRANTS EXPENSES	11,337	4,015	15,352	-4,000.00	.00	19,352.37	-26.1%
	TOTAL DONATIONS AND GRANTS	11,337	4,015	15,352	-4,000.00	.00	19,352.37	-26.1%
	TOTAL EXPENSES	11,337	4,015	15,352	-4,000.00	.00	19,352.37	

## YEAR-TO-DATE BUDGET REPORT 3-6-24

FOR 2024 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	11,337	4,015	15,352	-4,000.00	.00	19,352.37	-26.1%

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



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

---

**File #:** 23-2024

**Agenda Date:** 3/18/2024

**Agenda #:** 1.

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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

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**File #:** 23-2025

**Agenda Date:** 3/18/2024

**Agenda #:** 2.

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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

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**File #:** 23-2030

**Agenda Date:** 3/18/2024

**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

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**File #:** 23-2026

**Agenda Date:** 3/18/2024

**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

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**File #:** 23-2027

**Agenda Date:** 3/18/2024

**Agenda #:** 5.

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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

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**File #:** 23-2028

**Agenda Date:** 3/18/2024

**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

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**File #:** 24-0250

**Agenda Date:** 3/18/2024

**Agenda #:** 1.

---

AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Vote to appoint a Secretary.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0248

**Agenda Date:** 3/18/2024

**Agenda #:** 2.

---

AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Motion to ADOPT the Ledyard Historic District Commission - Rules of Procedure, as presented.

**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 and Liaison Assignments 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 LHDC on operation and capital budgets, use policies, and new programs.

#### Sawmill Committee

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 LHDC 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 the 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 LHDC 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 LHDC. The Social Media Liaison shall adhere to the Town of Ledyard Management Information Systems (MIS) Social Media Policy.

#### b. Special Committees and Special Liaison Assignments

The LHDC 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 LHDC 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 LHDC 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 LHDC Chairman.

d. General Committee Responsibilities

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

Budget Funds: Committees and Liaisons shall make budget recommendations to the LHDC 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 LHDC for operating, maintenance, and miscellaneous purposes.

e. Non-Monetary Gifts

Acceptance of gifts other than money shall be made by vote of the LHDC 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 LHDC members. Officer vacancies as a result of resignation may be filled as needed by a LHDC 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 LHDC 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 LHDC 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 statues) 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, 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, on November 21, 2022 and on March 18, 2024.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2029

**Agenda Date:** 3/18/2024

**Agenda #:** 3.

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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)