

NORWICH HISTORIC DISTRICT COMMISSION

Minutes of the July 21, 2021 Regular Meeting

The regular meeting of the Historic District Commission was held Wednesday June 16, 2021 at 5:30 PM via Zoom virtual meeting.

Members Present:

Regan Miner (Chairwoman)

Nancy O'Neil

Richard Guidebeck

Gregory Johnson

Members Absent: Timothy Dowhan and Gregory Farlow

Guests: Shirlene Brashier

Regan Miner reviewed the rules of a virtual meeting and clearly notified participants that the meeting would be recorded.

I. Public Meeting

The public meeting was convened at 5:34 pm. The order of COA presentations and discussions are at the discretion of the commission to accommodate all participants.

- COA 461 – 44 East Town Street (Shirlene Brashier) *Reconstruction, Roofing*

Shirlene Brashier stated she was planning on replacing the roof on her home as it was damaged and well over its lifespan, as told to her by multiple roofers. Shirlene Brashier stated the contractor she is working with is aware of the property's historic nature and that they plan to use like-for-like materials. The applicant showed the sample tile that would be used. Nancy O'Neil asked is the existing roofing material; Shirlene Brashier responded that the roof was currently an asphalt shingle material. Regan Miner clarified that the COA described old English pewter architectural shingles.

II. Regular Meeting

The regular meeting was convened at 5:41 PM.

A. Action on COA's

- COA 461 – 44 East Town Street (Shirlene Brashier) *Reconstruction, Roofing*

Nancy O’Neil made a motion to approve COA 461 as written and presented. Gregory Johnson seconded. All voted in favor. The motion passed unanimously.

B. Minutes of Wednesday June 16, 2021 Regular Meeting

- Richard Guidebeck made a motion to approve the meeting minutes as written. Nancy O’Neil seconded. Richard Guidebeck, Nancy O’Neil and Regan Miner voted in favor. Gregory Johnson abstained. The motion passed.

C. Chairman Report

- None.

D. Old Business

- **Notification to Historic District Residents**

Regan Miner reported that she did not have a chance to compile a full list of both historic district residents as it was taking more time than expected and asked Richard Guidebeck if he could assist in finding updated physical addresses in the local districts so that the database was composed of both physical addresses and email addresses.

E. New Business

Regan Miner read into the record the design guidelines for the RFP: Preference will be given to consultants who have experience with historic districts and historic preservation.

- **Review RFP Submission – Damien Cregeau**
- **Review RFP Submission – Chris Skelly**

Discussion ensued regarding the submitted proposals.

Gregory Johnson noted that Chris Skelly seemed to have the experience the commission was looking for and provided more detailed background information in his proposal. Nancy O’Neil made a motion to accept the proposal submitted by Chris Skelly for the HDC design guideline update.

Gregory Johnson seconded. All voted in favor. The motion passed unanimously.

F. Next Meeting Date

- Scheduled for Wednesday August 18, 2021 at 5:30 PM.

G. Adjournment

- Nancy O'Neil made a motion to adjourn the Regular Meeting at 6:14 PM. Richard Guidebeck seconded. All voted in favor. The motion passed unanimously.

Respectfully submitted,

Katherine Rose
Recording Secretary