

**TOWN OF CANTON BOARD OF SELECTMEN**  
**Regular Meeting Agenda**  
**Wednesday, July 13, 2016 at 7:00 pm**  
**Community Center, 40 Dyer Avenue, Conference Room F**  
*Consideration of and possible action on the following items*

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**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC PARTICIPATION** *(3 minute time limit per speaker on any item)*

The Board of Selectmen welcomes and encourages the public to speak during the Public Participation portion of the agenda. The purpose of public participation is to communicate to the Board of Selectmen any concerns or comments that members of the public may have. The public may speak on any topic, including items mentioned on the Agenda. There is a time limit of 3 minutes per speaker for a total cumulative time of 15 minutes. The cumulative time may be extended on a case by case basis by a vote of the Board of Selectmen. The time limit cannot be yielded to another individual. In most circumstances this will be the public's only opportunity to comment. The Board of Selectmen will discuss the agenda items below with invited public officials and/or guests. It is important that the Selectmen allow this time for its exclusive use so that the agenda items can be properly presented and debated among members of the Board.

Most of the documents reviewed by the Board of Selectmen at tonight's meeting can be located at <http://www.townofcantonct.org/content/6662/default.aspx> or by scanning the QR code below.



**III. APPOINTMENTS / RESIGNATIONS**

- A. Appointment of Robert Celmer (R) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project.
- B. Appointment of Milledge West (I) as a regular member to the Energy Committee for a term to expire on 7/13/2020.
- C. Appointment of Kevin Baldwin (U) from an alternate to a regular member on the Planning & Zoning Commission for a term to expire on 7/13/2020.
- D. Appointment of Ryan O'Donnell (R) as an alternate member to the Planning & Zoning Commission for a term to expire on 7/13/2020.
- E. Resignation of Ryan O'Donnell (R) as a regular member of the Board of Ethics effective immediately.

**IV. ADOPTION OF CONSENT AGENDA**

- A. Refund of Taxes pursuant to Connecticut General Statutes 12-129
- B. Approval of Board of Selectmen Minutes: 06-22-2016 Regular Meeting
- C. Request from Claire Cote, Director of Senior & Social Services to dispose of a metal bench pursuant to Section 6.05(e) of the Town Charter.

**V. CONSIDERATION OF OLD BUSINESS**

- A. Review possible options for relocating the Public Works Facility

- A. Review and possibly approve the Historic Documents Preservation Grant from the State of Connecticut and refer to the Board of Finance for final approval.
- B. Review progress made by the Temporary Fire/EMS Facility Committee and possibly authorize the Chief Administrative Officer to advertise for professional services to assist the Temporary Fire/EMS Facility Committee in reviewing options for improving Fire/EMS Facilities.
- C. Discuss the process for dissolving of the Canton Center Historic District.

**VII. COMMUNICATIONS FROM THE CAO, TOWN AGENCIES, OFFICIALS AND/OR OTHER GOVERNMENTAL AGENCIES AND OFFICIALS**

- A. First Selectman's Report
- B. CAO Report

**X. REMARKS BY SELECTMEN**

**XI. EXECUTIVE SESSION – Discussion of land acquisition pursuant to Connecticut General Statutes Section 1-200(6) (a)**

**XII. ADJOURNMENT**



**TOWN OF CANTON**  
P.O. Box 168, 4 Market Street  
Collinsville, CT 06022

[www.townofcantonct.org](http://www.townofcantonct.org)

## Volunteer Board, Committee and Commission Application

The Town of Canton has emerged as a community that has been built upon the sacrifice of its citizens. Since its incorporation, the Town has benefited from the dedication of its residents to employ civic responsibility and continuously engage in community volunteerism. **Please complete this application and submit it along with your resume and a letter of intent to the First Selectman at the above address if you would like to be a part of Canton's growth and progress.**

Name: Robert R. Celmer

Mailing Address: 23 Queens Peak Rd

E-mail Address: Architect115@comcast.net

Phone: (H) 860-693-0457 Phone: (C) 860-309-2909

\*Are you a registered voter in the Town of Canton? yes If so, please indicate affiliation (required): Republican

Occupation: Architect

Current Employer: State of Connecticut

Position / Title: Architect Phone (W): 860-713-6485

Board, Committee and / or Commission on which you **currently** serve: Zoning Board of Appeals

Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to this Board, Committee or Commission. *Use additional paper if necessary.* Reason(s) for seeking appointment:

I am a licensed architect in the state of Connecticut, working in the Office of School Construction Grants for the State government. I have a strong desire to see a new, cost effective town garage proposal approved by Canton residents. I have professional experience regarding architectural design, construction methods and techniques, site requirements for construction projects, and cost estimating experience.

Signature: Robert R. Celmer Date: May 19, 2016

Please check the appropriate box below indicating which Board(s), Committee(s) or Commission(s) you are interested in serving on. Only voters registered in the Town of Canton are eligible to serve.

- Canton Board of Ethics
- Canton Center Historic District Commission
- Canton Housing Authority
- Canton Public Library Board of Trustees
- Collinsville Historic District Commission
- Commission on Aging
- Conservation Commission
- Economic Development Agency
- Energy Committee
- Farmington River Coordinating Committee
- Inland Wetlands & Watercourses Agency
- Juvenile Review Board

- Parks & Recreation Commission
- Pension Committee
- Permanent Municipal Building Committee
- Plainville Area Cable Tele. Advisory Coun.
- Planning and Zoning Commission
- Town Meeting Moderator
- Water Pollution Control Authority
- Youth Services Bureau
- Zoning Board of Appeals
- Temporary \_\_\_\_\_
- Temporary \_\_\_\_\_
- Temporary \_\_\_\_\_

*In order to fill a vacancy, the selected applicant will be asked to attend a Board of Selectmen meeting for an interview and appointment. Board of Selectmen meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 7:00 p.m. at the Canton Community Center in Conference Room F.*

May 19, 2016

MAY 23 2016

Ms. Leslee Hill  
First Selectman  
Canton Town Hall  
4 Market Street  
Collinsville, CT 06022

Dear Ms. Hill,

Per the recent notice on the Town of Canton website, I am applying for two open vacancies; one on the Canton Planning & Zoning Commission as an alternate, and the other as a temporary member of the Permanent Municipal Building Committee (PMBC – Town garage Project only). I have been a Canton resident since December, 2000. I am a registered Republican and have two children in the Canton school system, at the Middle school and the High school.

I am a licensed Architect in the state of Connecticut and have a strong interest in the overall welfare of our town. In my position as Architect in the Department of Administrative Services, Office of School Construction Grants for the State of Connecticut, I am directly involved in the administration of grant funding for Connecticut public schools. This includes review and approval of architectural construction documents, payment applications for construction projects, and administration of school construction grants.

I believe my background in architecture and construction management, and in particular the fiscal management of large scale construction projects, would add significant value to both the Planning and Zoning Commission and the PMBC.

I can be reached at 860-713-6485 (o), 860-309-2909 (c) or email at [Architect115@comcast.net](mailto:Architect115@comcast.net). I would be available to attend the next Board of Selectman meeting. Please feel free to contact me prior to that time if you need additional information. I look forward to hearing from you.

Sincerely,

Robert R. Celmer, AIA, LEED AP

23 Queens Peak Road  
Canton, CT 06019



TOWN OF CANTON  
 P.O. Box 168, 4 Market Street  
 Collinsville, CT 06022

www.townofcantonct.org

APR 08 2016

**Volunteer Board, Committee and Commission Application**

The Town of Canton has emerged as a community that has been built upon the sacrifice of its citizens. Since its incorporation, the Town has benefited from the dedication of its residents to employ civic responsibility and continuously engage in community volunteerism. **Please complete this application and submit it along with your resume and a letter of intent to the First Selectman at the above address if you would like to be a part of Canton's growth and progress.**

Name: MILLEDGE WEST

Mailing Address: 12 SUNRISE DRIVE CANTON, CONNECTICUT 06029

E-mail Address: guy-west@att.net

Phone: (H) 860 693-4768 Phone: (C) 860 833-0760 (PREFERRED)

\*Are you a registered voter in the Town of Canton? YRS If so, please indicate affiliation (required): I

Occupation: RENEWABLE and CLEAN ENERGY OUTREACH

Current Employer: CLEAN WATER ACTION/CLEAN WATER FUND

Position / Title: MUNICIPAL ENERGY OUTREACH COORDINATOR Phone (W): \_\_\_\_\_

Board, Committee and / or Commission on which you currently serve: \_\_\_\_\_

Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to this Board, Committee or Commission. Use additional paper if necessary. Reason(s) for seeking appointment:

PLEASE SEE ATTACHED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please check the appropriate box below indicating which Board(s), Committee(s) or Commission(s) you are interested in serving on. Only voters registered in the Town of Canton are eligible to serve.

- |   |   |
|---|---|
| <input type="checkbox"/> Canton Board of Ethics                     | <input type="checkbox"/> Parks & Recreation Commission              |
| <input type="checkbox"/> Canton Center Historic District Commission | <input type="checkbox"/> Pension Committee                          |
| <input type="checkbox"/> Canton Housing Authority                   | <input type="checkbox"/> Permanent Municipal Building Committee     |
| <input type="checkbox"/> Canton Public Library Board of Trustees    | <input type="checkbox"/> Plainville Area Cable Tele. Advisory Coun. |
| <input type="checkbox"/> Collinsville Historic District Commission  | <input type="checkbox"/> Planning and Zoning Commission             |
| <input type="checkbox"/> Commission on Aging                        | <input type="checkbox"/> Town Meeting Moderator                     |
| <input type="checkbox"/> Conservation Commission                    | <input type="checkbox"/> Water Pollution Control Authority          |
| <input type="checkbox"/> Economic Development Agency                | <input type="checkbox"/> Youth Services Bureau                      |
| <input checked="" type="checkbox"/> Energy Committee                | <input type="checkbox"/> Zoning Board of Appeals                    |
| <input type="checkbox"/> Farmington River Coordinating Committee    | <input type="checkbox"/> Temporary _____                            |
| <input type="checkbox"/> Inland Wetlands & Watercourses Agency      | <input type="checkbox"/> Temporary _____                            |
| <input type="checkbox"/> Juvenile Review Board                      | <input type="checkbox"/> Temporary _____                            |

In order to fill a vacancy, the selected applicant will be asked to attend a Board of Selectmen meeting for an interview and appointment. Board of Selectmen meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 7:00 p.m. at the Canton Community Center in Conference Room F.

MILLEDGE WEST  
12 Sunrise Drive  
Canton, Connecticut 06019  
(860) 833 - 0760  
guy\_west@att.net

APR 08 2016

April 1, 2016

Ms Leslee Hill  
First Selectman  
Town of Canton  
P.O. Box 168  
Collinsville, CT 06022

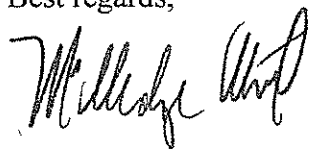
RE: Application for Energy Committee Vacancy

Dear Ms Hill,

As I am interested in serving on Canton's Energy Committee, I am enclosing an application for the same as well as a resume per the Town of Canton's requirements. I trust my application will be given appropriate consideration and I look forward to the prospect of being interviewed at a future Board of Selectman meeting.

In the interim, please do not hesitate to contact me with any questions and or comments should you be so inclined.

Best regards,

A handwritten signature in black ink, appearing to read "Milledge West". The signature is written in a cursive, flowing style.

Having been reared in the Pacific Northwest, I developed a good understanding of and commitment to environmental/energy issues at a young age. While the majority of my professional career has been spent in investment and financial services, in more recent years I have been committed to energy efficiency and renewable energy initiatives as well as the promotion of incentives and the related financing for the same.

It is my observation that the Canton Energy Committee has shown significant commitment to reducing energy consumption, promoting energy efficiency and to some degree, an adaptation of increasing the use of renewables in both municipal and residential properties in our town. In my current work as a Municipal Energy Outreach Coordinator for Clean Water Action/Clean Water Fund, I am familiar with the measures and considerations before the Connecticut Legislator's Energy & Technology Committee, The Connecticut Green Bank and Connecticut's Energy Efficiency Board as well as increasingly familiarity with the work being generated by The Governor's Council on Climate Change. I believe this enables me to offer diverse contributions of knowledge of what is going on as it relates to the energy scene here in the state and believe that I could be of benefit to our town's Energy Committee.

  
Signature

  
Date

## MILLEDGE (GUY) WEST

12 Sunrise Drive  
Canton, Connecticut 06019

(860) 833-0760  
E-Mail: [guy\\_west@att.net](mailto:guy_west@att.net)

### SUMMARY

Excellent communicator with record of building and enhancing collaborative working relationships within and across public, private and non-for-profit sectors. Accomplished background in strategy and policy, research, financial management and managing human capital. Passionate and demonstrative advocate for social, economic and environmental justice. Organizing, outreach and team building skills with diverse constituencies focused on achieving both immediate and longer range goals.

### PROFESSIONAL EXPERIENCE

**COMMUNITY ACTIVIST, PROGRAM AND FINANCIAL ADVISOR) Hartford, CT** 1998 – Present  
(pro-bono and staff)

- Connect low/moderate income households with affordably priced energy efficiency measures and alternative energy options
- Serve as community activist and occasional antagonist on health care, fair wages/ benefits issues and involvement with campaigns of local, state and national elective office seekers.
- Involved in the development of neighborhood, city wide and regional actions aimed at mobilizing individuals and groups for mutual benefit.
- Provide counsel on fundraising, real estate and investment management initiatives for area non-profits

**STATE STREET CORPORATION, Boston, MA** 1995 - 1997  
*Vice President, Public Funds Marketing*

*Marketed cash/investment management services and related custody services to plan sponsors of large pension funds for state, county and municipal governments as well as not-for-profit and Taft Hartley organizations*

- Evaluated investment/custody needs of prospects through analysis of asset portfolios and review of trust/pension plan's investment objectives.
- Successfully won multi-billion dollar custody and investment management business from municipal and state plan sponsors through targeted marketing and working with third party consultants.
- Referred revenue generating opportunities to other business divisions of organization and worked with such units in successfully gaining business and in client conversion process.
- Participated in at least ten industry events per year (e.g., conferences, and symposiums).
- Identified and cultivated funding opportunities for Corporation's Foundation related to "Good Corporate Citizen" interests.

**CITY OF HARTFORD, Hartford, CT** 1993 - 1995  
**Assistant City Treasurer/ Secretary, Pension Commission**

Assisted publicly elected Treasurer in operations of City Treasury and served as management support to Pension Commission. In so doing, we:

- Developed and implemented new cash management policies and guidelines and accounting practices, significantly strengthening integrity of operation
- Coordinated commercial and investment banking relationships and projects
- Directed investment activity of up to \$500 million municipal and \$25 million short-term pension assets
- Selected and evaluated performance of external pension asset managers/consultants and custodial agents for \$1 billion pension fund and associated deferred compensation program
- Managed pension benefits and related cash flow projections and analysis
- Managed professional and administrative staff of eight



**COMMUNITY RENEWAL TEAM, INC., Hartford, CT**  
***Vice President, Planning and Development***

1991-1993

- Served as primary financial and funding executive for not-for-profit anti-poverty agency dedicated to serving "at risk" populations
- Managed corporate and endowment solicitation campaigns for annual appeal, capital projects and special purpose funding initiatives; oversaw grant proposal writing/application process, securing over \$19 million annually. Initiated Major Gift Program
- Managed pool of client and executive volunteers, as well as staff of seven
- Frequently interfaced with Board of Directors and various committees and sub-committees of Board
- Oversaw budgeting, financial planning and compliance with funding directives.
- Created solicitation and newsletter communications to attract new donors and enhance existing donor relationships
- Increased visibility of agency's initiatives and programs by lobbying city, state and federal officials

**BANKAMERICA CORPORATION, San Francisco, CA**  
***Vice President, Financial Institutions***

1990-1991

Managed business development activities, including cash management, credit and investment services to major multi-national financial institutions and broker/dealers throughout the Eastern U.S.

- Provided guidance to direct reports in areas of marketing, exposure management and credit analysis; evaluating their performance relative to previously agreed upon goals
- Managed committed and guidance facilities in excess of \$20 billion to commercial, investment and mortgage banking institutions
- Originated and structured \$825 million in new credit lines to bank holding companies of correspondents and broker dealers
- Streamlined credit portfolio by analyzing profitability, credit quality and depth/quality of customer's management

**BANK OF NEW ENGLAND CORPORATION, Boston, MA**  
***Vice President and Area Manager, National Banking***

1988 - 1990

As area manager for Western U.S., developed and managed variety of Fortune 500 banking relationships

- Facilitated several of largest and most profitable sale-leaseback transactions of Corporation's leasing subsidiary and general corporate credit transactions
- Convinced "choice" depository customers to consolidate domestic and international collection/disbursement and custodial activities as well as indenture trust business at Corporation
- Improved credit quality of portfolio to level fully satisfactory to management and regulators
- Gained asset management services from leading U.S. companies

**EDUCATION**

**Executive Management Program, Yale School of Management, Yale University, New Haven, CT.**

**B.S. Finance, Carroll School of Management, Boston College, Chestnut Hill, MA.**



**TOWN OF CANTON**  
FOUR MARKET STREET  
P.O. BOX 168  
COLLINSVILLE, CONNECTICUT 06022-0168

## Appointment Confirmation Planning & Zoning

As Chairman of Planning & Zoning, I would:

XX **Recommend the appointment from Alternate to Member**

**NOT** recommend the appointment from Alternate to Member *(please specify reason(s))*

of Kevin Baldwin for a term to expire on 6/30/2020.

Comments: \_\_\_\_\_ Kevin has been a positive member on the Commission as an alternate, listening to the merits of each application or issue and notably weighs the issues in a manner that is best for the community. Kevin is recommended for Membership to the Commission.

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\_\_\_\_\_/s/ David Bondanza\_\_\_\_\_  
Signature

\_\_\_\_6/28/2016\_\_\_\_\_  
Date

David Bondanza\_\_\_\_\_  
Printed Name



TOWN OF CANTON  
P.O. Box 168, 4 Market Street  
Collinsville, CT 06022

[www.townofcantonct.org](http://www.townofcantonct.org)

rec. 3/10/16  
- 413-APP-?

### Volunteer Board, Committee and Commission Application

The Town of Canton has emerged as a community that has been built upon the sacrifice of its citizens. Since its incorporation, the Town has benefited from the dedication of its residents to employ civic responsibility and continuously engage in community volunteerism. **Please complete this application and submit it along with your resume and a letter of intent to the First Selectman at the above address if you would like to be a part of Canton's growth and progress.**

Name: Ryan A. O'Donnell

Mailing Address: 70 Dyer Avenue Collinsville CT 06019

E-mail Address: raodonne@gmail.com

Phone: (H) \_\_\_\_\_ Phone: (C) 860.478.6387

\*Are you a registered voter in the Town of Canton? Yes If so, please indicate affiliation (required): Republican

Occupation: Attorney

Current Employer: Siegel O'Connor P.C.

Position / Title: Attorney Phone (W): 860.727.8900

Board, Committee and / or Commission on which you currently serve: Board of Ethics

Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to this Board, Committee or Commission. *Use additional paper if necessary.* Reason(s) for seeking appointment:

As a labor and employment attorney I represent several municipalities. I have negotiated a number of collective bargaining agreements, and frequently work with town councils to resolve municipal legal issues.

Signature:  Date: 03/09/2016

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- Canton Housing Authority
- Canton Public Library Board of Trustees
- Collinsville Historic District Commission
- Commission on Aging
- Conservation Commission
- Economic Development Agency
- Energy Committee
- Farmington River Coordinating Committee
- Inland Wetlands & Watercourses Agency
- Juvenile Review Board

- Parks & Recreation Commission
- Pension Committee
- Permanent Municipal Building Committee
- Plainville Area Cable Tele. Advisory Coun.
- Planning and Zoning Commission
- Town Meeting Moderator
- Water Pollution Control Authority
- Youth Services Bureau
- Zoning Board of Appeals
- Temporary \_\_\_\_\_
- Temporary \_\_\_\_\_
- Temporary \_\_\_\_\_

*In order to fill a vacancy, the selected applicant will be asked to attend a Board of Selectmen meeting for an interview and appointment. Board of Selectmen meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 7:00 p.m. at the Canton Community Center in Conference Room F.*

**RYAN A. O'DONNELL**

70 DYER AVE

CANTON, CT 06019

(860) 478-6387 • RAODONNE@GMAIL.COM

**Labor and Employment Attorney**

**WORK EXPERIENCE**

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**SIEGEL, O'CONNOR, O'DONNELL & BECK P.C. – Hartford, CT**

2010—Present

*Attorney*

- Serve as management's chief spokesperson in labor contract negotiations in both the private and public sector.
- Plan and direct employer's response to union organizing campaigns, including NLRB elections conducted in accordance with the Board's new procedural timeline. Successfully represent clients in labor and employment law issues before American Arbitration Panels.
- Advise clients on a variety of federal employment laws, including ADEA, Title VII, ERISA, GINA, USERRA, wage and hour regulations, and employee privacy matters.
- Manage employment law claims and litigation.
- Analyze pending labor and employment legislation and legal decisions; advise clients on how such legislation and/or legal decisions will impact their businesses.
- Counsel multiple employers on a variety of wage and hour issues, including overtime, exempt vs. non-exempt, and independent contractor status.
- Apply, on behalf of employees, for multiple types of visas, including H1-B and E-2; counsel employers on attendant immigration law issues.
- Create and update employee handbooks to ensure compliance with state and federal employment and labor laws.
- Prepare responses to complaints filed against clients by the Connecticut Human Rights Organization (CHRO) and the Equal Employment Opportunity Commission (EEOC); successfully represent multiple employers before both commissions.
- Create job classifications and negotiate re-classifications based on comparable position data.
- Advise clients on hiring and firing issues including COBRA compliance and severance agreements.
- Work with employers to ensure FMLA compliance.
- Conduct seminars regarding harassment, sexual harassment, diversity, workplace violence, drugs and alcohol, union avoidance, employee discipline, supervisory training, employee retention, and social media policy.

**THE HERITAGE FOUNDATION – Washington, DC**

2008–2010

*Editor and Writer*

- Edited, for clarity and content, domestic, foreign, and legal policy research papers for immediate release.
- Authored several Foundation papers on labor and employment policy
- Edited over 150 papers annually for high level Foundation executives, as well as fellows and research analysts.

## **LEGAL PUBLICATIONS**

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<i>TESTING THE LIMITS OF PROTECTED ACTIVITY – CT Law Tribune</i>	2011
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## **EDUCATION**

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<b>UNIVERSITY OF CONNECTICUT SCHOOL OF LAW – Hartford, CT</b>	
<i>Juris Doctorate</i>	2007

<b>COLLEGE OF THE HOLY CROSS – Worcester, MA</b>	
<i>Bachelor of Arts, cum laude</i>	2002

## **BAR ADMISSIONS AND PROFESSIONAL MEMBERSHIPS**

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Admitted to Practice, The Connecticut Bar	2007–Present
Admitted to Practice, The U.S. Court of Appeals, Second Circuit	2015–Present
Admitted to Practice, The U.S. Court of Appeals, D.C. Circuit	2015–Present
Admitted to Practice, The D.C. Court of Appeals	2015–Present
Member of the Society for Human Resource Management	2011–Present



## 2nd Half of June 2016 Tax Refunds to be Approved

REFUND TO BE SENT TO:	REFUNDED PARTY IS:	MAILING ADDRESS	NOTES	PROPERTY DESCRIP. or LAST 6 OF VIN #	BILL # / GL ACCT #	TYPE OF TAX	REASON	AMOUNT	
Honda Lease Trust	Leasing Company	600 Kelly Way Holyoke, MA 01040	Bill paid prior to Certificate of Change	VIN 021899 REG 5AGAK2	14-03-54158/ 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 199.72	
Schomburg, Marylou A	Property Owner	49 Andrew Drive Canton, CT 06019	Overpayment	VIN 354913 REG 728TKA	13-04-81367 / 31900	Motor Vehicle	Overpayment	\$ 10.05	
ARI Fleet Lt	Leasing Company	4001 Leadenhall Road Mt. Laurel, NJ 08054	Bill paid prior to Certificate of Change	VIN B06455 REG 624ZHA	14-03-50235 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 696.18	
Toyota Lease Trust	Leasing Company	Box 105386 Atlanta, GA 30348	Bill paid prior to Certificate of Change	VIN 197209 REG 2ABXW9	14-03-59075 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 166.12	
Toyota Lease Trust	Leasing Company	Box 105386 Atlanta, GA 30348	Bill paid prior to Certificate of Change	VIN 240613 REG 223ZMZ	14-03-59078 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 92.73	
Toyota Lease Trust	Leasing Company	Box 105386 Atlanta, GA 30348	Bill paid prior to Certificate of Change	VIN 151428 REG 268YWR	14-03-59132 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 254.54	
Kendrick, Bethany J	Property Owner	10 Claire Hill Road Burlington, CT 06013	Overpayment	VIN 341390 REG 339ULA	13-03-54753 / 31900	Motor Vehicle	Overpayment	\$ 50.00	
<b>TOTAL</b>								<b>\$ -</b>	

## DRAFT MINUTES

Canton Board of Selectmen Meeting  
Community Center Room F  
40 Dyer Avenue Canton, CT  
Wednesday, June 22, 2016 7:00pm

### Regular Meeting Minutes

The meeting commenced at 7:00pm. Members present were: First Selectman Leslee Hill, Thomas Sevigny, William Canny, and Beth Kandrysawtz. Chief Administrative Officer Robert Skinner was also present. Larry Minichiello arrived at 7:01pm

- I. Pledge of Allegiance: Chair Leslee Hill led the Pledge of Allegiance.
- II. Public Participation: There was no public participation.
- III. Appointments/Resignations:
  - a. Reappointment of Jay Kaplan (D) as a regular member to the Conservation Commission for a term to expire on July 1, 2020. **B. Kandrysawtz moved to reappoint Jay Kaplan (D) as a regular member to the Conservation Commission for a term to expire on July 1, 2020. W. Canny seconded. The vote passed unanimously.**
  - b. Reappointment of Amy Parchen (R) as a regular member to the Economic Development Agency for a term to expire on July 1, 2020. **B. Kandrysawtz moved to reappoint Amy Parchen (R) as a regular member to the Economic Development Agency for a term to expire on July 1, 2020. T. Sevigny Seconded. The vote passed unanimously.**
  - c. Appointment of Ryan O'Donnell (R) as a regular member to the Planning and Zoning Commission for a term to expire on July 31, 2020. Ryan O'Donnell was not present. Since this is a new appointment the appointment of Ryan O'Donnell will be placed on the next agenda so Mr. O'Donnell can be present.
  - d. Appointment of Tim Healy (I) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. **W. Canny moved to approve Tim Healy (I) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. L. Minichiello seconded. The vote passed unanimously.** Mr. Healy had submitted an application for the position. There were no questions from Mr. Healy to the board or from the board addressed to Mr. Healy. Robert Skinner swore Mr. Healy in at the conclusion of the Appointments/Resignations, June 22, 2016 at 7:05pm.

- e. Appointment of Donald Tarinelli (D) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. **B. Kandrysawtz moved to appoint Donald Tarinelli (D) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. L. Minichiello seconded. The vote passed unanimously.** Larry Minichiello commented that he has had the opportunity to work with Mr. Tarinelli before and he will be a great addition to the committee. Robert Skinner swore Mr. Tarinelli in at the conclusion of the Appointments/Resignations, June 22, 2016 at 7:05pm.
- f. Appointment of Robert Celmer (R) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. Mr. Celmer was not present. Since this is a new appointment Mr. Celmer needed to be present. The appointment was moved to the next agenda.
- g. Resignation of Diana Boorjian (D) as a regular member from the Economic Development Agency effective July 1, 2016. Chair Leslee Hill acknowledged Diana Boorjian's resignation.
- h. Resignation of Karen Richards (D) as an alternate from the Commission on Aging effective July 31, 2016. Chair Leslee Hill acknowledged Karen Richards' resignation.

IV. Adoption of Consent Agenda:

- a. Refund of Taxes pursuant to Connecticut General Statutes §12-129.
  - b. Approval of Board of Selectmen Minutes: June 8, 2016 Regular Meeting
  - c. Accept a donation in the amount of \$15,000 from The Friends of the Canton Public Library to the Canton Public Library gift fund.
- B. Kandrysawtz moved to approve the Consent Agenda. T. Sevigny seconded. The vote passed unanimously.**

V. Consideration of Old Business:

- a. Review possible options for relocating the Public Works Facility. Robert Skinner previously sent maps and a memo to the board. The 674 and 684 Albany Turnpike property is about 39 acres. Mr. Skinner approached the owners with a possible lease with option to purchase where the owners could build a garage and lease with an option to purchase to the town both the property and the garage. The cost would be significantly higher because of interest rates for the developer would be higher than for the Town. There were three options put forward for the purchase of the property only:
  - i. Purchase the garage site approximately 4 acres of land
  - ii. Purchase the entire flat area approximately 9-10 acres of land
  - iii. Purchase the whole property, which would be offered at \$1.2 million. The owners responded by saying they will only sell the entire site (39 acres) for 1.2 million.

Robert Skinner spoke to Jay Kaplan about the Canton Conservation Trust contributing funds to the purchase. Mr. Kaplan responded if the town wanted to



make a formal request there might be some funding, however, there would be a couple of concerns including access to the river and additional uses of the flat area near route 44.. The only access to the river is in New Hartford. The next step would be to have an appraisal done of the property. Mr. Skinner suggested the time line would be tight for a referendum in November and suggested possibly only placing the purchase of the property on the referendum for November and the construction of the garage on a separate ballot the following November. The purchase could possibly be done without bonding. Mr. Skinner spoke to Jim Calciano who did a previous appraisal for the town and could do a restricted appraisal which would be less expensive and would be adequate for negotiation purposes with the owners of the Albany Turnpike properties. A Standard appraisal would be \$3,000 or more. Flat areas of the property on Albany Turnpike is the only land that a recreational field could be put on. Robert Skinner said that would be up to the board, the back acreage is difficult to access so a recreational field would be better placed on the front 9 acres. Beth asked how successful the town has been with the state concerning open space grants. Neil Pade answered the town has a very successful track record going after those grants. R. Skinner states that professional services, engineering and possibly architectural would be necessary to move forward with the 50 Old River Road site. The services would be necessary to draft a site plan, analyze flood plain mitigation, perform a cost estimate and draw renderings of the site improvements. L. Minichiello asked if this would be required for the Albany Turnpike property as well. Robert responded yes at some point it would be necessary if the property is chosen. Chair Leslee Hill was concerned about having something for the voters concerning the Old River Road if the Albany Turnpike property would not be voted through. **T. Seigny moved to authorize the CAO to hire a land appraiser to appraise the property located at 674 and 684 Albany Turnpike in an amount not to exceed \$2,000. B. Kandrysawtz seconded. The vote passed unanimously.** Authorization for the CAO to contract for professional services concerning the Old River Road site was tabled until the next meeting. Draft survey questions were handed out concerning the survey for input on the possible town garage sites. Chair Leslee Hill has spoken to people in the public. Survey Monkey is still available to post the survey questions on. The survey could be posted this week. Questions on 325 Commerce Drive are on the survey for the purpose of getting an idea of why the public voted that site down previously. 325 Commerce will not be pursued at this time. Beth suggested removing question 5 concerning Commerce Drive suggesting just question 6 would be adequate. Robert Skinner suggested having the option of numbering people's preferences on question 6 instead of just having them circle one choice. Beth suggested the option of check all that apply. There will also be hard copies available at the library and senior center. L. Minichiello does not support the questionnaire on Survey Monkey and would rather just bring a survey to the transfer station and talk to people.

VI. Consideration of New Business:

- a. Review Annual Report by the POCD Implementation Subcommittee: Town Planner Neil Pade presented the report.
  - i. There are a total of 136 implementation measures. There is a 70% yearly progress (97 implementations).
  - ii. Part A (0-4 years): 18 have been successfully implemented to date, which is a substantial increase from last year.
  - iii. 10 are in the development stage, 3 on hold and 2 were unsuccessful. Neil felt there needs to be an additional category of “partially successful”.
  - iv. Part B implementations (2-7 years) - 7 have been successfully implemented.
  - v. Part C (4-10 years) – will not be implemented until year 4 onwards.

Robert Skinner asked if the town wanted to do an update of the POCD who would actually do the change. Neil said the Board of Selectmen would ultimately decide, but the Planning Commission would draft it and bring it to the Board of Selectmen. R. Skinner suggested amending the POCD now and then again in 3-4 years, instead of replacing it every 10 years. L. Hill discussed dates for a Super-board Meeting. The suggestion of a Special Meeting instead of trying to schedule it into a Regular Board of Selectmen Meeting was given. R. Skinner will have staff in his office review dates that do not have any board or committee meetings scheduled in September and the board will discuss them at the July meeting.

- b. Accept the Connecticut Department of Transportation Transit Orientated Development Grant in the amount of \$1,297, 100 to fund Phase II of the Collinsville Streetscape Project and refer to the Board of Finance: **B. Kandrysawtz moved to approve the Connecticut Department of Transportation Transit Orientated Development Grant in the amount of \$1,297,100 to fund Phase II of the Collinsville Streetscape Project and refer to the Board of Finance. T. Sevigny seconded. W. Canny and L. Minichiello opposed. The vote passed 3.2.0.** Neil Pade discussed the Phase II plans, Phase I has been completed. Tom Sevigny asked if this money will cover both Phase II and Phase III of the plan. Neil answered once the town receives construction estimates the cost will change and there may be additional costs. William Canny commented he is all for beautifying Collinsville but the state is in such a disaster fiscally, and yet Canton is receiving almost \$1.3 million for this project. Larry Minichiello agreed, and would like to see what the Town of Canton could financially support that deals with safety and present-ability for visitors.
- c. Review and possibly take action on the request by the Canton Board of Education to replace part of the roof on the Cherry Brook Elementary School: **B. Kandrysawtz moved to request funding in the amount of \$221, 500 from the undesignated fund balance for the purpose of partially funding the replacement of a section of the roof on the Cherry Brook Elementary School and refer to the Board of Finance for further consideration. T. Sevigny seconded. The vote passed unanimously.** There may be a 10% reduction in state reimbursement fees because the roof is not 20 years old. If Canton waits for 2018 to replace the roof and has no reduction, the bond money for the roof will be lost. The bond money expires next summer.

- d. Review status of the Town Bridge Project: The bridge will remain a one-lane bridge after reconstruction which means it will be considered functionally deficient but structurally sound. The \$416,000 consulting fee has been reduced to \$375,000. DOT wants to start construction on next June. Robert Skinner suggested bringing the project to an informal hearing this September or October. \$2.8 million is budgeted for the project right now plus an additional \$400,000. \$6,000,000 was originally budgeted for the project, but since it will remain a one-lane bridge the total will be below that amount.
- e. Discuss granting an easement for the benefit of the owner at 90 Bunker Hill Road: The house on 90 Bunker Hill Road is literally feet from the town road. The house has been in the same family for years. When the family went to transfer the title of the house they were told it would be a problem to get financing because of the house's proximity to the road. The easement would require an 8-24 referral from Planning & Zoning. **T. Seigny moved to authorize the CAO to have an easement drafted granting approval for a structure at 90 Bunker Hill Road to exist within the town right-of-way subject to Board of Selectmen final review and approval. W. Canny seconded. The vote passed unanimously.**
- f. Review progress on the Board of Selectmen Annual Goals for 2016: Chair Leslee Hill stated progress is being made on all the goals.
  - i. Maintaining Infrastructure – A town meeting was held concerning the Town Garage. The Boy Scouts are interested in contributing to the old Grange building to make it usable for a variety of groups. Larry asked if they would be interested in buying the building. Legally the town can not sell the building or give it away, it would have to revert back to the State Grange Association.
  - ii. Economic Development - The adoption of marketing materials and a new Town Seal.
  - iii. Civic Engagement – New reporting formats have been implemented. There have been two super-board meetings. There are more recorded meetings available on the website. Using the Public Access channel to air board and commission meetings is being looked into.

VII. Communications from the CAO, Town Agencies, officials, and/or other governmental agencies and officials:

- a. First Selectman:
  - i. The First Selectman is continuing her discussions about the opioid crisis and spoke to the Superintendent about putting on an educational forum to engage the schools more.
  - ii. The garage survey will be compiled using Survey Monkey.
  - iii. One person submitted an application to be on the Canton Historic District Committee, however he did not live in the Historic District and he ended up withdrawing his application for personal reasons. Right now if someone needs a certificate of compliance from the Canton Historic District Committee there is no committee to oversee it. Possibilities concerning the committee, including merging it with the Collinsville Historic Committee will be added to next month's agenda.

- b. Chief Administrative Officer Robert Skinner: No report
- VIII. Remarks by Selectmen: Tom Sevigny asked if paramedics will be ready to start in July. Robert Skinner replied yes, he has sent the contract to Vintech.
- IX. Adjournment: **T. Sevigny moved to adjourn the meeting at 8:55pm. B. Kandrysawtz seconded. The meeting was adjourned.**

Recorded By:

Kimberly A. Cyr



# TOWN OF CANTON

40 Dyer Ave

P.O. Box 168

Collinsville, CT 06022

*Senior and Social Services Department*

## MEMO

**DATE:** 06.23.16

**TO:** Robert Skinner, CAO

**FROM:** Claire Cote Director of Senior & Social Services

**RE:** Donation of Bench to Senior Center/Disposition of old Metal Bench

For years, there has been a bench outside the back entrance to the Community Center, noted as the "Senior Center" entrance for participants to use when waiting for a ride on Dial-A-Ride or from a friend, or to catch some sunlight in between programs.

In September of 2012 the wooden bench that had been there for years was replaced with a black metal bench, as its wooden counterpart had become warped and dilapidated after years of use and exposure to the elements.

Since then, this black metal bench has seen a lot of use in the fall and in springtime but in the hotter summer months has not been used as the metal gets too hot for peoples' skin. The bench is now very rusted as well.

David Hudon, who is a Canton resident, has made a personal donation of a 4 foot wooden bench, with a nice teak wood finish, for the Senior Center. David became aware of the need for the bench as he is the current Lions Club President, a club who's prior President knew of the need and had requested that the Club either make or purchase a bench. The Club was unwilling to do so, so Mr. Hudon took it upon himself to make the donation.

This bench was purchased for the Center and cost approximately \$250.00.

I am requesting the acceptance of this bench to the Canton Senior Center, as well as the disposition of the old metal bench.

Claire M. Cote LMSW  
Director

Canton Library, Community & Senior Center

Telephone 860.693.5811

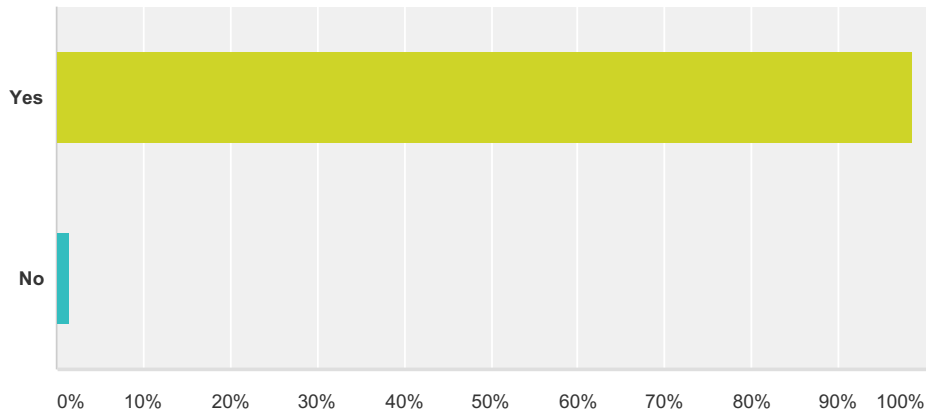
Facsimile 860.693.5835

[www.townofcantonct.org](http://www.townofcantonct.org)

40 Dyer Avenue  
Canton, CT 06019

### Q1 Are you a resident of the Town of Canton?

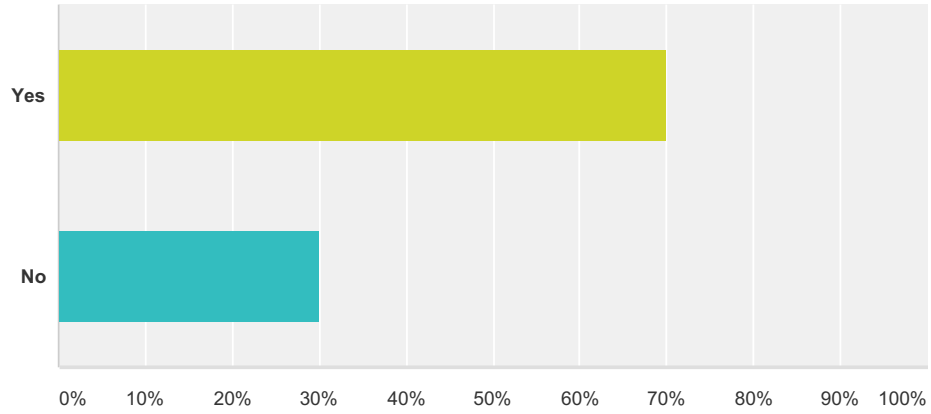
Answered: 906 Skipped: 3



Answer Choices	Responses
Yes	98.57% 893
No	1.43% 13
<b>Total</b>	<b>906</b>

### Q2 Have you voted in prior referendums on the construction of a new Public Works facility?

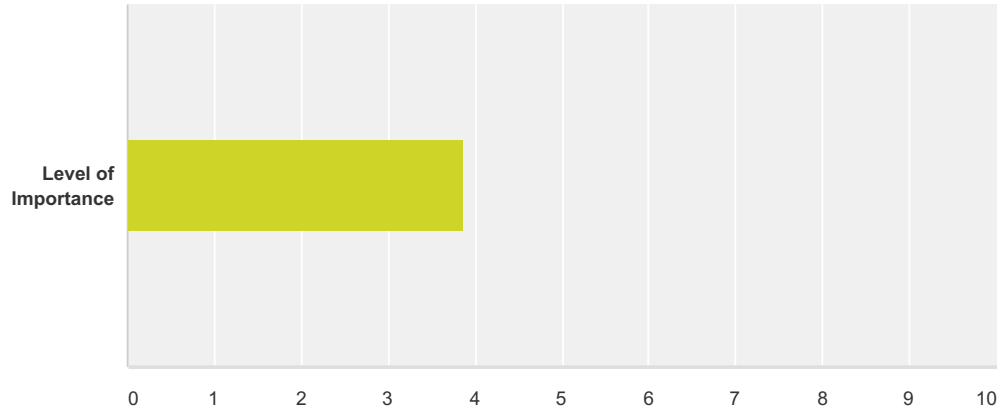
Answered: 905 Skipped: 4



Answer Choices	Responses
Yes	69.94% 633
No	30.06% 272
<b>Total</b>	<b>905</b>

**Q3 On a scale of 1-5, with one being not important and five being very important, how important do you think it is for Canton to build a new Public Works facility within the next two (2) years?**

Answered: 894 Skipped: 15

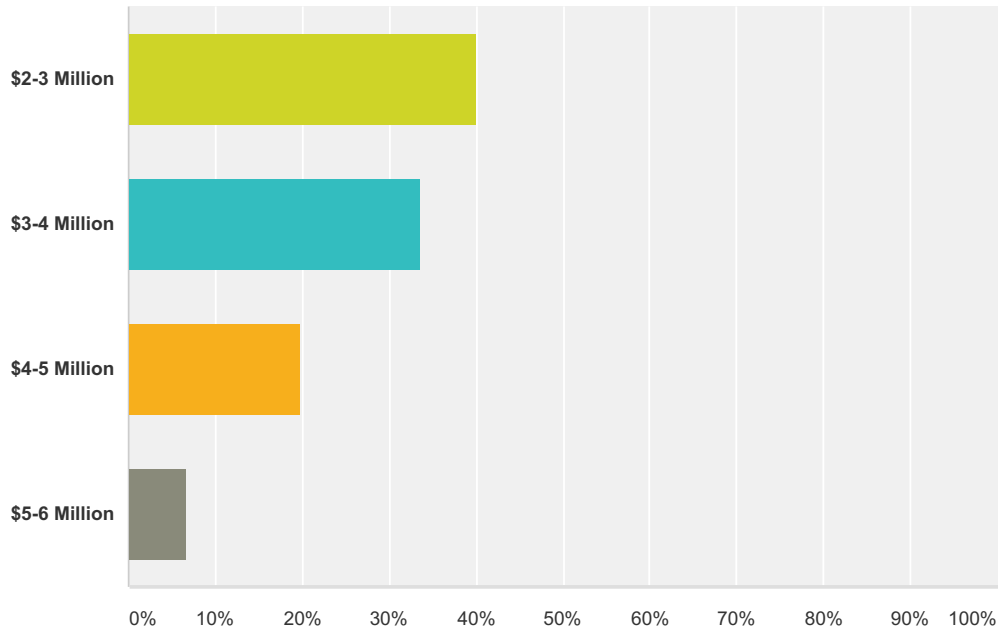


	Not Important	(no label)	(no label)	(no label)	Very Important	Total	Weighted Average
Level of Importance	6.82% 61	7.38% 66	19.46% 174	24.38% 218	41.95% 375	894	3.87



### Q4 What do you believe is a reasonable amount for the Town to spend on a new Public Works facility, NOT including cost of property?

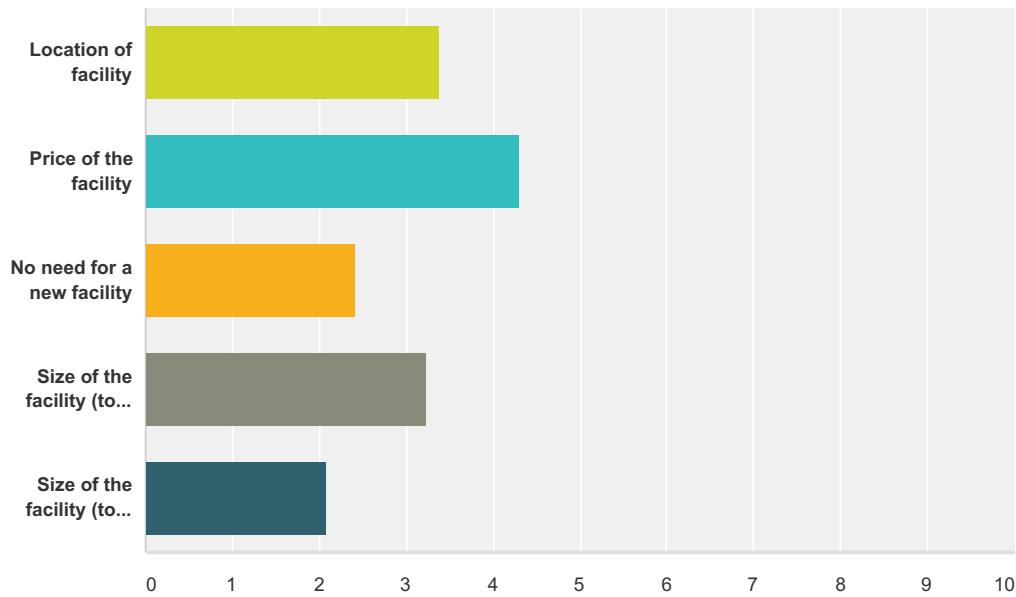
Answered: 821 Skipped: 88



Answer Choices	Responses
\$2-3 Million	40.07% 329
\$3-4 Million	33.62% 276
\$4-5 Million	19.73% 162
\$5-6 Million	6.58% 54
<b>Total</b>	<b>821</b>

**Q5 If you voted "No" in the last Public Works facility referendum (325 Commerce Drive), on a scale of 1-5, with one being least important and five being most important, how important were the following factors in your decision?**

Answered: 428 Skipped: 481



	1 Least Important	2	3	4	5 Most Important	Total	Weighted Average
Location of facility	21.10% 88	8.15% 34	16.55% 69	19.66% 82	34.53% 144	417	3.38
Price of the facility	3.10% 13	3.10% 13	12.65% 53	21.72% 91	59.43% 249	419	4.31
No need for a new facility	41.52% 164	13.42% 53	22.28% 88	7.59% 30	15.19% 60	395	2.42
Size of the facility (too big)	15.80% 64	9.88% 40	30.37% 123	22.47% 91	21.48% 87	405	3.24
Size of the facility (too small)	48.85% 191	11.76% 46	27.88% 109	5.88% 23	5.63% 22	391	2.08

#	Other (please specify)	Date
1	Did not vote	7/7/2016 5:33 PM
2	Other, less-costly, options should be considered, such as a covered pavilion for the trucks, sort of like what Miner's Lumber has.	7/7/2016 1:07 PM
3	I don't see why we cannot renovate the facility we have rather than waste a good spot and building!	7/7/2016 7:48 AM
4	cost should be lower one million, we need more garage employees first to keep up with Cantons needs	7/6/2016 10:28 PM
5	Voted Yes	7/6/2016 10:21 PM
6	I voted yes.	7/6/2016 10:08 PM

7	I voted "Yes"	7/6/2016 9:40 PM
8	Your survey is biased because you did not allow me to indicate I voted for the Commerce Drive site because it was the best location. Afraid to confront the neighbors	7/6/2016 8:15 PM
9	Many people take the survey multiple times. You have a biased sample of interested people perverting your survey	7/6/2016 7:45 PM
10	should just expand with current location. don't over size it	7/6/2016 1:36 PM
11	I don't know why we are again answering to this project - it was voted down recently so accept the results of the vote. In the big picture of rising taxes federal, state & local, uncertainty surrounding state funding to towns, condition of roadways and town facilities and future spend associated, I think this project ranks very low on priority list. On question #4 above the answer should have included a bottom end proposed spend <\$100k, a trick set of answers provided under assumption that some level of significant spend is desired.	7/6/2016 1:06 PM
12	I voted yes	7/6/2016 11:34 AM
13	you are being less than truthful with money amt with cost property we are back to amount voted down	7/6/2016 10:35 AM
14	Not voted	7/6/2016 12:25 AM
15	i studied state and town regs where the town (i think 1 selectman at least) told the public that an expanded facility on the current site was illegal due to flood and other concerns, which proved to be untrue. the state clearly permits expanded sites in flood controlled areas like the current site. i was very disappointed to have to figure this out on my own rather than have some member of the selectboard make this basic fact transparently clear of their own accord to voters. in my 26 years residing in canton this is the first time i felt town government was not honest with the voters. my late father in law former first selectman sam humphrey set a very high bar for canton government ethics. i voted against the garage accordingly.	7/5/2016 10:31 PM
16	The location at issue in the last referendum was inappropriate for a Public Works facility.	7/5/2016 10:16 PM
17	Voted yes - thought that that was a good location, although I do understand concerns of people living in the area.	7/5/2016 4:15 PM
18	I voted yes	7/5/2016 3:41 PM
19	Build away from river	7/5/2016 3:31 PM
20	River road addition is much better site. It's flat & you own it already! (Adding the baseball field/by firehouse would be ideal! Use that land for new building..& current site for storage etc..	7/5/2016 3:22 PM
21	Commerce Drive is the best location for the public works facility.	7/5/2016 2:17 PM
22	did not vote at that time	7/5/2016 1:45 PM
23	I voted yes	7/5/2016 12:37 PM
24	N/A since I did not vote	7/5/2016 12:29 PM
25	Stay away from the river	7/5/2016 12:18 PM
26	An enclosed facility for our equipment has been in need since I moved to Canton over twenty years ago.	7/5/2016 10:08 AM
27	was not in town to vote	7/5/2016 9:58 AM
28	Not on the river near Collinsville, it would degrade the beauty of the area and damage a great resource to the town.	7/5/2016 9:35 AM
29	Voted Yes	7/5/2016 9:32 AM
30	I voted yes	7/5/2016 9:23 AM
31	The existing site is fine. And, it abuts the WPCA property - arguments about developing as recreation are absurd. Let's be sensible here folks.	7/5/2016 9:21 AM
32	See no reason why so much space is needed for 3 separate offices. I would rather an area for our road crew to sleep and eat. Why the need for a conference and a meeting room? One Media room should accommodate any needs of a town garage during inclement weather or emergency scenarios.. Space is why garage is needed, space for equipment upkeep and storage. Why waste that space on 3 (large) offices, one larger than the workers lounge, when only one is prudent?	7/4/2016 3:37 PM
33	No need to buy new land and waste more of OUR tax payers money. Which I am personally getting sick of.	7/4/2016 12:18 PM
34	NO need to WASTE funds on NEW land, ALL the funds should go towards the actual Town Garage making it not only useful but also ethetically acceptable to Collinsville!	7/4/2016 12:03 PM
35	Should NOT be near residential area.	7/3/2016 5:38 PM

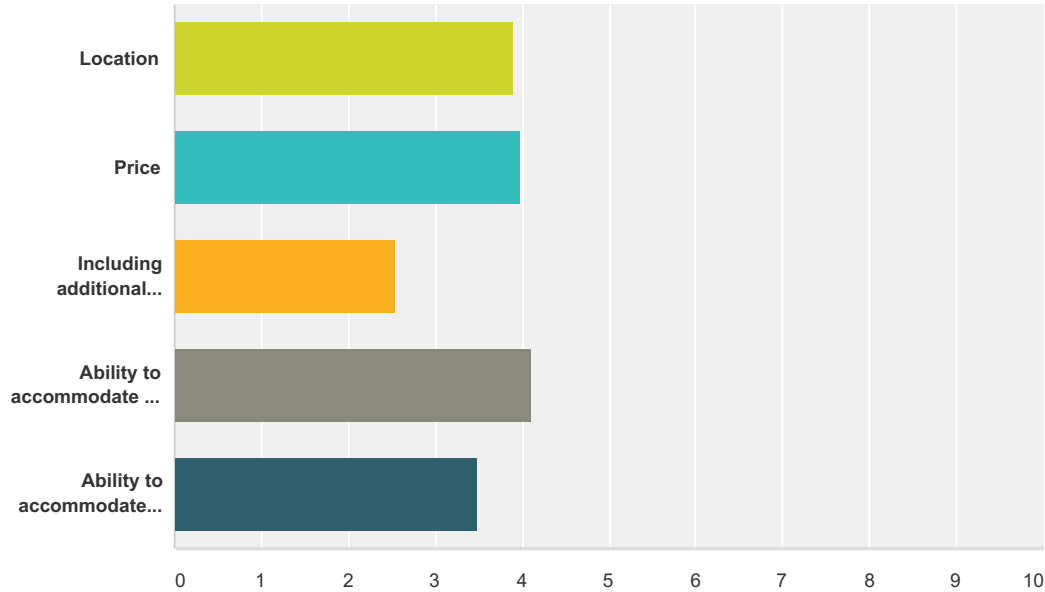
36	I'm concerned that the 325 Commerce Drive is a very nice residential area and not really proper for such a facility there	7/2/2016 9:20 AM
37	I voted yes for the Commerce Drive referendum.	7/1/2016 10:00 PM
38	Voted Yes	7/1/2016 3:11 PM
39	keep it simple and keep cost down [e.g. A breakroom is not necessary, nice but not necessary]	6/30/2016 11:30 PM
40	Voted 'yes' for the Commerce Dr site which I thought was the prefect location.	6/30/2016 7:05 PM
41	i did not vote in the last referendum	6/30/2016 4:03 PM
42	I voted yes. This location was perfect. This property is zoned for the public works facility.	6/30/2016 12:07 PM
43	did not vote	6/30/2016 8:41 AM
44	I did not vote "No" and I believe strongly that barrow's plan should be implemented at 325 Commerce Drive.	6/30/2016 8:31 AM
45	i didn't vote in the last referendum	6/30/2016 8:15 AM
46	price seemed too - not clear why so much more \$\$ than Barkhamsted's, for example	6/30/2016 6:44 AM
47	Scope of facility as originally proposed seemed "gold plated". For example, I never heard a convincing explanation why vehicles needed to be parked indoors, rather than outside (except when being serviced).	6/30/2016 6:27 AM
48	I feel the facility size and cost were too much. This facility should be similar to the facility found at th CVC property specifically their maintenance facility. Sleeping and living quarters extensive kitchen area etc are way overboard. And let's not forget about all the upcoming unfounded pebsations that no one is talking about. Let's run this town like a business and be fiscally responsible. A new facility yes but a number that makes sense based on the size and funds available	6/30/2016 6:07 AM
49	Voted yes	6/29/2016 11:44 PM
50	That would have been a great location!	6/29/2016 9:19 PM
51	It's not necessary to build this ridiculous garage. The necessary amount of space should be provided with out being excessive. It would be really great if the whole facility was moved to another location. We need to preserve the beauty of our river and green space. Our taxes are high enough...and we love our river and the historic buildings surrounding it. Please keep that in mind when making your decisions.	6/29/2016 8:34 PM
52	I voted yes.	6/29/2016 8:14 PM
53	I did not vote no for commerce drive	6/29/2016 8:14 PM
54	Canton needs to stop spending tax money like we're Avon or Simsbury. A moratorium on large public works projects needs to be enacted.	6/29/2016 7:33 PM
55	I voted yes	6/29/2016 7:23 PM
56	We don't need a new garage. This is a waste of resources when we have such greater needs.	6/29/2016 7:20 PM
57	We should be co-locating the garage with the fire station (which needs to be refurbished/replaced) and the police station.	6/29/2016 4:36 PM
58	I feel 325 Commerce Drive is the ideal location for the new town garage.	6/29/2016 4:30 PM
59	cost of using proposed piece of land	6/29/2016 4:14 PM
60	What are the concerns of the DPW staff for new facility?	6/29/2016 2:32 PM
61	I voted in favor.	6/29/2016 1:07 PM
62	Too expensive- it's a town garage- keep it simple	6/29/2016 12:53 PM
63	Do not build on river front & get sewer facility off river too!	6/29/2016 12:24 PM
64	The town doesn't maintain its properties well so no one wants the facility near their property. I'd rather the town spend more to make sure it's done well so no-one has an issue with it next to their property. In addition, no town plan for all facilities and parks doesn't give anyone confidence this is well thought out.	6/28/2016 9:23 PM
65	Commerce Drive should still be considered with a more cost-effective design	6/28/2016 9:14 AM
66	This site has failed twice in the eyes of the public. The fact that the leadership in the Town of Canton feels they can pass it through again is mind boggling. If you plan on building on this site why even have a vote?	6/28/2016 8:22 AM

67	As in other places we lived, town facilities should be grouped together not scattered about. By grouping the town's public facilities and gov't offices, it frees up space in town to increase shops, small businesses, restaurants and bring in more tax dollars.	6/27/2016 8:17 PM
68	I voted Yes Twice on the proposal for the Garage on Commerce Drive	6/27/2016 2:45 PM
69	The design and the cost were critical issues - location was not an issue	6/27/2016 2:28 PM
70	Didn't like to see Commerce Park property come off the grand list when there were other alternatives.	6/26/2016 8:19 PM
71	Bogus plan submitted by Sen. Witkos gave people unrealistic expectations of true cost	6/26/2016 5:05 PM
72	No facilities on Commerce or Dowd. Keep it where it is and save the town some money.	6/25/2016 4:01 PM
73	I voted "yes" for the facility	6/25/2016 2:25 PM
74	This part of survey is confusing. What is a fair price ? Location is dependent on other uses near location. What does too big, too small mean ?	6/25/2016 2:23 PM
75	previous proposals far too expensive... dont believe all trucks need to in heated garages	6/25/2016 2:05 PM
76	the proposal was way too expensive	6/24/2016 2:28 PM
77	i did not vote no, no way to skip this question	6/24/2016 12:28 PM
78	I voted yes...Commerce Drive makes sense...it is zoned appropriately for this use.	6/24/2016 12:01 PM
79	The cost of the facility, the elaborate design of the facility are huge factors.	6/24/2016 10:20 AM
80	Commerce is the logical location- buying Bahre land is ridiculous and seems contrived.	6/24/2016 9:38 AM
81	Has anyone approached the owners of 81 River Rd. (Al's Auto Electric) and 83 River Rd. (Kenmark Landscaping) ? 2 Steel buildings / Utilities in place / Underground waste tanks in place / Good location	6/24/2016 9:19 AM
82	Lack of communication from the Board of Selectman to make an informed decision. Each attempt seemed rushed and forced with little consideration for the input from the community.	6/24/2016 8:55 AM
83	Need to ensure design is functional and will serve needs for next 25 years, no nice to haves!	6/24/2016 8:43 AM
84	I voted Yes in the last referendum	6/24/2016 7:56 AM
85	Voted yes	6/24/2016 6:43 AM
86	Any new facility should meet the needs of the PWD now with room for expansion as Canton continues to grow. On any further survey, consider rewording item 3 above. Negatives can be confusing, and it is just as easy to ask "Need for a new facility".	6/24/2016 6:35 AM
87	I have seen no cost comparison that justifies the short and long term expense. Selectman have done a poor job of making their case regarding the genuine need for any facility beyond what now exists.	6/24/2016 4:22 AM
88	I voted yes. That location makes the most sense.	6/23/2016 11:15 PM
89	What best fits our needs and for the future	6/23/2016 9:39 PM
90	over priced land greedy sellers	6/23/2016 9:07 PM
91	I supported both referendums at Commerce Drive and would do so again. I would lobby to help it pass.	6/23/2016 8:19 PM
92	I voted yes for the 325 commerce drive location both times.	6/23/2016 7:38 PM
93	Should have ease of access, shouldn't be 2 stories, be expandable for long range future, no frills initially add them as town can afford it, make sure we have qualified employees to maintain vehicles	6/23/2016 7:25 PM
94	I voted YES because of the location and the price, which had been scaled down from the first Commerce Drive proposal.	6/23/2016 6:41 PM
95	Not enough info. On the project to answer questions	6/23/2016 6:39 PM
96	commerce drive is an industrial property didn't vote no for it	6/23/2016 6:06 PM
97	I voted yes	6/23/2016 5:59 PM
98	I voted " yes"	6/23/2016 5:56 PM
99	commerce drive is a commercial area ... figure it out!	6/23/2016 5:34 PM
100	I think the location is fine- it IS an industrial park. The price tag just seems too high.	6/23/2016 5:25 PM

101	Consider steel building construction.	6/23/2016 5:24 PM
102	at the time, i did not see the need for a new garage. now i do. however, it doesn't belong on the river	6/23/2016 5:15 PM
103	The town does not need the Taj Mahal an open area and an office space that is it a basic rectangular metal building. The trucks will still need same maintenance as they do now all trucks can be plugged in and they are not always. This project is too expensive it needs to be a basic plan.	6/23/2016 5:06 PM
104	Voted yes in the last referendum	6/23/2016 4:45 PM
105	Why so many offices? a facility similar to Barkhansted would be adequate	6/23/2016 4:43 PM
106	I actually voted yes for the Annulli design/build one (even though I thought it was too expensive), but voted no for the \$6 million one.	6/23/2016 4:37 PM
107	Other options not pursued or identified in timely manner	6/23/2016 4:24 PM
108	Canton places its investment emphasis in trivial initiatives. We should be investing in: better security (police), in light of recent violence (e.g., Orlando); more teachers; return budget surplus to the Canton residents via allowance.	6/23/2016 4:20 PM
109	I didn't consider the location at the time, only the expense. We were new to the area and I didn't want our taxes to go up... I also didn't understand how poor the current facility was until I attended the most recent town meeting.	6/23/2016 4:04 PM
110	Unreasonable cost for landscaping.	6/23/2016 3:53 PM
111	Typical govt. buildings too overdone	6/23/2016 3:48 PM
112	This question is VERY confusing! As such, people's choices may be unreliable.{Kind of reflects this issue!!}	6/23/2016 3:44 PM
113	That option would have been too small the moment they moved in. The new facility should be large enough for future expansion	6/23/2016 3:43 PM
114	Felt this was an agenda being pushed by previous Selectmen and that more reasonable scenarios had not been explored.	6/23/2016 3:41 PM
115	Don't need dormitory facilities for staff. Too expensive.	6/23/2016 3:40 PM
116	The town should use the existing public works facility as it is cost efficient and abuts the existing water pollution control facility. The arguments about preserving this Rea as recreational are absurd and not supported.	6/23/2016 3:36 PM
117	If the town owns 325 Commerce Drive, this is an appropriate use for that site.	6/23/2016 3:32 PM
118	I voted yes, so I can't answer above. However, this is an ideal site for such a project. Perhaps the town would be more accepting of it if they were presented with a down sized plan - and the knowledge that the site is large enough for future expansion.	6/23/2016 3:30 PM
119	I did not vote.	6/23/2016 3:14 PM
120	Rebuild it where it is.	6/23/2016 3:13 PM
121	I voted yes for the facility	6/23/2016 3:12 PM

**Q6 On a scale of 1-5, with one being the least important and five being the most important, how important are the following factors when considering whether to support a new Public Works facility?**

Answered: 899 Skipped: 10



	1Least Important	2	3	4	5Most Important	Total	Weighted Average
Location	5.82% 51	6.61% 58	18.24% 160	29.87% 262	39.45% 346	877	3.91
Price	2.24% 20	4.60% 41	25.00% 223	28.70% 256	39.46% 352	892	3.99
Including additional amenities to the project (i.e., boat launch, open space, future recreation fields)	33.64% 297	18.91% 167	19.14% 169	16.31% 144	12.00% 106	883	2.54
Ability to accommodate all current vehicles and services	4.15% 37	4.04% 36	14.01% 125	31.50% 281	46.30% 413	892	4.12
Ability to accommodate future expansion	9.10% 81	13.26% 118	22.70% 202	28.99% 258	25.96% 231	890	3.49

#	Other (please specify)	Date
1	would not support destroying the rest of the land for recreational use but preserved land would be considered	7/7/2016 8:10 PM
2	Build the minimum needed and at the lowest cost and the voters will approve ... the Town has so many other needs that are of a much higher priority ... the level of importance Canton is putting on this project is making us the laughing stock of the Valley ... how is a new garage going to improve the level of service? ... look around ... the town is falling apart and is completely unkept ... will a garage to park the trucks in change that?	7/7/2016 1:07 PM
3	there was way too many "not needed" items in the last proposal	7/7/2016 8:37 AM
4	If you don't build on he river, you won't need a boat launch and you KNOW it will never be used for town rec.	7/7/2016 7:48 AM
5	The way CT is headed, downhill, seems we won't need to worry about expansion	7/7/2016 7:28 AM

6	Our DPW crews deserve a clean and safe facility	7/7/2016 6:41 AM
7	Not be a eyesore. Be environmentally responsible.	7/7/2016 6:31 AM
8	Safety for DPW staff	7/6/2016 10:21 PM
9		7/6/2016 10:01 PM
10	Very important and effective to plan the landscaping & architechural design of the property and surrounding area to fit the character of the town.	7/6/2016 8:37 PM
11	The right location is Commerce Drive. It might pass if true information was provided.	7/6/2016 8:15 PM
12	Surveys and super meetings can be monopolized by special interests	7/6/2016 7:45 PM
13	plan correctly - no need further expansion	7/6/2016 1:36 PM
14	The garage project should be separate and distinct if proposed again.	7/6/2016 1:06 PM
15	there is no need for new garage especially not what is the plan	7/6/2016 10:35 AM
16	existing town water and sewers	7/6/2016 6:11 AM
17	we do not need a new facility. i would not oppose upgrades for safety and ease of vehicle maintenance reasons, but i think a large new facility is completely unnecessary and a total waste of taxes better spent on refurbished roads which have seriously decayed in the last 10 years compared to when i moved here.	7/5/2016 10:31 PM
18	Important to NOT locate the new facility next to water.	7/5/2016 6:57 PM
19	Proper accommodations for the employees	7/5/2016 6:55 PM
20	Let's build it once to last for many decades!	7/5/2016 4:15 PM
21	2 areas (across river road for example) would be fine as far as accommodating all vehicles/services	7/5/2016 3:22 PM
22	safety of the river quality	7/5/2016 11:53 AM
23	Not any place on the river	7/5/2016 10:58 AM
24	I would support a town garage in many locations considered, but would oppose keeping it on river.	7/5/2016 10:11 AM
25	Environmentally responsible & costs are the most important.	7/5/2016 9:57 AM
26	Impact on the character of the town.	7/5/2016 9:35 AM
27	The existing site is fine. And, it abuts the WPCA property - arguments about developing as recreation are absurd. Let's be sensible here folks.	7/5/2016 9:21 AM
28	Preserving the riverfront should be a top priority	7/5/2016 9:16 AM
29	Again, a Town Garage with best enviornmental protections we can muster IS the objective not recreational facilities!!	7/4/2016 3:37 PM
30	Town Garage for "Town" vehicles or equipment!	7/4/2016 12:03 PM
31	The town is growing and thus the ability to keep town services up to the growth is paramount to continue the growth	7/4/2016 8:06 AM
32	Split up departments. Move to encourage our & visitor use of the river.	7/2/2016 12:35 PM
33	Along with this survey, why didn't you send a document with pro's and con's of the current facility at 50 Old River Road? Why are you suggesting expansion and additional amenities? Etc.	7/2/2016 9:20 AM
34	We need to develop the River Road area into a town recreation site. This is our only chance to do it and upgrade our town's attractiveness and give our citizens a chance to enjoy this wonderful natural resource. Build the public works facility in an industrial zoned area!	7/1/2016 3:34 PM
35	we need the facility but extras are for a more financially stable economy and not a bear market	6/30/2016 11:30 PM
36	Build it big enough to not have to add on more.	6/30/2016 1:20 PM
37	Environmental impact. Do not build it on the river.	6/30/2016 1:20 PM
38	the garage must be removed from its current location to enhance the River as one of Canton's most valuable natural resources	6/30/2016 11:13 AM
39	Facility should be easily accessable for the trucks but tucked away so it does not change the rural character of Canton.	6/30/2016 8:55 AM
40	In planning for the future what is anticipated growth of the town that would need additional expansion	6/30/2016 8:51 AM



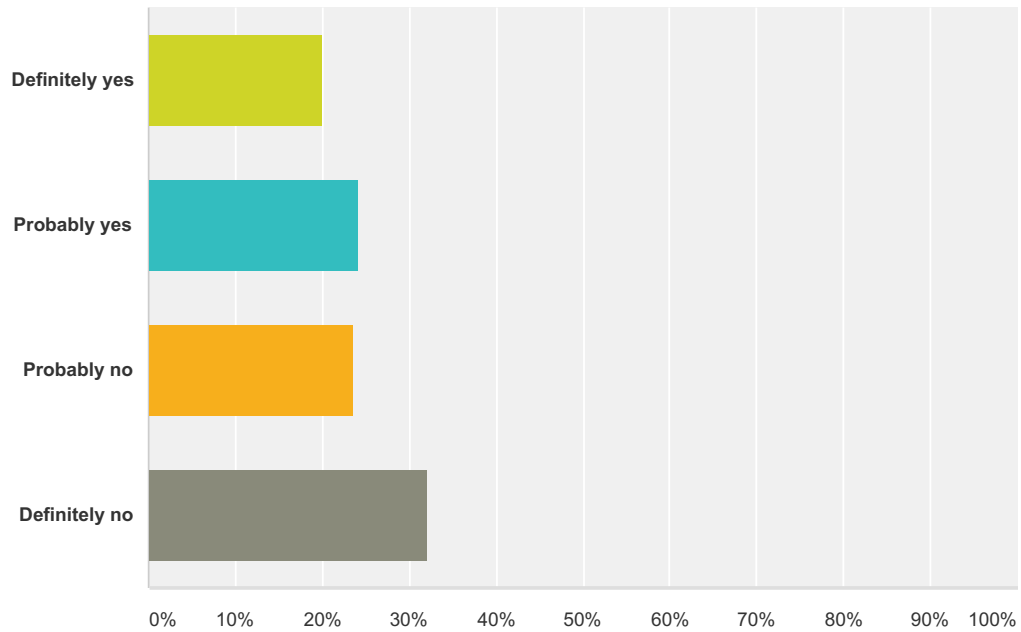
41	"Additional amenities" listed pertain only to the riverfront location, which is out of the question for a garage/maintenance facility, in my opinion. This item is poorly constructed from a survey design perspective, as it includes assumptions that are not apparent to the respondent. It will lead to confused responses and inaccurate "data," I predict. (The writer has experience designing surveys and questionnaires across numerous disciplines.)	6/30/2016 8:31 AM
42	Garage yes, not on our river.	6/30/2016 1:58 AM
43	would be a huge plus to have future recreation fields. We do not have adequate fields - memorial fields is no longer acceptable.	6/30/2016 12:35 AM
44	CONFORM to Industry Standards; eg,drive thru traffic access / circulation for efficiency +safety.	6/29/2016 11:58 PM
45	Local salt storage should be a high priority.	6/29/2016 8:45 PM
46	Heck ya, we should have a public dock and boat launch. Make the land there more grass...and please don't tare down the house it's historic.	6/29/2016 8:34 PM
47	How many miles of road do we plow? What is the ratio of plows to roads for a typical 1" per hour storm lasting 6 hours?	6/29/2016 8:26 PM
48	Not on the river, think ahead that's prime real estate for creating a cohesive town image.	6/29/2016 7:27 PM
49	Will continue to vote no. Taxes are high enough in this town	6/29/2016 7:20 PM
50	Decide now and get it done once and move on.	6/29/2016 5:35 PM
51	If the town is going to make this investment, it shouldn't limit the possibilities making future expansion more costly.	6/29/2016 4:30 PM
52	Not on our river	6/29/2016 3:04 PM
53	Do not spend any money to buy land for the facility. Cut the amenities	6/29/2016 2:47 PM
54	Without going overboard, new facility should house offices, shower, lavatories, maintenance & storage of vehicles & supplies.	6/29/2016 2:32 PM
55	location should not affect water quality of surrounding wells and bodies of water (river, stream, etc.)	6/29/2016 2:10 PM
56	A safe workspace for employees and an environmentally appropriate storage facility for trucks and supplies.	6/29/2016 2:03 PM
57	There should not be a need to expand the facility in the future.	6/29/2016 1:42 PM
58	Please know that not everyone is going to be happy with ANY location. The BoS needs to make good long-term choices knowing that some people are not going to be happy. Using land that is appropriately zoned (i.e., Commerce Drive) is logical even though a small group of neighbors would not be happy.	6/29/2016 1:07 PM
59	On location, NOT IN A FLOOD ZONE, all other locations are fine.	6/29/2016 12:25 PM
60	Need a coordinated plan	6/29/2016 12:24 PM
61	If the town had a plan, "additional amenities" wouldn't be asked in this question. Why does it have to be built to accommodate all vehicles, utility companies don't do this so why is Canton? Expansion should be in the plan, not discussed with every single project.	6/28/2016 9:23 PM
62	Environmental considerations and tax burden of financing on residents now and in the future.	6/28/2016 10:24 AM
63	Purchasing 30+ acres for the garage plus land being kept as open space does not make sense in this economy	6/28/2016 9:14 AM
64	The site on Albany Turnpike, if done right, can offer both the Town a new facility and also the Town of Canton both sports fields and parks for recreation.	6/28/2016 8:22 AM
65	Canton is a small town and seems unlikely to expand enough to require eventually enlarge the facility.	6/27/2016 8:17 PM
66	Protection of Canton's most valuable asset, its environment (riverfront) which it has worked so hard to protect and preserve.	6/27/2016 4:03 PM
67	I am in favor of open space but NOT for using a boat launch at the present site as a bribe for approval,	6/27/2016 2:45 PM
68	Commerce Drive location could be a consideration	6/27/2016 2:28 PM
69	City sewer and water somewhat important	6/27/2016 7:23 AM
70	Location should be centrally located, not close to a town border.	6/26/2016 10:29 PM

71	Boat launch at current site would be an excellent benefit to the entire town and people who appreciate the river's value in Collinsville; but cost and garage function should be the primary drivers. Alternative recreational land uses at current garage site are ridiculous considerations next to the smelly sewer plant. River-style designed garage could be an attractive asset, assuming run-off is completely contained. WOULD PREFER SALT/SAND on opposite side of 179, or easily accessible alternative location (not Burlington).	6/26/2016 8:19 PM
72	additional amenities shouldn't be a consideration if project is built in industrial zone ie. 325 Commerce Dr.	6/26/2016 5:05 PM
73	Prefab structure? Carport? Do we need a palace? What else is needed besides shelter for machines?	6/25/2016 10:36 PM
74	Need to build a gaarge that is compatiable for the public works personnel to do their jobs but don't need a garage that is way bigger than they need.	6/25/2016 6:05 PM
75	No facilities on Commerce or Dowd. Keep it where it is and save the town some money.	6/25/2016 4:01 PM
76	Facility should be close enough so that trucks plowing in winter will be available ASAP.	6/25/2016 2:23 PM
77	The new garage's future operating cost is important. As it relates to operating costs and also future expansion capacity the garage should be located where there are current public utilities.	6/24/2016 2:32 PM
78	What's included in "all current vehicles"? Specialized equipment needs to be properly housed whereas general purpose vehicles not so much as they will probably be replaced more frequently.	6/24/2016 10:16 AM
79	NO to river location.	6/24/2016 9:41 AM
80	Build a garage for minimal cost, NOT a fancy multi-million dollar palace	6/24/2016 9:38 AM
81	It is critical to have a balanced vision for the facility and a consideration for how it fits into the community. Balance between value of current location for recreation, quality of facilities for its purpose and employees, and overall lifecycle cost.	6/24/2016 8:55 AM
82	Future expansion should be tied to e pectationa of town growth. Our population is not growing as fast as prior periods.	6/24/2016 8:43 AM
83	If done right the first time expansion will likely be an unnecessary factor for the next 75 years	6/24/2016 8:06 AM
84	There is no need to add amenities. People can't afford more taxes. Just stick to the garage.	6/24/2016 6:43 AM
85	The garage should be relocated away from the river. Thus, there will be replacement amenities not additional ones. In other words, we can reclaim the river area for recreation and tourism.	6/23/2016 11:15 PM
86	not getting ripped off on land because it's a town purchase	6/23/2016 9:07 PM
87	Need - which has been demonstrated.	6/23/2016 8:19 PM
88	Build it correctly, no need to expand for years to come	6/23/2016 8:16 PM
89	The most important thing is to replace the current structure with a good and safe building. Moving it is not essential.	6/23/2016 7:38 PM
90	Flood proof site to guarantee town investment	6/23/2016 7:00 PM
91	Ability to accommodate future expansion for the needs of our town's roads/upkeep/snow etc.	6/23/2016 5:59 PM
92	Not near or blocking any river front	6/23/2016 5:50 PM
93	My primary concern is cost, not price. I am supportive of the city paying a higher price NOW to avoid increasing costs of delaying this project.	6/23/2016 5:36 PM
94	This building should be in a new location, and don't see a need for future expansion if we plan well this time around	6/23/2016 5:35 PM
95	Look at Barkamsted !!!	6/23/2016 5:34 PM
96	Consider steel building construction, we don't need a palace	6/23/2016 5:24 PM
97	Maximizng public use of town land by the river is a compelling factor for relocating the facility.	6/23/2016 5:17 PM
98	Public works dept has a very bad reputation on not being very productive in town	6/23/2016 5:04 PM
99	Safety of all I'd you want to put an access on Albany turnpike safety and accessibility was why it was rules out.	6/23/2016 5:01 PM
100	Building in a flood plain is not wise. Not using a commerce drive location was a mistake. This location is designated for such facilities. Why not a reasonably priced facility like Barkhansted?	6/23/2016 4:43 PM
101	Additional amenities depends on location. Having amenities at the Old River Road site is more important than at the Satan's Kingdom site - where it seems they are added to justify the high cost of buying the land.	6/23/2016 4:37 PM
102	dedicated open space would be key, for the Albany Ave site. No sports fields. Also--specifics re: fuel storage at the Albany Ave site and whether the fuel could be stored elsewhere. Distance from the river.	6/23/2016 4:27 PM

103	Environmental impact, aesthetic impact	6/23/2016 4:22 PM
104	My opinion is that this is wasteful at any cost, other than to maintain the current facility.	6/23/2016 4:20 PM
105	The selectmen wouldn't be doing their job properly unless future needs were considered & taken care of	6/23/2016 4:15 PM
106	The Commerce Drive location makes the most sense... it's a designated industrial area and was so before ANY of the residents purchased a house on or off of Bart Drive. Putting toxic scenarios close to the river when recreational opportunities could be considered is not worth the risk or cost of adding on to the current location, especially when it can't be expanded, if needed, in the future.	6/23/2016 4:04 PM
107	When cos. flys there will need to expand. The cost of that can be included in development consessions.	6/23/2016 3:48 PM
108	Again, VERY poor question. It is "loaded" when asking about other projects-the focus is a garage!	6/23/2016 3:44 PM
109	Do not put this garage on the river location.	6/23/2016 3:42 PM
110	I would not include recreational facilities in the initial project costs. If room, that could be added later on after the main facility has been paid for.	6/23/2016 3:41 PM
111	The new public works facility should NOT remain at the 50 Old River Road location... we know better than to rebuild in the floodplain	6/23/2016 3:32 PM
112	Don't tie the DPW project in with riverfront access. One thing at a time, please. Perhaps consider creating a "resident only" parking for riverfront access at the present DPW site. A small annual dues for resident parking pass could be used to develop the area over time.	6/23/2016 3:30 PM
113	Your third question in this section presupposes a site on a river somewhere with adjacent recreation areas...	6/23/2016 3:14 PM
114	Rebuild it where it is.	6/23/2016 3:13 PM

### Q7 Would you support construction of a new Public Works facility at the current location of 50 Old River Road?

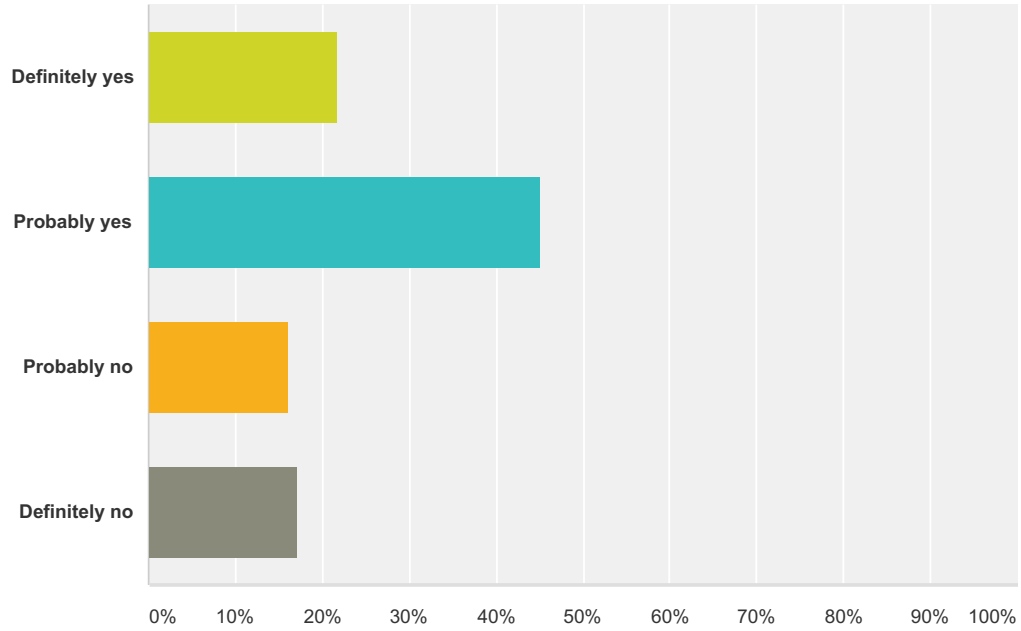
Answered: 894 Skipped: 15



Answer Choices	Responses	
Definitely yes	20.13%	180
Probably yes	24.16%	216
Probably no	23.60%	211
Definitely no	32.10%	287
<b>Total</b>		<b>894</b>

### Q8 Would you support construction of a new Public Works facility at 674 and 684 Albany Turnpike?

Answered: 884 Skipped: 25



Answer Choices	Responses
Definitely yes	21.72% 192
Probably yes	45.02% 398
Probably no	16.18% 143
Definitely no	17.08% 151
<b>Total</b>	<b>884</b>

## Q9 Do you have any other comments?

Answered: 417 Skipped: 492

#	Responses	Date
1	I can not really answer question 8 without knowing what the plan is for the rest of the acreage.that is an important issue. if it would be preserved conservation land, then possibly I would vote yes. If it were to build houses or recreational areas, then no. i think we need to keep some rural areas free of development and adding a town garage on this property so close to the river is enough. I would not support buying the land and later finding out what is to be done with it. If all the information is not figured out ahead of time, i would prefer leaving it residential.	7/7/2016 8:10 PM
2	The town garage handles a large amount of toxic materials. One corner of the Albany Turnpike property is on the river. The rear lot has year round streams draining into the river. The front lot also drains into the river.No matter how high-tech the equipment used to monitor and manage these materials there will always be risk of a release into the river.	7/7/2016 7:33 PM
3	I support it being built in the industrial park and using river road for recreation. It would add to the town to have open space (park) by the river.	7/7/2016 5:33 PM
4	I stil feel that the location at 325 Commerce Drive is the most appropriate.	7/7/2016 4:11 PM
5	I believe that Commerce Drive was a great location for the garage and should be revisited. It's the rich snobs that live on the hill over there that opposed it.	7/7/2016 3:54 PM
6	The Town Garage should be located in the industrial park on Commerce Drive	7/7/2016 3:23 PM
7	Do I feel bad for the Public Works employees? Yes. The current facility is completely outdated, but that doesn't justify what's been proposed to replace it. My children may need new sneakers, but that doesn't mean I have to buy them ones that cost \$200 each! The recently proposed garages are extremely over-priced and not a priority for the Town. Any cost over \$1 million is not justified. No way will there be \$3-4+ million of wear and tear savings on the trucks by building a new garage. Canton's roads are falling apart (\$18 million projected cost), Canton's school infrastructure is falling apart (roofs, windows, doors, stairs, floors, landscaping, air conditioning, parking lots, etc, etc, etc, at an unknown cost \$\$\$\$), the Town Bridge still hasn't been repaired (and that was supposed to be paid for mostly by the State), rumors are a new firehouse is needed (\$\$), and more recreational / ball fields are desperately needed (\$\$). The current physical appearance of the town is awful! Except for a few select spots, the town/school grounds and fields are in horrible condition, all of which are the responsibility of the Public Works department. The Public Works department should explain why the town is in such bad shape (is it lack of proper budgeting, low staff count, poor work performance, something else?) and why a new garage would change / improve the condition of the town? A new garage, as it's currently proposed, seems like a "nice to have" instead of a "must have" and is not a priority for Canton. That's not to be confused with saying the current facility is in good shape -- it clearly is not. Finally, don't discount the fact that home prices in Canton have dropped while taxes continue to rise. That doesn't create a good climate for non-priority spending. Canton has also dropped in the latest school rankings. Town officials seem to get distracted by the location or cost when trying to determine why the residents keep voting "no" on the garage project. I think there is a much bigger issue and that it's just not a priority for the people of Canton. Town officials and/or Public Works employees have not proven why we must have this new garage and how we will benefit from it. Until you provide these answers, I'm afraid the large majority of residents will continue to vote "no" to any similar garage proposals. Just reducing the cost by a little each time doesn't make it a priority. Cut the price under \$1 million and see how quickly it gets voted for!	7/7/2016 1:07 PM
8	No	7/7/2016 10:52 AM
9	Ideally, the new facility would be located in the Ramp Road/Powder Mill Road area near the transfer station. Most residents consider this the industrial area of Canton, and I believe there was a parcel(s) identified in one of the original studies in this area. If a new facility can be built at 50 Old River Road then the flood plain argument is no longer valid for anything new built in the Ramp Road/Powder Mill area since the same or similar design could be implemented. How about building the new public works facility at the current transfer station site and either, a.) relocate the transfer station or b.) combine the two on the existing parcel (e.g. Longmeadow, MA)?	7/7/2016 9:59 AM
10	Satans kingdom is a very good location. They do not need a giant facility. They certainly could copy Barkhamsted's facility and price. Please don't make it unaffordable to live here by raising taxes to support a facility that is a waste of space.	7/7/2016 8:37 AM
11	The commercial zone already planned to accommodate this type of development seems the best option for both price and location. It definitely should NOT be constructed on the Farmington River. That site should not even be an option.	7/7/2016 8:35 AM

12	Why have another wasted empty building, the town is becoming over built as it is, just do a great renovation of he existing garage. All this "need to have something new" is wasteful of property which can never be retrieved. I have seen farm after farm and property after property paved over all under the guise of providing residents of "lower taxes". Not only our the taxes going up and up, but we have lost the wonderful rural charm of the entire town, with more traffic and much less green space.	7/7/2016 7:48 AM
13	The commerce rd site is the best option	7/7/2016 7:47 AM
14	Residents need to be aware of the stench from the treatment plant, not a great location for enjoyment or leisurely walks.	7/7/2016 6:41 AM
15	- Support depends upon whether the open space and ridge will be preserved and that the site will be screened and not visible from the road, houses and not be an eyesore on the western gateway into Canton. -The River and aquifer protections must be sufficient, beyond the minimum and built to last well into the future. - I still think commerce drive site was/is the best choice and regret that it was defeated both times (despite my support).	7/7/2016 6:31 AM
16	I was very pleased with the Commerce Drive location and design. Very sorry that did not get accepted.	7/6/2016 10:21 PM
17	Why does the town officials hide the true costs land cost site work and building costs along with furnishing once building is constructed over 6 million. We don't need it town garage maintaince work could done privately we owned land or commerce drive and gave it away ridiculous how town officials are like president candidates only tell half truths	7/6/2016 10:17 PM
18	I very much appreciate the fact that the Board of Selectmen is conducting this survey. I feel very strongly that the Public Works facility, while greatly needed, should NOT be located at its current facility on the Farmington River. To build a new facility in this current location would be enormously short-sighted, inefficient, environmentally irresponsible and ultimately, economically unsound.	7/6/2016 10:08 PM
19	Combining with Fire/EMS to eliminate Canton Street and Collinsville stations which are both in serious need to repair and combining it to be a big facility on Commerce with DPW/FD/EMS and plenty of room for growth would be the best idea. Expensive but cheaper than putting more money into the current DPW and Collinsville FD buildings which are in desperate need of repair and more room.	7/6/2016 10:01 PM
20	is there any space on powder mill for this facility? it's hidden from the road. it's already an industrial area. it's far enough from residential areas, as to not bother homeowners with the noise and potential to lower their property values. it would be a perfect location for a new public works facility.	7/6/2016 10:00 PM
21	If we are trying to continue our efforts to make Collinsville an attractive place to businesses, visitors, and residents, we would be making a major mistake if we keep the facility on River Road. It ruins all future potential for increasing the area's appeal.	7/6/2016 9:55 PM
22	We just moved to Canton. One of the major factors weighing in our desire to live here was Canton's active efforts to support and improve the community and recreational endeavors. Relocating the public works facility would allow greater opportunities for River Road and therefore the entire community.	7/6/2016 9:49 PM
23	Our current town garage has def seen better days and many are sensitive about the location being so close to the river. I do not think it belongs on Commerce Dr as Dowd Ave already sees way too much traffic and the garage there would add more.	7/6/2016 9:44 PM
24	I firmly believe the commerce drive proposal was the best possible solution. My support of the Albany Turnpike option is conditional and entirely dependent on the guaranteed preservation of the ridge and unused balance of property in its natural state. It would need to be situated as far from the river as possible - and still, I have concerns about fuel storage, lack of sewer, traffic safety.	7/6/2016 9:40 PM
25	Commerce Dr is fitting. Its an industrial zone.. They need a new place asap!	7/6/2016 9:29 PM
26	Build it where it is the most cost-effective... Meaning A place that does not require a lot of money in site development. I'd rather see that money put into the building The employees deserve to have an updated environment. Residents of this town rely on their services and having a nice and efficient working environment helps morale	7/6/2016 9:21 PM
27	Plans (plot and architectural) should be the deciding factor	7/6/2016 9:11 PM
28	Although the cost may increase; it would be wise to include "green" environmentally friendly utilities in the design; for example, Geothermal heating/cooling of office, showers, conference room areas. Solar electric panels, LED lighting, masking the spill (focusing) of exterior lights to minimize light polution to surrounding property owners. Rain capture system/storage for utility cleaning use. Invest now on utility systems that will bring long-term cost savings; while keep the environment clean & safe. Thanks for this opportunity for us residents to provide input early in the planning of this project. :)	7/6/2016 8:37 PM

29	More people are clearly in favor of the Commerce Drive site. Put two questions on the ballot in November as suggested by PMBC. One - to approve \$5M in bonding for a new DPW garage with no indication of location and two - to approve monies from fund balance to purchase the Commerce Drive site. First you answer the question how much will voters spend and second you determine if they will choose the best site. There is no way that the voters will fund the total cost for the Albany Turnpike site. If question two fails you have time to apply for an open space grant in the spring. Don't under estimate the voters who will turn out for the Presidential election. Explain the strategy, you might be surprised.	7/6/2016 8:15 PM
30	Why buy land when we already own a great site? Why pay 3x what Bahres paid last year?	7/6/2016 7:45 PM
31	Don't waste money purchasing land for new facility! Canton has already wasted money on possibilities. Why not just fix up, add onto River Road' s facility. It's been there for years. Okay, don't take down all the trees.	7/6/2016 1:36 PM
32	Do it sooner than later.	7/6/2016 1:14 PM
33	I took the time to research and vote previously, the people spoke but apparently our elected officials don't listen. Question #4 in the survey is misleading as there should be a selection for \$0-? spend range - I for one do not believe now is the appropriate time to take on more financial burden when we are financing road repairs and other projects - the money is not there for a new garage. The money won't be there for BOE, BOF when the time comes. Perhaps an option to build an open barn-like structure with roof and no walls at current location would buy some time. Finally, with the sewer treatment plant adjacent to the current site, the riverside location is not the optimal location for a new park.	7/6/2016 1:06 PM
34	I understand the need to improve the Public Works Facility but I think the original price tag was way to much for this town. We need a functional facility, not top notch one. Money should be spent on "things" that will add to the value of moving to Canton and keeping current residents here and a town garage does not accomplish this. No one says "Hey, Lets move to Canton, they have a great town garage". The money should be spent on ball fields, town pool and community center for teens. I would rather see Mills Pond be completely re-done. New Pool, New Pool house which should include teen center and canteen. People will move to a town for this. Thanks for listening. Love Canton!	7/6/2016 11:54 AM
35	Kudos for taking this step to ask the residents what they want and are willing to pay before telling them what they should agree to and fund. Please consider presenting this information to the community similar to the way the town budgets are at multiple times and venues. Additionally, please consider breaking out the two main components; cost and location, and prioritizing cost as being first in the eyes of the voters. Instead of regularly spending funds to draft proposals that the residents won't finance, regardless of location, find out what amount they are willing to support and then build it from there. Half of something is better than all of nothing. For years the residents has been telling the PMBC that the scope and cost of the project is too big, grandiose and expensive. As such, dollars have been wasted trying to pound a square peg into a round hole. If a presentation is put before the Canton residence noting that this is what most feel is appropriate to spend that would be a step in the direction to moving this project forward. I expect that it will not meet the PMBC recommendations however it will be far better than what we have and it will still protect and preserve our town assets nonetheless. Once a floor and ceiling have been set on the cost then move on to location, location, location. I know this is easier said than done. I truly appreciate all the past efforts of the board volunteers and town employees as well as current and future efforts. Thank you for asking and best wishes with the results and next steps!	7/6/2016 11:34 AM
36	current garage is fine no need for a 5 million or more facility with all this space for the workers they need not have this monstrous area the trucks are plugged in and there is no need for them to warm up for hours I have trucks that as long as I plug them in they are fine	7/6/2016 10:35 AM
37	Support new facility as long as it didn't require purchase of new land; should use land already owned by the town	7/6/2016 7:50 AM
38	One question that is not asked, and I believe should be, is whether or not it would be feasible or desirable to outsource all the work to local/statewide landscapers or other contractors that would be large enough to take on the work on a contractual basis for, say, 5 years with renewal options for quality performance. This would eliminate the overhead of a physical plant.	7/6/2016 7:36 AM
39	I believe the best site for the Town Garage is on Commerce Drive. It is centrally located. It is already zoned industrial. It has town water and sewers. It is not near the river. Just because it did not pass last time does not mean we should not try again. A small group of cowardly people hijacked the political process at the 11th hour and left us in this predicament. We should not be afraid to do what is RIGHT, despite the influence of wealthy and powerful people. The right decision for the town and the garage is Commerce Drive. We need to explain the rationale and need better to the public to engender more support for this site.	7/6/2016 6:11 AM
40	I think the most important factor to me if money is too be put into a new works building is moving it from current location only if the area now is used for public resident boat launch and rec area if those are not to be created then I would not vote for improvements or moving of location! Thank you	7/5/2016 11:04 PM



41	see comments above. i am from maine. town garages there consist in 1 work bay, an office, and plenty of parking and outdoor storage space for heavy equipment, sand and salt, and some asphalt. large plows and trucks may be stored in open pole barns, but many more are simply parked outside with minimal wear and tear. maine has a much harsher climate than canton, connecticut. thousands of school school buses owned by their towns (unlike here) are stored in open lots statewide with no terribly ill effects at all. it is incredible to me to hear about the need to spend millions on a garage in the circumstances, when millions in new roads are clearly needed town-wide.	7/5/2016 10:31 PM
42	I liked the Commerce location but I guess that's out of the running.	7/5/2016 6:55 PM
43	I believe the presented concerns that having it near the river is not good and the need to relocate - given that: Two obvious concerns - people will not approve if it's too close to a major residential area or if it's going to mess up a natural, undeveloped area. So, you might have to choose some more expensive real estate - I would be willing to pay for more expensive real estate to meet those needs. In general the current location doesn't lend itself to park use because of the smell - although having a town boat landing on the river would be great! (People don't need to hang out there too long) Good luck!	7/5/2016 4:15 PM
44	I still think Commerce Drive is the best choice. Residents need to be given ALL the choices with all the facts, so that they can pick their top choice. None may be perfect, but something has to be done. Doing nothing is not an option.	7/5/2016 3:41 PM
45	Keep away from river	7/5/2016 3:31 PM
46	We must tighten our belts and live with what we have... there is no end in sight to government spending. Stop it. Now.	7/5/2016 3:29 PM
47	As a 40 year resident I believe the current location with renovations is adequate to service the Town's needs and I would support upgrades to the current facility. The proximity to the sewer plant makes this property somewhat undesirable as a park like setting. I'm confident the upgrades would include cosmetic improvements which would make it more appealing to the eye. Moving the garage to another space simply puts it into someone else's "back yard". I'd prefer to see the town hire more private contractors than to expand this town department. I haven't heard a good argument that this is not cost effective when all factors that contribute to the true cost are considered.	7/5/2016 3:17 PM
48	Commerce drive was built to accomodate such a structure; the new garage should be located there.	7/5/2016 3:11 PM
49	The water treatment plant takes away the river front. Between the 179 and the treatment plant is not going to be too desirable water front. We might as well keep it in the same function as it has been. If people want the water front they should head into Collinsville.	7/5/2016 2:50 PM
50	I think that Canton is overdue for a garage update, and townspeople need to understand that the garage has to go somewhere. For me, I would support the town's purchase of the land at 674 and 684 Albany Turnpike because I like the possibility of future open space access, athletic fields, river access, community gardens and all else that could go on that land once the garage is built. I think that one well designed public works facility and public use of the rest of the land at that site is much better than anything else that might go there if the garage does not. I say this as a resident living less than two miles away from the land in question. I believe that a well designed salt shed to prevent runoff and keeping the garage as close to the road as possible (farther from the river) will help townspeople see that this is actually a really good option. Additionally, really emphasizing the conservation and public access to the rest of the land could help people see that this could be a great benefit to the town. I do not understand why the garage has been such a huge issue, as it is a vital part of the town's operation and is incredibly necessary. It seems that the largest opponents haven't really thought about how hard it could be to get through another hard winter like 2015 without a better garage facility, and are unwilling to compromise, putting the town in a difficult position. Maybe more education in the form of a mailing detailing all the hard work that the public works do throughout the year would be beneficial, alongside information and plans for the benefits that the potential new construction/sites would come with. I think that if townspeople had facts clearly laid in front of them in writing, with clear options to choose from, the issue would be solved more efficiently.	7/5/2016 1:24 PM
51	The current 50 River Road site should be turned into a park along the river with access to the water.	7/5/2016 12:56 PM
52	I still believe commerce drive is the best location. It is within an industrial zoned area. The price tag was too expensive.	7/5/2016 12:37 PM
53	River stream contamination at whatever site is chosen.	7/5/2016 12:18 PM
54	Can we re-vote on the Commerce Drive property?	7/5/2016 11:53 AM
55	We would prefer to have a less expensive maintenance facility and more of the budget allocated to buying/maintaining public works equipment ie back roads more effectively plowed in winter/old roads repaved.	7/5/2016 11:25 AM
56	I do not understand why the Commerce Drive location is not open for consideration. The reason the town hasn't gotten support for this in the past is that it did an unbelievably inept job at getting public support. I would say that the effort was amateurish, but non-existent would be a better description. The right communications effort based on the facts could do it. But that would take imagination and courage.	7/5/2016 10:58 AM
57	unsure of location best, but get the best price possible for the construction.	7/5/2016 10:14 AM

58	I strongly support listening to the PMBC, whose members have devoted several years of study. I opposed the first town garage because it was too luxurious, but voted FOR it the second time once it was scaled back. I think Commerce Drive is a fine location; the land has been zoned for industrial use since long before the residential neighborhoods surrounding it. The town should act for the good of all and not allow some last-minute, underhanded maneuvering that preceded the last vote to disqualify Commerce Drive as a location. (I read that the CAO wants Commerce Drive off the table, but I feel he is misreading the last vote. Voters were confused by the actions of the NIMBY group & some elected officials who spread untruths to muddy the waters.) The Farmington River is a natural resource enjoyed by all residents; it draws visitors and drives economic development. We absolutely should get the Town Garage away from the river ASAP. We are the stewards of this river while we live here and should protect it and treasure it. I don't know whether Commerce Drive or Albany Turnpike would make the best location; I rely on Peter Reynolds & the PMBC's intelligence, integrity and recommendation.	7/5/2016 10:11 AM
59	I am in constant disappointment how short-sided our town is on projects such as these. When I moved here over 20 years ago, I couldn't believe we left our trucks etc..out in the elements to rust! Our neighboring towns have built garages for less with little opposition.	7/5/2016 10:08 AM
60	I would support at Commerce Drive	7/5/2016 9:58 AM
61	I don't know where 674/684 Albany Tpk are. If they're near the Farmington river, no, I don't support it unless as part of the project, there is a boat launch put in at the present PW site and the costs are lower than the Commerce site.	7/5/2016 9:57 AM
62	It's time to do something! I implore others in town, not to sabotage this effort again.	7/5/2016 9:55 AM
63	Please. Let us take this opportunity to provide our town with the infrastructure NB it needs to continue to grow and prosper as well as take advantage of the commercial and recreational opportunity we have at this time and proceed with a riverside recreational development that will bring aesthetic and recreational appeal that brings unique and repeat visitors that are so vital to our local businesses.	7/5/2016 9:40 AM
64	The facility should be in the industrial area on Commerce Dr. or off of 179 situated as not to be disturbing to the natural beauty of the community. Or possibly Canton springs road, near the fire house.	7/5/2016 9:35 AM
65	Meet minimum requirements for vehicle maintenance. Items such as lockers, offices, and conference rooms are not necessary. Project should only include garage not other initiatives. Total cost target should be less than 2 million dollars. Keep in simple.	7/5/2016 9:33 AM
66	This project is long over due. The trucks are not lasting as long because they are stored outside, cannot be washed, cannot be maintained. The River Rd location cannot accommodate a new building, and cannot accommodate future expansion. Albany Tpk is a much better location for many reasons, land to expand, building an appropriate size building, away from the public (think Commerce Dr). The Collinsville firehouse is also in nee of desperate repair/expansion, apparatus due not fit, it costs more to build custom apparatus to fit in the station as current. By making the River Rd location a recreation area you could move the ball fields to the river, and expand the fire house. Whichever happens DPW needs a new building.	7/5/2016 9:32 AM
67	Go back to situating it on Commerce Drive.	7/5/2016 9:32 AM
68	I don't know where 674 and 684 Albany Turnpike are.	7/5/2016 9:28 AM
69	People who are concerned with pollution from the facility getting into the river need to realize that all the salt put on the state and town roads ends up in the river. The location of the facility does not have a high impact on the amount that ends up in the river. A public boat launch onto the river would be nice.	7/5/2016 9:25 AM
70	The River Road space is not adequate to build a new DPW facility. There should be enough space to adequately expand in the future for equipment trucks etc. making a space too small and trying to play Tetris can become a safety issue (look at Collinsville firehouse) and lead to potential accidents or damage. By moving it to Albany Tpk you can make that the riverfront area people want. Also you could move the baseball field to allow for expansion or building of a new Collinsville firehouse which is also needed. This town needs to do a better job of planning these improvements instead of waiting until the last minute	7/5/2016 9:23 AM
71	Keep it where it is or put it at Satan's Kingdom or Cherry Brook. Don't put on Dowd or Commerce and ruin a good tax base by depreciating those homes and creating traffic issues and liabilities.	7/5/2016 9:21 AM
72	Garage, yes, but not on the river. Reserve the property on River road for future recreation facilities. Don't mix a recreation project with functional public works needs.	7/5/2016 9:16 AM
73	The Collinsville section of Canton is defined by the riverfront and every effort should be made to preserve this priceless asset	7/5/2016 9:16 AM
74	I have not read enough about the new proposed location, but will read the presentation on the website.	7/5/2016 5:05 AM
75	I think they need to replace the existing building. To rebuild where it is now would save the tax payers money on buying a new property . You can build a new building without building the Taj Mahal.	7/5/2016 4:55 AM

76	Put it on Commerce Street or in that split of land by Saybrook Fish house.	7/4/2016 6:02 PM
77	Along with the original site I was also intrigued with the plan to possibly move across between the firehouse and police station. These 2 plans are the ONLY ones that will receive a yes vote from me. I am fully against purchasing new land whatsoever.	7/4/2016 3:37 PM
78	It is also the most secure location!! very visible from route 179 and only one access road in and out. Plus now the police station is right across the street.	7/4/2016 12:18 PM
79	Between CVFD and CPD should be only alternative to the original location, would even support upgrades or rebuilding the CVFD also.	7/4/2016 12:03 PM
80	This is one of the most important aspects of the services the town provides . The work that is provided by the DPW touches every single resident in some form or fashion. Yet no one wants to have this near them. Commerce drive was built and planned for commercial applications. So why are the residents against the garage going there? You bought a house that borders a commercial area . At some point something was going to be built there. I believe it is time for the selectman to stop all these surveys and discussions and pick a spot and built the garage. After all is said and done no one wants this project near them but it has to go somewhere. Just built the new building before the current one collapses and kills some one.	7/4/2016 8:06 AM
81	The Commerce Dr area should be used for businesses or people friendly activities to bring others into our town. It would be a great location for a YMCA. Storing trucks and salt there would ruin the land's potential.	7/4/2016 7:14 AM
82	I am a senior on a shrinking fixed income so I can only support what is needed. However that includes being foresighted to plan for future expansion, especially in view of all the hassle it has been to find an acceptable location. Also, I vote by absentee ballot so can only vote on any town issues if they are included in a regular election. Absentee ballots are not sent out for town referendums.	7/3/2016 7:54 PM
83	Please keep away from residential areas. Thank you.	7/3/2016 5:38 PM
84	Don't know these specific locations and their attributes. In voting on price, it would have been helpful to have a qualifier as to what that money covers.	7/3/2016 8:39 AM
85	The existing town garage site is perfect for the garage. All of the utilities have been drawn in and there are access roads. In addition, there would be a minimal fight with local residents about having it in their backyard.	7/2/2016 3:14 PM
86	I dislike where it is. I will vote against any expansion there.	7/2/2016 12:35 PM
87	We should not discount property voted down by small but vocal group - nimby - they knew the adjacent land was zoned commercial when they bought. Also price of the building presented was a factor in that vote, I think. Turnpike site is very remote - not practical.	7/2/2016 12:32 PM
88	fully support the Commerce Drive site	7/2/2016 10:44 AM
89	I needed a bit more "official" (from the town Selectman) information about your plans for a new public works facility in Canton in advance to filling out this survey. I did my best with common sense and little information but I'm not sure it was the most effective. Around the neighborhood I've seen signs like "Yes to Public Works facility but Not on our river" and always wondered why. However, what is the official (from the town Selectman) reason, proposals and options to build a new facility, why a new location, what's wrong with the existing one, what is the cost, etc?	7/2/2016 9:20 AM
90	I would like to see something along the river people can enjoy and is beautiful. I think we have long needed a new facility, but would like it built in a more secluded location.	7/1/2016 11:42 PM
91	Stop spending money.	7/1/2016 6:47 PM
92	Thank you for the opportunity to give feedback electronically, much appreciated by working folks!	7/1/2016 4:35 PM
93	We have procrastinated long enough...the price of this facility continues to rise. Let's build it now....at the Commerce Ave site, which has everything needed for a public works facility for decades to come. Please do your best, Selectmen, to communicate to the town the desperate need for a new facility. Could you possibly have a sign put at the Commerce Ave site so the public can see where it might be built? Though there are wonderful homes built on higher ground, this is, indeed, an industrial site. The selfish wishes of a few should not trump the good of the rest of the town. Even though it close to homes, the impact on them would be minimal.	7/1/2016 3:34 PM
94	It is truly a shame that one neighborhood was the cause of the facility not being built on Commerce Drive. The land is zoned for industrial use and would not have had any impact on Griswold Farms. Plenty of neighborhoods in Canton have industrial areas at the bottom of their streets or very nearby and it has absolutely no negative effect on home values.	7/1/2016 3:11 PM
95	COMMERCE DRIVE LOCATION IS PERFECT, PROPOSED FACILITY WAS TOO EXPENSIVE IN TODAY'S FRAGILE ECONOMY	7/1/2016 11:02 AM

96	I suggest we build the garage at its present location. I don't want us to spend additional money to buy land when we have space now. I am also very much opposed to any scheme using tax money in any way to develop the old Collins property. Thank you. Tom Goodwin	7/1/2016 11:00 AM
97	why can you not put where is now? are canton residents afraid new building there will make sewer treatment plant look bad? Why not use that space for a picnic area of open space so we can enjoy view of sewage plant? we already own town land so why go into debt and buy more land? lets raise my taxes some more so I am forced to move? now why would anyone want this on Albany turnpike? ruin out main road and then they will say MIMBY.....Really	7/1/2016 10:47 AM
98	I did not answer the cost question. I would need to know more about what , where, and what's included. Obviously, the most cost efficient use of the dollars available would make the most sense.	7/1/2016 9:43 AM
99	We have a centrally located commercial park designed for this and other commercial projects. How can homeowner reasonably oppose the appropriate use of this area? It is the most fiscally, environmentally and long term prudent place to locate the new garage. The Albany Turnpike location has too many unknown costs and issues that will muddy the most important issue of building a garage asap.	7/1/2016 9:35 AM
100	How much do the lots cost at 674/684 Albany Turnpike? Is it possible to build the new garage next to the police station and fire station where the baseball field is and move that field across the street to the location of the current garage?	7/1/2016 6:10 AM
101	keep it financially reasonable, keep frills for another time, shop for contractors, get it done. Someone will always be against each proposal. Call out publicly anyone who's against it politically or for non-project personal issues.	6/30/2016 11:30 PM
102	No	6/30/2016 8:54 PM
103	Hope we can get enough 'yes' vote interest in this presidential election year to get the Albany Tnpk site passed.	6/30/2016 7:05 PM
104	How about between the police station and fire station?	6/30/2016 5:34 PM
105	Not on the river. Bobby Martin et al do so much for our town. Let's give them a decent place to work. The current space does not send a good message to anyone.	6/30/2016 4:41 PM
106	I drive from winsted to work in avon every day and loved how beautiful it looked.. since some trees have been cleared and some construction has begun, it looks sad and depressing.. the nature and beauty is what attracts people to the farmington valley.. not construction and destruction of wildlife and their habitat	6/30/2016 2:45 PM
107	I have only been a resident of Canton since April 2015. As such, I am unaware of the need for a Public Works Facility whether real or perceived. Therefore, I feel I cannot answer the survey as it is currently constructed; no "NA" option. If the survey had a link to show the "why" behind the idea of building the new facility that could be helpful not only for people like myself, of which I'm sure we are very few, and people who need to be reminded of the reasons. Respectfully, Allen Dunahoo	6/30/2016 1:54 PM
108	I would also support a revote on the Commerce Dr site since the last referendum was "hijacked" by the impossible "Witkos" option	6/30/2016 1:27 PM
109	It is important to build a new facility which will meet the town's needs for now and into the foreseeable future. The issue is and apparently always has been the location. Why do we need to build this kind of facility near our greatest assets--our rivers? I have not commented on the cost as I have no idea of the cost of land or construction. I leave it up to the experts to make a prudent decision.	6/30/2016 1:13 PM
110	Try for centrally located to town roads. Keep cost down for design, size and materials.	6/30/2016 1:10 PM
111	Maybe the properties of the present transfer station and or the property where the fire department holds their festivals	6/30/2016 1:00 PM
112	Although it is not good for supervision I think we should look for two small (2 acre) Town owned sites and build administrative and maintenance facilities in one and vehicle storage in the other.	6/30/2016 12:57 PM
113	I believe a new facility is needed. I would like to see the property on River Road converted to recreational space for the public which leverages the wonderful location along the scenic Farmington River.	6/30/2016 12:43 PM
114	The Board of Selectman must find a way to improve the Public Works Facility with out raising taxes.	6/30/2016 12:14 PM
115	I am not in favor of changing the zoning of 674 and 684 Albany Turnpike. This is residential property and should stay residential. To keep the character of Canton we should not be changing the zoning.	6/30/2016 12:07 PM
116	I believe it is necessary to build a new facility. There are already commercial developments in town, i.e Powder Mill Road, Commerce Drive areas. These locations need to be seriously considered. Building a new garage in the location of the current garage would be an act of fiscal irresponsibility.	6/30/2016 11:52 AM

117	So much public funds, time, and energy have been spent on the riverfront in Collinsville that it would be a travesty to allow this one time opportunity to pass without seizing the moment and removing an eyesore. Even if the Town can only afford to purchase a new site and build a modest structure designed for expansion, then do it and expand in future years. That is still an improvement and win for the Town on 2 levels, the River and a more modern if modest sized facility. Some consideration must also be given for Peter Reynolds and his group. They are probably as impartial and nonpartisan as any committee and they never considered keeping the garage where it is for good reason.	6/30/2016 11:13 AM
118	I agree with many of the townspeople, keep it off the river - find an interior location. both of the proposed sites are too close to the river. Why do we want to add this to our landscape on the river? Why not find an interior site? What about Commerce or Canton Springs Road? Why can't we add this site to one of our existing fire stations and expand the footprint at one of those sites?	6/30/2016 10:11 AM
119	I do not feel there is enough information for me to have any idea of price as requested in item #4. However, will support only if NOT in flood plain.	6/30/2016 9:49 AM
120	Would make more sense to me, spend the money on improving roads, when people are happy, they would be more generous with spending money on equipment management,	6/30/2016 9:47 AM
121	If the facility is built at 684 Albany Turnpike it should be accessed by the existing gated road and should be tucked back behind the hill. The farm field and hill side should remain natural or the field should be used for playing fields. The garage should not be visible from route 44. It can easily be tucked in on the back side of hill.	6/30/2016 8:55 AM
122	The facility needs renovation or relocation. Either way this needs to get done as it is demoralizing for workers and the town officials have devoted hours upon hours on this project. As best as you can listen to the people who live here for direction as how to proceed. And thank you for all you are doing for Canton.	6/30/2016 8:51 AM
123	We should not permit a small group of wealthy individuals to abrogate the work and plans of staff professionals and elected officials who have given full and due consideration to those wealthy few's point of view and still come to the conclusion that the right location for the facility is what they originally proposed: 325 Commerce Drive. That location is in the best interests of the citizens of the Town of Canton. If you put Barlow's proposal up for a town vote again, I believe you would see a different outcome: higher turnout and overcoming of the fear-mongering that doomed the last effort.	6/30/2016 8:31 AM
124	If this location is the location behind petals and paws that was brought to the table previously. I am all for it. However the price needs to be discussed and made public before purchasing it. I do believe that location is the best.	6/30/2016 8:23 AM
125	i agree with 684. we don't need to be near the river. we don't need a boat launch. the beauty of canton is the river that runs thru it and the bike path along it. dont ruin that.	6/30/2016 8:15 AM
126	I think the town has worked hard at finding alternative sites, and that it would be a tragedy to re-build on the river. The river is not an appropriate location for a facility like this. Obviously we need the town garage and the proposed location on Albany Turnpike seems like a good fit for us.	6/30/2016 8:02 AM
127	We need to recapture our riverfront that is so precious. The land as a recreation area is needed for our town. We need a new public works, now is the time to move as we continue to beautify our town with the Main Street grants.	6/30/2016 8:01 AM
128	I thought our representatives decided that the Commerce Drive site was the best. If that is still the case, then that is what should be done. It is now the Boards' duty to convince the town to support that site. Propose a reasonably priced garage, give specifics, demonstrate how that site is better (if it is) than all the alternatives, and then campaign. Don't be bullied. Do the right thing. I appreciate your effort to survey what townspeople want, but none of us have the time to do the due diligence that you have done so I think we should trust your recommendation as long as you are making the recommendation based on good research and not in response to a very vocal group of persuasive individuals. Thank you for continuing with your efforts and for doing the right thing for the town. We need a town garage!	6/30/2016 8:00 AM
129	In order of what makes sense the public works facility should be built either where it is now or in the Industrial Park (Commerce Drive, key words Industrial Park). In order of importance, this facility needs to be safe (for workers and the environment), adequate (not over the top in design or price) and strategically located to best service the town (like centrally located and/or near fire and police stations). What I find most disconcerting about this whole issue is the beating of the dead horse. The Albany Turnpike location had such public outcry against it and yet it keeps being brought up. Why? It's on the outskirts of town, it's residentially zoned and it's right on top of a very scenic river area.	6/30/2016 7:56 AM
130	Please consider locations away from the river, which already have the necessary utilities available at the site. Thanks for giving Canton residents these opportunities to express out thoughts prior to a referendum .	6/30/2016 7:35 AM
131	The Commerce Drive location makes the most sense. Industrial park, utilities already there, centrally located.	6/30/2016 7:28 AM

132	If public water/septic were part of the scope, it would eliminate a few concerns that the neighboring residents have about potential contamination in our wells. That is the biggest concern for me. I don't want some unsightly, loud facility near my neighborhood which is precisely why I moved out to the edge of Canton after living in Powder Mill Village. The traffic for sports is not a big issue, but the lights and noise could be a nuisance. Ideally, the MUCH NEEDED Public Works facility should be centrally located in our town as much as possible. On the flip side, if guarantees could be made that public water would be handled, protocols for ensuring water safety, a facility that is functional/expandable AND atheistically pleasing is built with the rest of the 'Bahre' property designated as protected (NOT COMMERCIAL or INDUSTRIAL), then that might gain more votes. But again, the concern about our wells is the primary issue.	6/30/2016 7:07 AM
133	This is were it has been located for over 50 years, do nothing and it will still be "on our river" do something and it will still be were it has been for the last 50 years, right next to the "Sewer Plant" O that's right let's have a park there in stead because can't get enough of that aroma ??	6/30/2016 6:50 AM
134	I still think Commerce Drive is the best location. It is a commercial "park" after all.	6/30/2016 6:46 AM
135	Too near the river. Current location also on the river; concerned about it being in a flood plain (same with the water treatment plant - maybe that's the next project?). I didn't mind the previously proposed location near Canton Springs Rd., I voted no due to cost. I've also heard there was a location (Bahre Corner Rd. area?) that was considered and still available but not pursued due to being near a town official's home. Hoping this rumor isn't true. Thanks for doing a survey and reaching out to the community, well handled and much appreciated.	6/30/2016 6:44 AM
136	Both locations could have prime development uses otherwise. The garage belongs in the industrial park where it was originally going to be put.	6/30/2016 6:14 AM
137	I feel the facility size and cost in previous proposals were too much. This facility should be similar to the facility found at the CVC property specifically their maintenance facility. Sleeping and living quarters extensive kitchen area etc are way overboard. Let's not forget about all the upcoming unfunded pensions that no one is talking about. With the current business climate of Connecticut we should be expecting a tougher road ahead with Realestate values and decreasing revenues in property tax. Run this town like a business and be fiscally responsible. A new facility yes but a number that makes sense based on the size and funds now and the expected revenues and expenses in the future.	6/30/2016 6:07 AM
138	I voted no in the first referendum for the public works garage at the Commerce Drive location because I believed the price was too high. When the price was reduced to 4.7 million I voted yes in the second referendum. I believe that referendum would have passed if town residents wasn't misled by the 12th hour proposal to build the garage adjacent to the Fire House. Rebuilding the garage at its current location might seem like the simplest way to solve this problem but not the best for the town. When you consider the location at Commerce Drive is already industrial and has utilities readily available, can facilitate a better garage for our workers and not threaten our river, it seems to me to be a better choice.	6/30/2016 1:58 AM
139	I would also support construction on commerce drive if feasible.	6/30/2016 12:35 AM
140	I voted "yes" on both Commerce Drive referendums. Commerce Drive is the most logical location for this facility! It is centrally located, in an already existing industrial park, & already has some utilities installed (I think we were told that the electricity, sewer, water was already at this location). Those individuals who object to overlooking this facility knew, or should have known, that this was an industrial park before buying or building there! I really don't think it is in the best interest of the citizens of this town to put a garage at the town's border (New Hartford).	6/30/2016 12:04 AM
141	MY COMMENTS sent to BOS June 27,2016 signed R.Swibold ,Canton,Ct ---Gretchen + I support your efforts to do " the right thing" for our town. SUCCESS relies on keeping long term economic +environmental values in all deliberations. ---Best wishes+good luck with the SURVEY. swiboldgr @ comcast.net	6/29/2016 11:58 PM
142	Nothing on the river, please.	6/29/2016 11:44 PM
143	Highest priority is to keep the facility away from residences. The Commerce Drive neighbors succeeded in keeping it out of their backyards, so it would be a horrible injustice for it to end up in someone else's, i.e., citizens with less money and resources to fight it off.	6/29/2016 11:05 PM
144	question #4 should be deleted from the survey. most citizens are not architects/engineers and have little or no idea what it costs to build a public works garage. so the answers to this question are just guess work and will not yield any useful information.	6/29/2016 10:22 PM
145	Need to consider a boat launch. Use the Old River road site for additional trail parking and have it made into a public park.	6/29/2016 9:46 PM
146	I feel it is very important that the New Public Works Facility be on Albany Turnpike instead of being on the river. The reason is because the river needs to have continued occupancy for the public for use of the trails and I think something historical should be in place of the garage that is on Old River Road. I think since Canton has so much history of the town that having a landmark of history would draw many peoples attention. Beautiful gardens, water fountains and sitting areas for people to enjoy just looking at the river would be nice to have too as well as more parking for people who use the trails for walking and bike riding.	6/29/2016 9:42 PM

147	The public works facility must be moved from its current location. 674-684 Albany Turnpike is a good location, but a little far from the middle of Town. Also, the facility must be screened from view from the road. All in all not a bad site. Flat and easy to develop.	6/29/2016 9:36 PM
148	understand it needs to be done, but town has many infrastructure issues that require funding so cost is a major factor for most people ive talked to	6/29/2016 9:34 PM
149	Build a new current building in the same spot as the old one. No need to buy new land to build a new town facility. Newer construction standards will assure that the new building will not harm the sensitive area that the current building stands on. It would actually improve it. Come on, it's right next to the shit plant!!!!	6/29/2016 9:21 PM
150	Canton needs to take a good look at multi use facilities located in surrounding towns. For instance, Harwinton, where a town hall, library, and spectacular multi use fields are located. This takes planning and vision and we have a population that is in need of such a facility!	6/29/2016 9:19 PM
151	Listen to the town residence We don't need a new town garage tax dollars should be spend on more important items the trucks will be fine outside other towns keep truck out	6/29/2016 9:07 PM
152	In the last question, The locations of 674 and 684 Albany Turnpike should be more clearly defined, yielding a more significant response from participants. ie, if it is adjacent to the river, I do not support it, on the opposite side of the street I will.	6/29/2016 8:52 PM
153	Locations with in a water shed area should not be considered.	6/29/2016 8:45 PM
154	this issue has been an embarrassing example of our town's irrationality. no one should build critical public services in a 100-year flood plain, that's irrational, perhaps even negligent - never should have happened - especially after 1955 floods. the town built an industrial park, to be a home for industry. a public works facility is a rational tenant for an industrial park. everything else is NIMBY politics, no matter what spin is put upon it. i welcome the garage in my backyard for the simple reason that my driveway will get plowed first! Our inability to resolve this in a rational way erodes community confidence and leads me frankly to believe that the town can be controlled by a small group of wealthy, vocal residents - even against the best interest and safety of all residents.	6/29/2016 8:43 PM
155	The fact that we would consider spending money on other land is ridiculous. A while back there was a decision to put the water treatment plan on the river, which makes the land between it and the garage pretty well unusable for recreational activities. No one wants to play sports or picnic next to the treatment plant, it stinks. Our DOT workers need a new garage, it's unfathomable that we have denied them a proper facility because we as a town can't agree on this. Let's re-build the garage on the same spot and if it makes people feel better let's put a ice skating rink the garage and the red brick house that's on the access road, the water treatment plant doesn't stink as much in the winter and Canton doesn't have an ice rink.	6/29/2016 8:43 PM
156	Enhance our beauty and recreation, while remembering our history.	6/29/2016 8:34 PM
157	If you continue to raise our taxes, we'll be moving to Avon.	6/29/2016 8:32 PM
158	We need a new facility, but we should move away from current location and use that open space next to river so we can in more advantageous way in the future to support the recreation along the river and trail.	6/29/2016 8:31 PM
159	My taxes are high enough	6/29/2016 8:31 PM
160	We gain nothing by moving the garage off of the current location. We have s sewage treatment plant next door. How much will we need to spend to dress it up once we make the garage space a recreation area?	6/29/2016 8:26 PM
161	Build on the already fire department police property	6/29/2016 8:15 PM
162	Stop combining the referendum. Vote on the location, then cost.	6/29/2016 8:14 PM
163	Would prefer retrofit of current location, not whole new build. Continual raising of taxes is driving people out of town. Even when new tax paying businesses arrive, there is no tax deduction to residents with the expanded tax base. The town just finds a way to use it on pet projects. Very frustrating.	6/29/2016 8:12 PM
164	We have been a family here in town for 24 years. I understand the town owns land on commercial drive? Not sure if this happened but why didn't they look into putting up a "butler" type building. They are very nice buildings and I think the most expensive part is pouring the concrete slab. I think you could put one up for about 500k? or less. I think if you looked into this the residents would go for it.	6/29/2016 8:02 PM
165	I don't support the project because of the condition of the current facility. The employees don't take care of anything at the current facility, which is completely obvious when you tour the facility. We practice at the baseball field next to the facility and I can tell you that no one would treat there house or personnel belongings as bad as the employees treat the items that our tax payer work so hard to provide for the town. Not sure building a new facility is the answer if you have the same employees with the same respect for our hard earned money.	6/29/2016 7:54 PM
166	We don't need a new facility	6/29/2016 7:51 PM

167	Locate the facility off of commerce where all of the utilities are already available	6/29/2016 7:49 PM
168	why not have a vote on location first. I still see no reason why it can not go on commerce drive. The main issues against was supposedly cost with the real reason being self serving for those concerned about their housing cost decline which was theoretical at best.	6/29/2016 7:46 PM
169	I would support construction at 325 Commerce Drive as well.	6/29/2016 7:44 PM
170	Have a private development company build a spec building shell for a fraction of the cost it would cost the town to build it then purchase building & upgrade at a later date.	6/29/2016 7:38 PM
171	I believe the property the town owns on Lawton Rd should be considered.	6/29/2016 7:36 PM
172	We need to have a new garage built yet someone has an issue with every location picked. There was nothing wrong with the commerce dr location. It's silly to even look elsewhere. Equipment and people at this facility is paying the price for this debacle!	6/29/2016 7:35 PM
173	Stop spending money.	6/29/2016 7:33 PM
174	I wish it would be built near ramp Rd / transfer station if flood zone is not an issue	6/29/2016 7:27 PM
175	I have no idea where 674 & 684 Albany Ave. is?	6/29/2016 6:38 PM
176	If the current location is in accordance with EPA regulations, then it makes sense to keep it there. If not, then across the street on River Road makes sense.	6/29/2016 4:36 PM
177	I want to know what the most viable option is in terms of location (for servicing the town) and future expansion. Either location on River road should not be considered. Let's do it right the first time!	6/29/2016 4:30 PM
178	Once reasonably built I do not see need for expansion. How many more miles of roads in will Canton create in the next 30+ years; requiring build-out? We simply need to house staff human resources and vehicular and ancillary assets of a quantity currently in service, correct?	6/29/2016 3:32 PM
179	The current site should be cleared and cleaned i.e. soil contamination and made into a recreational area . A boat launch would be nice but it would significantly cut into the parking fees at the CC&K on Bridge Street.	6/29/2016 3:17 PM
180	Get it off the river. Don't build something that starts off too small.	6/29/2016 3:07 PM
181	Very poorly conceived survey.	6/29/2016 3:05 PM
182	What about Commerce Drive?	6/29/2016 3:04 PM
183	Not sure where 674 & 684 is in Canton	6/29/2016 2:47 PM
184	I feel that by using the current location, the town would have additional money towards construction project; not purchase of land & project. Or are there other town-owned land available? Could athletic fields at powder mill be better utilized; moving any sports field at 50 old river rd?	6/29/2016 2:32 PM
185	Only issue with Albany Turnpike would be if there was any construction / runoff that would affect nearby wells, streams, river, etc. .... from previous referendums on that property for other uses, it appeared that could be a problem.	6/29/2016 2:10 PM
186	The current state of affairs is untenable.	6/29/2016 2:03 PM
187	Keep this facility off commerce drive It doesn't belong in a residential neighborhood when there are much better locations to consider	6/29/2016 1:54 PM
188	325 Commerce Drive is the correct property for this project. The design proposed needed to be scaled back.	6/29/2016 1:43 PM
189	I would support the Public Works facility if it is within \$2m - \$3.5m. I would have supported the last proposal, but it was too expensive.	6/29/2016 1:42 PM
190	The River Road current location is unacceptable for me. The town needs to factor in the fact that it could flood as in 1955. We can't afford to build a facility that MIGHT be susceptible to a one in a 100 year, or however many year flood. I have not heard or read about that particular concern in this whole project. Has that been factored in? That's just too risky as far as I'm concerned. I think Commerce Drive is really the best spot. Hence the name, Commerce Drive. If the people who live on that street don't like it, they shouldn't have moved there in the first place.	6/29/2016 1:37 PM
191	You should still look at Commerce Drive. It is zoned Industrial, has public utilities, and is the least expensive option. Don't be cowed by a handful of loud, wealthy NIMBY residents.	6/29/2016 1:07 PM
192	I'd like to see more details about square footage utilization & exactly why Weston & Sampson recommended a 25,000 square foot facility.	6/29/2016 1:01 PM



193	During last referendum there was talk about putting it on police station/ fire station grounds.. But after no discussion. Would that work? Why not go back to commerce drive but propose a basic, simple functional garage. Not so fancy. Use town land- land on commerce or Lawton road. Stay away from the river!	6/29/2016 12:53 PM
194	I still believe the commerce drive location is best. I think a small group of wealthy residents helped to block that location due to the NIMBY factor but that location is well suited to the project. They raised the valid point that the cost was too high, but I don't think the town has fairly evaluated a scaled back facility on Commerce Drive, combined perhaps with some continued use (off-seasonal storage?) of the current facility to enable the construction of a smaller facility. In addition I think it's confusing to residents that the town is now considering a location (current) that all along has been positioned to taxpayers as unsuitable. What has changed?	6/29/2016 12:52 PM
195	Get off the river which includes Satan Kingdom...Commerce Drive is the only place you should consider..it has sewers and utilities...just get the price down	6/29/2016 12:49 PM
196	I am a part time resident, relatively new to Collinsville. It is admirable that our elected officials are taking such extreme steps to secure input from constituents on this topic, but at some point those officials have to exercise their best judgment and make a decision about the Public Works facilities. A decision about location and size should be driven by the financial resources that are available. I would not spend more than we have saved for this project and would not enter into the project without having accrued the assets necessary to build it. So questions 3 and 4 would be driven by how much money is in the bank to pay for the new facility. If we only have \$2-3 million accrued, then that is all we can spend, unless we want to wait until more money has been accumulated. We should not spend what we do not have. But once the money is available, then I would defer to our elected officials, who have retained experts to advise them, to make the best decision for the Community long term.	6/29/2016 12:45 PM
197	Should keep the project as minimal costwise. Rebuilding at the current facility, if it's the least costly, should be done since it probably will have the least impact on the taxpayers	6/29/2016 12:44 PM
198	The town should not be pursuing additional amenities at the current town garage location and/or include them w a garage expansion. The sewer treatment plant is there which can't be moved so....it's not a place for recreation. Make that whole space municipal functions and cultivate other options to build river recreation to reduce the death grip CCK has on Canton river recreation (charging for parking, etc...) Anyone who's been down there on a warm sticky summer day knows it a not a place for recreation as long as the sewer treatment plant is there..... (For recreation, perhaps the town can subsidize passes for residents to use the CCK launch / parking lot, add features to the community pool area, etc.) But keep the garage where it is w the treatment plant, fueling station, police dept and fire station. Recreation and industry don't mix, even if industry has a lovely river view.....	6/29/2016 12:40 PM
199	Put it at 325 Commerce Drive	6/29/2016 12:34 PM
200	I don't understand why people would want to put a boat into the river next to the poop plant. However, if people want to, now would be the time to prepare for that. I purposely do not go by it on the trail as I almost vomit. The biggest issue is cost and the possibility for future expansion. I have heard high costs for purchasing land and that is very disappointing. What ever we do, the cost need to be kept down.	6/29/2016 12:33 PM
201	Although I thought Commerce Dr. was the best site, that does not seem to be an option here. Given that it is not, I would opt for the river site, since the garage is already there, apparently it will not impact the river, and the sewer plant really precludes the site from being used as a recreational site. If that were not the case and the garage were not already there, I would never pick this as a site, just as I would never pick a pristine site such as 674 and 694 Albany Tpke and which is a part of town that is still untouched by commerce.... Frankly that is just an insane and crazy choice. The only crazier more insane suggestion is that of 225 Cherry Brook Rd., or Cherry Brook Rd. in Beautiful pristine historic Canton Center. I am glad to see that is not on the survey as somebody must have been smoking something illegal when they came up with that one!	6/29/2016 12:32 PM
202	Let's do it	6/29/2016 12:26 PM
203	Anywhere but in a food zone. The facility is critical in a natural disaster responses. If it's underwater, along with the contents, inaccessible, it's useless. I also feel that way about the police station and Collinsville firehouse, but it's too late for those facilities. Patrick Delany, 9 Shingle Mill Drive.	6/29/2016 12:25 PM
204	Keep it off the riverfront it's the key to economic future of the town why would you disfigure it with a garage / sewage plant has to go too.	6/29/2016 12:24 PM
205	Give us an all inclusive plan. A ten year plan for infrastructure. We usually hear about these projects one at a time. As soon as one is approved, it's on to the next. What are we thinking for the next ten years? Let us all buy into the future of Canton.	6/29/2016 12:24 PM
206	No one wants to have more taxes, but I would prefer to spend enough now to get a facility that will serve us well into the future and provide our PWD with appropriate facilities to store, maintain and clean the assets of the town. There 's no sense constructing a building that will be too small in 5 years or will not give our PWD staff appropriate facilities to not only care for the equipment but for themselves.	6/29/2016 12:23 PM

207	I voted yes to the Commerce Drive location and I am disappointed in fellow residents for turning it down.	6/29/2016 12:21 PM
208	Go back to a second referendum for the Commerce Drive location. In light of other attempts to find an alternate have not been successful, it makes sense to do so at this time.	6/29/2016 12:19 PM
209	I find this survey incomplete and a method of "steering" the survey since there isn't a question asking residents if they would support totally acceptable and approvable sites on Commerce Dr. This is an "industrial park" in a good location.	6/29/2016 10:40 AM
210	I'd support the garage at the current location because it's next to the water treatment plant. I know Mr. Barlow mentioned it could be moved in twenty to thirty years, but I'd only believe that if a new garage location was proposed with a concurrent bond to raise funds to move the water treatment plant. Since the town doesn't have a plan, i don't have hope or put faith in hypotheticals.	6/28/2016 9:23 PM
211	It should be located on Commerce Drive for faster access to the most densely portion of Canton.	6/28/2016 8:27 PM
212	The argument against building on the current site is perplexing. It is already there, it is the cheapest option and we can get started asap. Tough to understand the "take back the river" argument with the water treatment facility right next door. If that's not moving, no need for the garage to either.	6/28/2016 11:08 AM
213	The town should only buy open space that is available to the whole town not just one neighborhood	6/28/2016 11:06 AM
214	If you're going to do this then do it right, but do not do it at all if it's going to create a greater tax burden for residents. Get together with nearby communities and share the costs of a regional facility instead. I don't know if I would support the latest location proposal. I've looked at it but I'm not sure.	6/28/2016 10:24 AM
215	Voted YES for Commerce and still think that is the best location!	6/28/2016 9:46 AM
216	Two groups opposing the garage site in their areas will undoubtedly vote for the Albany Tpke site without taking all the consequences into consideration.	6/28/2016 9:14 AM
217	Albany Turnpike was an approved site originally, because it was the right site and fit the towns needs. I understand the people of cantons displeasure with the whole idea of an industrial park being built and the possible impact of the it on the river. What the Town of Canton people dont fully understand was that were the building was originally being placed on Albany Turnpike site had very little impact on the river. (This should be explained in better detail to the public going forward). The rest of this albany turnpike land can become sports fields or open space for the public to enjoy minimizing the impact to the river. The biggest issue is the misinformation that is out there in the public. I would like to see less time spent on forming boards searching for sites and spending money on drawings/evaluations of these various sites and more time on narrowing in on one site like Albany Turnpike informing the public how it will work.	6/28/2016 8:22 AM
218	Do not propose Commerce drive again- that is a no go.	6/28/2016 7:07 AM
219	For small town no need to spend 5/6 million on garage! Use land town already owns!	6/28/2016 12:19 AM
220	I would support giving more thought to putting it between CVFD and CPD and moving little league field down by River - even keeping salt/sand barn at old location.	6/27/2016 11:22 PM
221	The presence of the water treatment plant on the river invalidates the arguments that rebuilding on the current site takes away the river. The water treatment plant takes away the water with the smell, the buildings and the barbed wire fence. No reason we cannot build it again at the current location.	6/27/2016 9:10 PM
222	Hidden back from the road on rt 44 would work well especially if it's already an industrial area. Keeping it where it is already is a good idea too if it's somewhat attractive. The argument that it shouldn't be there doesn't hold well with me as there's an unsightly ? Sewer plant there now.	6/27/2016 8:17 PM
223	Thank you so much for all of your hard work to ensure that the new facility will be in a location and at a price that can be supported by the majority of the residents. Your work in this area including seeking public input is crucial and so very appreciated. I am very impressed with this current Board of Selectman - it is clear that you are listening to the residents and considering their opinions.	6/27/2016 7:54 PM
224	Senator Witkos should have stayed out of this facility location decision. Commerce Drive is an ideal location.	6/27/2016 5:42 PM
225	I believe the Commerce Drive locations should be considered with a fresh prospective, not discarded as a location simply because it was previously voted down. The building that is now being proposed is a scaled back facility. It should be considered with an open mind, and not looked at as the same facility which was voted on at the previous referendum. Canton has fought long and hard to have its section of the Farmington River be included in the National Wild and Scenic designation and now that this is finally coming to fruition, it would be a shame to have our reaction to this wonderful acknowledgment be the construction of a new utility building on the edge of this beautiful natural resource which we should continuing to be striving to preserve.	6/27/2016 4:03 PM
226	Let's buy some new Dirt!! And not just move the same old dirt from one side of the lot to the other in order to satisfy a different interpretation of the flood plain statutes.	6/27/2016 2:45 PM

227	I think Commerce Drive is the ideal location. I also don't want to spend any more money on research...that is going nowhere.	6/27/2016 2:09 PM
228	I still think the best location for the facility is on Commerce Drive where the zoning is commercial and the utilities are already there; gas, water, sewer, and electrical. This is also more centrally located to the town than the 674/684 Albany Turnpike site and probably less costly to start and continue long term.	6/27/2016 1:32 PM
229	I do not think that a facility located at the border of New Hartford would be practical. Actually I think that it would be ridiculous.	6/27/2016 8:54 AM
230	Albany turnpike.....balance of land s/b protected	6/27/2016 7:23 AM
231	I would support a multi-phase project where the initial building could be constructed with the intention of adding on in the future. I would also support budgeting for the intended addition going forward.	6/27/2016 7:05 AM
232	Speak with Cantonbury Heights condo president Chris Eckert about developing the available 14 acres.	6/27/2016 5:56 AM
233	Spending the extra money to buy property on the edge of town is a waste. There will be a significant increase in the cost of fuel just to drive all the additional mileage to get into town. We already own the current location, we should use it. The proposed plan will add recreational access to the river while improving the town facility. Don't waste a million dollars buying overpriced property that we don't need. The agricultural land should remain as farmland.	6/26/2016 10:29 PM
234	Fuel storage issue Run off from washing vehicles	6/26/2016 10:11 PM
235	Please do not build this facility on the river. It already bears too much pollution from various sources along the way. Please consider the land along the river sacrosanct and to be preserved. Please do build this new facility on the Albany Turnpike property.	6/26/2016 8:45 PM
236	old river road is a scenic location we should find better /more appropriate ways to use this site-the river is one of our best resources we should protect access to it	6/26/2016 8:31 PM
237	Undecided on Albany Turnpike and will await more cost details before deciding. Wish we could minimize land acquisition cost.	6/26/2016 8:19 PM
238	Time to act now. This debate has lingered far past an acceptable period of time. Our equipment is deteriorating and the cost to replace will end up cost us twice as much as it would have had we made a decision to build a new facility.	6/26/2016 7:30 PM
239	Why not commerce drive?	6/26/2016 6:06 PM
240	Put it out of town (Borghesi site in New Hartford? Not much farther than Albany Tpke location); build it in a series less expensive phases (you'd be done by now if you'd done it that way); convert some playing fields at Mills Pond to the new garagecor use other land the town already owns all; contract with private firms to do all.some.most of the DPW work; put it in the "unused" portion of the mall area by Kohl's/Dick's. Take some of the land by the Collins Company via eminent domain and put it by the school buses.	6/26/2016 5:43 PM
241	325 Commerce Dr. should be reconsidered. It is my belief that Sen Witkos in conjunction with the residents of Queens Peak offered a plan for 51 River Rd that was unrealistic,illegal,and unethical.The fantasy plan suggested Canton could get more for less money therefore,I believe many residents voted no. I think this survey is much needed,however I wish a survey had been taken after the vote on 325 Commerce Dr.	6/26/2016 5:05 PM
242	Any third party observer would conclude without much thought that building a new or refurbished public works facility at the present river property is irresponsible and down right absurd. The other sites all significantly effect those living near them, and the self-interest which has driven prior referendums will continue. The Board of Selectman needs to act knowing that there will be some dissatisfaction on the part of one group or another and get on with it with an eye to what is best for the town.	6/26/2016 1:31 PM
243	Albany address ... Balance of the land has to be protected.	6/26/2016 11:12 AM
244	Location decision needs to be done in a smart a manner as possible. Location should be away from possible flooding. Cost needs to be reasonable given the current economic climate. Should look at regionalizing with neighboring towns if that makes sense.	6/26/2016 8:07 AM
245	I would love to have a public boat launch somewhere along the river. I love kayaking on the river but it is frustrating because there is no easy place to get boats in or out of the water	6/25/2016 11:36 PM
246	What is the alternative location? I might support it if I could see if and understand pros and cons	6/25/2016 10:36 PM
247	Sharpen the pencil and reduce t he cost, no matter where the garage is built.....it's a garage, no more, no less.	6/25/2016 6:42 PM
248	What's wrong with commerce drive?	6/25/2016 6:11 PM

249	Don't understand why there is a ball field being included in the plans at the current garage site. The field that is there now is not maintained and rarely gets used if ever so why put one there again. If you remove the ball field from the plan wouldn't that allow for a bigger building, salt shed or larger parking area to be built at the current site? Also would like to see a boat launch included in the price at the current site if the garage is rebuilt there or elsewhere. If the garage is built elsewhere I would like to see the current site turned into a recreation area with river access. If the garage is rebuilt at the current site I don't think there should be recreation area ie a ball field included in the plan just river access.	6/25/2016 6:05 PM
250	No facilities on Commerce or Dowd. Keep it where it is and save the town some money.	6/25/2016 4:01 PM
251	Commerce Drive is the best place for the garage	6/25/2016 2:55 PM
252	In light of a deceptive proposal having been presented to sidetrack voters right before the last vote for Commerce Drive, I think that referendum should have been considered for a re-vote. The public was not given true and accurate information about that supposed "new proposal" to realize that it was just a ploy to confuse voters.	6/25/2016 2:42 PM
253	I would still support a facility at the Commerce Drive location. Thank you for all your hard work in trying to solve this issue for the Town of Canton!!!	6/25/2016 2:25 PM
254	This project must be done. If the Farmington River is key to more recreation, parking must be considered. Like everything, the longer Canton waits the more expensive building becomes. If the current location does not affect the Farmington River (oil, etc that may ease into the water), is it large enough to rebuild a safe, secure Public Works facility plus the added suggestions .	6/25/2016 2:23 PM
255	I would support the River Road site if no other options were available.	6/25/2016 9:42 AM
256	needs to be done now.	6/25/2016 1:45 AM
257	50 River Rd is insanity. I'm stunned anyone would even propose it, much less seriously consider it. It will never be approved by the voters and even putting it on a ballot is probably a good way to ensure that this is your last term on the BoS.	6/25/2016 12:55 AM
258	Protect the Farmington River. Having a sewage treatment plant on the bank is risk enough for pollution. And, thank you for keeping the conversation open. .	6/24/2016 7:39 PM
259	Bring back the idea of putting it in the industrial park the town owns. It is centrally located, we own it! We all drive through an areas we don't like to get to our house (or we are the disliked section), and I don't think keeping the industrial park empty is a smart move. Satan's Kingdom should remain beautiful and scenic!. Protect it!	6/24/2016 5:24 PM
260	The selectman foolishly expended precious funds on the extravagant luxury of a football field when a true necessity was ignored. Now they are asking us to ignore their irresponsibility and write another check. The only palatable choice is a modest garage on the existing site. Not because its preferable, or environmentally appropriate, but because the BOS blew the money on a novelty currently utilized by a 22 man roster that play a sport that will soon cease to exist because of concussion liability. Nice work. BTW Borghesi would have built it for free on Albany Tpke. Now that there's a price on the property the sites acceptable? Interesting.. Just a coincidence that there's a new owner. It's also fascinating that we've been told for umpteen years that it couldn't be built on the existing site, and now we are being told that the BOS and building committee were just kidding. Have you been serving as consultants on the Yard Goats project? It has all the ear marks of a Canton BOS effort.	6/24/2016 5:20 PM
261	I am unequivocally opposed to a facility on the river	6/24/2016 4:54 PM
262	I continue to wish that the town had voted for the Commerce Drive location. It is too bad that such a small sampling of the town voted.	6/24/2016 3:29 PM
263	From a fact based view point, Commerce Drive is an ideal location in every way.	6/24/2016 2:32 PM
264	we are a small town with very modest means. We should definately pursue opportunities with neighboring towns such as New Hartford, Burlington, Farmington etc. to share a public works facility. I don't know why Canton would spend a lot of money to build a Taj Mahal facility of its own!!	6/24/2016 2:28 PM
265	If the garage weren't already on the river, no sane person would even contemplate building it there, not to mention that the size and configuration of site itself, notwithstanding the location on the river, is woefully inadequate. On the flip side of the desperate need for a new garage is the golden opportunity to preserve the priceless resource of the river for what the POCD so recently envisioned, i.e., aesthetic beauty, recreation and economic enhancement of Collinsville. I will actively join forces with many others to oppose the construction of a new garage on the river. I'm disgusted with the entire BOS, which seems to be in lock-step pushing forward such a repugnant proposal, having manufactured a new interpretation of flood plain restrictions. So much for the long and hard labors of the POCD to put forth a vision for Collinsville with the river as the centerpiece.	6/24/2016 2:12 PM
266	What about Commerce Drive?? Don't be bullied by naysayers from the past and the shady behavior of Kevin Witkos. This is commercially zone property. Let's use it.	6/24/2016 1:52 PM

267	Would prefer commerce drive, why was this not an option asked?	6/24/2016 12:28 PM
268	If it's Albany tpke, can it be further away from the river than what it is now. 'Not on our river' ????. Isn't it already on the river? How noisy/disruptive would it be? I think many townspeople want to be reassured of what they THINK will be a negative, won't be.	6/24/2016 12:01 PM
269	Absolutely no development of a public works facility on Commerce Drive and Dowd Avenue!	6/24/2016 11:41 AM
270	I do not support a facility at the current location. For approximately the same cost a new facility could be built at commerce drive, or almost any other site. Why spend that much money for not much improvement over current facility and no room for future upgrades. I think the Albany turnpike property is too far out.	6/24/2016 11:18 AM
271	My first choice of location would be on Commerce Dr., a location that has better utilities, central location, and was designed for industrial use. The current location is too small, and would be a bad compromise just to get "something" built. The town would be painting itself into a corner which would allow no possibility of future expansion. I hope that whatever location is chosen it will include the complete demolition of the current garage with the future hope that the town could develop the site for recreational uses.	6/24/2016 10:42 AM
272	I will do everything I can to prevent the town from making the disastrous decision to build on the present site - a decision that will impact not only the present, but generations hence. We must not short-sightedly squander our opportunity to reclaim our riverfront. We want to enhance the desirability of our town; there is no better way than by showcasing our greatest natural asset. Which would attract more potential investors in the Collins company project, an improved Collinsville rails to trails riverside park area (and/or ball field) or what we have now...only magnified, but admittedly still not sufficient to meet future needs (salt shed would have to be on another property, for instance). The "Satan's Kingdom" site is also on the river and has significant issues, including not having an access road in Canton(!). I am not as set against it as I am against the present site, but I definitely do not think this is our best option. Commerce Drive is an ideal spot. I voted for it both times and would again. The first vote failed because of cost (and disbelief that we really needed a new facility). The second vote (which most of us felt would pass) appears to have been monkey-wrenched by a last-minute proposal casting doubt upon the Commerce Drive option; in addition, the folks in developments on the upper part of Commerce Drive voted in large numbers NIMBY. Despite the fact that Commerce Drive is zoned for industrial use and residents knew that when they purchased their houses. The common sentiment among some is "we pay enough in taxes that we shouldn't have to have it here" - an attitude not at all appreciated by many others in town. This option is still the best, in my (and many others') opinion, but there needs to be a much better informational campaign to support this vote. The other option that intrigues is the idea of the firehouse/police station/town garage "campus." Yes, we would lose a ball field, but that could perhaps be moved across the street to the present site of the garage, or elsewhere - at any rate, that is not as important as the garage project. I believe there was a pretty reasonable plan presented regarding this option, although the timing was suspect and disastrous to the Commerce Drive vote at the time... At any rate, I would vote for either Commerce Drive or the "Campus" option. But as I said, you need a much better marketing campaign for these options and this vote if you want it to finally pass.	6/24/2016 10:31 AM
273	I still think it should be on commerce drive but I will support a new garage on any site	6/24/2016 10:28 AM
274	Why not between the Police and Fire stations and move the Little League field to the river front?	6/24/2016 10:16 AM
275	What about consideration to property across the street from the Town's Transfer Station?	6/24/2016 9:41 AM
276	Buying the land on Rt44 is ridiculous. Commerce Dr. is the logical and cost-effective solution.	6/24/2016 9:38 AM
277	COST! COST! COST! TO THE PENNY OR THE VOTE WILL DIE!	6/24/2016 9:19 AM
278	Much of it depends on the location and layout. Preference would be to not be visible from the river and that there be a substantial buffer with no risk of runoff, etc. The question regarding other amenities is again dependent on the location selected. Project should meet the town's needs today and in the future.	6/24/2016 8:59 AM
279	I urge the BOS to put forward a well thought out plan and include the community in the decision before taking to a vote. Leadership on this topic is needed and this should not require the community to defer to the judgement of the BOS. I believe a well thought out plan and proper advance public discourse could override a late privately promoted smear campaign intended to derail the work of the committee.	6/24/2016 8:55 AM
280	Rather chose Commerce Drive.	6/24/2016 8:53 AM
281	We should use land the town already owns vs. huge expense of buying new property. New property will come off the tax rolls so an additional cost to town. We also need to temper the desire for an upscale facility with amenities. This needs to be solid and functional but not "fancy". This should not be tied to open space initiatives. Those should stand on their own.	6/24/2016 8:43 AM
282	Traffic safety at the Rt.44 location and building a modern, appropriate, 75+ year facility without the basic modern services (water, gas, sewer) defies logic.	6/24/2016 8:06 AM

283	This survey should have shown a table with each site listed that is under consideration with a side by side comparison of, the cost, pros and cons for each site. Then asked the survey participants to rank them and then specify the proximity of each site to their own back yard. Even though Commerce drive is expensive, I feel that is the best location for the town. I have voted yes at every referendum and one of the locations is 1500 feet from my house. I attended the last public meeting and visited the existing location years ago when a new facility was first proposed. Please educated the town on the above before another survey is taken. Please ensure only one vote per residence.	6/24/2016 8:04 AM
284	The town of Canton needs to build a new highway garage and move on past this issue in order to focus more important projects that will improve the town. The 50 Old River Road site is a poor choice for a new public works facility because the land on the riverfront would best be used for recreation and conservation purposes, since it abuts the bike trail and Farmington River. The view of the river and surrounding land from River Road would be improved if the current garage were to be torn down. Additionally the 'Not in My Backyard' mentality, particularly coming from residents in the Bart Drive area (in reference to the proposed Commerce Drive site), has gone on for too long and has hindered Canton's progress on this project.	6/24/2016 7:56 AM
285	Greatly improved Riverfront Access MUST be tied to this project to have my support.	6/24/2016 7:47 AM
286	There is no need to add amenities. People can't afford more taxes. Just stick to the garage. It doesn't need to be a luxury facility either. Include office space, a break room, kitchen area with fridge and microwaves, locker room and showers.	6/24/2016 6:43 AM
287	Many municipalities are restoring their waterfronts, yet Canton is considering a municipal facility on the river. At the same time, the current location would be good for additional playing fields--students from two major schools could walk to those fields which would eliminate the need for transportation. I also think that the Public Works facility should be centrally located, and although it is no longer under consideration, the Commerce Drive location seemed ideal.	6/24/2016 6:35 AM
288	Try to use town owned property. Privately owned property is too expensive. Also this property would be removed from the tax roles forever!	6/24/2016 6:31 AM
289	CT is shrinking in terms of population. Residential and commercial building is minimal. The ever increasing tax burden is at the heart of these problems. The Selectman need to find cost effective ways to manage and live within the budget. Building an extravagant garage with other amenities is something we cannot afford.	6/24/2016 5:56 AM
290	Please scale down the size of the garage plan. The past proposal was very large for such a small maintenance department. That's why I voted no.	6/24/2016 5:52 AM
291	Employees can shower and sleep at home just like I do. In my mind this is a cost issue. If investing in a new facility brings down the long term costs to keep tax rate stable it is a worthwhile project. A large facility that results in long term new costs and increases tax rates is a non-starter. It may well be just as cost effective to let the equipment rust and replace as needed compared to the overheads related to a new facility. Without knowing long term costs I will always vote "no".	6/24/2016 4:22 AM
292	I am OK with a garage/facility but it needs to be basic. The original proposal was certifiably insane. \$2M for a shell and basic facilities. You need to think like it's your own money and \$2M will easily cover that, leave option to expand in future decade. Garages should be entirely hidden from public sight, you need to bury it and not put it on the river or a Main Street. And let's be realistic, it's a garage, trucks don't need stored I. Vaulted ceiling stalls with air conditioning and we don't need to spend \$1M just on the lounge for the employees - like the first proposal had \$13K for flag pole, \$5K for a microwave, c'mon go to Best Buy and get one for \$150.00 like the rest of the country.	6/24/2016 12:24 AM
293	Are these seriously the only two places in the whole town? We have to get over the notion that the garage must be within 2 minutes to Collinsville. So those that have the NIMBY problem would rather see the river or the 44 corridor ruined. If it has to be in Collinsville then Commerce Drive is the proper place, use the Land Trust and adjoining lot. It should be far enough away from the NIMBY issue. What about land on Ramp or Powder Mill road. It is time to consider an eminent domain situation for the lot.	6/23/2016 11:19 PM
294	We have an industrial park. Let's use it for the garage. I cannot answer question #4 because I do not have enough information. The amount reasonable depends on what we get and how much of a tax increase the amount represents. I am happy to see that a survey is finally being conducted, albeit a very short one. I wonder how people who live on Huckleberry Hill will answer #5 honestly.	6/23/2016 11:15 PM
295	Why does your survey only ask about the two Albany Ave locations? What about the others, such as in the industrial park, which is an ideal location? The town should consider splitting up the town garage project into perhaps 2 locations. Perhaps the offices could be in one place and the actual garage elsewhere. This could possibly open up smaller parcels for consideration. Could the land b/w the police and fire stations be part of a solution? To me, this project should not be about just about money and it's unfortunate that's how many who voted against it see it. Given the failed attempts so far, the town needs to get creative and think of other ways to solve the issue. Good luck!	6/23/2016 10:40 PM
296	We are beating a dead horse to death -	6/23/2016 10:17 PM

297	Please do not rebuild at the river location. It would a tremendous mistake that will harm canton for generations. We need to improve the town and make it more desirable and the main asset the town has is the riverfront	6/23/2016 10:00 PM
298	This is an issue that should have been addressed several years ago. Inability to compromise, different factors holding out for personal preferences, makes it impossible to reach an amicable final decision. Way too much " good money has been thrown after bad" spending money on expert consultants and surveys that never come to fruition. Solving this problem is now critical. It is time for compromising, working together, incorporating ideas, to find the most economical solution for taxpayers, but still meet the needs of the Public Works Dept. as well as the needs of the town. Expense grows in corullation with time it takes to reach a decision. We can't afford any more unnecessary (or avoidable) expense. Rising cost of living, increased taxes are taking a grave toll on many residents as is. Something should be done before more people can no longer afford to live where their life roots are.	6/23/2016 9:54 PM
299	Keep it next to the sewer plant, no need for a park there, but do spruce up the walking trail,public parking and by the river. Nothing like smelling the sewer plant when your trying to enjoy the park if you put one there.....	6/23/2016 9:39 PM
300	The town has spent way too much time and money on this project already. There are many more important things the town could spend the money on. Spending 2 to 5 million on a building that will facilitate 8 or 10 public works employees is ridiculous It's not like the highway crew is doing all kinds of work and projects in the town every day. A new town survey could be circulated with what other projects would residents want the money spent on if it was a NO vote to move forward with the DPW facility.	6/23/2016 9:31 PM
301	I wish we could have 2 or 3 options and vote for one project we go with. As a home owner if I need a new roof, I get a few estimates, then pick the one that meets most of my needs. Not fixing the roof is not an option. I am most concerned that a worker will get hurt due to the poor conditions of the current garage. I too love the river. I often walk that section of the trail and launch my kayak there. Doing nothing leaves us at a higher risk. I have been attending the meetings and reading the articles on Canton Compass. Thanks for reaching out to the community.	6/23/2016 9:12 PM
302	If 7 and 8 are owned by the behrs and not at a good price then NO I Don't even think I would trust an outside appraisal Based on past experiences with town politics and bribes or fudged results. Like only 800 cars a day travel on Lawton/ washburn or building the shops on the golf course will lower taxes...As a builder I think a !0 acre lot would more than suffice.	6/23/2016 9:07 PM
303	Dpw needs to do more for the community and tax payers to earn a town garage, the effort they put toward taking care of the new equipment they have is terrible. The work they do through out the town is less than sufficient. If the employees want a new garage as bad as some tax payers they should show some effort.	6/23/2016 9:03 PM
304	Cannot understand why the garage isn't going on Commercial Drive. It seems like a logical location. All the people complaining about the trucks on that road is baseless. why not do a study of what types of vehicles are on that road and who speed, etc.	6/23/2016 8:53 PM
305	Commerce Drive should also be considered	6/23/2016 8:42 PM
306	We have spend money on designs studies for nothing. As a town a town garage is least important other towns have small garages and leave their trucks outside and it works just fine save the taxpayers money and leave the Town garage the way it is not hurting the environment one bit we will do more harm by building new	6/23/2016 8:37 PM
307	Combine it with a new firehouse at 51 river road the property is already town owned. Make it a public safety complex it's a no brainier and you can up the price of the build because you are getting to for one here	6/23/2016 8:33 PM
308	Would love there to be safe public access to river that isn't hogged by businesses or property owners. New facility should have a car wash for town vehicles too.	6/23/2016 8:29 PM
309	Anywhere but the current location and just get it done for the best price possible. It's been dragging on for way to long!	6/23/2016 8:25 PM
310	I would also support a new facility at Commerce Drive. That seems a more appropriate location. If proposed, I would actively support it and volunteer my time to increase support among the voters for it. I think what occurred the last time was shameful. Really angered me. Truthful facts, comparing apples to apples, should win the day. Deceit, misinformation and red herring last-minute proposals should not prevail. Also, misuse of the School System's email list to disseminate misinformation about a yes vote cutting into school funding occurred. (I know someone who was going to vote no solely based on that email. They forgot about the vote and didn't vote at all. Shows how much they paid attention to the issue.) That misuse of the School's email list should be investigated if it wasn't already, and polices put in place to prevent future incidents. The only way to heal the wounds caused by the dirty politics that happened last time to confront it. Let the NIMBY, well-funded LLC folks make their pitch, but let the rest of us be better prepared this time! Please, Selectman, show that our small town of Canton is better than the National Political scene. Lay out a process that continues to provide vetted, solid information to the public, giving us our options. The more that is out there, easily accessible to all, the less of chance some small group with their own agenda can sabotage the process for the rest of the town! Thank you. And please include Commerce Drive as options. It's zoned industrial, has utilities, is sufficiently far away from any residences (either proposed lot on Commerce Dr), and is more centrally located than the Albany Tnpke option. But I'd support Albany Tnpke too. Thank you for this survey. I will be encouraging every Canton resident I know to complete it.	6/23/2016 8:19 PM

311	Get on with it, way too many years and money spent on studies	6/23/2016 8:16 PM
312	Perhaps more than any other municipal function - including schools - the services provided by the town's Public Works Department directly benefit virtually every resident of Canton: owners and renters; taxpayers and non-taxpayers; drivers, pedestrians, and bicyclists. It is imperative that town officials stay focused on the need to build a new Town Garage and not allow a vocal minority of NIMBY residents to hijack the process, as happened last time. Keep the new facility away from the Farmington River, and at the same time continue to build positive public support for this most important facility.	6/23/2016 7:42 PM
313	I think that it's not much of a choice for voters to only get these two locations to choose from. Neither are ideal, but I would DEFINITELY choose 50 Old River Road over 674/684 Albany Turnpike, because 50 Old River Road is already being used for the Town Garage, and I think it makes more sense to rebuild at an existing site that is closer to the other essential town services. The NEED that has been established, is a new / better structure for the employees and storage of equipment. IF there was a more ideal location, readily available, with municipal/industrial/commercial zoning, then moving the garage would be a "nice to have" consideration. Since an ideal alternate location doesn't seem to exist, then I think rebuilding at the 50 River Road site is the best choice and satisfies our need. It is more centrally located, has public utilities, the town owns the land, it's already zoned for such usage, and the fact that the garage has been there for a long time means it is already baked into current property values for any nearby residents, including people who purchased homes in the area knowing that a garage and sewage treatment plant were in that location. I'm strongly against putting this type of facility/usage in a residential zoned area such as 674/684 Albany Turnpike. If I came to the town and said that I wanted to put a fueling station and a car wash (not to mention the salt and chemical storage) at that site, I would be laughed out of town, and rightfully so. It's not compatible or the highest and best use of the land considering it's location in a residential zone, especially one where 100% of the neighbors are dependent on private wells for their drinking and domestic water. New Hartford made a mistake with their portion of Satan's Kingdom land. Let's not continue along that path of short shortsightedness. I've supported previous referendums for the garage and will continue to do so....just NOT at 674/684 Albany Turnpike. If 50 River Road can't be used because the garage is so toxic, then why move it to another property that is currently pristine, has no public utilities (a deal breaker), and is zoned residential (another deal breaker). With the commercially zoned property that seems to be available on Rt 44 across from Bremar Rental, or a little further down, I don't think the best options are being presented to voters. I will support 50 Old River Road if it comes to that. I will NOT support 674/684 Albany Turnpike for the Town Garage. Thank you for the opportunity to offer my input on this important matter.	6/23/2016 7:38 PM
314	Be cost effective and use resources effectively.....Ensure that when a decision is made, proper project planning, preparation and appropriate resources are in place before the first shovel full of dirt is taken....Manage the project timeline and resources effectively and prevent any scope creep with changing requirements that would change the approved budget.....In other words make sure that the project is closely managed to agreed upon specifications and prevent a public relations disaster.....	6/23/2016 7:32 PM
315	What about the almost 600 acres that the town owns? ( not including canton land trusts) No place we own will work?	6/23/2016 7:25 PM
316	I think you should revisit commerce Dr . I believe that access to city water, sewage, gas, etc. Should be a requirement.	6/23/2016 7:21 PM
317	Thanks, Guerry Dotson I think everyone should have to sign their name to this.....	6/23/2016 7:16 PM
318	We should consider Commerce Drive again.	6/23/2016 7:15 PM
319	I would definitely support a renovation to the current facility. As pointed out by the PMBC, the current facility has been in it's present location for more than 40 years. If, as some would point out, the town of Canton is known for it's river, then the town obtained that designation in spite of having the town garage AND the water treatment facility on its' banks for 4 decades. The town has an obligation to provide its employees with a decent work environment and after a decade of failed attempts to relocate, the immediate need is to upgrade the facility in its current location and improve the working conditions of our town employees. Furthermore, the Board also has an obligation to their constituents and the democratic process to honor the TWO 'no' votes for Commerce Drive. I would encourage the Board to approach a renovation at the current location as a "green" or "clean" renovation. We now have clean fuel, clean energy and even clean food! Construction projects can be done using reclaimed materials and even solar power. This type of renovation could emphasize the attention to protecting the river and set a standard of civic responsibility. Thank you for reaching out to the voters and allowing this forum for providing feedback.	6/23/2016 7:01 PM
320	If 674 and 684 was out of flood zone, I'd be supportive, but do not know this info. Thank you for asking the community in such a detailed way! We appreciate it and hope it helps.	6/23/2016 7:00 PM
321	The river is a precious natural and economic resource. Building this type and size facility on the river is ill advised.	6/23/2016 6:55 PM
322	It should be located on Commerce Drive and definitely not anywhere near the Framington River.	6/23/2016 6:49 PM
323	I am excited by the opportunity to, in addition to building a better garage in a better location than its current site, purchase and preserve the rest of the Albany Turnpike parcel.	6/23/2016 6:41 PM



324	I think Commerce Drive is the best location. Whatever we do it needs to get done NOW before they have to suffer through another winter in such poor working conditions and while our equipment is outside rotting. We need to take care of the people that take care of us.	6/23/2016 6:38 PM
325	town of avon built there public work garage on a landfill. some people don't see the importance of this garage.as a former mechanic and a driver i feel this needs to be built above the flood plain	6/23/2016 6:06 PM
326	I am ashamed to admit I do not know enough about the 674/684 Albany Turnpike location to definitely say yes or no right now. I do remember that that was the site for which I voted "no" for a light-industry development. I think if it was possible to keep the facility where it is...but of course updated and really viable for future expansion/safety of our road work dept, etc. (in other words, if we could redo or expand 50 River Road to be a desirable facility) I would definitely vote for that. Of course, I also liked the parcel next to Petals and Paws and the Commerce Road property too. I sure hope Canton can get behind something for our road department crew and vehicles!!	6/23/2016 5:59 PM
327	Canton' s future is most important.	6/23/2016 5:56 PM
328	I am still so mad at Kevin Witkos for entering that last minute plan that destroyed any chance for the vote to be approved! That was a dirty trick and I will never vote for him again.	6/23/2016 5:53 PM
329	The canton spring road location is ideal. Center of town. Not on the river and already an industrial area	6/23/2016 5:52 PM
330	Just try to keep it off the river front unless its the only available space..	6/23/2016 5:50 PM
331	I have voted in favor of recent proposals to build a new facility and would likely vote for any of the following locations. I do have a question about the current River Road site. I have heard town officials say that it does not work long-term because it is in a flood plain. If this is still the case, I believe it would be extremely short-sighted and extremely expensive (as a flood would necessitate rebuilding) to build further at the location. If the Old River Road site is truly at risk of flood, I don't understand how the town can realistically pursue this plan of action.	6/23/2016 5:36 PM
332	Please for the sake of recreational activities and the natural beauty of the river do NOT build or rebuild on the current site!!! I would still be willing to consider commerce drive as well	6/23/2016 5:35 PM
333	COMMERCE DRIVE AS IT WAS /IS A COMMERCIAL AREA... OR IF THE TOWN HD BOUGHT THE MINER LUMBER PROPERTY WAY BACK .... THIS WOULD NOT BE AN ISSUE.... MARY TOMILONIUS IS TO BLAME!!!!	6/23/2016 5:34 PM
334	Would like to see more regionalization of PW services. It would seem that sharing certain equipment, materials and manpower with neighboring towns could save money and reduce the amount of space needed for our equipment.	6/23/2016 5:27 PM
335	Commerce drive is a good location. It is an industrial park. The price tag seems very high.	6/23/2016 5:25 PM
336	All estimates have been outrageously expensive.	6/23/2016 5:24 PM
337	Taxes are getting to high the town doesn't need extra expense people are moving out of town and some are out of work.	6/23/2016 5:21 PM
338	Pretty crazy 325 commerce was not even an option to vote yes or no on here. Why are we only looking at two sites in very close proximity to the river?	6/23/2016 5:19 PM
339	The options you offer omit the most logical place for a DPW facility which is the industrial park on Commerce Drive. The choice should focus on 674 Albany (for it's added potential) and Commerce Drive (for the greater economy and efficiency). Both make sense, promote the town's best interests, and require the least sacrifice of natural resources. Then make the most of the Upper Mill Pond Study recommendations for Old River Road.	6/23/2016 5:17 PM
340	commerce drive is my 1st choice, albany avenue would be my second. across from the current location (other side of river road, where ballpark is currently located), was proposed as another option. what i wonder and would prefer, is, has the nursery ever been asked to relocate to the ballfield site (swap one site for another)? giving the town more riverfront property? i could see this improving their visibility and business, becoming a win-win proposition for the town and the nursery.	6/23/2016 5:15 PM
341	Get an appraisal for 325 commerce and let the citizens know if it is still for sale for a town garage	6/23/2016 5:13 PM
342	The current site does not obstruct traffic or add to traffic concerns. Locating it on Albany Turnpike or on Commercial Drive will cause increased traffic flow issues. To get a sense of traffic tie-ups on Route 44, sample what it is currently while the drains are being installed; Dowd Ave is another heavy traffic route causing back-up either direction and then add the school buses to the congestion. There has to be a better site or modify the existing site which will also reduce cost. People are out of work and cannot afford property tax increases.	6/23/2016 5:08 PM
343	Evaluate outsourcing larger portion of highway work. Evaluate a regional approach to public works to improve asset utilization and staffing efficiency.	6/23/2016 5:07 PM

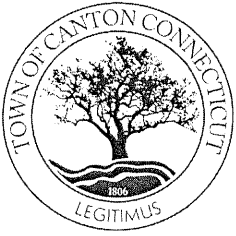
344	The public works facility has a very bad reputation on not being productive in town.. I have always supported the new garage... However many people are under the assumption the town workers are unable to wash their trucks there and because of this they never get washed ... If this was false... In terms of them being able to wash their trucks there on premises with the new facility, I would support it	6/23/2016 5:04 PM
345	You have looked at and rules our Albany because of three reasons the farmington river. The wildlife and the safety. Look at it now you have smashed guardrails from an accident. Vision on that curve is dangerous to go in and out. Someone flipped a trailer there too.	6/23/2016 5:01 PM
346	Do not put the garage anywhere near the river. Commerce Drive seems like a perfect location.	6/23/2016 5:00 PM
347	Former Town of Canton resident and member of the fire department in collinsville. The town garage needs to be replaced with a place that suits the needs now and for the future. Look 20-30 years down the road and figure if the building will still suit the needs of the town or are you going to go through the whole process all over again.	6/23/2016 4:54 PM
348	Yes there are a very vocal 100-150 people with a personal agenda...please be aware that there are 10k people in Canton.	6/23/2016 4:54 PM
349	Commerce Drive is the best location.	6/23/2016 4:52 PM
350	I am new to the forum on this, but I used to assist the NYC Dept. of Sanitation with site analyses of repair shops and garages. So other questions I would be asking are: For either site, what Environmental concerns, and down the road, legal challenges might you encounter, either in terms of \$\$ for compliance or in terms of possibly years of legal delay? Has the notion of rehabbing current facilities plus a smaller amount of new construction rather than an entirely new facility been considered, and what would the impacts of legal compliance and overall cost be? If the new site is chosen, what are the costs and considerations of mothballing (and cleanup!) of the old site as a necessary part of the whole operation? Is on-site tank storage of gas, diesel, oil and waste oil, road salt, etc., part of the current operation and/or part of the future plan? If the new site is chosen can the old site be rehabbed at reasonable cost for recreation? Conversely, if the old site is chosen, could the new site be developed for recreation at perhaps a lower cost? Would situating recreation at the new site perhaps reach out better to residents' use outside the immediate Collinsville Village area? Has travel time/estimated fuel use of equipment been factored and compared for both sites? As I said, I am new to this forum, perhaps all these questions have been addressed already. -Joe Gardner	6/23/2016 4:48 PM
351	Needs to be away from the river period. Commerce is the best choice, zoned industrial. Rte 44 at rate 179 is second choice. Harts gravel pit	6/23/2016 4:45 PM
352	Is there any way possible to revisit the Commerce Drive location? 3rd time may be the charm.	6/23/2016 4:44 PM
353	Albany turnpike would not be visually appealing. Simple as that. Look how the grounds at the current facility are kept. It looks like a refuse. This would not be a "nice look" on Albany turnpike. Building a multimillion dollar facility in a flood plain? Why?	6/23/2016 4:43 PM
354	Thanks for doing this survey and listening to resident's opinions	6/23/2016 4:41 PM
355	Are those the only 2 options?	6/23/2016 4:41 PM
356	Does ave area?	6/23/2016 4:39 PM
357	*Regarding question 4 - reasonable price, I doubt the town will get one for the \$3-4 million price. Although the estimate for the Old River Road meets the price, the proposed garage (undersized, inefficient layout, no room for expansion, bad location with regards to the river, an eyesore; makes it a bad value. If going back were possible; the extra \$1 million for the Commerce Drive site is a far better value. What about other options? Commerce Drive (despite 2 strikes) works best. What happened to the Softball field (between the Police and Fire Station?) The site beyond the Petals and Paws now looks pretty good as well. Is that eliminated? Since a new Collinsville Fire Station also is on the horizon to be built: Why not combine the Fire Station with the public works Bldg. and combine locker rooms, meeting rooms,etc for cost savings? (no land cost, no earth work or retaining walls.) If that does not fit, how about putting the fire station across the street, and having the public works facility take the space of the current fire station & softball field. A new fire station could be built at the grade of rte 179. The apron could be made of a limited dig and fill that would satisfy the flood plane. The fire station could be built as a walk out, (heavy parking garage construction) with additional public works storage for pick up trucks, plows, tractors, etc.) under it . There would be more space for the bigger trucks across the street, and more recreational land on the river. What about doing a combined garage with New Hartford at the 674-684 Albany site (or the alternate one accessible through New Hartford? (New Hartford has an undersized, antiquated garage on the river as well. They attempted to do something a few years back) A combined garage would create economies of scale in construction, eliminate redundant construction cost for 2 small towns, as many items (washing bays, lockers, meeting rooms, mechanical equipment etc., mechanic working on the equipment) could be shared. This might get the cost down enough to make it palatable for everyone. (Although getting this to happen is perhaps impossible)	6/23/2016 4:37 PM
358	Please keep it away from the river. Thank you	6/23/2016 4:35 PM
359	Due to misinformation just before the last referendum I would have voted for Commerce Drive but voted no.	6/23/2016 4:32 PM

360	PLEASE DO NOT RUIN WHAT OUR BEAUTIFUL TOWN IS KNOWN FOR, OUR RIVER!!!!!! As a taxpayer, I gladly support whatever it takes to beautify riverfront property in our town. This garage NEEDS to be built elsewhere. This is an extremely important issue for me as I moved to Canton and bought property here because of the quaint, lovely atmosphere of Collinsville being a riverfront town. PLEASE hear our voices on this issue. Garage Yes, by Not on our river! Thank You!!! Barbara Fritts	6/23/2016 4:32 PM
361	Commerce Drive is still the best location.	6/23/2016 4:29 PM
362	I think the forever protection of 37.5 acres of land as "dedicated open space" is the main selling point of this proposal, both environmentally and residentially. Keeping the ridge up will provide protections for noise, will keep the endangered whippoorwill around, and protect the wetlands. For this to pass muster for me--I would want a) a guarantee that over 37 acres of the surrounding land would be dubbed "dedicated open space" (and handed over to the Land Trust) and not sports fields b) that the site would be on 44 and away from the river c) that the expansion would not exceed 2.5 acres and d) that the town would do studies re: environmental impact and protections and would consider storing the fuel and oil on another site, in order to guarantee protection of the residents' well water, river, and wetlands.	6/23/2016 4:27 PM
363	As long as decisions like these must be decided by referendum or town meetings, Canton will be stuck in the 19th century.	6/23/2016 4:27 PM
364	Thank you for this opportunity to share my opinion in this survey. Great idea.	6/23/2016 4:24 PM
365	Keep the PWF off the river. Keep our River Wild and Scenic. Any chance we could sub contractor snow removal? It would eliminate the need for so many trucks thus reducing Building size (fewer truck bays and no need for sleeping quarters.) We could keep one or two trucks for other needs.	6/23/2016 4:23 PM
366	Maintain what you have and invest in the children of the community. Please stop with this nonsense, year-over-year. It's a sham.	6/23/2016 4:20 PM
367	It should be built on Commerce Drive. Value engineer it again and build it there	6/23/2016 4:19 PM
368	With the vacancies and abandoned land we already have in canton it would be ridiculous to purchase land that requires refining and significant work to make it site appropriate.	6/23/2016 4:17 PM
369	This needs to happen somewhere so the guys can get their jobs done no matter what the conditions	6/23/2016 4:15 PM
370	Commerce Drive is the best location. Albany Turnpike makes no sense... it's at the far end of the town, it's in the midst of Satan's Kingdom and would require either blasting (which is an ecological nightmare) or driving on New Hartford's property to get to the property.	6/23/2016 4:04 PM
371	It's unreasonable to ask us to vote for the Albany Take property in this upcoming referendum without know the cost of the building until next year. It would basically bully voters into paying for an over priced/sized building seeing we'd already have bought the property.	6/23/2016 4:03 PM
372	I think it's VERY IMPORTANT that the town trucks have ease of entry/exit when there is bad weather, construction, tree cutting, etc. Being off of Albany tpke gives the trucks the easiest and biggest exit and entry.	6/23/2016 3:55 PM
373	The facility has been at its current location for many years. Save money on land purchase and build at the current location. Nice to have boat launch and public access to river as well.	6/23/2016 3:53 PM
374	The building should have enough space for all vehicles and machines to be inside, with no vehicles parked in the wash bay, and with extra room for future necessary equipment.	6/23/2016 3:50 PM
375	Let's keep our river wild & scenic. How about that parcel of land for sale next to LaTratorria? Build your garage & keep the rest of the acerage as town land. Just my two cents. Thanks for the survey!	6/23/2016 3:49 PM
376	It should still be on commerce dr without the glitz. Especially the archetictual design and fees. It can be done for less in both areas. I was a bidder on one of the commerce dr plans. Bill Kurtz Four Square Post and Beam	6/23/2016 3:48 PM
377	A decision of this nature will never be able to please everyone in all aspects, however my opinion considers 3 important factors 1.) Need, 2.) Cost, 3.) Long-term impact/expansion/projections. There is no doubt that there is a need for a new Public Works facility. I think our town's public works dept. does a great job and should be able to continue to offer their services in a facility which can house, provide for, and accommodate their services. Cost is always a critical factor and I will always side with being conservative, within reason, and what can be afforded. However, cost intersects with the 3rd factor of long-term impact/expansion/projections. While I would side with a lower cost at the current location on Old River Rd., I feel that taken as a whole, in the long-run seeking an alternate location on Albany Turnpike opens the door to more expansion, long-term gains, and the possibility of freeing up space on Old River Rd. I love my town along with so many others that can express the same and feel that this is one of those times where we need to think as long-term as possible.	6/23/2016 3:45 PM
378	The highway dept. is working in deplorable conditions. In my opinion they are being treated like second class citizens and they desperately need a new facility!	6/23/2016 3:44 PM

379	Please! No more studies, surveys,town pow-wows or soul searching. Just build the darn thing and move on.	6/23/2016 3:44 PM
380	325 Commerce was FIRST CHOICE	6/23/2016 3:43 PM
381	Commerce Drive is an excellent location in an industrial park. However 674 and 684 Albany Turnpike is also an excellent location.	6/23/2016 3:43 PM
382	I would be more apt to support putting it on Albany Turnpike if there was a commitment to NOT touch the ridge. I was originally in favor of keeping it where it is, but have changed my mind. My thinking is that it would "take over" the space and ruin that area as we know it.	6/23/2016 3:43 PM
383	Why put a town garage anywhere near a rare natural resource like the river? Find an open field somewhere off the beaten path and put it there. Natural Resources and recreational opportunities add distinct personal lifestyle value for our residents and economics for our businesses. Stop putting lipstick on a pig by promising boat launches, parks, new fields and other goodies you know the town wants and needs but should not be and do not need to be part of a town garage project.	6/23/2016 3:42 PM
384	There must no be no chance of polluting the river in order for me to support either of these locations. So prince no one wants it in their back yard, I would think the Albany Turnpike location might offend fewer homeowners. Would there need to be a traffic light on Rt. 44 to allow the trucks to get in and out quickly? Of course, some people may not like that, but you can't please everyone. Ultimately, the location needs to provide room for growth for at least the next hundred years.	6/23/2016 3:41 PM
385	To clarify an answer above - this town is also in desperate need of recreational field space, however I don't believe that it needs to be tied to the garage. Also, I was on the fence between 2-3 and 3-4 million for cost because I think 3, give-or-take, is about the right number.	6/23/2016 3:41 PM
386	If we, as a town, are going to expend our limited resources on an integral part of our town infrastructure, then we should build for the future, not for the present. No location is perfect, but the need is imminent, I would strongly urge the town to think beyond the near term band-aid approach and to think strategically and find a location and building design that will prepare the town for the future.	6/23/2016 3:40 PM
387	Consultants have recommended the prior configuration, but consultants don't pay for the building. Taxpayers do. Look at the New Hartford/Barkhamsted garage on Rte. 44. Great looking building that, I am told, was reasonable cost, built by Borghesi	6/23/2016 3:40 PM
388	The Commerce Drive and Dowd Avenue sites should not be considered because: 1. Same sites/proposals rejected 2x already; 2. Abuts an upscale residential neighborhood that contributes significantly to town's tax base and overall attractiveness of community; 3. Privately owned that are very costly; 4. Sites would require a lot of site work; 5.other locations more suitable and less costly to develop, especially town-owned sites; 6. town should use the existing town garage site and not pander to the baseless emotional aruments of building committee and conservation commission under the guise of protecting the river and promoting recreation. The simple fact is that it can be developed at a modest sum and the water pollution control facility will be there indefinitely. A park and more recreation next to a sewer treatment plant - great land use planning and a terrible way to promote town. I would possibly consider other locations but definitely not any on Dowd Avenue or Commerce Drive. If the town moves forward with any town garage proposal on Dowd Avenue or Commerce Drive I will absolutely vigorously litigate the development at all levels including acquisition, bonding, and land use approvals. It's already been rejected two times a day at this point it's a waste on time to consider these sites.	6/23/2016 3:36 PM
389	Commerce Drive should not be abandoned as a option.	6/23/2016 3:36 PM
390	Not at the current location and don't waste everyone's time with another vote on commerce drive. Albany turnpike is the most viable option	6/23/2016 3:35 PM
391	Commerce Drive should be considered again.	6/23/2016 3:34 PM
392	It may not happen for a very long time but I wish the water treatment plant would eventually move from it's current location. It would be really nice to have a long term plan for all of the town facilities and not just the garage. The current garage is a complete eyesore so I would hope any new facility would be screened from view as much as possible, especially if it is very close to lots of residential. I would love to have boat launches, open space and future recreation fields but I don't think those things need to be addressed at the same time as the garage. Those things should be planned after the garage issue is settled. (keep wants and needs in separate discussions) I'd also like to know if all of the trucks need to be stored indoors or if it would be sufficient to just have covered parking for them. Maybe covered parking would suffice until more money is available to add on to the garage as long as the site has room for expansion? I'd like to see commerce drive developed with businesses similar to Favarh, medical or office space. Once the retail at the bottom of commerce (village cafe, ace hardware, walgreens) is redeveloped I think it would have a nice flow and I think the available commerce properties would be more attractive to those types of businesses. (and those business would be tax payers!) I really hope this issue is settled soon so Canton can move forward and focus on other things.	6/23/2016 3:33 PM

393	keep it where it is. Smart spending should be first consideration. Piggging backing other items i.e. Boat launch is foolish. It is a completely separate issue. KISS	6/23/2016 3:32 PM
394	Thank you for this survey	6/23/2016 3:32 PM
395	I would definitely support a Commerce Drive option. The Albany Turnpike site close to the N Htfd border could be a great opportunity to add additional recreation/open space for the town as well as providing an "out of site" site for the garage.	6/23/2016 3:30 PM
396	The state of the economy, the number of taxpayers in our community and the need for an improved public works facility are best served by redeveloping the current site, eliminating land acquisition costs and hidden costs of development in new, less well known sites. Conflating the immediate need for an improvement in the situation, with the desire for riverfront recapture or athletic fields or other optional amenities would be irresponsible at this time. Further, the sewage treatment plant's permanent presence reduces the perceived benefit of any investment in riverfront recapture. Rebuild the garage where it is, avoid upsetting new neighbors anywhere and let's move on.	6/23/2016 3:29 PM
397	We have significant debt currently. It may be best to wait a while before taking on new debt. Spending for the "track" could have gone toward a garage. If we add the garage, debt will take up too much of the annual budget.	6/23/2016 3:25 PM
398	I don't want to see it from the river especially if it has a high profile. The proposed location on Albany turnpike is more preferable but it to will be an eye sore. River front property is a premium asset in any town so I don't know why we would put a non profit producing entity right up against it. We have a lot of land in Canton. keeping it at the southern end of town is highly suspect. My guess is the wealthier citizens don't want it near their ends of town.	6/23/2016 3:24 PM
399	Commerce Drive is the best location or where Kevin Witkos proposed.	6/23/2016 3:23 PM
400	I don't understand why anyone would have a problem building the garage where the town parks their vehicles now. What else would we do with property right next to the sewer treatment plant? I don't see that as prime real estate.	6/23/2016 3:23 PM
401	Commerce drive location was fine the project was just over priced. That location is fine	6/23/2016 3:20 PM
402	Commerce Drive is the appropriate location. Do not allow past referendum votes that were influenced by deliberate misinformation on the part of NIMBY advocates and an unscrupulous politician to succeed in torpedoing the best location from being considered.	6/23/2016 3:20 PM
403	Commerce Drive is the best location for the town garage!	6/23/2016 3:19 PM
404	I do not support a public boat launch. I would consider a Canton residents only boat launch, however that then becomes something to police and we have no extra money for salaries. The baseball fields could stand some work, but only if they are going to remain open to Canton residents full time without kids being kicked off for "horsing around". The kids need a place they can have pick up games at. I do not support development of the river front which may bring about more of the same situation that is found under town bridge all summer long.	6/23/2016 3:18 PM
405	Voters will approve it being built for around \$3m so everyone needs to stay focused on that instead of putting together a wish list of everything you can need and building size for more than we need. Last time I checked we were not going to buy roads and land from Granby, Burlington etc. The project should focus on what is critical from a storage side. Did not think showers and lockers rooms were really necessary for 10 people or so. So get back to focusing on the actual garage and on land that does not make it cost prohibitive.	6/23/2016 3:17 PM
406	no	6/23/2016 3:16 PM
407	Where exactly are 674 and 684 Albany Turnpike? Give a landmark or show a map. Can't answer the question without knowing where these properties are.	6/23/2016 3:16 PM
408	I do believe the site on Old River Road is not appropriate. It does not allow for future expansion and the best use of that parcel is a continuation of the recreational use.	6/23/2016 3:14 PM
409	My family will not support construction on or too near the river--as it would be in a flood plain & not good for the river, our most valuable resource. Thank you.	6/23/2016 3:13 PM
410	Just this, put the vote to the entire town, not just the ones that show up for the meetings.	6/23/2016 3:13 PM
411	Commerce Drive would be the best place.	6/23/2016 3:13 PM
412	There is no point in trying to build at the River Rd site. There is not enough space to accommodate the facility, pumps, salt and a vehicle garage for all vehicles. Plus there is zero room to expand with the current proposal. On top of the baseball field next to the firehouse can be moved to the old DPW site to accommodate the space for a new firehouse in the future.	6/23/2016 3:12 PM
413	Location and what it looks like from road and river are key.	6/23/2016 3:12 PM
414	My first choice is 325 Commerce Crive	6/23/2016 3:11 PM

415	I don't mind where it goes. It really is needed. If it ends up staying on the river, so be it, that is where it is now. I would have been fine with it at the beginning of Cherry Brook Road. Do it once and do it right - get input from all the public works employees! This is a key component that is often missed. Those in the field know what they need and don't need.	6/23/2016 3:11 PM
416	674 and 684 will not have town sewer hookup or water ---- very very concerning. Not a good idea in this day and age with EPA concerns.	6/23/2016 3:11 PM
417	Keep it away from the river, and closer to the center of town. Revisit commerce drive.	6/23/2016 3:10 PM



# TOWN OF CANTON

FOUR MARKET STREET

P.O. BOX 168

COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

**Title of Submission:**

Acceptance of Historic Document Preservation Grant from the CT State Library

**Date of Submission:**

7/6/2016

**Date of Board Meeting:**

7/13/2016

**Individual or Entity making the submission:**

Linda Smith, Town Clerk

1. **Action requested of the Board of Selectmen (Acceptance of gift, approval to submit grant application, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

*The Individual or Entity making the submission requests that the Board of Selectmen:*

Acceptance of Historic Document Preservation Grant  
Award letter attached  
Grant Submission Approved at the 3/23/2016 BOS meeting

2. **Individual(s) responsible for submission (Please include complete contact information. If requested, the identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)**

Linda Smith  
Town Clerk  
[lsmith@townofcantonct.org](mailto:lsmith@townofcantonct.org)  
860-693-7870

**3. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Canton; (iv) other information that will inform the Board of Selectmen’s consideration of your submission. Include any additional information in an attached memorandum.)**

With the \$4000 grant I have propose to microfilm all birth, marriage and death vital records to improve the longevity and security of these permanent records by creating backup copies for off-site storage. We will use Adkins (New Britain CT) to complete the project. They’ve done similar projects for us in the past and have had very quick turn-around timeframes. Approximately 10 vitals books will be taken at one time, worked on over the next 48 hours and then returned to us. We are not without the records for more than 48 business hours at a time. Once the microfilm project is complete, we plan to store the film roll at Iron Mountain with our other Land Record and Map microfilm rolls. Off-site copies create a secure record in the event of local disaster/damage.

Cost and Funding:

Adkins – Vendor Cost	\$4005.00
Grant to be received from CT State Library	<u>-\$4000.00</u>
Difference to be paid from Document Preservation “Dollar” Fund (1000000-22732)	\$ 5.00

This grant does not require matching funds.

The work will begin mid-summer (approx. August) and will be completed in 60-90 days.

**4. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):**

*The following documents are included with this submission and attached hereto:*

Letter of grant approval from the Connecticut State Library





**CT State Library**  
Office of the Public Records Administrator

June 29, 2016

Town Clerk Linda Smith  
Town of Canton  
4 Market Street  
PO Box 168  
Collinsville, CT 06022

**RE: Historic Documents Preservation Grant # 023-PC-17, Cycle 1, FY 2017**

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant Application for the **Town of Canton** in the amount of **\$4,000.00** has been approved.

To receive the grant, the municipality must now enter into a contract with the State Library.

Please find the following documents enclosed:

1. **Targeted Grant Contract**
2. **Instructions for Returning the Grant Contract**

The Grant Contract must be signed by the Municipal CEO and returned no later than **July 27, 2016**. After it is signed by the State Librarian, copy of the fully executed contract will be returned to the municipality.

Grant work and expenditures may begin only **after** the municipality has received its copy of the fully executed contract.

Grant award payments will be processed within **30 days** after the contract has been fully executed.

Grant work and expenditures must be completed by **June 30, 2017**. The final report should be submitted immediately upon completion of the grant. For complete grant administration requirements, including amendment procedures, see the *FY 2017 Grant Guidelines*.

If you have questions or need assistance, please contact Kathy Makover at [kathy.makover@ct.gov](mailto:kathy.makover@ct.gov) or (860) 566-1100 ext. 303.

Sincerely,

LeAnn R. Power, CRM  
Public Records Administrator

Enclosures (2)

cc: First Selectman Leslee Hill

Historic Documents Preservation Program  
Connecticut State Library  
Hartford, Connecticut 06106

## GRANT CONTRACT

### Targeted Grant FY 2017, Cycle 1 — Grant #023-PC-17

This contract made between the State of Connecticut, Connecticut State Library (hereinafter “State Library”) and the **Town of Canton** (hereinafter “Contractor”) pursuant to C.G.S. §§ 11-8i through 11-8n, inclusive.

WHEREAS, the State Library’s Office of the Public Records Administrator administers the Historic Documents Preservation Grant Program (“Program”) for the purpose of preserving and managing historic documents;

WHEREAS, all Connecticut municipalities are eligible to apply for a Targeted Grant (“Grant”) from this Program; and

WHEREAS, the Contractor is a municipality;

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained the parties do hereby agree as follows:

1. The State Library hereby authorizes a Grant for an amount not to exceed **\$4,000.00** (hereinafter “Grant Funds”), for the following (hereinafter referred to as the “Project”) as approved in the municipality’s Targeted Grant Application on **June 29, 2016**, on file at the State Library:

**A. Microfilming project for public records.**

**B. Purchase of archival supplies for the preservation of public records.**

2. The approved Project Budget is as follows:

	<b>Expense Type</b>	<b>Funds Approved</b>
1.	Consultants/Vendors	<b>\$ 3,000.00</b>
2.	Equipment	\$
3.	Supplies	<b>\$ 1,000.00</b>
4.	Town Personnel Costs	\$
5.	Other (specify)	\$
6.	<b>TOTAL</b>	<b>\$ 4,000.00</b>

The Contractor is responsible for any Project expenses greater than the Grant Funds.

3. **Contract Period.** The Contractor shall complete the Project and expend the Grant Funds as described in the Project Budget within the contract period. The contract period is from **July 1, 2016, or the date of approval of this contract by the State Librarian or, if applicable, the Connecticut Attorney General, whichever is later, through June 30, 2017.** Any Grant Funds remaining unexpended on **June 30, 2017**, must be returned to the State Library with the *Project Evaluation/Expenditure Report*.
4. **Payment.** The State of Connecticut shall assume no liability for payment of services under the terms of this contract until the Contractor is notified that this contract has been approved. Payment to the

Contractor shall be processed upon approval of this contract or upon the first day of this contract period, whichever is later.

5. **Contract Amendment.** To request approval for a change to the Grant's purpose, methodology, budget and/or completion deadline, the Contractor shall submit an *Amendment Request Form*, available on request from the State Library, to the State Library at least two (2) months prior to the then-current end of the contract period. (a) The State Library must approve any changes to the Grant's purpose and/or methodology which are deemed significant by the State Library. (b) The State Library must approve any budget reallocation that exceeds ten percent (10%) of the total Grant Funds. The Contractor may reallocate up to ten percent (10%) of the total Grant Funds among line items contained in the approved Project Budget as detailed in Paragraph 2 of this contract without prior approval. (c) The State Library must approve any extension to the completion deadline. The Contractor must notify the State Library immediately if difficulties arise that could affect the timely completion of all grant work and expenditures. Extensions are at the sole discretion of the State Library and will not be considered except in the most extenuating situations beyond the municipality's control.
6. **Final Report.** The Contractor shall submit a *Project Evaluation/Expenditure Report*, available on the State Library website at [www.ctstatelibrary.org](http://www.ctstatelibrary.org), for receipt at the State Library by **September 1, 2017**. Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the due date may result in termination of the Grant and the requirement that the Contractor return the full Grant Funds, as well as loss of eligibility for the next grant cycle. This filing deadline shall not be extended.
7. **Insurance.** The Contractor agrees that while performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable claim whatsoever. If requested, certificates of such insurance shall be filed with the State Library prior to the performance of services.
8. **Indemnification.** The Contractor agrees to indemnify and hold the State, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Contractor or any of its officials, agents, or employees of the Contractor's obligations under this agreement. It is further understood that such indemnity shall not be limited by any insurance coverage which is required herein Paragraph 7.
9. **Audit Requirements for State Grants.** For purposes of this clause, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in C.G.S. § 4-230. The Contractor shall provide for an annual financial audit acceptable to the State Library for any expenditure of State-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor will comply with federal and State single audit standards as applicable.
10. **Inspection of Work Performed.** (a) The State Library or its authorized representative shall at all times have the right to enter into the Contractor's or subcontractor's premises, or such other places where duties under this Contract are being performed, to inspect, to monitor or to evaluate the work being performed in accordance with C.G.S. § 4e-29 to ensure compliance with this contract. The Contractor and all subcontractors must provide all reasonable facilities and assistance to State Library representatives. All inspections and evaluations shall be performed in such a manner as will not unduly delay work. Written evaluations pursuant to this paragraph shall be made available to the Contractor. (b) The Contractor must incorporate this section verbatim into any contract it enters into with any subcontractor providing services under this contract.
11. **Refund.** The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions and shall make such refund within thirty (30) days from the notice in writing by the State. In the event that the Contractor fails to make such refund, the State shall deduct such amount from any current or future sums owing to the Contractor on the part of the State from any source or for any purpose whatsoever.

12. Governing law. This contract and the rights and obligations of the parties hereunder shall be governed by, and construed in accordance with, the laws of the State of Connecticut.
13. Assignment. The Contractor shall not assign any of its rights or obligations or sublet under this contract, voluntarily or otherwise, in any manner without the prior written consent of the State Library. The State Library may void any purported assignment in violation of this paragraph and declare the Contractor in breach of contract. Any cancellation by the State Library for a breach is without prejudice to the State Library or the State's rights or possible claims.
14. Claims against the State. The sole and exclusive means for the presentation of any claim against the State arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
15. Executive Orders. This contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and made a part of the contract as if they had been fully set forth in it. This contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. At the Contractor's request, the State Library shall provide a copy of these Executive Orders to the Contractor.
16. Termination. The State may terminate this contract upon thirty (30) days written notice to the Contractor if the Contractor fails to comply with this contract or time schedules to the satisfaction of the State. In the event of such a termination, the State shall not be responsible for any future payments to the Contractor, and the State may recover any payments already made to the Contractor by any available means, including the withholding of grants of funds otherwise due the Contractor from the State.
17. Sovereign Immunity. The parties acknowledge and agree that nothing in this contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this contract. To the extent that this section conflicts with any other section, this section shall govern.
18. Entire Agreement. This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by the State Library. This contract may not be changed other than by a formal written contract amendment signed by the parties hereto and approved by the Connecticut Attorney General, if applicable. This contract shall be binding upon and shall inure to the benefit of the Contractor and its successors.

IN WITNESS WHEREOF, the parties have executed this Contract by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

**Municipality:**

\_\_\_\_\_  
Signature of Municipal CEO, duly authorized

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print Clearly)

\_\_\_\_\_  
Title (Print Clearly)

\_\_\_\_\_  
Municipality Name and Mailing Address (Print Clearly)

**Connecticut State Library:**

\_\_\_\_\_  
Kendall F. Wiggin, State Librarian

\_\_\_\_\_  
Date

**CONNECTICUT ATTORNEY GENERAL approved as to form:**

This contract, prepared on a template previously reviewed and approved by the Connecticut Attorney General, is therefore exempt from individual review and approval pursuant to a Memorandum of Agreement between the Connecticut State Library and the Connecticut Attorney General on **June 10, 2014**; or

This contract template has been modified and therefore is subject to review and approval by the Connecticut Attorney General.

By: \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_

**For STATE LIBRARY Use Only:**

Fund	Department	SID	Program	Account	Project	Budget Ref.
12060	CSL66094	35150	73001	55070	CSL_Non. Proj.	2017

Rev. 06/2014



# TOWN OF CANTON

FOUR MARKET STREET

P.O. BOX 168

COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

**Title of Submission:**

Temporary Fire/EMS Facility Study Committee Update

**Date of Submission:**

7/8/16

**Date of Board Meeting:**

7/13/16

**Individual or Entity making the submission:**

Robert Skinner on behalf of the Temporary Fire/EMS Facility Study Committee Update

1. **Action requested of the Board of Selectmen (Acceptance of gift, approval to submit grant application, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

*The Individual or Entity making the submission requests that the Board of Selectmen:*

Authorization to post a Request for Qualifications to solicit responses so a qualified consultant can be hired to assist the Committee in making recommendations for improved EMS/Fire facilities.

2. **Individual(s) responsible for submission (Please include complete contact information. If requested, the identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)**

Temporary Fire/EMS Facility Study Committee

**3. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Canton; (iv) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.)**

The purpose of this submission is to give the Board of Selectmen an update on the activities of the Temporary Fire/EMS Facility Study Committee (hereinafter referred to as "Committee"). Pursuant to the Resolution establishing the Committee, the Committee is to render a preliminary report to the Board of Selectmen no later than July 1, 2016 (a copy of the resolution is attached hereto). Although this update is not a formal report, it is aimed at informing the Board as to the activities of the Committee until such time as more concrete findings make a formal report more appropriate. The hiring of professional services to assist the Committee will help facilitate this process.

The Committee has been very active since first meeting in February 2016. The Committee meets every other Wednesday. Five of the meetings were site visits; three to Canton's existing Fire Stations and then two visits to recently constructed or recently rehabbed Fire Stations. The visit to Simsbury recently constructed station on Main Street and Burlington's recently constructed satellite Fire Station gave the Committee insights as to what a new facility could look like.

As part of the site visits the Committee spoke with members of each facility to determine what worked in each facility and what some of the deficiencies were in each facility. The Committee started a needs assessment, which included receiving a list of major equipment and vehicles and where each item was stored. The Committee also looked at prior facility studies, including the 1994 facility study.

The Committee also discussed whether EMS could be located in a separate facility and whether Canton Springs Station and Collinsville Station should be combined. Finally the Committee sent a survey to all the members of the Fire/EMS Department of which approximately half responded (the Survey Monkey responses are attached hereto).

The Committee is currently reviewing the scope of work for the consultant (architect/engineer). The Committee will create a list of the deficiencies (insufficient bays and size of bays, sleeping quarters, etc.) and request that the consultant advise as to what is an efficient, effective manner of remedying these deficiencies.

Therefore, the Committee is looking for authority to have the CAO publish an RFQ so that the selection process for a consultant can proceed. The Committee will recommend a consultant to the BOS for final approval.

**4. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):**

*The following documents are included with this submission and attached hereto:*

Resolution Establishing the Temporary Fire/EMS Facility Study Committee  
Results from Fire/EMS Personnel facility survey.

## **Resolution Establishing the Temporary Fire/EMS Facility Study Committee**

**WHEREAS**, the Town of Canton has appropriated \$22,000 to study the facility needs of the Canton Fire/EMS Department; and

**WHEREAS**, the purpose of the Temporary Fire/EMS Facility Study Committee (hereinafter referred to as Study Committee) is to study the current and future facility needs of the Canton Fire/EMS Department and make recommendations to the Board of Selectmen for improvements to existing facilities or the need for new facilities.

### **NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN:**

That the Board of Selectmen shall appoint a seven (7) member Temporary Fire/EMS Facility Study Committee pursuant to Town Charter, Section 6.05 for the purpose of studying and making recommendations on the current and future facility needs of the Canton Fire/EMS Department. Although the primary focus of the Study Committee is to review the upgrading and/or replacement of the Collinsville Fire Station they will also review:

- a. The current and future space needs of the Fire/EMS Department;
- b. The possibility of renovating the existing Collinsville Fire Station;
- c. The possibility of relocating the existing Collinsville Fire Station; and
- d. The possibility of combining the existing Fire Stations

The Committee shall include a minimum of three members from the Fire/EMS Department.

The Committee will serve for a term of two years, unless disbanded by a vote of the Board of Selectmen at an earlier date. The two year term shall begin upon the initial meeting of the Committee. The Committee will be responsible for giving periodic updates to the Board of Selectmen. A preliminary report shall be due no later than July 1, 2016 and a final report shall be due on January 1, 2017. The Committee can make recommendation to the Board of Selectmen for the hiring of professional Consultants to assist in the facility study. Acquisition of professional services must follow the Town's normal purchasing procedures and is subject to approval of the Board of Selectmen.



## Q1 What suggestions do you have to bolster recruitment or retention of Fire/EMS volunteers?

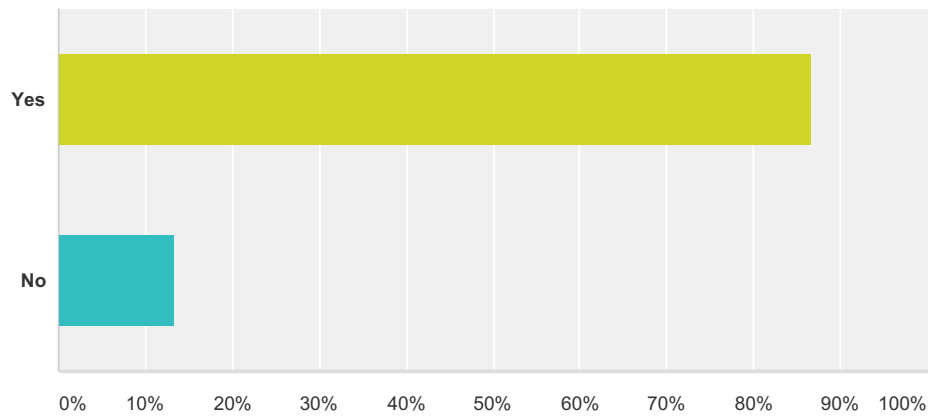
Answered: 30 Skipped: 0

#	Responses	Date
1	More outreach. Folks need to know we need help. May need to increase stipends/ pay per call.	6/26/2016 6:10 PM
2	Maybe go to the high school and talk to the teens	6/26/2016 4:53 PM
3	Take care of the volunteers tax rebates increased pay pre call	6/26/2016 3:29 PM
4	Increasing shift pay or pay per call stipend. Tax abatement, new station	6/24/2016 6:44 PM
5	Better organization upon commitment, up the Cadet program, put a few signs up saying "Volunteers Needed" around town.	6/23/2016 11:30 AM
6	Continue the reformation of the cadet program, restore communications (as is being done) and more social bonding activities. 85% of the time a volunteer spends is not on calls, therefore when we forget to do social activities we become employment based rather than a function of community svc. Many don't need or want another job...	6/21/2016 10:47 PM
7	Define active and inactive to start.	6/21/2016 7:50 PM
8	Different kind of problem/inappropriate for this survey, buildings aren't a recruitment tool.	6/21/2016 1:01 PM
9	Signs around town, open houses, better pr in local media both printed and on line. Update web site.	6/21/2016 9:24 AM
10	A friendly greeting when you arrive at the firehouse would be nice.	6/21/2016 8:56 AM
11	paid members with volunteers being paid more per call as backup.	6/20/2016 11:22 PM
12	More professionalism from members. Acting like roudy frat brothers discourages many from joining or staying with the FD	6/20/2016 10:47 PM
13	Increase social media and public event presence	6/20/2016 10:42 PM
14	School program, trial nights	6/20/2016 8:39 PM
15	Welcoming the prospective member's family, assign a mentor/go-to person, have a specific one or two month period for a recruiting "drive", good signs hold an open-house	6/20/2016 8:27 PM
16	Show more appreciation of current members	6/20/2016 5:37 PM
17	Recruitment: Prominent outside reader board in front of Collinsville Station. Periodic open houses/recruitment drives. Advertise in local paper. Retention: Recognition events for members that are published in the local paper (Simsbury and Avon are much better about this than Canton). Better incentives (Canton \$5/EMS call vs Burlington \$25/call?). Bring back the old pension system to encourage long-term volunteers. Hold department social events (different than Corporation events). Communicate well and often. When asking for member input, publish survey results and show members their input was considered (not seeing this done with the EMS surveys). Officers should sit regularly one-on-one with members to see if there's any issues bothering the member or impacting their participation.	6/20/2016 5:21 PM
18	provide tax relief - i.e. 1,000 credit for active members after 5 years of active service.	6/20/2016 5:04 PM
19	Advertising	6/20/2016 4:10 PM
20	Offer more CPR, EMR and EMT classes. Recruitment drives.	6/20/2016 3:56 PM
21	Take money off taxes for active members	6/20/2016 3:31 PM
22	Have the Department sponsor more public events such as friends and family CPR or participate in the MDA "fill the boot" campaign were we can press the flesh and get possible prospects. Restart the cadet program but make it more fun and interesting for the kids	6/20/2016 3:31 PM
23	Applicants wanted signs on trucks & at stations	6/20/2016 3:30 PM
24	Recruitment; a need to get the word out, get our youth program going again. Retention; institute the tax abatement and or increase pay per call.	6/20/2016 3:29 PM
25	Hold officers responsible for inappropriate actions	6/20/2016 3:28 PM

26	let ems also do fire	6/20/2016 3:15 PM
27	Tax abatement, or increase of pay per call stipend.	6/20/2016 3:12 PM
28	Tax abatement like surrounding towns	6/20/2016 3:08 PM
29	Community outreach program/committee	6/20/2016 2:49 PM
30	Suggestions includes ..	6/20/2016 10:40 AM

## Q2 Should EMS and Fire be located in the same building?

Answered: 30 Skipped: 0



Answer Choices	Responses
Yes	86.67% 26
No	13.33% 4
<b>Total</b>	<b>30</b>

### Q3 What EMS specific improvements should be included in a new or renovated station?

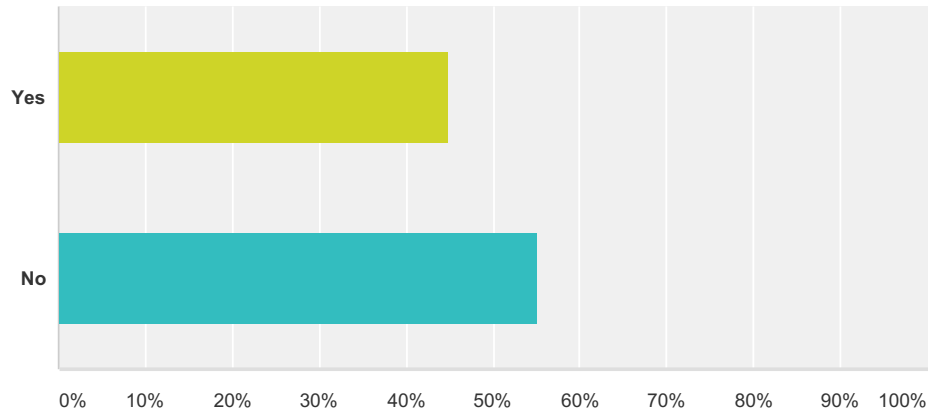
Answered: 25 Skipped: 5

#	Responses	Date
1	Plan for paid staff, lockers, full kitchen.	6/26/2016 6:10 PM
2	More room	6/26/2016 3:29 PM
3	Enough bunk rooms for 4, comfortable sitting area.	6/24/2016 6:44 PM
4	Room for all ambulances, fly cars, room to expand.	6/23/2016 11:30 AM
5	What will soon be learned by the town is that the "paid" paramedics from Vintech cannot be town volunteers due to the DOL's new assertions on Joint Employment rules. Although we fly under the radar now with EMT-Bs and EMT-Is, the paramedic wage rates are high enough that the issue will be raised and should be a real concern to the administration of the FD and town. The new joint employer rules require that those who work for Vintech will be due compensation for the time they "volunteer" their time on non-vintech shifts. In other words, they can't be in both roles anymore.	6/21/2016 10:47 PM
6	I'm not EMS so I don't really know.	6/21/2016 7:50 PM
7	Better bunk rooms, more storage, separate office and meeting room	6/21/2016 9:24 AM
8	a reading light	6/21/2016 8:56 AM
9	none	6/20/2016 11:22 PM
10	Separate bunk rooms Separate truck bays for EMS	6/20/2016 10:47 PM
11	specific storage and administrative area's	6/20/2016 10:42 PM
12	Better sleeping quarters	6/20/2016 8:39 PM
13	Bunk rooms (4), lockers, good storage for all supplies and training aids	6/20/2016 8:27 PM
14	more bunk rooms	6/20/2016 5:37 PM
15	A full crew is currently a CL, Driver, Third, Observer, or 4 people. Now we're adding a medic to the roster. You could have up to 5 people sleeping overnight at the station. Even with the addition of a third bunkroom with single bed, a full crew at Collinsville Station would require several to sleep on couches. We should have beds/cots on hand for a full crew. Yes, it's seldom we have an entire crew sleeping at the station, but we should still have places for everyone to sleep aside from the couches. Car 11 is moving to Canton Station as there's no room for it at Collinsville Station with the addition of the medic vehicle. Ideally, I'd like to see Car 10, 11, and the medic vehicle at the same station. Since the restocking supplies are at Collinsville Station, it would make restocking after Car 11 calls easier/faster meaning it will be more likely to get done. I predict Car 11 won't get restocked after every call if the supplies are located in a different station. It would also make it a lot easier for the EMS Engineer to routinely check Car 11 for mechanical/supply issues if he/she doesn't have to drive to another station to do that. In a new station you could have the laundry facility on the same floor as the bunk rooms, you could have a better arrangement for supplies than the multiple closets/cabinets we have now. You could have a small kitchenette adjacent to the crew dayroom with coffee maker, microwave, fridge, sink, etc.. The existing Collinsville Station crew dayroom is not nearly as nice as some of the dayrooms of other volunteer services I've seen.	6/20/2016 5:21 PM
16	Space for at least 3 ambulances and a fly car. Larger storage area for supplies. Training facilities.	6/20/2016 3:56 PM
17	Don't care	6/20/2016 3:31 PM
18	Space for fly car and two ambulances. Shared (fire/EMS) bunk rooms are ok.	6/20/2016 3:31 PM
19	A more comfortable "day" room that is accessible to the bays, laundry, kitchen, and supplies.	6/20/2016 3:29 PM
20	Reasonable and safe room/space to store all vehicles and equipment	6/20/2016 3:28 PM
21	More bunk rooms	6/20/2016 3:15 PM

22	Improved sleeping quarters and improved crew quarters for a minimum of 4 24hr personnel. This would encourage crews to stay at the station. Improve the number of bays one for each ambulance and all bays should be drive through, keep fire bays and EMS bays separate. Main building in the middle 3 drive through bays one side and 2 EMS drive through bays capable of holding 2 ambulances each. If possible add a training building to the property.	6/20/2016 3:12 PM
23	More room for apparatus and a nicer kitchen area for the crews that have to stay at the station for 12 hour shifts	6/20/2016 3:08 PM
24	Computer/office for chatting and other computer work	6/20/2016 2:49 PM
25	n	6/20/2016 10:40 AM

### Q4 Should the Collinsville Fire Station and the Canton Street Fire Station be consolidated as one centrally located Fire Station?

Answered: 29 Skipped: 1



Answer Choices	Responses
Yes	44.83% 13
No	55.17% 16
<b>Total</b>	<b>29</b>

## Q5 If a new Fire Station is built to replace the Collinsville Fire Station, where should it be located?

Answered: 29 Skipped: 1

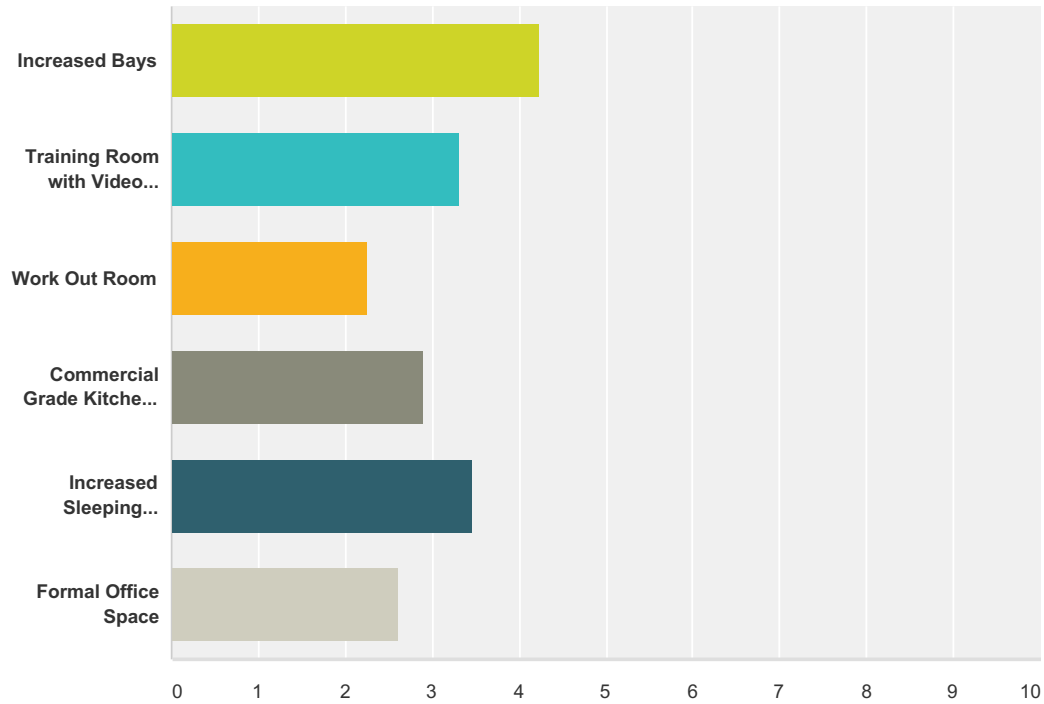
#	Responses	Date
1	A consolidated station would be best on Dowd/Commerce. If Cville to stay as separate building, should be rebuilt on existing site. Raze and start from scratch.	6/26/2016 6:10 PM
2	Close to the old one	6/26/2016 4:53 PM
3	Next to the old Collinsville station	6/26/2016 3:29 PM
4	It is fine where it is, and it can be expanded to the little league field if the little league field is moved to the current DPW property and the DPW building moves.	6/24/2016 6:44 PM
5	Room for all firetrucks, boats, apparatus, gear, equipment, room to grow and make future improvements as needed.	6/23/2016 11:30 AM
6	This assumes we need to replace Collinsville which is in conflict with the question above. Good luck trying to relocate away from a privately owned station.	6/21/2016 10:47 PM
7	What's wrong with where it is? Use the same land.	6/21/2016 7:50 PM
8	What are the options? Should still be south of 44 or near 44/179 intersection.	6/21/2016 1:01 PM
9	Same location but expanded	6/21/2016 9:24 AM
10	commerce drive or upper playing field at mills park off east hill.	6/20/2016 11:22 PM
11	Central location	6/20/2016 10:47 PM
12	Current location is ideal	6/20/2016 10:42 PM
13	Ball field across the street or anywhere that where we have river access	6/20/2016 8:39 PM
14	Central to the district it serves	6/20/2016 8:27 PM
15	Same area as it is now	6/20/2016 5:37 PM
16	I would look at where our EMS call volume is (EMS call volume dwarfs Fire call volume), identify where the top five call locations are (I'm guessing: 102 Dyer, 117 Albany, 21/121 Dowd, Commerce/Boulder Ridge, 50 East Hill), determine what you want the response time to be, and locate the station nearby those locations so you can achieve the desired response time to the heaviest consumers of EMS in town. Where the station is now in Collinsville, it's pretty close to the call volume and there's few immediate residential neighbors to annoy with our lights/sirens at odd hours. It's also convenient to the refueling area and Canton PD and quick to jump on 44/179/202 for calls in North Canton or mutual aid to Simsbury/New Hartford. So the existing location has a number of positives going for it.	6/20/2016 5:21 PM
17	Centrally located, by the river	6/20/2016 5:04 PM
18	Existing location	6/20/2016 4:10 PM
19	Same location or nearby.	6/20/2016 3:56 PM
20	Where it is	6/20/2016 3:31 PM
21	Commerce Drive (consolidate stations )	6/20/2016 3:31 PM
22	Near its current location - I believe the police & end located close together is s plus	6/20/2016 3:30 PM
23	Commerce Drive or Same location but expanding into the property by the Little League Field or using part of the field.	6/20/2016 3:29 PM
24	Rt 44 in the area of 179 & 202	6/20/2016 3:28 PM
25	same location	6/20/2016 3:15 PM
26	Depends. If the DPW building moves to another location it allows the little league field to be moved to the DPW property and allow the firehouse to expand onto the little league field property allowing ample building size and parking for calls, and training.	6/20/2016 3:12 PM
27	Next to the river	6/20/2016 3:08 PM

28	In between collinsville and canton st	6/20/2016 2:49 PM
29	hgyjdghjd	6/20/2016 10:40 AM



### Q6 Please rate the importance of the following improvements/changes in a new Fire Station from the Collinsville Fire Station (1 for low priority and 5 for high priority)

Answered: 30 Skipped: 0



	1	2	3	4	5	Total	Weighted Average
Increased Bays	14.29% 3	0.00% 0	9.52% 2	0.00% 0	76.19% 16	21	4.24
Training Room with Video Technology	10.53% 2	15.79% 3	21.05% 4	36.84% 7	15.79% 3	19	3.32
Work Out Room	42.11% 8	10.53% 2	26.32% 5	21.05% 4	0.00% 0	19	2.26
Commercial Grade Kitchen (stove, dishwasher, freezer, etc.)	10.00% 2	25.00% 5	35.00% 7	25.00% 5	5.00% 1	20	2.90
Increased Sleeping Quarters	0.00% 0	31.58% 6	10.53% 2	36.84% 7	21.05% 4	19	3.47
Formal Office Space	25.00% 5	30.00% 6	15.00% 3	20.00% 4	10.00% 2	20	2.60

#	Other (please specify)	Date
1	Exhaust removal, full code compliance, comfortable crew area (tv, game console, chairs etc.), storage	6/26/2016 6:10 PM
2	A bay for a fire police vehicle	6/26/2016 4:53 PM
3	AC in the building	6/26/2016 3:29 PM

4	you have 6 questions, but only 1-5 can be answered. I rate workout room as a 1 too. No one uses the equipment other than those who are paid...	6/21/2016 10:47 PM
5	Up grades to support systems i.e.: air compressor,vent system for truck exhaust,single level building.	6/21/2016 9:24 AM
6	all on one floor	6/20/2016 11:22 PM
7	Proper storage for equipment and gear	6/20/2016 10:47 PM
8	Storage area's	6/20/2016 10:42 PM
9	Decent tool crib/equipment storage space	6/20/2016 3:31 PM
10	Lockers	6/20/2016 3:08 PM
11	hjdhgjd	6/20/2016 10:40 AM

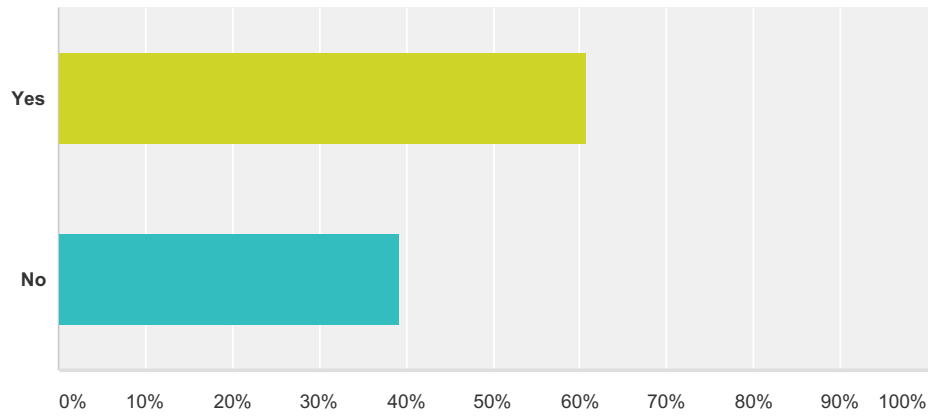
**Q7 Is there anything in the existing facilities  
that you wouldn't need in a new or  
renovated facility?**

Answered: 16 Skipped: 14

#	Responses	Date
1	no	6/26/2016 6:10 PM
2	NO	6/26/2016 3:29 PM
3	No	6/24/2016 6:44 PM
4	More, the question is what do we need...	6/21/2016 10:47 PM
5	The excess old, outdated equipment that is being stored for no apparent purpose.	6/21/2016 7:50 PM
6	A second floor	6/21/2016 9:24 AM
7	pool table, work out equipment	6/21/2016 8:56 AM
8	No	6/20/2016 10:47 PM
9	Smaller kitchen would be acceptable	6/20/2016 10:42 PM
10	Stairs	6/20/2016 8:27 PM
11	Crap in the stairwell	6/20/2016 3:31 PM
12	No	6/20/2016 3:29 PM
13	Water leaks	6/20/2016 3:28 PM
14	No	6/20/2016 3:12 PM
15	No	6/20/2016 2:49 PM
16	jhdhjdhdhd	6/20/2016 10:40 AM

### Q8 Would you be supportive of North Canton becoming the specified department training center?

Answered: 28 Skipped: 2



Answer Choices	Responses	
Yes	60.71%	17
No	39.29%	11
<b>Total</b>		<b>28</b>

## Q9 Would you be supportive of a new facility that houses both the Department of Public Works and the Collinsville Fire Station?

Answered: 30 Skipped: 0

#	Responses	Date
1	yes. common infrastructure OK (utilities, kitchen etc). Separate areas for staff, secure area needed for overnight EMS/Fire Staff	6/26/2016 6:10 PM
2	Yes I would	6/26/2016 4:53 PM
3	NO ABSOLUTELY NOT	6/26/2016 3:29 PM
4	No there is no location that can accommodate both facilities and keep the firehouse central	6/24/2016 6:44 PM
5	Yes. They should be in the same area with plenty of room for expansion, offices, parking, room for all people and apparatus and equipment.	6/23/2016 11:30 AM
6	Yes, if the town is going to own and run a fire station, it should be a joint Town center for cost savings.	6/21/2016 10:47 PM
7	No.	6/21/2016 7:50 PM
8	Yes, but the common areas should be separated with privacy / locks. Too much equipment already goes missing, that having another department to involve would cause issues.	6/21/2016 1:01 PM
9	If they were close yes but not with single access.	6/21/2016 9:24 AM
10	sure	6/21/2016 8:56 AM
11	no	6/20/2016 11:22 PM
12	Depends on the details. Would not want any restrictions on FD or EMS activities	6/20/2016 10:47 PM
13	Yes, if the firehouse design and needs are equal to DPW during planning, and not an add on or squeezed in.	6/20/2016 10:42 PM
14	No!!!	6/20/2016 8:39 PM
15	Yes, but only with adequate separation and clear identity for the fire/EMS departments.	6/20/2016 8:27 PM
16	Yes	6/20/2016 5:37 PM
17	Not sure, but if the DPW moves from across the street, then maybe the ball field now between PD and Collinsville Station can be relocated across the street and the old ball field property used for an updated/expanded Collinsville Station.	6/20/2016 5:21 PM
18	No	6/20/2016 5:04 PM
19	No	6/20/2016 4:10 PM
20	Only if it was located on a property that would allow a building that would be large enough to support current needs as well as future needs	6/20/2016 3:56 PM
21	Yes	6/20/2016 3:31 PM
22	No Almost every town I'm aware of that has done this has had union and personality issues between the two groups sharing space. The only savings to the twin would be some site work	6/20/2016 3:31 PM
23	I think they can be on the same location but I don't think the bays want to mix equipment	6/20/2016 3:30 PM
24	No, the needs of the DPW is much different and their needs would require a different kind of facility for the use during storms and other high use events when at the same time it could be busy with Fire and EMS. It would be a conflict if everyone was trying to use the facility for sleeping or eating. Also, the DPW is all male and would put a strain on facilities where women are.	6/20/2016 3:29 PM
25	Absolutely not	6/20/2016 3:28 PM
26	No	6/20/2016 3:15 PM

27	No, the amount of space required for both facilities necessitates the need for separate properties. There is no one centralized location that is large enough to support both facilities. It would also not allow for either department to expand if necessary and we would be back to square one.	6/20/2016 3:12 PM
28	I'm not sure	6/20/2016 3:08 PM
29	Yes	6/20/2016 2:49 PM
30	jdydkkdjdhgjk	6/20/2016 10:40 AM

## Q10 Do you have any other comments, questions, or concerns?

Answered: 16 Skipped: 14

#	Responses	Date
1	funding will be major issue. Nobody will want it near them, garage project could bog down firehouse issue in future years. Plan for 30 years out, full paid staff, etc.	6/26/2016 6:10 PM
2	The EMS issues will drive much of this, 80+% of all calls are ems not fire. As EMS goes fully commercial with no volunteers as it will in time, how will they integrate with a volunteer fire department?	6/21/2016 10:47 PM
3	No.	6/21/2016 7:50 PM
4	Re 8: As a "Classroom" training center, sure. We may also leverage the town's community center for some of our larger training needs if indoor seating is required.	6/21/2016 1:01 PM
5	Would like to see better publicity about what our department does. Sad to see things about other valley towns promotions, officers and firefighters. Where is our town pride and support gone. We have a great bunch of guys and girls. Let the town know it!!!!!!	6/21/2016 9:24 AM
6	Recruitment and retention are the most critical issues. We focus too much on apparatus and not enough on having sufficient staff. We have more apparatus than available operators or crews.	6/20/2016 10:47 PM
7	Canton Station is very well maintained, at minimal cost to the town, closing it would not make much sense. North Canton has a nice training room, but it is a little undersized. It also lacks adequate parking for POV and apparatus. Last, it is pretty far from the center of town, creating longer drives for most members, and longer responses for calls during drills. Also, EMS needs the training space as well. Having this area located with the EMS equipment and rigs is important.	6/20/2016 10:42 PM
8	Thanks for asking.	6/20/2016 8:27 PM
9	North Canton has a good training room however with the ambulances located at Collinsville, it would be better suited for fire training than EMS training. Also with the Paramedic upgrade there is not enough space for storage of supplies.	6/20/2016 3:56 PM
10	New firehouse should have proper fire separations, proper hvac (seperate temp controls for different rooms) a decent fire alarm/CO system and fire sprinklers	6/20/2016 3:31 PM
11	Designating Northcanton as department training facility -is that just classroom space ?	6/20/2016 3:30 PM
12	I feel the more money that continues to be poured into the "old Collinsville Station" is throwing it away since it has clearly been outgrown.	6/20/2016 3:29 PM
13	If NC becomes the training center, build more training props.	6/20/2016 3:15 PM
14	Each firehouse is in a good location to facilitate the needs of the town. The new facility for fire/EMS needs to be able to expand if necessary. Apparatus is not getting smaller and each vehicle needs to have its own bay and not stuffed into a building which is unsafe for backing, and personnel to move through the area. Crew quarters are a necessity for EMS in order to promote crews to stay. Since EMS is the busiest of the 2 pay should be increased to \$10-15 per call or \$50 per 6 hr shift. That is the standard in the state.	6/20/2016 3:12 PM
15	No!	6/20/2016 2:49 PM
16	dhdjdhd	6/20/2016 10:40 AM



# TOWN OF CANTON

FOUR MARKET STREET

P.O. BOX 168

COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

**Title of Submission:**

Canton Center Historic District

**Date of Submission:**

7-8-16

**Date of Board Meeting:**

7-13-16

**Individual or Entity making the submission:**

Robert Skinner - CAO

1. **Action requested of the Board of Selectmen (Acceptance of gift, approval to submit grant application, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

*The Individual or Entity making the submission requests that the Board of Selectmen:*

Review and determine whether the Town should start the process for dissolving (or possibly combining) the Canton Center Historic District.

2. **Individual(s) responsible for submission (Please include complete contact information. If requested, the identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)**

Robert Skinner - CAO



**3. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Canton; (iv) other information that will inform the Board of Selectmen’s consideration of your submission. Include any additional information in an attached memorandum.)**

The Canton Historic District has not had a quorum in many months. It currently has one member and seven vacancies (4 regular members and three alternates). At the last Board of Selectmen meeting there was a request that the Board review the process for dissolving the Canton Center Historic District. Below is the Town Attorney’s response as the required way to dissolve a Historic District:

*“The Ct travel and tourism commission which oversees the historical functions in state government has published a detailed and substantial guide to Historic Districts. In there, it says that the ordinance creating the historic district can be repealed in the same manner as any other municipal ordinance. That agency has also, however, issued a policy statement that says that, because the statute doesn't specifically set out a process for terminating a historic district, it can't be done and they exist forever.*

*There is only one Superior Court case that really gets into this and it says that towns do have the power to repeal a historic district ordinance but, because the state has established a clear and detailed process for the creation of a historic district, that the town must proceed "in like manner" to repeal the ordinance. Therefore, it suggests that the steps that were followed to enact the ordinance must be followed to repeal it. The legal rationale used by the court in that case seems to make sense to me, but it certainly makes the process more complicated than it probably should be”.*

Pursuant to the Historic District Commission Handbook (a copy attached hereto) the following are the steps required to create a Historic District.

#### IV. TIMELINE OF PROCEDURES

Based on the state enabling legislation, the simplified timeline summarizes the dates and deadlines which must be met in the process of establishing an LHD or LHP designation. This timeline officially begins when the preliminary report of Study Committee is submitted to CCT and to the local planning and zoning authority or authorities. While a great deal of work will have taken place before this point, the initial research and preparation of the Study Committee Report is not subject to any particular time constraint unless one is imposed by the local legislative body that appoints and authorizes the Study Committee.

Timeline of Actions on the Study Committee Report – see chart on next page.

### Timeline of Actions on the Study Committee Report

<b>Step 1.</b>	Study Committee submits draft of report to CCT and the local planning and zoning authorities (or in their absence, to the chief elected official).
<b>Step 2.</b>	Within sixty-five days from draft submittal (Step 1), Study Committee receives comments and recommendations from initial review agencies.
<b>Step 3.</b>	<p>Within sixty-five to 130 days from draft submittal (Step 1), Study Committee schedules public hearing, properly noticed and posted, and holds public hearing.</p> <ul style="list-style-type: none"> <li>• Study Committee Report and notice of public hearing are mailed to property owners at least fifteen days in advance of the hearing.</li> <li>• Legal notice is published twice in the local newspaper (once ten to fifteen days in advance of the public hearing and once at least two days in advance of the hearing).</li> </ul>
<b>Step 4.</b>	Within sixty-five days from the public hearing (Step 3), Study Committee compiles comments and recommendations, makes revisions, and submits the completed report to the local legislative body and the municipal clerk.
<b>Step 5.</b>	<p>Within sixty-five days from submission of the final report (Step 4), the municipal clerk mails paper ballots to all owners of record in the LHD or LHP.</p> <ul style="list-style-type: none"> <li>• Ballots must be mailed at least fifteen days in advance of the required date of return.</li> <li>• Legal notice of balloting must be published twice in the local newspaper (once ten to fifteen days in advance of the balloting and once at least two days in advance of the balloting).</li> </ul>
<b>Step 6.</b>	<p>At least fifteen days after the mailing of ballots (Step 5), the municipal clerk certifies the results of the balloting.</p> <ul style="list-style-type: none"> <li>• If two-thirds (2/3) of property owners who voted endorse the establishment of the proposed LHD or LHP, the Study Committee Report and the draft ordinance are forwarded to the local legislative body for action.</li> </ul>
<b>Step 7.</b>	<p>At a duly posted meeting, the local legislative body may:</p> <ul style="list-style-type: none"> <li>• Accept the Study Committee Report and enact a local ordinance to establish the historic district or historic property</li> <li>• Reject the Study Committee Report for stated reasons</li> <li>• Return the report to the Study Committee to consider amendments and revisions</li> </ul>
<b>Step 8a.</b>	If the local legislative body has accepted the Study Committee Report and enacted the local ordinance (Step 7), the municipal clerk shall record and index the LHD or LHP designation in the municipal land records.
<b>Step 8b.</b>	If the local legislative body has rejected the Study Committee Report (Step 7) the process is terminated.
<b>Step 8c.</b>	<p>If the local legislative body returns the Study Committee Report for amendment or revision (Step 7), the Study Committee must submit the revised report within sixty-five days.</p> <ul style="list-style-type: none"> <li>• If the revision or amendment entails a change in boundaries, a new public hearing is required (Step 3).</li> <li>• If the revision or amendment entails adding properties, the local legislative body must authorize a new round of balloting (Step 5).</li> </ul>
<b>Step 9.</b>	Once the LHD or LHP has been designated, the Study Committee ceases to exist, and the HDC or HPC is appointed under the new ordinance.

As you can see that the process is involved and time consuming. Also, unless additional members can be found for the Commission, there will not be a certificate of appropriateness issued during this time period. What this means is that any building permit that requires a certificate of appropriateness will have to be referred to the Historic Commission and then after sixty days it will be considered approved because of the inactivity.

**4. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):**

*The following documents are included with this submission and attached hereto:*

Historic District Commission Handbook
---------------------------------------



for  
and  
in

# Handbook Historic District Commissions Historic Property Commissions Connecticut

2010



Supported by the  
Connecticut Commission  
on Culture & Tourism

## **Acknowledgements**

The Connecticut Historic District and Historic Property Handbook received support from the Commission on Culture & Tourism with funds from the Community Investment Act of the State of Connecticut.

The Connecticut Trust for Historic Preservation was the project director. In addition to producing this written Handbook, the Connecticut Trust hosts [www.historicdistricts.org](http://www.historicdistricts.org) or [www.lhdct.org](http://www.lhdct.org) where the contents of the Handbook are available and searchable. The web site includes a Forum discussion for Historic District Commissioners and a general Ask a Question unit. The complete Handbook is downloadable from the web site.

Special thanks to Gregory Farmer, Connecticut Circuit Rider for the Connecticut Trust for Historic Preservation and the National Trust for Historic Preservation and to R. Hallock Svensk, Programs Officer at the Connecticut Trust, who did all the preliminary research and writing. Also thank you to Helen Higgins, Executive Director of the Connecticut Trust for Historic Preservation, Roberta Lane, Senior Program Officer and Regional Attorney, Northeast Office, National Trust for Historic Preservation, and Sara C. Bronin, Associate Professor of Law, University of Connecticut Law School.

Thank you to staff at the Commission on Culture and Tourism for their invaluable expertise and editing: Mary Donohue, Survey and Grants Administrator and Mary Dunne, Local Government Grants Coordinator.

Thank you to Diana Ross McCain for copy editing and David Wolfram for graphic design.



Connecticut Commission  
on Culture & Tourism



# Handbook for Historic District Commissions and Historic Property Commissions in Connecticut

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Connecticut Commission  
on Culture & Tourism

**PART ONE**  
**Establishing a  
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## I. INTRODUCTION

From the earliest trading posts of the seventeenth century to the modern suburbs of the twentieth century, Connecticut communities have a long history of building to meet the needs of the population. Public buildings range in scale from the majestic State Capitol to the most modest district schoolhouse. Commercial and industrial buildings encompass early wooden sawmills, colossal brick manufacturing complexes, and the sleek glass walls of the Phoenix Mutual Life Insurance Company building in Hartford. The state's residential architecture is equally diverse, representing high-style and vernacular traditions from the symmetrical Georgian Colonial house to the millworker's cottage.

Connecticut's cities and towns are defined by the history of human impact on both the natural environment and the built environment. Rural or urban, coastal or hill town, industrial center or suburb—each of the state's 169 cities and towns has a distinct character derived in part from the buildings, sites, and structures that represent the heritage of the particular community. Preserving community character enriches the lives of Connecticut residents and adds vitality to neighborhoods and downtowns. Municipalities, regardless of size, have the opportunity to support these goals by designating Local Historic Districts (LHD) and Local Historical Properties (LHP) in their community.

LHD and LHP designations are the strongest forms of historic preservation tools available to municipalities in Connecticut. Both mechanisms are administered by locally appointed municipal commissions—the Historic District Commission (HDC) or the Historic Property Commission (HPC)—that have the express authority to review and approve of exterior changes to historic properties that are visible from a public way.

Part One of this handbook outlines the procedures for establishing an LHD or an LHP and appointing the HDC or HPC to administer the review process for the district or property. This chapter is a guide for communities wishing to **establish** a new LHD or LHP and for existing local HDCs or HPCs that are seeking to **improve** the administration of a district or property already established.

The general overview summarizes the common reasons and basic procedures for establishing an LHD or LHP and is followed by a more specific discussion of each of the steps involved.

Any valid LHD or LHP must conform to the Connecticut enabling statute (Connecticut General Statutes, Section 7-147 a-q) and the procedures of the Historic Preservation & Museum Division of the Connecticut Commission on Culture & Tourism (CCT). A bibliography of select resources is included at the end of this chapter.

### A. Establishing or Amending an LHD or LHP Designation

The process begins with the appointment of a Study Committee by the legislative body of the municipality. The Study Committee will gather and compile information for its report and communicate with property owners about the impact and advantages of designation.

The Study Committee and its partners should be able to explain the proposed LHD or LHP designation clearly, listen thoughtfully to objections



and concerns, and be willing to make compromises for the benefit of the community. The processes outlined in this section will help residents and local officials determine how an LHD or LHP designation would enhance the community and whether other historic preservation and planning tools would be beneficial.

**B. Improving the Administration of an Existing LHD or LHP**

As communities evolve and new members are appointed to the HDC or the HPC, it is possible to lose sight of the original intent of an LHD or LHP designation. To be effective the HDC or the HPC must understand the legal procedural basis for the district or property designation, as well as the reasons for its establishment, including:

- What is the historical or architectural significance of this specific area or property?
- What specific sites, features, and attributes does the community value and wish to preserve?
- Are there any threats to the character of the property or area?
- How do current owners feel about the district or property designation?

Having a sense of the history of the LHD or LHP and how it has been administered by the HDC or HPC in the past may shed light on current issues and help to create a consistent and fair administrative process—one that respects the rights of the private property owner and promotes the general welfare of the community.

The initial Study Committee Report for the LHD or LHP can provide useful guidance for local officials and property owners. Copies of most Study Committee Reports are on file at the city or town hall and at CCT.

## II. DESIGNATING LOCAL HISTORIC DISTRICTS AND LOCAL HISTORIC PROPERTIES

### A. Benefits of Preservation Designation

The Historic District Commission (HDC) or the Historic Property Commission (HPC) is the duly appointed municipal commission that represents the interest of the community in maintaining the architectural and historical integrity of the Local Historic District (LHD) or Local Historic Property (LHP). Working with property owners and municipal agencies, the HDC or HPC helps to preserve designated historic buildings and structures by reviewing any proposed exterior changes that will be visible from a public way.

LHD and LHP designations represent one of the strongest forms of protection for cultural resources in the community. Historic designations have helped communities promote the preservation and responsible treatment of significant historical and architectural resources regardless of ownership or use. Historic district and historic property designations protect buildings, structures, and archaeological sites from the threat of demolition and inappropriate exterior alteration.

Through the designation process, community leaders and residents will have the opportunity to articulate the justification and benefits of an LHD or LHP. In its official capacity, the Study Committee will refer to these statements to guide and direct its actions.

There are many benefits to designating an LHD or LHP in the community beyond the primary responsibility for exterior review. The Connecticut enabling statute (Connecticut General Statutes (CGS), Section 7-147a (b)) outlines four broad ways in which historic district and historic properties commissions can serve their communities.

Under the statute, historic district and historic property commissions may “*promote the educational, cultural, economic and general welfare of the public*” through the preservation and protection of significant historic resources. Understanding the broad range of these benefits can help explain the advantages of having a commission, attract community support, and build a stronger coalition of partners.

#### 1. Educational

Preserving important historic resources creates a visible public connection with the community’s heritage. Historic buildings are memory sites that preserve the human stories of people who built, lived in, or worked in the buildings. HDCs and HPCs have the opportunity to highlight the presence of historic buildings to represent and interpret the events, personages, and lifestyles of the past. Educational activities can take the form of publications, walking tours, school programs, or collaboration with other community organizations.

#### 2. Cultural Welfare

Preserving historic buildings adds to the architectural and visual richness of the community, displaying the roots of its character and diversity. As a tangible link to tradition and innovation, LHDs and

LHPs help to create a strong sense of place. The public awareness of history and tradition can promote community involvement, education, and interaction.

### **3. Economic Welfare**

Preserving historic resources provides a promise of stability and protects the community from radical change. Property values within designated districts tend to remain more stable through periods of economic volatility and show stronger appreciation over the long term. Other economic benefits may include well-maintained infrastructure, a stronger neighborhood identity, increased tourism, and more thoughtful and creative design of new construction in the district.

### **4. General Welfare**

LHD and LHP designations contribute to the general welfare of the community in less obvious ways as well. The benefits of historic designation may include:

#### **a. Environmental Impact**

Preserving older buildings is a wise use of infrastructure, land, and non-renewable resources. Preservation entails an investment in the existing built environment rather than using land and resources to build new. Preserving and reusing existing buildings makes better use of tax dollars by reducing the need for new roads, sewers, and utilities. Avoiding demolition reduces landfill waste. Historic preservation is an important part of “smart,” or sustainable, growth.

#### **b. Visual Impact**

LHD and LHP designations help to preserve traditional development patterns—dense business districts, walkable neighborhoods, distinct villages, and rural farms. The community’s distinct architectural heritage creates a rich spatial context and may encourage the use of compatible materials and forms in new construction.

#### **c. Social Impact**

The historic designation process encourages residents and property owners to take an active role in defining the future of the community. Historic buildings and neighborhoods provide well-built and human-scaled environments that are attractive places to live, work, or visit.

## **B. Definitions**

LHD and LHP designations are the strongest legal forms of historic preservation available to municipalities in Connecticut. Both mechanisms are implemented by a locally appointed municipal commission—the HDC or the HPC—that has the express authority to review and approve exterior changes to historic properties that are visible from a public way.

LHDs and LHPs are listed on the State Register of Historic Places. They also may be listed on the National Register of Historic Places. However, only the local designation provides for regulatory review. The State and National registers do not automatically ensure the preservation of historic properties, and they do not ordinarily restrict what can be done with the buildings or structures.

Understanding the differences between the various preservation designations can help advocates of historic preservation decide which type of designation will most greatly benefit the community.

### **1. National Register of Historic Places and National Historic Landmarks**

The *National Register of Historic Places* is the official list of the nation's buildings, sites, and structures that have a high degree of physical integrity and a documented level of historical or architectural significance. Authorized by the National Historic Preservation Act of 1966 and administered by the Department of the Interior through the National Park Service, the National Register of Historic Places is a national program to identify, evaluate, and protect America's historic and archeological resources. There are currently more than 80,000 listings on the National Register of Historic Places, representing 1.4 million individual buildings sites, structures, objects, and districts.

Properties may be nominated to the National Register either individually or as part of a National Register Historic District. Nominations are processed through the State Historic Preservation Office of the Connecticut Commission on Culture & Tourism (CCT) using a standard format and must demonstrate that the particular resource has integrity of location, design, materials, setting, workmanship, feeling, and association. In addition, the nominated property or resource must meet one or more of the specific National Register criteria at the local, state, or national level.

Listing on the National Register of Historic Places entails no obligations on the part of private property owners. There are no restrictions on the use, treatment, transfer, or disposition of private property. The National Register does not require public access and does not automatically result in any local preservation designation. Owners of National Register-listed properties may be eligible to apply for grants or tax credits through particular state and federal programs, subject to the availability of funding.

The National Register is used by state and federal agencies to evaluate the potential risk of adverse impact on historic properties that may result from federally or state-funded, licensed, or permitted projects. In Connecticut, the Connecticut Environmental Protection Act (CEPA or Public Act 82-367, Section 22a-15 through 22a-19) also provides a mechanism through the Superior Court to prevent the "unreasonable destruction" of National Register-listed resources.

*National Historic Landmarks* are nationally significant historic places designated by the U.S. Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. Today, fewer than 2,500 historic places bear this highest distinction. Working with citizens throughout the nation, the National Historic Landmarks Program draws upon the expertise of National Park Service staff to nominate new landmarks and provide assistance to existing landmarks.

## **2. State Register of Historic Places**

The *State Register of Historic Places* is the State of Connecticut's official listing of buildings, sites, structures, and objects that are important to the historical development of Connecticut. The State Register uses criteria for listing that are similar to those of the National Register of Historic Places, except that special-case considerations (such as a fifty-year age requirement) are not applicable. The nomination process is administered by the CCT.

Properties are listed on the State Register by the Historic Preservation Council of the CCT following review and recommendation by staff of the State Historic Preservation Office (SHPO). Since 1975, more than 50,000 properties owned by private citizens, organizations, municipalities, and the State of Connecticut have been listed on the State Register.

## **3. Statewide Historic Resource Inventory**

CCT also maintains a historic resource survey and inventory program that identifies and documents historic, architectural, archaeological, and industrial resources. Collectively, these cultural resource surveys comprise the *Statewide Historic Resource Inventory* (SHRI), which is a useful tool for municipal officials, local planners, preservationists, property owners, and researchers.

The SHRI has generated information, photographs, and maps for approximately 90,000 properties, and new ones are added to the inventory each year. In addition to surveys organized geographically by individual town boundaries, statewide thematic surveys have been completed for bridges, industrial complexes, lighthouses, outdoor sculpture, railroad stations, synagogues, theaters, town greens, state-owned properties/campuses, and state parks.

The SHRI is a documentation project only. Research and documentation are conducted using public sources and rights-of-way. Inclusion of a property in the inventory does not place any restrictions on the ownership, use, or appearance of an historic building, site, structure, or object. Inventoried properties are not automatically listed on the State or National registers.

## **4. Local Historic District**

A *Local Historic District* (LHD) consists of a contiguous area of buildings and structures that represents either a distinct period of significance in the community's history or the evolution of the community over time. CGS, Section 7-147b defines the historic district as "an area, or a cluster of related buildings, or objects and structures, in a compatible setting which, taken as a whole, visually expresses styles and modes of living representative of various periods in American History." In general, an LHD is an area with clear boundaries enclosing a contiguous set of historically or architecturally significant structures that are related through proximity, ownership, history or use and that together tend to visually represent the community's heritage.

The LHD is different from a National Register or State Register historic district in that it provides for the local review of any exterior work that

is visible from a public street, place or way. Properties within the LHD are subject to review, regardless of the age or condition of the specific building or structure. There are exceptions which include properties owned by higher education institutions and state owned properties. (see xxx for a complete list—this information needs to be supplied—DRM)

## **5. Local Historic Property**

A *Local Historic Property* (LHP) consists of a single building or site that represents important historical events, trends, and architectural styles in the community.

CGS, Section 7-147p defines the historic property as “any individual building, structure, object or site that is significant in the history, architecture, archaeology and culture of the state, its political subdivisions or the nation and the real property used in connection therewith.”

The LHP designation is suited to important historic, architectural, or archaeological resources that are isolated or widely separated from related sites, but whose preservation and appearance are important to the sense of the community’s heritage.

## **6. Decision About Which Preservation Designation Is Best**

Determining the best historic preservation designation for the community will rely on several factors. Some questions and considerations worth thinking about are:

### **a. Geographic Considerations**

- Do the historic resources in the community comprise a logical and visually coherent district?
- Are they in close proximity to one another?
- Do they share boundary lines?
- Do the resources represent a traditional neighborhood, village, or hamlet?
- Is the area bounded or defined by natural landscape features (waterways, forests, geological features) or the built environment (streets, city blocks, historic walls or pathways, highways)?
- Is the area a potential archeological site?

If so, the LHD designation may a good way to preserve that sense of continuity and spatial coherence, even if there are some non-historic structures within the area.

If the historic and architectural resources are widely separated or are interrupted by natural features and modern development sites, the LHP designation may be an appropriate alternative.

### **b. Stylistic Considerations**

- Do the historic resources in the community share certain stylistic features along with physical proximity?

- Do they represent a traditional pattern of development?
- Do they represent materials, forms, construction techniques, or architectural expressions that are distinct to the community?
- Do they provide an informative sampling of several different architectural styles and periods?
- Do the buildings and structures exhibit innovative solutions to geographical constraints?

If so, the LHD designation may serve to highlight and preserve those particular aspects of the community.

If the historic buildings and structures are widely separated or if the visual character of the area is disrupted by modern buildings, highways, new development, large tracts of undeveloped land, or natural barriers, then LHP designations may be a better way to preserve and protect the individual resources for the benefit of the community.

### **c. Considerations of Significance**

- Do the buildings and structures retain a high degree of physical integrity?
- Do the resources represent a major event or trend in the history of the community?
- Are the buildings or sites historically associated with an important individual or family?
- Were the structures built by a well-known builder or architect?
- Is the site likely to contain information that would enhance the appreciation of the community's heritage?

With LHD and LHP designations, each community has the opportunity to decide which buildings and structures are most significant to the community and would merit preservation. Do the resources represent a geographical entity like a mill village, a town center, or a clustered settlement? If so, then the LHD may be a way to preserve and interpret the history of the area.

Do the individual buildings have strong symbolic significance to the community, even though they are widely separated by modern buildings or incompatible development? An LHP designation may be a good way to preserve a town hall, a school, a church, a theater, a library, or an industrial site that is important to the community, even without a strong visual context.

### **d. Social and Political Considerations**

- Is there good historical documentation for the resources?
- Is the significance of the building or area widely recognized in the community?
- Are the buildings and structures at risk or under threat?
- Are there partners in the community to assist with the historic designation process?

- Are other public policies supportive of historic preservation?

Property owners and residents must endorse the goals of preservation if the LHD or LHP designation is to have a beneficial effect on the community. Since both designations often affect private property, the concerns of the owners have to be considered and addressed in a responsible manner.

If there is inadequate support for an LHD, then designating a few individual LHPs may be an appropriate way to begin identifying and protecting the community's historic assets. (See Section III.D.3 of this handbook for a further discussion of boundary delineation.)

**C. Enabling Statute**

CGS, Section 7-147b and Section 7-147q constitute the enabling legislation for LHDs and LHPs in Connecticut. This legislation details the specific procedures and legal requirements for properly designating an LHD or an LHP and establishing the appropriate local commission.

HDCs and HPCs must be familiar with the enabling statute as the legal and practical basis for their authority. Understanding the process for establishing and administering LHDs and LHPs will help reduce potential conflicts between the commission and property owners. Well-informed commissions are able to demonstrate that LHD and LHP designations serve the interests of the community in the same way as other regulations such as zoning and building codes.

**D. Understanding the Process**

It is crucial to understand the entire process of designating an LHD or LHP *before* undertaking such an endeavor. Understanding the rationale behind each of the individual steps as well as the fundamental purpose of the designation will ensure that the process is conducted legally, give the recommendations greater force, and provide a greater sense of coherence and purpose. The formal process mandated by the state enabling statute helps to highlight potential problems and obstacles before they arise.

Establishing an LHD or LHP is not an overnight process. It typically takes a year or two to gather all the information and garner public support. As with any legislative change, the process can be long and sometimes frustrating. Understanding all of the procedural steps and pursuing each in sequence can help the participants maintain their dedication and commitment.



### III. DESIGNATION PROCESS

In Connecticut, the creation and administration of a Local Historic District (LHD) or Local Historic Property (LHP) is authorized by Connecticut General Statutes (CGS), Section 7-147a-k and Section 7-147p-y, as amended. In order to be valid, all LHD and LHP designations must comply with the enabling statute and the establishment procedures outlined therein.

The time schedules and other requirements set forth in CGS, Section 7-147a-m (for LHDs) and CGS, Section 7-147p-y (for LHPs) must be followed *exactly*. A missed deadline or legal notice could open the Study Committee's actions to legal challenge that might invalidate everything done thereafter, including establishment of the district or property itself.

The following summaries and guides to the process are in *no way* intended to substitute for the rules and procedures as designated in the statute. Within the enabling statute, Section 7-147b (for LHDs) and section 7-147q (for LHPs) define the detailed designation process.

<b>Ten Steps to Establishing a Local Historic District</b>	
<b>1. Contact the Connecticut Commission on Culture &amp; Tourism</b>	In addition to substantial <i>community dialogue</i> about the feasibility and benefits of the LHD, local advocates should meet with the Connecticut Commission on Culture & Tourism (CCT) staff for guidance.
<b>2. Form and Appoint the Study Committee</b> (CGS, Section 7-147b (a))	The LHD Study Committee is appointed by the local legislative body or municipal officer, and includes five regular and three alternate members, all electors of the municipality.
<b>3. Prepare the Study Committee Report</b> (CGS, Section 7-147b (b))	The Study Committee evaluates the historical and architectural significance of properties being considered and delineates proposed boundaries of the historic district.
<b>4. Submit the Study Committee Report for Initial Review</b> (CGS, Section 7-147b (c))	The Study Committee submits a report and recommendations to the designated town planning and zoning authority and to CCT.
<b>5. Amend or Revise the Study Committee Report</b> (CGS, Section 7-147b (c))	The CCT and the designated planning and zoning authority have sixty-five days to return comments.
<b>6. Invite Public Comment</b> (CGS, Section 7-147 b (d) and (e))	After written notice is sent to property owners and two legal notices are posted in a local newspaper, the Study Committee holds a public hearing on the proposed LHD.
<b>7. Submit the Report and Recommendations</b> (CGS, Section 7-147b (f))	The Study Committee submits a final report and recommendations to the local legislative body and the municipal clerk within sixty-five days of the public hearing.
<b>8. Conduct the Balloting of Property Owners</b> (CGS, Section 7-147b (g) and (h))	Within sixty-five days after receipt of the Study Committee Report, the municipal clerk authorizes and issues ballots to all property owners in the district.
<b>9. Provide Balloting Results to Legislative Body of the Municipality for Action</b> (CGS, Section 7-147b (i))	If two-thirds of the ballots returned are affirmative in support of the proposed district, the legislative body may (a) accept the report and enact the ordinance, (b) reject the report, or (c) return it to the Study Committee for revision.
<b>10. Implement the Ordinance</b> (CGS, Section 7-147b (j))	The local Historic District Commission (HDC) is appointed by the local legislative body, and a copy of the ordinance is entered into local land records and indexed by the municipal clerk.

## Ten Steps to Establishing a Local Historic Property

<b>1. Contact the Connecticut Commission on Culture &amp; Tourism</b>	In addition to substantial <i>community dialogue</i> about the feasibility and benefits of a Local Historic Property (LHP) designation, local advocates should meet with CCT staff for guidance.
<b>2. Form and Appoint the Study Committee</b> (CGS, Section 7-147q (a))	The LHP Study Committee is appointed by the local legislative body or municipal officer, and includes five regular and three alternate members, all electors of the municipality.
<b>3. Prepare the Study Committee Report</b> (CGS, Section 7-147q (b))	The Study Committee evaluates the historical and architectural significance of properties being considered and delineates proposed boundaries of the historic properties.
<b>4. Submit the Study Committee Report for Initial Review</b> (CGS, Section 7-147q (c))	The Study Committee submits a report and recommendations to the designated town planning and zoning authority and to CCT.
<b>5. Amend or Revise the Study Committee Report</b> (CGS, Section 7-147b (c))	The CCT and the designated planning and zoning authority have sixty-five days to submit comments.
<b>6. Invite Public Comment</b> (CGS, Section 7-147 q (d) and (e))	After written notice is sent to property owners and two legal notices are posted in a local newspaper, the Study Committee holds a public hearing on the proposed LHP.
<b>7. Submit the Report and Recommendations</b> (CGS, Section 7-147q (f))	The Study Committee submits a final report and recommendations to the local legislative body and the municipal clerk within sixty-five days of the public hearing.
<b>8. Conduct the Balloting of Property Owners</b> (CGS, Section 7-147q (g) )	Unless the owner submits a written notarized objection to the designation within thirty days of the public hearing, the Study Committee Report is referred to the local legislative body.
<b>9. Provide Balloting Results to Legislative Body of the Municipality for Action</b> (CGS, Section 7-147q (g))	Unless persons holding 50 percent or more of ownership interest in the proposed property object, the legislative body may (a) accept the report and enact the ordinance, (b) reject the report, or (c) return it to the Study Committee for revision.
<b>10. Implement the Ordinance</b> (CGS, Section 7-147b (j) and 7-147q (h))	The local Historic Property Commission (HPC) is appointed by the local legislative body, and a copy of the ordinance is entered into local land records and indexed by the municipal clerk.

**A. Community Dialogue and Public Support**

The following sections relate to the ten steps above. They provide further insight into the rules and requirements governing each step, as well as advice on each phase of the process.

Any successful preservation effort begins with dialogue at the local level. Concerned citizens come together with a common purpose to address a pressing issue, openly discuss possible modes of action and intervention, invite others to participate, and educate each other and themselves about the issues. The process of designating an LHD or LHP requires patience and communication. Ultimately, a proposed LHD or LHP must have substantial public support in order to be established.

Careful preliminary work will make sure that the goals and procedures of the potential LHD or LHP designation are accurately presented. Cultivating and maintaining civil and productive relationships is a responsibility that will carry through the entire process and beyond.

**1. Determining Whether a Local Historic District or a Local Historic Property Designation Is Right for the Community**

Carefully weighing the benefits of LHD or LHP designation and considering the various other preservation protections that are available, the community determines which designation would be most appropriate for specific historic resources.

Even before a Study Committee is appointed, community residents and leaders should consider the questions listed below. The responses will give direction to the conversation and help determine the appropriate course of action. Some local communities may even hold informal gatherings of property owners to gauge their sentiments about the threats to historic resources and the need for preservation.

- a. What buildings and structures best define the character of the neighborhood or community?
- b. Are historic resources at risk or threatened in any way?
- c. Could an LHD or LHP designation help to address those threats?
- d. Has the community completed an historic resources survey?
- e. Are any properties currently listed on the State or National registers of historic places?
- f. Is preservation part of a broader community vision?
- g. How do property owners feel about the need for a preservation mechanism?
- h. Is there wide support for the establishment of a local review commission?
- i. Have historic preservation designations been proposed before in the community?

j. What is the reputation of any current HDC or HPC?

## **2. Finding Partners and Building Partnerships in the Process**

In response to specific threats to the character and integrity of a neighborhood, concerned citizens may form an *ad hoc* advocacy group, a preservation committee, or a neighborhood association. The citizens' committee or neighborhood group may initiate the discussion of historic preservation and may lead to an official LHD or LHP Study Committee appointed by the municipality. Often, members of the informal association will be appointed to the official Study Committee.

The Study Committee will need to reach beyond the knowledge and expertise of its own members in order to prepare for the process. Communicating early and often with other community members and leaders will not only add transparency and credibility to the process, but will help gauge local attitudes and forge productive working relationships. The Study Committee should work closely with:

- Property owners and residents who would be directly affected by the LHD or LHP designation, including property owners in the proposed district and the members of any existing LHD or LHP
- Agencies and individuals who will be reviewing or voting on the report of Study Committee including property owners, the local legislative body, the chief elected official of the municipality, the local planning and zoning authority, and CCT
- Staff and professionals who will have a specific role in the designation process including the municipal clerk and the municipal corporate counsel
- Local experts with specific knowledge of local history including the local historical society, the municipal historian, churches, and community organizations
- Advocates and partners capable of assisting with public outreach, including neighborhood organizations, local preservation groups, local news media, CCT, and the Connecticut Trust for Historic Preservation (CTHP)
- Preservation leaders and organizations that might provide financial or technical assistance, including planning and preservation consultants, CTHP, the National Trust for Historic Preservation, CCT, and the National Park Service

## **3. Developing a Strategy and Sharing Responsibility**

Residents and property owners who are interested in establishing an LHD or LHP designation may need assistance in identifying sources of financial or technical assistance, adopting efficient procedures, and developing a schedule for the process. Once appointed, the Study Committee should be prepared to delegate and share some of the responsibilities involved in the process, from coordinating meetings, applications, volunteers, and deadlines, to conducting research, interviews, and outreach.

### **a. Personal Contact**

Personal contact is an effective way to share information. A simple phone call or face-to-face discussion can introduce property owners and residents to the important role they might play in the historic preservation process.

If the Study Committee encounters resistance from property owners, the Committee might choose to reconsider the boundaries and justification of the potential district. The boundaries of the proposed district can be altered at any time up to the submission of the Study Committee Report.

### **b. Meetings, Gatherings, Presentations**

Public meetings and informal gatherings are a great way to meet property owners and residents, provide information, and hear their concerns. Meetings may take three forms:

#### **i. Informal Gatherings**

Gatherings such as cocktail parties, barbecues, or other casual get-togethers can provide a relaxed, informal setting in which residents and property owners can discuss the potential benefits of LHD or LHP designation. Such meetings provide a good opportunity to distribute handouts and provide information on the architecture and significance of the area and the benefits of historic district designation.

Informal gatherings may take place prior to the appointment of a Study Committee or they may be hosted by one or two of the Study Committee members (representing less than the quorum required for a formal meeting).

#### **ii. Public Meetings**

A Study Committee may hold a public information meeting, at which it can present the purpose, rationale, and procedures of historic district or historic property designation. A strong visual presentation is an effective way to focus attention on the historical development and architectural qualities that define the character of a community. Informal question-and-answer sessions may also be helpful to property owners.

A Study Committee's regular meetings are public meetings, and their dates are posted by the Town. Anyone can attend a regular meeting.

A representative of CCT or the Connecticut Trust for Historic Preservation (CTHP) may be invited to help put local issues into a larger context. The Study Committee should be well informed by this point about the district or property, its history, the procedures for establishing a district or property, and the potential benefits for property owners.

### **iii. Public Hearing**

The public hearing is the opportunity to make a compelling case for historic district or property designation and provides a forum for public discussion of the proposed designation.

The enabling statute requires that a Study Committee hold a public hearing between sixty-five and one hundred thirty days following the transmission of its report to CCT, the planning and zoning commission, or other body designated by law. Procedures for the public hearing are set forth in detail in the enabling statute, CGS, Section 7-147b(e).

### **c. Handouts, Web Sites, and Blogs**

In addition to providing copies of their report to property owners and residents, the Study Committee may distribute question-and-answer sheets that address the common issues and concerns. Sample handouts and information sheets may be obtained from the web sites of CCT and CTHP.

A special web site or an existing online community forum is another effective way to provide information on the historic designation process. The online site might discuss the findings of the Study Committee, provide links to relevant articles and resources, display interactive maps and information, or invite questions and comments, all while reducing printing costs.

### **d. Media Coverage**

Media coverage of the LHD or LHP process can reflect and influence local opinions. The Study Committee and its community partners should prepare media releases, bullet points, and contact information so that reporters will have access to timely and accurate information. Questions from reporters should be answered fully and thoughtfully by a designated representative of the Study Committee.

Enlisting the help of recognized leaders in the community can help to ensure that accurate information is circulating. Letters to the editor and even direct meetings with the editor can help focus the public discussion and build support for historic preservation designation.

In some instances, there may be confusion about the difference between local and National Register historic districts. This point should be clarified as often as necessary. Designating a member of the Study Committee to be in charge of writing and responding to letters, blog posts, and radio broadcasts may be an effective way to take charge of the issue.

### **e. Key Talking Points**

Because historic preservation regulations vary from state to state and from community to community, there is often some

initial confusion about the potential impact and benefits of LHD or LHP designation. There are several points that may require clarification and emphasis throughout the discussion process:

- i.** The LHD or LHP is an educational resource for the entire community. Historic buildings, sites, and structures from different periods offer multiple opportunities for learning about the community's past.
- ii.** The LHD is a particular type of municipal historic preservation designation. It is not the same as the Historic Resource Inventory, the State Register of Historic Places, or the National Register of Historic Places, although the designations may overlap.
- iii.** Historic preservation designation is not the same as zoning. An LHD or an LHP designation will not have any effect on the ownership, use, or transfer of any property.
- iv.** Historic preservation designation does not mean an increase in property taxes. While the community may undertake periodic reappraisals and authorize new tax rates, the state statute does not single out properties in historic districts for higher valuation.
- v.** National studies demonstrate that property values tend to stabilize in LHDs where the risk of dramatic change in the neighborhood is reduced. While property values in a regulated historic district may increase or decrease in response to larger real estate trends, the changes are generally not sudden or dramatic.
- vi.** Historic districts and historic properties are legal means of giving *local residents* control over the appearance of their own community in the future. An LHD or LHP designation can be effective in preventing demolition and preserving architectural character while still allowing growth and change.

**B. Connecticut  
Commission on  
Culture & Tourism**

Any community that is interested in establishing an LHD or LHP can gain assistance from the Historic Preservation & Museums Division of the Connecticut Commission on Culture & Tourism (CCT).

CCT, operating as the State Historic Preservation Office (SHPO), reviews and approves all Study Committee reports and local historic preservation ordinances. The experienced and knowledgeable staff at CCT can provide technical consultation and on-site assistance in determining potential district boundaries, organizing reports, and presenting information to property owners and residents.

# Questions and Answers About Local Historic Districts

Prepared by the Connecticut Commission on Culture & Tourism

## **1. *What Is the Basic Purpose of a Local Historic District?***

The local historic designation is intended to preserve and protect the distinctive characteristics of buildings and places of historical and architectural significance to the community.

## **2. *What Are the Benefits to Property Owners of a Local Historic District?***

Statewide and nationally, experience demonstrates that the existence of a Local Historic District (LHD) creates community pride, fosters neighborhood stabilization, and enhances the appearance and authentic historic character of a designated area.

## **3. *How Is a Local Historic District Established?***

Under state law, an interested group of citizens may request that an LHD Study Committee be appointed by the municipality to investigate the potential for a district and to prepare a report.

## **4. *What Happens When the Study Committee Finishes Its Report?***

The report is submitted to the local government, the local planning and zoning authority, and CCT for review and comment. A public hearing is held to allow all interested citizens an opportunity to comment on the report.

## **5. *Can a Local Historic District Be Established Without the Consent of the Property Owners?***

No. State law requires a referendum among property owners in the proposed district. Two-thirds of those voting must approve of district status. The results of the referendum go to the municipal legislative body for final approval.

## **6. *What Happens When the Municipality Approves the Establishment of a Local Historic District?***

The Historic District Commission (HDC) of five regular and three alternate members is appointed by the municipal government.

## **7. *How Does the Local Historic District Affect Property Owners?***

Any proposed exterior changes to a property which are visible from the public right-of-way are legally subject to review and approval by the Historic District Commission. Changes include new construction as well as demolition activity. After an owner submits an application for the HDC's agenda, a formal public hearing is held. In its review, the HDC considers (1) the impact of the proposed changes and (2) the appropriateness of the change to the character of the district. After the formal hearing, at its regular meeting, the HDC reaches a decision. If it finds the proposed change appropriate, it issues a certificate of appropriateness. Work may then proceed contingent



upon other town requirements such as building permits, building codes, or zoning approvals.

**8. *Does the Historic District Commission Control the Use of Buildings?***

No. Use is controlled by municipal zoning regulations where such regulations are in effect.

**9. *What If a Property Owner Wants to Alter the Interior of a Building?***

Any change can be made to the interior of a building without approval of the HDC.

**10 *What About Building Maintenance and Paint Colors?***

The HDC has no authority over paint color or any work that is commonly considered routine maintenance and repair.

**11. *Would Property Owners Have Anything to Say About How an Historic District Commission Discharges its Duties?***

Each application to the HDC requires a public hearing and notice of such a hearing. Property owners may attend the hearings and express their opinions.

**12. *What Is the Historic District Commission's Role Regarding New Construction in the Local Historic District?***

The HDC rules only on the appropriateness of proposed new construction. This requirement does not mean that all new construction must be historic in design or appearance.

**13. *Can a Property Owner Appeal a Decision of the Historic District Commission?***

Yes. Appeals can be made to the superior court for the judicial district in which the municipality is located.

**14. *Can the Local Historic District Status Be Repealed?***

Yes. The ordinance creating the LHD can be repealed by the city or town in the same manner as any other municipal ordinance.

*For more information, contact the Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2<sup>nd</sup> floor, Hartford, CT 06103; telephone 860-256-2800.*

**C. Local Historic District or Local Historic Property Study Committee**

The local legislative body, at the request of town residents, property owners, or an *ad hoc* committee, may directly appoint or authorize the chief elected official to appoint a Study Committee to consider potential LHD or LHP designations.

The Study Committee shall consist of five regular members and three alternates, all of whom must be electors of the municipality, none holding paid public office in the town. Often members of the Study Committee will have been part of the *ad hoc* committee which preceded it, and ideally they would represent a range of professional expertise in one or more of the following areas: architecture, architectural history, historic preservation, land use and real estate law, local history, real estate and development, planning and zoning, or other design-related professions. The Study Committee may seek additional outside expertise to assist in researching historical information, identifying architectural styles, and defining the nature and degree of significance for each property.

The primary responsibility of the Study Committee is to produce the report that recommends and justifies the creation of one or more LHD or LHP designations. The Study Committee will also guide the report through the process of submission, revision, public hearing, and adoption.

**D. Preparing the Report of the Study Committee**

The Study Committee Report is a pivotal document and serves a twofold purpose:

1. in the period prior to establishing the LHD or LHP designation, the Study Committee Report serves to educate local officials, property owners, and the general public about the content and significance of the proposed historic area;
2. in the period following the establishment of the HDC or HPC, the Study Committee Report provides the basic reference that will guide the actions of HDC or HPC members, town officials, and property owners.

The report of the Study Committee should be presented in a format that is clear and easily distributed. It should make a persuasive case for why a particular building or area should be designated and preserved. The Study Committee Report will also provide the HDC or HPC members and property owners with information that will guide them in making decisions about the maintenance and preservation of properties within the LHD.

The commission charged with administering the LHD or LHP will turn to the Study Committee Report for statements of historical and architectural significance on which to base its decisions. At the most basic level, the Study Committee Report should document and evaluate the architectural features and historical associations that represent the heritage of the community.

LHDs and LHPs preserve the physical evidence of historical persons, places, and events that are a part of town history. Clues to how earlier generations lived and thought about themselves and their world are found in the physical layout of the town, the construction methods and materials, and the styles of architecture. This kind of material should be recorded in the Study Committee Report.

CCT maintains an archive of study reports generated by communities throughout the state. CCT staff members are available for consultation and guidance during the compilation of the Study Committee Report. Grants may be available from the CCT, the CTHP, and other sources to enable study committees to hire professional historians or architectural historians to contribute to the body of the report.

The usefulness and completeness of the Study Committee Report can make a pivotal difference in the acceptance of an LHD or LHP by the community and in the ability of a commission to function fairly and effectively once established.

The Study Committee's work can be made easier by taking advantage of existing documentation and resources, including:

### **1. Previous Research**

The Study Committee should check with the staff of the CCT and with local officials and town historians to see if any town histories, house tours, architectural studies, or other research is already on file for the area of the proposed district or property. Amending or adding to existing research is easier than starting from scratch.

### **2. Forms**

The **Statewide Historic Resource Inventory** offers a standardized format for compiling existing information and adding new information about historic properties. The form provides a checklist to record physical data about a building, additional fields for ownership information, and space for narrative statements concerning the architecture, history, and significance of each property, as well as bibliographic citations and photographic documentation. Electronic versions of the inventory forms are available on the CCT Web site in a format that allows them to be filled out and saved.

Inserting this information in the Study Committee Report may be as simple as copying or annotating the existing inventory forms. Nominations to the **State and National Registers of Historic Places** also contain detailed descriptions of architectural appearance and historical significance of buildings, sites, and structures. The information compiled on the forms will provide much of the material from which the statement of historic significance in the report can be developed.

### **3. Boundary Delineation**

Determining a logical and justifiable boundary is a critical step in designating an LHD or LHP. The CCT has extensive experience in this area, and staff may arrange on-site visits to advise the Study Committee.

Research into the historical development of an area under consideration will often suggest logical boundaries based on historical themes and periods. Visual continuity of the historic streetscape is another important determining factor. Empty lots, modern development, or strip development might mark the visual limits or edges of a district where the historical or architecture integrity is no longer dominant.

Boundaries are usually based on historical and architectural factors, but can be subject to discussion and compromise by the Study Committee, local property owners, and municipal officials. Connecticut's enabling

statute for LHDs requires approval by two-thirds of the voting property owners who would be affected by the proposed district.

The prospects for property owner approval may be a powerful consideration in a potential LHD or LHP. A Study Committee may initially recommend a small district that has clear support from property owners, but the district must be contiguous and cannot include any gaps or holes. The boundary delineation must be credibly based on the architectural character and historical development of the area.

It is possible to reduce or amend the boundaries of a proposed LHD or LHP to encompass the most important properties and the most supportive property owners, even if some significant structures are initially left out of the district. After the public hearing and before the report goes to the town clerk, boundaries of a proposed district can be adjusted at any time.

Some of the resources for outlining district boundaries include:

**a. Historical and Contemporary Maps**

Historical maps record the history and evolution of the community by depicting roadways, waterways, open spaces, villages, hamlets, and mill sites, as well as the spatial relationships between buildings at a particular point in time. The atlases issued for every county in Connecticut between 1867 and 1874 are a good place to start. These detailed maps record the location of roads, houses, stores, shops, and other buildings, often with the name of the owner. The maps also reveal the general patterns of development, the size of house and farm lots, the shape of buildings, and the relationship to outbuildings. Copies of these atlases are available at the Connecticut State Library and the Connecticut Historical Society in Hartford.

The Sanborn Map Company of New York prepared detailed maps of most Connecticut cities in the late-nineteenth and early twentieth centuries for the use of fire insurance companies. The maps identify historic uses and building materials by a color-coded system.

Lithographed views from a conjectural aerial perspective (often termed “bird’s-eye views”) provide a detailed and remarkably accurate record of the appearance of many Connecticut towns and cities during the same period. These panoramic views, prepared by skilled draftsmen, often include a numbered key to identify the most prominent buildings in town.

Older visual sources include the descriptions and woodcut illustrations in John Warner Barber’s *Connecticut Historical Collections*, first published in 1836. The small woodcuts prepared for each chapter are sometimes the earliest perspective views of a community. Other maps, town plans, paintings, or other illustrations may be available locally.

Historical maps and views should be compared with the information depicted on recent tax assessors' maps (which are based on aerial photographs) and U.S. Geological Survey (USGS) maps to understand how the area has changed over time and what early historic spatial relationships may still exist. Many of the maps are available online through sources such as University of New Hampshire (<http://docs.unh.edu>) and [www.MyTopo.com](http://www.MyTopo.com).

Online and digital data sets such as Google Maps, Google Earth, MapQuest, and Bing Maps can be helpful in locating historical resources and tracing logical boundaries.

#### **b. Criteria for Rural Districts Versus Urban Districts**

The proposed boundaries for districts in rural and urban areas may use slightly different criteria, as may the boundaries for LHDs and LHPs. CCT has defined a rural setting as a developed area surrounded by natural features such as ridges, bodies of water, farmland, or other natural topographical features. An urban setting, by contrast, is a developed area defined by engineered or built features such as roadways, parks, or other neighborhoods.

##### **i. Rural Districts**

For a rural district or for an individual historic property, the discussion of potential boundaries might consider:

1. Common ownership or related development patterns, either historical or contemporary
2. The functional relationships between buildings and the adjacent natural resources
3. The visibility of buildings and structures from the public way (including public trails and navigable waterways);
4. The qualities of the cultural landscape, including mill dams, stone walls, quarries, and cultivated fields

In rural areas, the development of open areas immediately adjacent to an LHD or LHP can have a profound impact on the character of the district. Proposed boundaries should provide a protective buffer around historic buildings or sites to prevent them from becoming isolated in an incompatible environment.

##### **ii. Urban Districts**

For urban districts, the discussion of potential boundaries might consider:

1. Whether the area was laid out and developed incrementally or as a whole
2. Traditional names and unofficial boundaries of a village, hamlet, or neighborhood
3. Physical features (man-made or natural) which define the area or constrained the pattern of development, including shorelines, ridges, wetlands, outcroppings, steep slopes, parks, and town greens

In urban areas more often than in rural areas, a change in architectural character may reflect a different phase of development and may be a factor in determining district boundaries. The character of the streetscape as a whole should be evaluated in determining district edges and the relationship between existing buildings.

### **c. Sight Lines**

If a district is surrounded by open fields, the sight line should be established from the roadway or main public way. A ridgeline, hedgerow, stream, or other natural feature may suggest a likely boundary. Boundary lines are more effective when they trace the lot lines of specific properties rather than being based on a generic description such as “200 feet from the road.”

The boundaries of the proposed LHD or LHP should be visible from the public way, since that will determine which elements are subject to review. While a standard boundary setback may produce a straighter or simpler boundary line, it may also exclude outbuildings and portions of irregular parcels that are important to the whole fabric and appearance of the district.

If a boundary is measured from the road, it should extend from the centerline of the road and not from the shoulders, since the centerline represents a fixed point legally. This precaution has become particularly important since the revision of the state enabling statute in 1980 which brought fences, walls, lighting fixtures, and other freestanding structures under historic district jurisdiction except on state roads under the jurisdiction of the Connecticut Department of Transportation.

### **d. Historic Properties**

Historic properties may include not only an individual building but also any related outbuildings or structures on the property. In many cases, existing lot lines will define boundaries for the historic property.

The enabling statute stipulates that only “real property used in connection with” the individual historic building may be included within the boundaries of a designated LHP. In the case of large farms or estate grounds, designed landscapes and open areas may themselves possess historical significance and could be included within the boundaries.

## **4. Evaluation of Historic Resources**

The evaluation process considers which buildings and structures should be preserved and documents the level of historical and architectural significance for the community. Evaluation is focused on three areas: (a) history, (b) architecture, and (c) context.

### **a. Evaluating Historical Significance**

The LHD or LHP should exhibit some visible aspect of the history of the neighborhood, town, city, region, or state. It is important to identify and develop the historical themes that have been influential in shaping the town or city, its role in history, and its architecture.

Themes to consider are the area's economic contributions (agricultural, industrial, educational); its political contributions (colonial settlement, county seat, governmental structure); its cultural contributions (religion, ethnicity, folk traditions, fine arts); and its social contributions (community leaders, major achievements, notable personalities). Local events or trends should be tied to the history of the region, state, or nation.

#### **i. Individual Structures**

A central aspect of the evaluation is to identify the connections between local building types and the historical development of the community. Industrial workers' housing, barns and farmhouses, theaters and civic buildings all provide insight into a community's history. Other types of resources to be considered include the birthplaces, residences, and even summer homes of people associated with political, social, economic, spiritual, and cultural aspects of life in the town, state, or nation. Some places in Connecticut have inspired major works of art and music like the colonies of Impressionist painters that flourished in Cos Cob and Old Lyme in the early twentieth century.

#### **ii. Interrelationships and Organization**

The evaluation should take into account the relationship of buildings to one another and to the adjacent natural and built resources. The setback and orientation of buildings and the spacing between buildings may define the character and rhythm of a particular neighborhood.

The organization and arrangement of buildings, as well as the physical evolution of the community, provide insight into the history and development of the area. Many LHDs in Connecticut are centered on a traditional village green, an industrial mill site, or an important crossroads.

#### **iii. Evolution**

LHDs and LHPs may have significant buildings or structures associated with several distinct periods of development. The appearance of individual buildings and their spatial relationships may have changed over time in response to new technology, transportation improvements, or changing tastes. Many village greens, for example, did not acquire their present park-like character until after the Civil War. Historical societies and public libraries have collections of maps, prints, and photographs that can reveal aspects of transformation within a potential LHD or LHP.

#### **iv. Historic and Prehistoric Archaeology**

Archaeological sites, both historic and prehistoric, may be designated as LHPs. Archaeological sites that are known or suspected within an LHD are usually noted in the evaluation even if no visible buildings or structures exist.

#### **b. Evaluating Architectural Character and Integrity**

Historic preservation designation helps a city or town recognize and preserve the architectural characteristics that define the local community for residents and visitors alike. The LHD or LHP should be recognizable from the public way by its distinctive historic and architectural character. Newer buildings and structures that conform to the established development pattern or streetscape may be included within the LHD or LHP.

##### **i. Architectural Styles and Periods**

The character of a building or structure is partially represented by the architectural style, materials, construction techniques, and intended uses. Some buildings may incorporate features of one or more architectural styles, or they may be so simple and functional that they are not easily classified by style. Useful architectural guides include the *Field Guide to American Houses* by Virginia and Lee McAlester (New York: Alfred A. Knopf, 1984), *Identifying American Architecture* by John J-G. Blumenson (Nashville: AASLH, 1981), and the *Visual Dictionary of American Domestic Architecture* by Rachel Carley (New York: Henry Holt & Co., 1994). Others are listed in the bibliography.

A potential LHD or LHP may include not only the oldest houses, but also examples of buildings from different time periods. Given the state's long history, Connecticut cities and towns are rarely homogeneous.

Most historic districts include buildings of many styles and eras that reveal the evolution of the community, the impact of historical forces, changes in the economic base, and shifts in popular taste. Since the history of a community is continuous, even mid-century modern buildings such as residences, schools, and office buildings may be good examples of particular architectural styles and construction techniques.

##### **ii. Outbuildings**

The evaluation of historic resources should include smaller structures and outbuildings that are visible from the public way. Carriage houses, barns, privies, sheds, garages, and pool houses represent significant historical developments and may reflect the architectural designs common to their period. The *Field Guide to New England Barns and Farm Buildings* by Thomas D. Visser (Hanover, NH: University Press of New



England, 1997) is a useful key to understanding the age and function of many agricultural structures.

### **iii. Architectural Features**

Architectural features and landscape structures (fences, walls, dams, or spillways) that contribute to the character of the LHD or LHP should be included in the evaluation. Buildings may represent a variety of architectural styles over time, or one particular style from a period of local prosperity may stand out. Characteristic features may include architectural design elements (porches, turrets, windows, and door surrounds); materials (brick, stone, wood, stucco, glass, or steel); and methods of construction (timber framing, balloon framing, load-bearing masonry, steel skeleton). The scale, setback, and massing or form of the buildings also help to define the visual character of the LHD or LHP.

### **iv. Alterations**

Noting the sequence of change over time is another way to appreciate the community's history. In some Connecticut towns, modest older homes were expanded and upgraded during the Colonial Revival period of the early twentieth century. Others were modernized to suit current tastes. Still others have been restored to represent either the original appearance or a particular period in the building's history.

LHD and LHP designations are not intended to freeze buildings in time. Buildings may reflect changes in appearance or function that are an important part of their history.

### **v. Physical Setting**

In some communities the pattern of open spaces (lot lines, yards, and driveways) and the arrangement of public amenities (benches, streetlamps, sidewalks, tree belts) define a particular spatial relationship that is representative of a certain historical period. Municipally installed structures form a part of the streetscape even though they are not subject to HDC review. All of these features work together to define the physical setting for the buildings and are important to preserve.

## **c. Evaluating Context**

The context of the LHD or LHP is the way that the buildings and landscapes work together to form a cohesive whole. Districts may have intrusions such as vacant lots, parking areas, older buildings that have been extensively remodeled, or new buildings that interrupt the traditional development pattern. The context evaluation should focus on the dominant features that define the overall character of the historic area.

## 5. Ordinance

The report of the Study Committee will include a draft of the proposed local ordinance or ordinances. The LHD or LHP ordinance empowers the related commission and defines its jurisdiction and authority under the state enabling statute. The ordinance instructs the commission in its functions, duties, and powers.

Connecticut's enabling legislation for LHDs and LHPs (CGS, Section 7-147a to 7-147y inclusive) is very detailed and specific. It should be used as a guide for preparing the draft local ordinance, which may be amended later by the local legislative body.

The CCT will review and comment upon draft ordinances in advance as part of the standard review process, but the LHD or LHP designation is a *local* ordinance. For municipalities, the town attorney or corporation counsel should review the draft ordinance before it is included in the Study Committee Report.

It is imperative that the local ordinance contain a clause stating that the HDC or HPC is empowered to exercise all the powers, duties, and functions enumerated in CGS, Section 7-147a to 7-147k inclusive, or Section 7-147p to 7-147y inclusive, as amended. *This provision will provide a legal basis for a commission's decision on a matter covered in the statutes but not specifically spelled out in the local ordinance.*

The presence of a similar clause in certain local ordinances has been a crucial factor in validating the constitutionality of Connecticut HDCs and HPCs and justifying their decisions before the law. Questions about the enabling legislation and its relation to the local ordinance should be addressed to the municipal attorney.

## 6. Photographic Documentation

Photographic documentation is not required as part of the Study Committee process, but it is very helpful in building support for an LHD or LHP. A selection of current and historical photographs, maps, and other illustrations will be informative to anyone reviewing the Study Committee Report. A good recent photograph of each building provides a useful point of reference and may be complemented by historic views, particularly of streetscapes and public spaces.

The Study Committee may wish to work in partnership with the local historical society or the local library to compile an index of old photographs and views for use by property owners, researchers, commissioners, and town officials, or for attachment to the Study Committee Report.

## 7. Report Contents

To be considered complete, the Study Committee Report must include four required items: (1) an analysis of the historical and architectural significance of the proposed district, (2) a general description of the proposed district with the number and age of buildings, (3) a map showing the exact boundaries of the proposed LHD or LHP, and (4) a proposed ordinance. Additional items may be included in the

Study Committee Report in order to document the process and support the recommendations.

**a. Analysis**

The first section details the historical significance and architectural character of the buildings, structures, places, or surroundings to be included in the proposed LHD or LHP. While some history of the area may be cited, the analysis should emphasize and explain why these properties are significant in their current form. The section may outline the criteria for the proposed district, identify any recent or potential threats to the character of the district, and explain how the LHD or LHP ordinance could benefit the community.

**b. Description**

The second section details the number and age of all the buildings included within the boundaries of the proposed LHD or LHP. The report should include an index of all the properties in the proposed district—including those that are vacant or not historic—organized by street address. The index should include the street address of each property, the date of construction, the historic name of the property, the architectural style, and a summary of the total number of buildings and properties in the proposed district. Copies of historic resource inventory forms may be included as part of the report.

**c. Boundaries and Map**

The third section describes the specific boundaries of the proposed LHD or LHP. The criteria and justification for the boundaries should reference historical patterns of development as well as the current visual appearance of the proposed district. A narrative description of the boundary must be included.

The report must include a map of sufficiently large scale showing:

- i.** The exact boundaries of the proposed LHD or LHP, including north arrow, street names, scale, title, date, and a legend
- ii.** The property lines of individual properties to be included, in whole or in part, in the proposed LHD or LHP, with the total boundary of each property in the proposed LHD or LHP shown, even if it is proposed to include only a portion of a specified property
- iii.** The assessor's parcel code used to link each property with other town records.

**d. Draft Ordinance**

The fourth section is a complete draft of the proposed ordinance under the authority of the state enabling statute. The draft ordinance should outline how the LHD or LHP is to be created and how the HDC or HPC will operate. The language of the ordinance should be reviewed by the town attorney or corporation counsel prior to its inclusion in the Study Committee Report.

The report may also include draft regulations and procedures for the administration of the LHD or LHP in accordance with the state enabling statute.

**e. Supplemental Items**

In addition to the four required components, the Study Committee Report may include other material that helps to explain or justify the proposed LHD or LHP designation:

- i.** An introduction explaining what an LHD or LHP is, why the designation is needed, and how it will benefit the community
- ii.** Names of the Study Committee members and others involved in the preparation of the report
- iii.** A statement of methodology explaining why and when the Study Committee was created, why it chose this property or area for consideration, how residents and property owners have been involved in the process, and how the Study Committee reached its conclusions
- iv.** Good-quality record photographs showing significant structures in the proposed district and multiple views of the streetscape or district from various points along the public way
- v.** A copy of the Secretary of the Interior’s Standards for the Treatment of Historic Properties (36 CFR Part 68) to give property owners an idea of how exterior changes might be reviewed. Specific local guidelines will be drafted by the HDC or HPC after the proposed district is approved.

**E. Distribution of the Study Committee Report and Recommendations**

As the Study Committee compiles the draft of its report, the committee should contact CCT and request that a staff representative schedule an on-site inspection of the proposed district or property. CCT staff can meet with the Study Committee and identify any potential problems or weaknesses that might need to be addressed in the Study Committee Report. Early consultation with CCT will give the Study Committee the opportunity to revise or amend the report without being constrained by the subsequent sixty-five-day review period.

Prior to scheduling the local public hearing, copies of the completed Study Committee Report will be distributed to CCT, the municipal planning and zoning commissions (or combined planning and zoning commission), or, in their absence, to the chief elected official of the municipality. CCT and the local planning and zoning authority are allowed sixty-five days to complete their review and submit any comments and recommendations to the Study Committee. If no comments or recommendations are received from a reviewing agency within sixty-five days, then the Study Committee may assume endorsement of the report by that agency or commission.

CCT requires receipt of twenty-two copies of the report for distribution to departmental staff and to the Connecticut Historic Preservation Council

(CHPC). Once the report is determined by CCT staff to be technically complete, formal consideration of the proposed LHD or LHP designation will be scheduled for the earliest possible monthly meeting of the CHPC.

Occasionally, CCT may require more than one month to schedule a report for consideration by CHPC. As a result of its review, CCT may recommend approval, disapproval, alteration (including boundary adjustments), or rejection of the proposed ordinance establishing the LHD or LHP.

Once the required agencies have had an opportunity to comment, the Study Committee will mail printed copies of the entire report, including comments and recommendations, to every owner of real property in the proposed LHD or LHP. The Study Committee Report must also be available upon request at the municipal clerk's office or by mail. The report may also be posted or summarized on the municipal web site.

## **F. Public Hearing**

The Study Committee must conduct a public hearing to receive comment on the proposed establishment of an LHD or LHP designation not less than sixty-five or more than one hundred thirty days after the Study Committee Report is submitted to CCT and the local planning and zoning authority.

Specific rules and procedures govern the advertisement and conduct of public hearings. Failure to adhere to and enforce these rules would not only reflect poorly on the Study Committee and its work, but could potentially invalidate any subsequent actions including designation of the LHD or LHP. The Connecticut enabling statute requires that notice of the time and place of the hearing shall be advertised in the following ways:

### **1. Written Notice**

Written notice must be given to all property owners of record included in the proposed LHD or LHP, as they appear on the last completed grand list, at least fifteen days before the hearing. Written notice includes:

- a. The preliminary report of the Study Committee (or a substantial synopsis)
- b. All recommendations made by the planning and zoning authority and CCT
- c. A map showing the boundaries of the proposed LHD or LHP
- d. The proposed LHD or LHP ordinance

### **2. Legal Advertisement**

A legal advertisement for the public hearing must be published twice in the local newspaper, the first time between ten and fifteen days preceding the hearing, and the second at least two days after the first notice but more than two days prior to the hearing.

The public hearing represents the final and most important presentation that will be made to property owners, local officials, residents, and the general public regarding the proposed LHD or LHP designation prior to the vote of property owners. Prior to scheduling the meeting, the Study Committee should have completed its public outreach, resolved any major differences of opinion, and garnered significant public support for the proposed historic preservation designation.

**The summary presentation of the Study Committee at the public hearing should include:**

- 1.** A general introduction and welcome
- 2.** A summary of the history and significance of the district or property
- 3.** The challenges facing the historic resources
- 4.** The benefits of LHD or LHP designation
- 5.** How an LHD or LHP works and its legal basis
- 6.** What is and is not reviewed in an LHD or LHP
- 7.** A description of the proposed boundaries
- 8.** A description of the provisions of the local ordinance
- 9.** How an LHD or LHP would address the issues facing the community
- 10.** Examples of nearby towns with LHDs or LHPs

The Freedom of Information Act applies to all municipal public hearings. In addition to the written notice and legal advertisement, detailed minutes should provide a record of the public hearing, including a list of speakers and a summary of public comments, discussion, or requests for information. The minutes should be submitted to the town clerk as a part of the public record within one week of the public hearing.

By the time of the hearing, the Study Committee will be well versed in the details of the proposal and should be prepared to offer coherent and persuasive information on the benefits of LHD or LHP designation. The chair or moderator of the meeting should set a courteous, thoughtful, and controlled tone for the meeting, and allow ample time for public comment and discussion. Occasionally, the moderator may need to intervene to keep the meeting on topic and ensure that everyone has an opportunity to speak.

Members of the local legislative body and other municipal leaders should be encouraged to attend the public hearing, since they will be responsible for formally receiving the Study Committee Report and voting to enact or reject the proposed ordinance. The local legislative body will need to understand the nature and benefits of LHD or LHP designation and be aware of public sentiment for the proposed designation.

The public hearing itself should be conducted in a professional and effective manner. It represents the greatest opportunity to make the case for the historic preservation regulations in the community. The Study Committee members must be well-prepared, well-informed, and open to all comments. Inadequate preparation, poorly organized presentations, or lack of civility can seriously undermine the work of the Study Committee in promoting the LHD or LHP designation.

At the public hearing, a representative of the Study Committee should make a brief presentation addressing the points below, then open the floor for questions and discussion. A slide show or PowerPoint presentation may be an effective way to present some of the information. The Study Committee may also wish to distribute a one-page handout that summarizes the concept and anticipated benefits of the LHD or LHP designation.

Members of the Study Committee should be prepared to answer questions and address any concerns expressed by property owners and residents. The Study Committee may want to invite members of HDCs or HPCs from nearby towns, members of the local historical society, and other people knowledgeable about local history and LHDs or LHPs to participate. Supporters of the LHD or LHP may be contacted in advance and invited to speak as well.

The local media should be notified of the public hearing and may be given copies of the Study Committee Report. Having a follow-up article or letter to the editor after the meeting is a good way of perpetuating the momentum of the Study Committee's work.

**G. Balloting of Property Owners**

All property owners in the proposed LHD or LHP have the opportunity to vote directly on its establishment. In order to proceed, the proposed LHD or LHP must be approved by two-thirds (2/3) of the property owners who vote.

LHDs or LHPs cannot be established without substantial support from property owners. The Study Committee may work with community leaders in advance of the vote in order to gauge the level of support and identify property owners or residents who may have questions about the proposed LHD or LHP. Once the report of the Study Committee is submitted, the balloting of property owners must take place.

The voting by property owners is conducted by **written secret ballot** and is administered by the municipal clerk. Within sixty-five days of the public hearing, the Study Committee will submit its final report, with revisions, to both the legislative body and the city or town clerk. Upon receipt of the final Study Committee Report, the clerk issues paper ballots to all property owners in the proposed district in accordance with the following rules:

**1. Who May Vote**

Any property owner within the proposed LHD or LHP shall be entitled to vote, provided that the property owner (a) is at least eighteen years of age, (b) is liable to the municipality for taxes on an assessment of at least \$1,000 on the last completed grand list (or whose predecessors in title were so liable), and (c) is listed as the owner of record for the property at least thirty days before the date on which ballots must be returned.

Any property owner within the proposed LHD or LHP who is exempt from property taxes under CGS, Section 12-81, Subsection (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29), or (49) shall be entitled to vote. The exemptions apply to certain non-profit or charitable organizations and to individuals with certain disabilities or benefits. (See list on side bar.)

Any tenant in common of any freehold interest in any land within the proposed LHD or LHP shall have a vote equal to the fraction of that tenant in common's ownership in said interest.

Joint tenants of any freehold interest shall vote as if each joint tenant owned an equal fractional share of that land.

A corporation owning land within the proposed LHD or LHP shall have its vote cast by the chief executive officer or that person's designee.

An owner of multiple properties within the proposed LHD or LHP district shall have a single vote, not one vote for each property.

No owner shall have more than one vote.

**Tax Exempt Property Owners Who May Vote:**

- Property of the United States
- State Property and reservation land
- Municipal property
- Property held by trustees for public purposes
- Property of volunteer fire companies
- Property devoted to public use
- Property used for scientific, educational, literary, historical or charitable purposes
- College property
- Property belonging to agricultural or horticultural societies
- Property held for cemetery use
- Houses of religious worship
- Property of religious organizations used for certain purposes
- Houses used by officiating clergymen as dwellings
- Hospitals and sanatoriums
- Property of Blind persons
- Property of servicemen and veterans having disability ratings
- Disabled veteran with severe disability
- Surviving spouse or minor child or serviceman or veteran
- Serviceman's surviving spouse receiving federal benefits
- Surviving spouse and minor child of veteran receiving compensation from the Veteran's Administration
- Surviving parent of deceased serviceman or veteran
- Parents of veterans
- Property of the American Red Cross
- Non-profit camps or recreational facilities for charitable purposes

## **2. Content of Ballots**

The ballot must be formatted in accordance with the model ballot developed by CCT as provided in CGS, Section 10-409c. Sample ballot forms are available from CCT.

The ballot will include the question of whether the owner approves or disapproves of the proposed creation of an LHD or LHP, a return envelope addressed to the municipal clerk's office, and the following statement which the owner must sign and date to verify ownership of property in the proposed LHD or LHP and the consequent right to vote:

*"I, the undersigned, do hereby state under the penalties of false statement that I am an owner of record of real property to be included in the proposed historic district and that I am, or my predecessors in title were, liable to the municipality for taxes on an assessment of not less than one thousand dollars on the last grand list of the municipality of real property within the district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81."*

## **3. Mailing Ballots**

Within sixty-five days of receipt of the final Study Committee Report, the municipal clerk shall mail the paper ballots to all property owners in the proposed LHD or LHP. The ballots must be mailed TO PROPERTY OWNERS at least 15 days prior to the return deadline set by the municipal clerk.

## **4. Legal Notice**

Notice of balloting must be published in the form of a legal advertisement appearing in a local newspaper at least twice, at intervals of not less than two days, the first notice appearing not more than fifteen days nor less than ten days, and the last notice appearing not less than two days, before the day on which the ballots must be returned.

## **5. Return of Ballots**

Ballots must be received by the municipal clerk by the close of business on the day specified as the return deadline. It is the task of the municipal clerk to compare the ballots received against the list of property owners of record within the proposed LHD or LHP, tally the votes for and against the proposed LHD or LHP, and provide the results of the vote to the legislative body.



## H. Action by the Legislative Body of the Municipality

If two-thirds (2/3) of all the votes received from property owners in a proposed LHD or LHP are recorded in the affirmative, or if in the case of an LHP designation the owner(s) of the property do not submit a formal letter stating their objection within thirty days of the public hearing, the legislative body may proceed with consideration of the proposed LHD or LHP designation.

Prior to the meeting of the legislative body or the authorized town meeting, the Study Committee may prepare and distribute a printed summary of the significance of the proposed LHD or LHP and the benefits associated with historic preservation designation. Property owners and residents may wish to present written comments or a signed petition to the legislative body expressing their views on the proposed LHD or LHP designation.

The Study Committee may wish to encourage supportive legislators, community leaders, and residents to attend the meeting of the local legislative body. Legislators should understand that this is an important meeting, and that their vote could be decisive. Members of the Study Committee should be present and be prepared to provide information or answer any questions about the report during the meeting if requested.

At the meeting the legislative body may decide to:

### 1. **Accept the Report**

Accepting the Study Committee Report as submitted means enacting an ordinance that creates and provides for the operation of the proposed HDC or HPC. The proposed ordinance will constitute an important part of the final report as submitted to the legislature.

### 2. **Reject the Report**

The legislative body may choose to reject the Study Committee Report and state its reasons for doing so.

### 3. **Return the Report to the Study Committee for Revision**

In some cases, the legislative body may vote to return the report to the Study Committee with recommendations for revisions and statements articulating its reasons for doing so. In that case, the Study Committee will have sixty-five days to submit a revised report to the legislative body of the municipality.

If the revised report includes a change in the boundaries of the proposed LHD or LHP, it will be necessary to hold another public hearing and to have another vote of the property owners, assuming that the revision alters the number of real property owners within the proposed LHD or LHP. If there is no change to the boundaries or the affected properties, then no additional hearing or balloting is required, and the legislature may vote again on the basis of the revised Study Committee Report.

For these reasons, the Study Committee may want to communicate with the local legislative body well in advance of the vote in order to build support for the report and to anticipate any changes that may be required.

**I. Final Steps****1. Filing of Land Records**

The legislative body, when it accepts the final report of the Study Committee and passes an ordinance, must transmit a copy of the ordinance, including a legal description of the area to be included in the LHD or LHP to the municipal clerk. The ordinance should then be recorded in the land records of the municipality and indexed under the names of the owners of record by the municipal clerk.

**2. Appointment of Commissioners**

Once the proposed LHD or LHP has been established, the Study Committee will cease to exist, and the HDC or HPC will take its place, assuming all the roles and responsibilities outlined by the local ordinance and the enabling statute. The local ordinance establishes the authority to appoint commission members.

## IV. TIMELINE OF PROCEDURES

Based on the state enabling legislation, the simplified timeline summarizes the dates and deadlines which must be met in the process of establishing an LHD or LHP designation. This timeline officially begins when the preliminary report of Study Committee is submitted to CCT and to the local planning and zoning authority or authorities. While a great deal of work will have taken place before this point, the initial research and preparation of the Study Committee Report is not subject to any particular time constraint unless one is imposed by the local legislative body that appoints and authorizes the Study Committee.

<b>Timeline of Actions on the Study Committee Report</b>	
<b>Step 1.</b>	Study Committee submits draft of report to CCT and the local planning and zoning authorities (or in their absence, to the chief elected official).
<b>Step 2.</b>	Within sixty-five days from draft submittal (Step 1), Study Committee receives comments and recommendations from initial review agencies.
<b>Step 3.</b>	<p>Within sixty-five to 130 days from draft submittal (Step 1), Study Committee schedules public hearing, properly noticed and posted, and holds public hearing.</p> <ul style="list-style-type: none"> <li>• Study Committee Report and notice of public hearing are mailed to property owners at least fifteen days in advance of the hearing.</li> <li>• Legal notice is published twice in the local newspaper (once ten to fifteen days in advance of the public hearing and once at least two days in advance of the hearing).</li> </ul>
<b>Step 4.</b>	Within sixty-five days from the public hearing (Step 3), Study Committee compiles comments and recommendations, makes revisions, and submits the completed report to the local legislative body and the municipal clerk.
<b>Step 5.</b>	<p>Within sixty-five days from submission of the final report (Step 4), the municipal clerk mails paper ballots to all owners of record in the LHD or LHP.</p> <ul style="list-style-type: none"> <li>• Ballots must be mailed at least fifteen days in advance of the required date of return.</li> <li>• Legal notice of balloting must be published twice in the local newspaper (once ten to fifteen days in advance of the balloting and once at least two days in advance of the balloting).</li> </ul>
<b>Step 6.</b>	<p>At least fifteen days after the mailing of ballots (Step 5), the municipal clerk certifies the results of the balloting.</p> <ul style="list-style-type: none"> <li>• If two-thirds (2/3) of property owners who voted endorse the establishment of the proposed LHD or LHP, the Study Committee Report and the draft ordinance are forwarded to the local legislative body for action.</li> </ul>
<b>Step 7.</b>	<p>At a duly posted meeting, the local legislative body may:</p> <ul style="list-style-type: none"> <li>• Accept the Study Committee Report and enact a local ordinance to establish the historic district or historic property</li> <li>• Reject the Study Committee Report for stated reasons</li> <li>• Return the report to the Study Committee to consider amendments and revisions</li> </ul>
<b>Step 8a.</b>	If the local legislative body has accepted the Study Committee Report and enacted the local ordinance (Step 7), the municipal clerk shall record and index the LHD or LHP designation in the municipal land records.
<b>Step 8b.</b>	If the local legislative body has rejected the Study Committee Report (Step 7) the process is terminated.
<b>Step 8c.</b>	<p>If the local legislative body returns the Study Committee Report for amendment or revision (Step 7), the Study Committee must submit the revised report within sixty-five days.</p> <ul style="list-style-type: none"> <li>• If the revision or amendment entails a change in boundaries, a new public hearing is required (Step 3).</li> <li>• If the revision or amendment entails adding properties, the local legislative body must authorize a new round of balloting (Step 5).</li> </ul>
<b>Step 9.</b>	Once the LHD or LHP has been designated, the Study Committee ceases to exist, and the HDC or HPC is appointed under the new ordinance.

## V. KEY SECTIONS OF THE ENABLING STATUTE

Procedures for establishment of historic district (CGS, Section 7-147b)

### 1- Sec. 7-147b. Procedure for establishment of historic district.

Prior to the establishment of an historic district or districts, the following steps shall be taken:

**a.** The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district or districts. The legislative body of a municipality which proposes to establish more than one district may establish more than one committee if the proposed districts are not contiguous to each other nor to any existing historic district. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

**b.** The historic district study committee shall investigate and submit a report which shall include the following:

**i.** An analysis of the historic significance and architectural merit of the buildings, structures, places or surroundings to be included in the proposed historic district or districts and the significance of the district as a whole;

**ii.** a general description of the area to be included within the district or districts, including the total number of buildings in each such district or districts listed according to their known or estimated ages;

**iii.** a map showing the exact boundaries of the area to be included within the district or districts;

**iv.** a proposed ordinance or proposed ordinances designed to create and provide for the operation of an historic district or districts in accordance with the provisions of this part;

**v.** such other matters as the committee may deem necessary or advisable;

**c.** The historic district study committee shall transmit copies of its report to the Connecticut Commission on Culture and Tourism, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning

and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Connecticut Commission on Culture and Tourism may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed district. Each such commission, board or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

**d.** The historic district study committee shall hold a public hearing on the establishment of a proposed historic district or districts not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

**e.** Notice of the time and place of such hearing shall be given as follows:

**i.** Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed to the owners of record of all real property to be included in the proposed historic district or districts, as they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic district study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the area to be included in the proposed district and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic district or districts with the notice of the hearing; and

**ii.** by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

**f.** The historic district study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body and the clerk of the municipality within sixty-five days after the public hearing.

**g.** The clerk or his designee shall, not later than sixty-five days from receipt of such report, mail ballots to each owner of record of real property to be

included in the proposed district or districts on the question of creation of an historic district or districts, as provided for in sections 7-147a to 7-147k, inclusive. Only an owner who is eighteen years of age or older and who is liable, or whose predecessors in title were liable, to the municipality for taxes on an assessment of not less than one thousand dollars on the last-completed grand list of the municipality on real property within the proposed district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81, may vote, provided such owner is the record owner of the property, thirty days before the ballots must be returned. Any tenant in common of any freehold interest in any land shall have a vote equal to the fraction of his ownership in said interest. Joint tenants of any freehold interest in any land shall vote as if each joint tenant owned an equal, fractional share of such land. A corporation shall have its vote cast by the chief executive officer of such corporation or his designee. No owner shall have more than one vote.

**h.** The form of the ballot to be mailed to each owner shall be consistent with the model ballot prepared by the Connecticut Commission on Culture and Tourism pursuant to section 10-320b. The ballot shall be a secret ballot and shall set the date by which such ballots shall be received by the clerk of the municipality. The ballots shall be mailed by first class mail to each owner eligible to vote in such balloting at least fifteen days in advance of the day on which ballots must be returned. Notice of balloting shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before the day on which the ballots must be returned. Such ballot shall be returned to the municipal clerk, inserted in an inner envelope which shall have endorsed on the face thereof a form containing a statement as follows: "I, the undersigned, do hereby state under the penalties of false statement that I am an owner of record of real property to be included in the proposed historic district and that I am, or my predecessors in title were, liable to the municipality for taxes on an assessment of not less than one thousand dollars on the last grand list of the municipality of real property within the district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81." Such statement shall be signed and dated. Any person who intentionally falsely signs such ballot shall be guilty of false statement as defined in section 53a-157b. The inner envelope, in which the ballot has been inserted by the owner, shall be returned to the municipal clerk in an outer envelope endorsed on the outside with the words: "Official ballot". Such outer envelope shall also contain, in the upper left corner of the face thereof, blank spaces for the name and

return address of the sender. In the lower left corner of such outer envelope, enclosed in a printed box, there shall be spaces upon which the municipal clerk, before issuance of the ballot and envelopes, shall inscribe the name, street and number of the elector's voting residence and the date by which the ballot must be returned, and before issuance the municipal clerk shall similarly inscribe such envelope with his name and address for the return thereof. All outer envelopes shall be serially numbered. The ballots shall be returned to the municipal clerk by the close of business on the day specified, and such clerk shall compare each ballot to the list of property owners to whom such ballots were mailed to insure that each such ballot has been properly signed and returned.

**i.** If two-thirds of all property owners voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps:

**i.** Accept the report of the committee and enact an ordinance or ordinances to create and provide for the operation of an historic district or districts in accordance with the provisions of this part;

**ii.** reject the report of the committee, stating its reasons for such rejection;

**iii.** return the report to the historic district study committee with such amendments and revisions thereto as it may deem advisable, for consideration by the committee. The committee shall submit an amended report to the legislative body within sixty-five days of such return. The committee need not hold a public hearing other than the one provided for in subsection (d) of this section, notwithstanding any changes in its report following such hearing, unless the legislative body has recommended a change in the boundaries of the proposed district or districts. The legislative body of the municipality may authorize another ballot of the owners within a proposed district or districts to be cast, other than the balloting provided for in subsection (g) of this section, notwithstanding any changes in the proposed ordinance following such balloting, if the boundaries of the proposed district in which the owners' property is situated are changed.

**j.** Any ordinance or amendment thereof, enacted pursuant to this part, which creates or alters district boundaries, shall contain a legal description of the area to be included within the historic district. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

(1961, P.A. 430, S. 2; 1963, P.A. 600, S. 1; P.A. 75-52; P.A. 77-338, S. 1; P.A. 80-314, S. 2; P.A. 87-167; P.A. 91- 135, S. 1.)

History: 1963 act amended Subsec. (c) to extend time for recommendations after receipt of report from sixty to ninety days and to authorize Connecticut Commission on Culture and Tourism to recommend re boundaries of proposed districts, amended Subsec. (d) to extend time within which hearing is to be held, amended Subsec. (e) to provide for sending a copy or synopsis of the study committee's report, together with a copy of the recommendations under Subsec. (c), a map and a copy of the proposed ordinance to property owners, amended Subsec. (f) to provide for inclusion of list of all buildings in report of committee and amended Subsec. (g) to provide for balloting by property owners; P.A. 75-52 added Subsec. (i) re ordinance contents; P.A. 77-338 deleted requirement in Subsec. (d) that hearing be held not less than one hundred twenty days after report; P.A. 80-314 amended Subsec. (a) to allow more than one committee and to include provisions for alternate members, amended Subsec. (b) to include in requirements for report consideration of architectural merit, description of area to be included, map of exact boundaries, proposed ordinance etc., amended Subsec. (c) to include combined planning and zoning commissions and to replace previous provision requiring that recommendations be read at hearing with provision for turning over recommendations to committee, amended Subsec. (d) to require that hearing be held not less than sixty-five days after report sent to commissions unless conditions specified in exception are met, amended Subsec. (e) to require fifteen rather than twenty days notice and to allow towns to have available on request rather than to automatically send out complete report and other data, amended Subsec. (f) to change deadline from sixty to sixty-five days and deleted specific accounting of report contents, amended Subsec. (g) to set deadline for mailing ballots and to replace general provisions for voting and action on result with detailed provisions for voting, deleted former Subsec. (h) re proposed amendments to ordinance replacing it with further voting detail, added Subsec. (i) re actions taken following vote and relettered former Subsec. (i) as Subsec. (j) and added requirement that copy of ordinance be sent to municipal clerk; P.A. 87-167 amended Subsec. (i) to reduce the affirmative vote requirement from seventy-five per cent to two-thirds of all owners voting; P.A. 91-135 amended Subsec. (g) to transfer authority to mail ballots from the legislative body to the town clerk or his designee and amended Subsec. (h) to require that the ballot be consistent with a model ballot prepared by the Connecticut Commission on Culture and Tourism. Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727, 729. Cited. 196 C. 596, 599, 600, 604, 608, 612. Cited. 227 C. 71, 74. Subsec. (a): Cited. 43 CS 297, 311. Subsec. (b): Cited. 189 C. 727, 730. Subsec. (c): Cited. 189 C. 727, 730. Subsec. (d): Cited. 189 C. 727, 731, 734, 735. Subsec. (e): Cited. 189 C. 727, 731. Subsec. (g): Cited. 189 C. 727, 731, 732. Each condominium unit owner "entitled to a vote proportionate to his freehold interest in the land..." 196 C. 596, 599, 601, 603-605, 608, 610-613. Subsec. (i): Cited. 196 C. 596, 598.



## **Procedures for establishment of historic properties (CGS Section 7-147q)**

### **2. Sec. 7-147q. Procedures for establishment of historic properties.**

Prior to the designation of an historic property or properties, the following steps shall be taken:

**a.** The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic properties study committee for the purpose of making an investigation of one or more proposed historic properties. The legislative body of a municipality which proposes to establish more than one historic property may establish more than one committee. An already existing historic properties commission or an historic district commission established in the municipality pursuant to part I of this chapter may be appointed to make this investigation. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

**b.** The historic properties study committee shall investigate and submit a report which shall include the following:

- i.** An analysis of the historic significance and architectural merit of the buildings, structures, objects or sites proposed as historic properties;
- ii.** a map showing the exact boundaries of the area to be designated as the historic property or properties;
- iii.** a proposed ordinance or proposed ordinances designed to designate and provide for the protection of an historic property or properties in accordance with the provisions of this part; and
- iv.** such other matters as the committee may deem necessary or advisable.

**c.** The historic properties study committee shall transmit copies of its report to the Connecticut Commission on Culture and Tourism, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Connecticut Commission on Culture and Tourism may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed historic property. Each such commission, board

or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

**d.** The historic properties study committee shall hold a public hearing on the designation of each proposed historic property not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

**e.** Notice of the time and place of such hearing shall be given as follows: (1) Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed by certified mail to the owner or owners of record of the real property to be included in each proposed historic property, as they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic properties study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the real property to be included in each proposed historic property and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic property or properties with the notice of the hearing; and (2) by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

**f.** The historic properties study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body of the municipality within sixty-five days after the public hearing.

**g.** The owner or owners of record of a proposed historic property may object to the proposed designation by submitting to the historic properties study committee or to the legislative body of the municipality a notarized statement certifying that the person filing such objection is the entire or partial owner of the property and objects to the designation. Unless persons holding fifty per cent or more of the ownership interest in a proposed historic property object to the proposed designation within

thirty days following the public hearing held pursuant to subsection (d) of this section, the legislative body of the municipality shall, by majority vote, take one of the following steps: (1) Accept the report of the committee as to the proposed historic property and enact an ordinance to designate the historic property and provide for its regulation in accordance with the provisions of this part; (2) reject the report of the committee, stating its reasons for such rejection; or (3) return the report to the historic properties study committee, with such amendments and revisions as it may deem advisable, for consideration by the committee. The committee shall, within sixty-five days of such return, submit an amended report to the legislative body and mail by certified mail a copy of the amended report to the owner or owners of record of each proposed historic property covered by the report. The committee need not hold a public hearing other than the one provided for in subsection (d) of this section. Unless persons holding fifty per cent or more of the ownership interest in a proposed historic property object to the proposed designation within thirty days of receipt of the amended report by written submission in the manner set forth in this subsection, the legislative body of the municipality may accept or reject the amended report as provided in this subsection.

**h.** Any ordinance, or amendment thereof, enacted pursuant to this part, which designates or alters historic property boundaries, shall contain a legal description of the area to be included within each historic property. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

(P.A. 84-286, S. 2.)

## VI. BIBLIOGRAPHY AND RESOURCES

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Connecticut Commission on Culture & Tourism  
One Constitution Plaza, 2<sup>nd</sup> floor  
Hartford, CT 06103  
Tel. 860-256-2800  
Web site: [www.cultureandtourism.org](http://www.cultureandtourism.org)

Connecticut Trust for Historic Preservation  
940 Whitney Ave.  
Hamden, CT 06517  
Tel. 203-562-6312  
Web site: [www.cttrust.org](http://www.cttrust.org)

National Trust for Historic Preservation  
Northeast Regional Office  
7 Faneuil Hall Marketplace, 4<sup>th</sup> floor  
Boston, MA 02109  
Tel. 617-523-0885  
Web site: [www.PreservationNation.org](http://www.PreservationNation.org)

National Park Service  
National Register of Historic Places  
1849 C Street, NW (2280)  
Washington, DC 20240  
Tel. 202-354-2211  
Web site: [www.nps.gov/history/nr/](http://www.nps.gov/history/nr/)

National Conference of State Historic Preservation Officers  
Hall of the States, Suite 342  
444 North Capitol St., NW  
Washington, DC 20001  
Tel. 202-624-5465  
Web site: [www.ncshpo.org](http://www.ncshpo.org)

Connecticut State Library  
231 Capitol Ave.  
Hartford, CT 06106  
Tel. 860-757-6500  
Web site: [www.cslib.org](http://www.cslib.org)

Connecticut Historical Society  
One Elizabeth St.  
Hartford, CT 06105  
Tel. 860-236-5621  
Web site: [www.chs.org](http://www.chs.org)

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*Bulletin #39: Researching a Historic Property*

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**PART TWO**  
**How to**  
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**Historic District or**  
**Historic Property**  
**Commission: How**  
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## I. INTRODUCTION TO PART TWO

While Part One of the **Handbook** dealt with the process of designating a Local Historic District (LHD) or a Local Historic Property (LHP), and establishing a related Historic District Commission (HDC) or Historic Property Commission (HPC), Part Two addresses the *administration of existing commissions*. It is intended to assist commissioners in fulfilling their basic public and regulatory responsibilities in a fair and justifiable manner.

## II. WHAT IS THE HISTORIC DISTRICT COMMISSION OR HISTORIC PROPERTY COMMISSION

Local Historic District Commissions (HDC) and Historic Property Commissions (HPC) are units of local government, also known as public bodies. They are established through a local legislative process, which is described at length in Part One of the Handbook.

HDCs and HPCs are charged with serving the general welfare through the protection and preservation of the historic resources within their jurisdiction. Specifically, they have the legal authority to review and determine the appropriateness of any changes to those parts of the exterior of a building within the district that are visible from a public place or way, as well as the appearance of new buildings erected in the designated district.

Property owners in the LHD or LHP are subject to the historic property designation, and must apply to the HDC or HPC for a **certificate of appropriateness** before making any alterations that would affect the exterior of the building or structure and before constructing or demolishing a building or structure. In reviewing the application, the HDC or HPC must consider whether the proposed alterations are “not incongruous” with the historic character of the property and/or the district as a whole, then vote accordingly to approve or deny the application. Without a certificate of appropriateness property owners may not begin exterior work on the property or receive a building permit.

### A. Historic District Commissions and Historic Property Commissions and the Law

Design review authority over most exterior alterations to the buildings or structures within their jurisdiction represents one of the strongest forms of preservation protection under the law. The legal character of HDCs and HPCs constitutes the source and limits of their regulatory authority. By reviewing applications and voting to issue or deny certificates of appropriateness, HDCs and HPCs have the opportunity to make *legally binding* decisions that ensure that architectural changes in the LHD or LHP are made with respect and consideration for the historic character of the property and the community as a whole.

As public bodies, HDCs and HPCs have a responsibility to uphold the public’s constitutional right to due process and equal treatment under the law. State and local laws set forth in detail the rules and procedures an HDC must adhere to in conducting public meetings and in reviewing applications. Failure to follow procedures may result in the overturning of an HDC’s or HPC’s decision by the courts and a loss of credibility for that body. All HDC and HPC members should be familiar with the laws that govern the HDC, should act in accordance with those laws, and should strive to deliver decisions that uphold the mission of local preservation commissions.

The subtitle of Part Two, *How To Be Legitimate*, is intended to highlight the legal character of HDCs and HPCs, and to guide commissioners through the basic legal framework that affects the commission’s activities. It is not a substitute for professional legal advice. HDCs and HPCs should direct any particular issues or concerns to the appropriate municipal attorney or corporation counsel.

The section begins with a consideration of the relevant legislation regarding HDCs and HPCs, then moves to a discussion of related court cases, and concludes with a step-by-step account of the rules of procedure that an HDC or HPC must follow. In addition to the basic requirements for operating legally that are described here, several discretionary powers are granted to HDCs and HPCs in the state statute and local ordinance. The discretionary powers are addressed by example in Part Three of the Handbook, *How to Be Effective*.

**B. The Legal Basis for Historic District Commissions and Historic Property Commissions**

The legal authority of HDCs and HPCs is both legislative and judicial.

*Legislative*

State laws authorize the creation of HDCs and HPCs, define their purpose, and describe the procedural responsibilities. The *enabling statute* (**Connecticut General Statutes (CGS), Section 7-147a-y**) authorizes the creation of HDCs and HPCs, delimits their authority, and prescribes the means through which that authority is exercised.

As units of local government, HDCs and HPCs must also adhere to the State of Connecticut's **Freedom of Information Act (CGS, Chapter 14, Sections 1-7 and 1-200)**, which provides rules for legal notices, public meetings, and record keeping.

Local laws further delimit the authority and jurisdiction of HDCs and HPCs and define the operating procedures. The *local ordinance* establishes an HDC or HPC in accordance with the state enabling statute. The HDC or HPCs must then adopt its own internal *rules of procedure* that must comply with both the state enabling statute and Freedom of Information Act.

*Judicial*

The legality and constitutionality of local preservation commissions have been upheld in numerous state and federal courts, including the United States Supreme Court and the Connecticut Supreme Court.

Decisions in court cases apply only to the specific case and do not change the language or requirements of the state enabling statute. While court decisions may provide guidance for future consideration, only the state legislature can alter or amend the enabling statute.

### III. RELEVANT STATE LEGISLATION

The authority to designate an HDC or HPC is granted to municipalities by the State. As such, all commission activities must comply with and operate within the parameters of state law. While HDCs and HPCs can further specify and interpret that law, they may not supersede it.

#### A. Historic District Commission and Historic Property Commission Enabling Legislation

The state enabling statute (CGS, Section 7-147) is the *single most important document* with respect to the creation and operation of HDCs and HPCs in Connecticut. Not only does it authorize municipalities to establish HDCs and HPCs, it defines their mission, delimits their purview, and lays out in detail how they operate. As such, local commissioners should be *thoroughly familiar* with its contents and should return to it for guidance throughout their tenure.

#### OUTLINE OF SECTION 7-147 OF THE CONNECTICUT GENERAL STATUTES

The following outline of the CBS, Section 7-147a-y, will help HDC and HPC members find the relevant sections for their needs. Section 7-147a-k (inclusive) deals with LHDs. Section 7-147p-y (inclusive) covers LHPs. The footnotes to the section, in italics, describe the amendments that have been made to the statute over the course of its life.

## **PART ONE: Historic Districts**

### ***Section 7-147a. Historic districts authorized. Definitions.***

- (a) Definitions
- (b) Authorization
- (c) Appropriations

### ***Section 7-147b. Procedure for establishment of historic district.***

- (a) Appointment of Historic District Study Committee
- (b) Report of Study Committee: Contents
- (c) Submission of Report of Study Committee to CCT, Planning and Zoning
- (d) Public Hearing
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- (f) Submission of Report of Study Committee to Local Legislative Body
- (g) Balloting of Property Owners
- (h) Format of Ballot and Deadlines
- (i) Voting Results, Legislative Action
- (j) Ordinance, Land Records

### ***Section 7-147c. Historic district commission.***

- (a) Creation of Historic District Commission
- (b) Amending the District
- (c) Amending the Local Ordinance
- (d) Membership and Officers
- (e) Adopting Rules of Procedures
- (f) Keeping Permanent Records
- (g) Reporting to CCT, Annual Reports
- (h) Gifts and Appropriations
- (i) Multiple Historic District Commissions
- (j) Discretionary Powers

### ***Section 7-147d. Certificate of appropriateness: Parking areas.***

- (a) Requirement of Certificate of Appropriateness for Property Owners
- (b) Certificates of Appropriateness and Building Permits
- (c) Request for Information, Signage, Paint Color
- (d) Regulation of Parking

### ***Section 7-147e. Application for certificate. Hearing. Approval.***

- (a) Public Hearing and Legal Notice
- (b) Quorum, Majority Vote, Sixty-five-day Deadline, Approval, Denial, Stipulations

### ***Section 7-147f. Considerations in determining appropriateness. Solar energy systems.***

- (a) Scope of Consideration, Renewable Energy Systems, Parking
- (b) Interiors, Adaptive Reuse

### ***Section 7-147g. Variations, permissible when.***

### ***Section 7-147h. Action by commission to prevent illegal acts.***

- (a) Enforcement
- (b) Fines

***Section 7-147i. Appeals.***

***Section 7-147j. Exempted acts. Delay of demolition.***

- (a) Maintenance and Repair; Public Safety; Previously Approved Projects
- (b) Ninety-day Demolition Delay

***Section 7-147k. Prior districts unaffected. Validation of prior creations and actions. Nonprofit institutions of higher education excluded.***

- (a) Validation
- (b) Institutions of Higher Education Excluded

**PART TWO: Historic Properties**

***Section 7-147p. Historic property ordinances authorized. Definitions.***

- (a) Definitions
- (b) Authorization
- (c) Appropriations

***Section 7-147q. Procedures for establishment of historic properties.***

- (a) Appointment of Historic Property Study Committee
- (b) Report of Study Committee: Contents
- (c) Submission of Report to CCT, Planning and Zoning
- (d) Public Hearing
- (e) Notice of Public Hearing
- (f) Submission of Report to Legislative Body
- (g) Decision of Property Owner
- (h) Ordinance, Land Records

***Section 7-147r. Historic properties commission.***

- (a) Historic Properties Commission
- (b) Designation of Additional Properties

***Section 7-147s. Certificate of appropriateness.***

- (a) Requirement for Certificate of Appropriateness
- (b) Building Permits and Certificates of Appropriateness
- (c) Information, Signage, Paint Color
- (d) Parking

***Section 7-147t. Procedure for application for certificate.***

***Section 7-147u. Considerations in determining appropriateness.***

***Section 7-147v. Variations, permissible when.***

***Section 7-147w. Action by commission to prevent illegal acts.***

***Section 7-147x. Appeals.***

***Section 7-147y. Exempted Acts. Delay of demolition.***

- (a) Maintenance and Repair; Public Safety; Previously Approved Projects
- (b) Ninety-day Demolition Delay

## COMPLETE TEXT OF CONNECTICUT GENERAL STATUTES, SECTION 7-147

### Part One: Historic Districts

*\*Cited. 196 C. 596,  
602, 607.*

*N.B.: The first part  
of the enabling statute  
(Sec. 7-147a-o)  
provides comprehensive,  
detailed legislative  
requirements for  
establishment of  
an historic district.  
Historic properties  
are covered by the  
subsequent section  
(Sec. 7-147p-y).*

### **Sec. 7-147a. Historic districts authorized. Definitions.**

(a) As used in this part: “Altered” means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed; “erected” means constructed, built, installed or enlarged; “exterior architectural features” means such portion of the exterior of a structure or building as is open to view from a public street, way or place; “building” means a combination of materials forming a shelter for persons, animals or property; “structure” means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences and walls; “municipality” means any town, city, borough, consolidated town and city or consolidated town and borough; “appropriate” means not incongruous with those aspects of the historic district which the historic district commission determines to be historically or architecturally significant.

(b) Any municipality may, by vote of its legislative body and in conformance with the standards and criteria formulated by the Connecticut Commission on Culture and Tourism, establish within its confines an historic district or districts to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style of architecture of the municipality, of the state or of the nation.

(c) The legislative body of any municipality may make appropriations for the purpose of carrying out the provisions of this part.

*(1961, P.A. 430, S. 1; February, 1965, P.A. 221, S. 2; P.A. 80-314, S. 1; P.A. 86-105, S. 1; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30.)*

*History: 1965 act added provision requiring district to conform to standards and criteria of historical commission; P.A. 80-314 added Subsec. (a) containing definitions and divided earlier provisions into Subsecs. (b) and (c); P.A. 86-105 added definition of “appropriate” in Subsec. (a); June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727. Cited. 196 C. 596.*

### **Sec. 7-147b. Procedure for establishment of historic district.**

Prior to the establishment of an historic district or districts, the following steps shall be taken:

(a) The legislative body shall appoint or authorize the chief elected official of



the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district or districts. The legislative body of a municipality which proposes to establish more than one district may establish more than one committee if the proposed districts are not contiguous to each other nor to any existing historic district. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

(b) The historic district study committee shall investigate and submit a report which shall include the following: (1) An analysis of the historic significance and architectural merit of the buildings, structures, places or surroundings to be included in the proposed historic district or districts and the significance of the district as a whole; (2) a general description of the area to be included within the district or districts, including the total number of buildings in each such district or districts listed according to their known or estimated ages; (3) a map showing the exact boundaries of the area to be included within the district or districts; (4) a proposed ordinance or proposed ordinances designed to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (5) such other matters as the committee may deem necessary or advisable.

(c) The historic district study committee shall transmit copies of its report to the Connecticut Commission on Culture and Tourism, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Connecticut Commission on Culture and Tourism may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed district. Each such commission, board or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

(d) The historic district study committee shall hold a public hearing on the establishment of a proposed historic district or districts not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee,

such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

(e) Notice of the time and place of such hearing shall be given as follows:

(1) Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed to the owners of record of all real property to be included in the proposed historic district or districts, as they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic district study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the area to be included in the proposed district and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic district or districts with the notice of the hearing; and (2) by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

(f) The historic district study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body and the clerk of the municipality within sixty-five days after the public hearing.

(g) The clerk or his designee shall, not later than sixty-five days from receipt of such report, mail ballots to each owner of record of real property to be included in the proposed district or districts on the question of creation of an historic district or districts, as provided for in sections 7-147a to 7-147k, inclusive. Only an owner who is eighteen years of age or older and who is liable, or whose predecessors in title were liable, to the municipality for taxes on an assessment of not less than one thousand dollars on the last-completed grand list of the municipality on real property within the proposed district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81, may vote, provided such owner is the record owner of the property, thirty days before the ballots must be returned. Any tenant in common of any freehold interest in any land shall have a vote equal to the fraction of his ownership in said interest. Joint tenants of any freehold interest in any land shall vote as if each joint tenant owned an equal, fractional share of such land. A corporation shall have its vote cast by the chief executive officer of such corporation or his designee. No owner shall have more than one vote.

(h) The form of the ballot to be mailed to each owner shall be consistent with the model ballot prepared by the Historic Preservation Council of the Connecticut Commission on Culture and Tourism established pursuant to section 10-409. The ballot shall be a secret ballot and shall set the date by which such ballots shall be received by the clerk of the municipality. The ballots shall be mailed by first class mail to each owner eligible to vote in such balloting at least fifteen days in advance of the day on which ballots must be returned. Notice of balloting shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days or less than ten days and the last not less than two days before the day on which the ballots must be returned. Such ballot shall be returned to the municipal clerk, inserted in an inner envelope which shall have endorsed on the face thereof a form containing a statement as follows: "I, the undersigned, do hereby state under the penalties of false statement that I am an owner of record of real property to be included in the proposed historic district and that I am, or my predecessors in title were, liable to the municipality for taxes on an assessment of not less than one thousand dollars on the last grand list of the municipality of real property within the district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81." Such statement shall be signed and dated. Any person who intentionally falsely signs such ballot shall be guilty of false statement as provided in section 53a-157b. The inner envelope, in which the ballot has been inserted by the owner, shall be returned to the municipal clerk in an outer envelope endorsed on the outside with the words: "Official ballot". Such outer envelope shall also contain, in the upper left corner of the face thereof, blank spaces for the name and return address of the sender. In the lower left corner of such outer envelope, enclosed in a printed box, there shall be spaces upon which the municipal clerk, before issuance of the ballot and envelopes, shall inscribe the name, street and number of the elector's voting residence and the date by which the ballot must be returned, and before issuance the municipal clerk shall similarly inscribe such envelope with his name and address for the return thereof. All outer envelopes shall be serially numbered. The ballots shall be returned to the municipal clerk by the close of business on the day specified, and such clerk shall compare each ballot to the list of property owners to whom such ballots were mailed to insure that each such ballot has been properly signed and returned.

(i) If two-thirds of all property owners voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps: (1) Accept the report of the committee and enact an ordinance or ordinances to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (2) reject the report of the committee, stating its reasons for such rejection; (3) return the report to the historic district study committee with such amendments and revisions thereto as it may deem advisable, for consideration by the committee. The committee shall submit an amended report to the legislative body within sixty-five days of such return.

The committee need not hold a public hearing other than the one provided for in subsection (d) of this section, notwithstanding any changes in its report following such hearing, unless the legislative body has recommended a change in the boundaries of the proposed district or districts. The legislative body of the municipality may authorize another ballot of the owners within a proposed district or districts to be cast, other than the balloting provided for in subsection (g) of this section, notwithstanding any changes in the proposed ordinance following such balloting, if the boundaries of the proposed district in which the owners' property is situated are changed.

(j) Any ordinance, or amendment thereof, enacted pursuant to this part, which creates or alters district boundaries, shall contain a legal description of the area to be included within the historic district. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

(1961, P.A. 430, S. 2; 1963, P.A. 600, S. 1; P.A. 75-52; P.A. 77-338, S. 1; P.A. 80-314, S. 2; P.A. 87-167; P.A. 91-135, S. 1; June 30 Sp. Sess. P.A. 03-6, S. 210(e), 235; P.A. 04-20, S. 3; 04-205, S. 5; 04-257, S. 4; May Sp. Sess. P.A. 04-2, S. 30.)

*History: 1963 act amended Subsec. (c) to extend time for recommendations after receipt of report from sixty to ninety days and to authorize Connecticut historical commission to recommend re boundaries of proposed districts, amended Subsec. (d) to extend time within which hearing is to be held, amended Subsec. (e) to provide for sending a copy or synopsis of the study committee's report, together with a copy of the recommendations under Subsec. (c), a map and a copy of the proposed ordinance to property owners, amended Subsec. (f) to provide for inclusion of list of all buildings in report of committee and amended Subsec. (g) to provide for balloting by property owners; P.A. 75-52 added Subsec. (i) re ordinance contents; P.A. 77-338 deleted requirement in Subsec. (d) that hearing be held not less than one hundred twenty days after report; P.A. 80-314 amended Subsec. (a) to allow more than one committee and to include provisions for alternate members, amended Subsec. (b) to include in requirements for report consideration of architectural merit, description of area to be included, map of exact boundaries, proposed ordinance etc., amended Subsec. (c) to include combined planning and zoning commissions and to replace previous provision requiring that recommendations be read at hearing with provision for turning over recommendations to committee, amended Subsec. (d) to require that hearing be held not less than sixty-five days after report sent to commissions unless conditions specified in exception are met, amended Subsec. (e) to require fifteen rather than twenty days notice and to allow towns to have available on request rather than to automatically send out complete report and other data, amended Subsec. (f) to change deadline from sixty to sixty-five days and deleted specific accounting of report contents,*

*amended Subsec. (g) to set deadline for mailing ballots and to replace general provisions for voting and action on result with detailed provisions for voting, deleted former Subsec. (h) re proposed amendments to ordinance replacing it with further voting detail, added Subsec. (i) re actions taken following vote and relettered former Subsec. (i) as Subsec. (j) and added requirement that copy of ordinance be sent to municipal clerk; P.A. 87-167 amended Subsec. (i) to reduce the affirmative vote requirement from seventy-five per cent to two-thirds of all owners voting; P.A. 91-135 amended Subsec. (g) to transfer authority to mail ballots from the legislative body to the town clerk or his designee and amended Subsec. (h) to require that the ballot be consistent with a model ballot prepared by the Connecticut historical commission; June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film in Subsec. (c), and June 30 Sp. Sess. P.A. 03-6 also amended Subsec. (h) to substitute Historic Preservation Council of Connecticut Commission on Arts, Tourism, Culture, History and Film for Connecticut Historical Commission, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism; P.A. 04-257 made technical changes in Subsec. (h), effective June 14, 2004.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727. Cited. 196 C. 596. Cited. 227 C. 71.*

*Subsec. (a):*

*Cited. 43 CS 297.*

*Subsec. (g):*

*Each condominium unit owner “entitled to a vote proportionate to his freehold interest in the land ...” 196 C. 596.*

### **Sec. 7-147c. Historic district commission.**

(a) Once an historic district has been established, the historic district study committee shall cease to exist and thereafter an historic district commission shall perform all the functions of the committee relative to the new district and to administering the provisions of this part.

(b) The historic district commission may from time to time, by following the procedure for creation of an historic district provided for in section 7-147b, suggest that an historic district be enlarged or that additional districts be created. Where additional property is to be included within an existing district, the owners of such additional property shall vote pursuant to subsection (g) of section 7-147b.

(c) Notwithstanding the provisions of section 7-147b, the legislative body of the municipality may enact amendments to the ordinance or ordinances of an historic district established pursuant to this part if such amendments do not involve changing district boundaries or the creation of new districts. No amendment shall be enacted until the substance of such amendment has first been submitted to the historic district commission having jurisdiction over the district affected for its comments and recommendations and either its comments and recommen-

dations have been received or sixty-five days have elapsed without receipt of such comments and recommendations. The historic district commission may suggest amendments to the legislative body.

(d) The historic district commission established under the provisions of this part shall consist of five regular and three alternate members, who shall be electors of the municipality in which the district is situated holding no salaried municipal office. The ordinance shall provide that one or more of the members or alternates of the historic district commission shall reside in an historic district under the jurisdiction of the commission, if any persons reside in any such district and are willing to serve on such commission. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the commission. If a regular member of said commission is absent or has a conflict of interest, the chairman of the commission shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. The method of appointment shall be fixed by ordinance. The appointments to membership in the commission shall be so arranged that the term of at least one member shall expire each year, and their successors shall be appointed in like manner for terms of five years. Vacancies shall be filled for the unexpired term and in the same manner as the original appointment. The commission shall elect annually a chairman, a vice-chairman and a clerk from its own number. Each member and alternate shall continue in office until his successor is duly appointed. All members and alternates shall serve without compensation. Any member or alternate may be appointed for another term or terms.

(e) The historic district commission shall adopt rules of procedure not inconsistent with the provisions of this part. The commission may adopt regulations not inconsistent with the provisions of this part to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness.

(f) The historic district commission shall keep a permanent record of its resolutions, transactions and determinations and of the vote of each member participating therein.

(g) A copy of any ordinance creating an historic district adopted under authority of this part, amendments to any such ordinance, maps of any districts created under this part, annual reports and other publications of the historic district commission and the roster of membership of such commission shall be transmitted to the Connecticut Commission on Culture and Tourism. The historic district commission shall also file with the Connecticut Commission on Culture and Tourism at least once every year a brief summary of its actions during that year, including a statement of the number and nature of certificates of appropriateness issued, any changes in the membership of the commission and any other information deemed appropriate by the historic district commission.

(h) The historic district commission may accept grants and gifts, employ clerical and technical assistance or consultants and incur other expenses appropriate to the carrying on of its work, subject to appropriation by the municipality or receipt of such grants or gifts and may expend the same for such purposes.

(i) A municipality which has more than one historic district may establish more than one historic district commission if the districts are not contiguous.

(j) Any historic district commission established under this section may, unless prohibited by charter, ordinance or special act: (1) Make periodic reports to the legislative body; (2) provide information to property owners and others involving the preservation of the district; (3) suggest pertinent legislation; (4) initiate planning and zoning proposals; (5) cooperate with other regulatory agencies and civic organizations and groups interested in historic preservation; (6) comment on all applications for zoning variances and special exceptions where they affect historic districts; (7) render advice on sidewalk construction and repair, tree planting, street improvements and the erection or alteration of public buildings not otherwise under its control where they affect historic districts; (8) furnish information and assistance in connection with any capital improvement program involving historic districts; (9) consult with groups of experts.

*(1961, P.A. 430, S. 3; P.A. 77-338, S. 2; P.A. 80-314, S. 3; P.A. 86-105, S. 2; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30.)*

*History: P.A. 77-338 added Subsec. (b) re procedure for inclusion of individual's property in district after its establishment; P.A. 80-314 deleted previous Subsec. (b), inserted new material concerning enlarging districts or creating new ones and ordinance amendments as Subsecs. (b) and (c), placed provisions for commission membership, appointments, etc. in Subsec. (d) rather than Subsec. (a) as previously, amending provisions for alternate members and adding provision concerning vacancies and reappointments, placed provision for adopting rules in Subsec. (e) rather than Subsec. (a) and added provision concerning regulations providing guidance for property owners in preparing applications, added Subsecs. (f) and (g) re permanent records and information required to be sent to the state historical commission, amended provision re acceptance of grants and gifts and employment of personnel, formerly in Subsec. (a), and designated it as Subsec. (h) and added Subsecs. (i) and (j) re multiple commissions and further powers; P.A. 86-105 amended Subsec. (d) to require that one or more residents of historic district be included on commission as members or alternates; June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727.*

*Subsec. (j):*

*Cited. 227 C. 71.*

**Sec. 7-147d. Certificate of appropriateness: Parking areas.**

(a) No building or structure shall be erected or altered within an historic district until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to the historic district commission and approved by said commission.

(b) No building permit for erection of a building or structure or for alteration of an exterior architectural feature within an historic district and no demolition permit for demolition or removal of a building or structure within an historic district shall be issued by a municipality or any department, agency or official thereof until a certificate of appropriateness has been issued. A certificate of appropriateness shall be required whether or not a building permit is required.

(c) The historic district commission may request such plans, elevations, specifications, material and other information, including in the case of demolition or removal, a statement of the proposed condition and appearance of property after such demolition or removal, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application. The style, material, size and location of outdoor advertising signs and bill posters within an historic district shall also be under the control of such commission. The provisions of this section shall not be construed to extend to the color of paint used on the exterior of any building or structure.

(d) No area within an historic district shall be used for industrial, commercial, business, home industry or occupational parking, whether or not such area is zoned for such use, until after an application for a certificate of appropriateness as to parking has been submitted to the commission and approved by said commission. The provisions of this section shall apply to the enlargement or alteration of any such parking area in existence on October 1, 1973.

(1961, P.A. 430, S. 4; 1963, P.A. 600, S. 2; P.A. 73-473, S. 1; P.A. 80-314, S. 4.)

*History: 1963 act redefined "exterior architectural features", deleted stone walls, fences, signs, light fixtures, steps and paving from purview of certificate and excluded exterior paint color from provisions of section; P.A. 73-473 added Subsec. (b) re parking areas; P.A. 80-314 deleted "restored, moved or demolished" and removed definition of "exterior architectural features" from Subsec. (a), added Subsec. (b) re certificates of appropriateness, added Subsec. (c) including provisions re signs and exterior paint color, previously in Subsec. (a), and stating what information is necessary for commission's decision on application and relettered former Subsec. (b) as Subsec. (d).*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727. Cited. 196 C. 596. Cited. 29 CA 28.*



**Sec. 7-147e. Application for certificate. Hearing. Approval.**

(a) The historic district commission shall hold a public hearing upon each application for a certificate of appropriateness unless the commission determines that such application involves items not subject to approval by the commission. The commission shall fix a reasonable time and place for such hearing. Notice of the time and place of such hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality not more than fifteen days nor less than five days before such hearing.

(b) Unless otherwise provided by ordinance, a majority of the members of the commission shall constitute a quorum and the concurring vote of a majority of the members of the commission shall be necessary to issue a certificate of appropriateness. Within not more than sixty-five days after the filing of an application as required by section 7-147d, the commission shall pass upon such application and shall give written notice of its decision to the applicant. When a certificate of appropriateness is denied, the commission shall place upon its records and in the notice to the applicant the reasons for its determination, which shall include the bases for its conclusion that the proposed activity would not be appropriate. In the notice to the applicant the commission may make recommendations relative to design, arrangement, texture, material and similar features. The commission may issue a certificate of appropriateness with stipulations. Evidence of approval, as referred to in section 7-147d, shall be by certificate of appropriateness issued by the commission. Failure of the commission to act within said sixty-five days shall constitute approval and no other evidence of approval shall be needed.

(1961, P.A. 430, S. 5, 7; 1969, P.A. 37; P.A. 73-473, S. 2; P.A. 80-314, S. 5; P.A. 86-105, S. 3.)

*History: 1969 act changed deadline for commission action in Subsec. (a) from sixty to one hundred twenty days; P.A. 73-473 specified parking as well as exterior architectural features as concern of certificate of appropriateness; P.A. 80-314 deleted reference specifying parking or exterior architectural features, changed number of times notice to appear in newspaper from seven to two and add specific time requirements, deleted requirement that commission record applications and activities and deleted former Subsec. (b) and placed in new Subsec. (b) procedure for action on application, changing deadline for action to sixty-five days, adding provisions re quorum, voting and denial of application or issuance with stipulations; P.A. 86-105 reduced newspaper notice requirements to one publication and provided that the bases for commission's determination shall be included in any notice of denial of certificate of appropriateness.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727. Cited. 196 C. 596.*

*Subsec. (a):*

*Failure to republish notice of continuance of a hearing in newspaper did not violate subsec. 49 CS 498.*

**Sec. 7-147f. Considerations in determining appropriateness.  
Solar energy systems.**

(a) If the commission determines that the proposed erection, alteration or parking will be appropriate, it shall issue a certificate of appropriateness. In passing on appropriateness as to exterior architectural features, buildings or structures, the commission shall consider, in addition to other pertinent factors, the type and style of exterior windows, doors, light fixtures, signs, above-ground utility structures, mechanical appurtenances and the type and texture of building materials. In passing upon appropriateness as to exterior architectural features the commission shall also consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, scale, general design, arrangement, texture and material of the architectural features involved and the relationship thereof to the exterior architectural style and pertinent features of other buildings and structures in the immediate neighborhood. No application for a certificate of appropriateness for an exterior architectural feature, such as a solar energy system, designed for the utilization of renewable resources shall be denied unless the commission finds that the feature cannot be installed without substantially impairing the historic character and appearance of the district. A certificate of appropriateness for such a feature may include stipulations requiring design modifications and limitations on the location of the feature which do not significantly impair its effectiveness. In passing upon appropriateness as to parking, the commission shall take into consideration the size of such parking area, the visibility of cars parked therein, the closeness of such area to adjacent buildings and other similar factors.

(b) In its deliberations, the historic district commission shall act only for the purpose of controlling the erection or alteration of buildings, structures or parking which are incongruous with the historic or architectural aspects of the district. The commission shall not consider interior arrangement or use. However, the commission may recommend adaptive reuse of any buildings or structures within the district compatible with the historic architectural aspects of the district.

*(1961, P.A. 430, S. 8; P.A. 73-473, S. 3; P.A. 80-314, S. 6; P.A. 81-326.)*

*History: P.A. 73-473 added specific provisions concerning certificates of appropriateness for parking; P.A. 80-314 added Subsec. (b) re exclusion of consideration of interior space except to recommend adaptive reuse and expanded considerations for certificate concerning exterior features with specific references to doors, windows, signs, etc.; P.A. 81-326 added provisions concerning issuance of certificate of appropriateness for exterior architectural feature designed for utilization of renewable resources.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727. Cited. 196 C. 596. Cited. 227 C. 71.*

**Sec. 7-147g. Variations, permissible when.**

Where, by reason of topographical conditions, district borderline situations or because of other unusual circumstances solely with respect to a certain parcel of land and not affecting generally the district in which it is situated, the strict application of any provision of this part would result in exceptional practical difficulty or undue hardship upon the owner of any specific property, the commission in passing upon applications shall have power to vary or modify strict adherence to said sections or to interpret the meaning of said sections so as to relieve such difficulty or hardship; provided such variance, modification or interpretation shall remain in harmony with the general purpose and intent of said sections so that the general character of the district shall be conserved and substantial justice done. In granting variations, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, better fulfill the purposes of said sections. In addition to the filing required by subsection (b) of section 7-147e, the commission shall, for each variation granted, place upon its records and in the notice to the applicant the reasons for its determinations.

*(1961, P.A. 430, S. 9; P.A. 80-314, S. 7.)*

*History: P.A. 80-314 required that record of granted variance and commission's reasons for granting it be kept.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727. Cited. 196 C. 596.*

**Sec. 7-147h. Action by commission to prevent illegal acts.**

(a) If any provision of this part or any action taken or ruling made by the historic district commission pursuant to the provisions of said sections or of any regulation or ordinance adopted under said sections has been violated, the commission may, in addition to other remedies, institute an action in the superior court for the judicial district wherein such violation exists, which court shall have jurisdiction to restrain such violation and to issue orders directing that the violation be corrected or removed. Such order may direct the removal of any building, structure or exterior architectural feature erected in violation of said sections or any bylaw or ordinance adopted under said sections or the substantial restoration of any building, structure, or exterior architectural feature altered or demolished in violation of said sections or any regulation or ordinance adopted under said sections. Regulations and orders of the commission issued pursuant to said sections, or to any regulation or ordinance adopted under said sections, shall be enforced by the zoning enforcement official or building inspector or by such other person as may be designated by ordinance, who may be authorized to inspect and examine any building, structure, place or premises and to require in writing the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations or orders made under the authority of said sections or of any regulation or ordinance adopted under said sections.

(b) The owner or agent of any building, structure or place where a violation of any provision of this part or of any regulation or ordinance adopted under said sections has been committed or exists, or the lessee or tenant of an entire build-

ing, entire structure or place where such violation has been committed or exists, or the owner, agent, lessee or tenant of any part of the building, structure or place in which such violation has been committed or exists, or the agent, architect, builder, contractor, or any other person who commits, takes part or assists in any such violation or who maintains any building, structure or place in which any such violation exists, shall be fined not less than ten dollars nor more than one hundred dollars for each day that such violation continues; but, if the offense is wilful, the person convicted thereof shall be fined not less than one hundred dollars nor more than two hundred fifty dollars for each day that such violation continues. The superior court for the judicial district wherein such violation continues or exists shall have jurisdiction of all such offenses, subject to appeal as in other cases. Each day that a violation continues to exist shall constitute a separate offense. All costs, fees and expenses in connection with actions under this section may, in the discretion of the court, be assessed as damages against the violator, which, together with reasonable attorney's fees, may be awarded to the historic district commission which brought such action. Any funds collected as fines pursuant to this section shall be used by the commission to restore the affected buildings, structures, or places to their condition prior to the violation wherever possible and any excess shall be paid to the municipality in which the district is situated.

*(1961, P.A. 430, S. 10; P.A. 73-473, S. 4; P.A. 74-183, S. 166, 291; P.A. 76-436, S. 145, 681; P.A. 78-280, S. 1, 127; P.A. 80-314, S. 8.)*

*History: P.A. 73-473 included reference to parking; P.A. 74-183 substituted court of common pleas for circuit court and included reference to "county or judicial district"; P.A. 76-436 substituted superior court for court of common pleas, effective July 1, 1978; P.A. 78-280 deleted reference to "county"; P.A. 80-314 divided section into Subsecs. (a) and (b), replaced former provisions for proceedings to prevent unlawful acts with provisions for proceedings in superior court and added provisions concerning court costs, attorneys' fees and fines.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727. Cited. 196 C. 596.*

### **Sec. 7-147i. Appeals.**

Any person or persons severally or jointly aggrieved by any decision of the historic district commission or of any officer thereof may, within fifteen days from the date when such decision was rendered, take an appeal to the superior court for the judicial district in which such municipality is located, which appeal shall be made returnable to such court in the same manner as that prescribed for other civil actions brought to such court. Notice of such appeal shall be given by leaving a true and attested copy thereof in the hands of or at the usual place of abode of the chairman or clerk of the commission within twelve days before the return day to which such appeal has been taken. Procedure upon such appeal shall be the same as that defined in section 8-8.

*(1961, P.A. 430, S. 11; P.A. 76-436, S. 282, 681; P.A. 78-280, S. 1, 127; P.A. 80-314, S. 9.)*

*History: P.A. 76-436 substituted superior court for court of common pleas and added reference to judicial district, effective July 1, 1978; P.A. 78-280 deleted reference to county; P.A. 80-314 divided section into Subsecs., clarified procedure for obtaining remedy by specifying that commission may institute action in superior court and detailing types of orders court may make and added provisions re assessment of court costs, fees, etc. and re commission's use of fines.*

*See Sec. 51-197b re administrative appeals.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727.*

### **Sec. 7-147j. Exempted acts. Delay of demolition.**

(a) Nothing in this part shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district which does not involve a change in the appearance or design thereof; nor to prevent the erection or alteration of any such feature which the building inspector or a similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration; nor to prevent the erection or alteration of any such feature under a permit issued by a building inspector or similar agent prior to the effective date of establishment of such district.

(b) If a building in an historic district is to be demolished, no demolition shall occur for ninety days from issuance of a demolition permit if during such time the historic district commission or the Connecticut Commission on Culture and Tourism is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. During such ninety-day period the municipality may abate all real property taxes. At the conclusion of such ninety-day period, the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property sell such property or building.

*(1961, P.A. 430, S. 6; 1963, P.A. 600, S. 3; P.A. 80-314, S. 10; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30.)*

*History: 1963 act deleted restriction on maintenance or repairs involving a change of material or outward appearance; P.A. 80-314 deleted references to construction, reconstruction and demolition and inserted references to "erection" and added Subsec. (b) re demolition procedure; June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism.*

*Cited. 153 C. 160. Cited. 171 C. 199. Cited. 189 C. 727.*

**Sec. 7-147k. Prior districts unaffected. Validation of prior creations and actions. Nonprofit institutions of higher education excluded.**

(a) The provisions of this part shall in no way impair the validity of any historic district previously established under any special act or the general statutes. Any and all historic districts created under the general statutes, prior to October 1, 1980, otherwise valid except that such districts, district study committees, municipalities or officers or employees thereof, failed to comply with the requirements of any general or special law, and any and all actions of such districts or historic district commission, are validated.

(b) The provisions of this part shall not apply to any property owned by a nonprofit institution of higher education, for as long as a nonprofit institution of higher education owns such property.

*(1961, P.A. 430, S. 12; P.A. 80-314, S. 11; P.A. 06-196, S. 39.)*

*History: P.A. 80-314 expanded validation to cover districts created before October 1, 1980, and added Subsec. (b) excepting property of nonprofit higher education institutions from provisions of Secs. 7-147a to 7-147k; P.A. 06-196 made a technical change in Subsec. (b), effective June 7, 2006.*

*Cited. 171 C. 199. Cited. 189 C. 727.*

*Subsec. (a):*

*Validation of the Farmington Historic District by this statute rendered moot the basis for complaint. 189 C. 727.*

**Secs. 7-147l and 7-147m. Method of balloting; eligibility to vote; balloting on prior districts.**

Sections 7-147l and 7-147m are repealed.

*(1963, P.A. 600, S. 4, 5; 1971, P.A. 333; 1972, P.A. 127, S. 8; P.A. 75-158; P.A. 78-285; P.A. 80-314, S. 12.)*

**Secs. 7-147n and 7-147o. Reserved for future use.**

**Part Two:  
Historic Properties**

*\*Cited. 196 C. 596.*

*N.B.: The first part of the enabling statute (Sec. 7-147a-o) provides comprehensive, detailed legislative requirements for establishing an historic district. Historic properties are covered by the subsequent section (Sec. 7-147p-y).*

**Sec. 7-147p. Historic property ordinances authorized. Definitions.**

(a) As used in this part: “Historic property” means any individual building, structure, object or site that is significant in the history, architecture, archaeology and culture of the state, its political subdivisions or the nation and the real property used in connection therewith; “altered” means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed; “erected” means constructed, built, installed or enlarged; “exterior architectural features” means such portion of the exterior of a structure or building as is open to view from a public street, way or place; “building” means a combination of materials forming a shelter for persons, animals or property; “structure” means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences and walls; “municipality” means any town, city, borough, consolidated town and city or consolidated town and borough.

(b) Any municipality may, by ordinance and in conformance with the standards and criteria formulated by the Connecticut Commission on Culture and Tourism, designate within its confines an historic property or properties to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of individual buildings and places associated with the history of or indicative of a period or style of architecture of the municipality, of the state or of the nation.

(c) The legislative body of any municipality may make appropriations for the purpose of carrying out the provisions of this part.

*(P.A. 84-286, S. 1; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30.)*

*History: June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism.*

**Sec. 7-147q. Procedures for establishment of historic properties.**

Prior to the designation of an historic property or properties, the following steps shall be taken:

(a) The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic properties study committee for the purpose of making an investigation of one or more proposed historic properties. The legislative body of a municipality which proposes to establish more than one historic property may establish more than one committee. An already existing historic properties commission or an historic district commission established in the municipality pursuant to part I of this chapter may be appointed to make this investigation. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the

municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

(b) The historic properties study committee shall investigate and submit a report which shall include the following: (1) An analysis of the historic significance and architectural merit of the buildings, structures, objects or sites proposed as historic properties; (2) a map showing the exact boundaries of the area to be designated as the historic property or properties; (3) a proposed ordinance or proposed ordinances designed to designate and provide for the protection of an historic property or properties in accordance with the provisions of this part; and (4) such other matters as the committee may deem necessary or advisable.

(c) The historic properties study committee shall transmit copies of its report to the Connecticut Commission on Culture and Tourism, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Connecticut Commission on Culture and Tourism may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed historic property. Each such commission, board or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

(d) The historic properties study committee shall hold a public hearing on the designation of each proposed historic property not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

(e) Notice of the time and place of such hearing shall be given as follows: (1) Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed by certified mail to the owner or owners of record of the real property to be included in each proposed historic property, as



they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic properties study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the real property to be included in each proposed historic property and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic property or properties with the notice of the hearing; and (2) by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

(f) The historic properties study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body of the municipality within sixty-five days after the public hearing.

(g) The owner or owners of record of a proposed historic property may object to the proposed designation by submitting to the historic properties study committee or to the legislative body of the municipality a notarized statement certifying that the person filing such objection is the entire or partial owner of the property and objects to the designation. Unless persons holding fifty per cent or more of the ownership interest in a proposed historic property object to the proposed designation within thirty days following the public hearing held pursuant to subsection (d) of this section, the legislative body of the municipality shall, by majority vote, take one of the following steps: (1) Accept the report of the committee as to the proposed historic property and enact an ordinance to designate the historic property and provide for its regulation in accordance with the provisions of this part; (2) reject the report of the committee, stating its reasons for such rejection; or (3) return the report to the historic properties study committee, with such amendments and revisions as it may deem advisable, for consideration by the committee. The committee shall, within sixty-five days of such return, submit an amended report to the legislative body and mail by certified mail a copy of the amended report to the owner or owners of record of each proposed historic property covered by the report. The committee need not hold a public hearing other than the one provided for in subsection (d) of this section. Unless persons holding fifty per cent or more of the ownership interest in a proposed historic property object to the proposed designation within thirty days of receipt of the amended report by written submission in the manner set forth in this subsection, the legislative body of the municipality may accept or reject the amended report as provided in this subsection.

(h) Any ordinance, or amendment thereof, enacted pursuant to this part, which designates or alters historic property boundaries, shall contain a legal description

of the area to be included within each historic property. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

*(P.A. 84-286, S. 2; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30.)*

*History: June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism.*

#### **Sec. 7-147r. Historic properties commission.**

(a) The first ordinance enacted by a municipality to designate any historic properties shall provide for the creation of an historic properties commission and for the termination of the historic properties study committee or committees. The historic properties commission shall administer the provisions of this part relative to all historic properties then or thereafter designated by the municipality and, relative to such historic properties, the commission shall have all of the powers and duties that historic district commissions have over historic districts pursuant to part I of this chapter except as is otherwise provided in this part. A municipality may designate an historic properties commission to administer historic districts in accordance with part I of this chapter in the event that no historic district commission exists when the historic properties commission is created. A municipality may designate an existing historic district commission to administer historic properties in accordance with this part.

(b) The historic properties commission may from time to time, in accordance with section 7-147q, initiate the designation of additional historic properties or the enlargement of the boundaries of an existing historic property.

*(P.A. 84-286, S. 3.)*

#### **Sec. 7-147s. Certificate of appropriateness.**

(a) No building or structure located within the boundaries of an historic property shall be erected or altered until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to the historic properties commission and approved by such commission. No earthworks or site of recognized historic or archaeological importance within the boundaries of an historic property shall be altered until after an application for a certificate of appropriateness has been submitted to the historic properties commission and approved by said commission.

(b) No building permit for erection of a building or structure or for alteration of an exterior architectural feature within the boundaries of an historic property and no demolition permit for demolition or removal of a building or structure within the boundaries of an historic property shall be issued by a municipality or any department, agency or official thereof until a certificate of appropriateness has been issued. A certificate of appropriateness shall be required whether or not a building permit is required.

(c) The historic properties commission may request such plans, elevations, specifications, material and other information, including in the case of demolition or removal, a statement of the proposed condition and appearance of property after such demolition or removal, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application. The style, material, size and location of outdoor advertising signs and bill posters within the boundaries of an historic property shall also be under the control of such commission. The provisions of this section shall not be construed to extend to the color of paint used on the exterior of any building or structure.

(d) No area within the boundaries of an historic property shall be used for industrial, commercial, business, home industry or occupational parking, whether or not such area is zoned for such use, until after an application for a certificate of appropriateness as to parking has been submitted to the commission and approved by said commission.

*(P.A. 84-286, S. 4.)*

**Sec. 7-147t. Procedure for application for certificate.**

In reviewing and acting upon applications for certificates of appropriateness, the historic properties commission shall follow the procedures set forth in section 7-147e for use by historic district commissions in reviewing applications for certificates of appropriateness affecting historic districts.

*(P.A. 84-286, S. 5.)*

**Sec. 7-147u. Considerations in determining appropriateness.**

Except as otherwise provided in this part, in reviewing and acting upon applications for certificates of appropriateness, the historic properties commission shall apply the same standards and take into account the same considerations as set forth in section 7-147f for use by historic district commissions in reviewing applications for certificates of appropriateness affecting historic districts. In passing upon the appropriateness of alterations to earthworks or sites of historic or archaeological importance, the commission shall consider, in addition to any other pertinent factors, their value and significance, size, design, arrangement, texture and materials. In its deliberations, the historic properties commission shall act only for the purpose of controlling the erection or alteration of buildings, structures, objects, sites or parking that are incongruous with the historic or architectural aspects of the historic property.

*(P.A. 84-286, S. 6.)*

**Sec. 7-147v. Variations, permissible when.**

Where, by reason of topographical conditions or location or because of other unusual circumstances, the strict application of any provision of this part would result in exceptional practical difficulty or undue hardship upon the owner of the historic property, the commission in passing upon applications shall have power to vary or modify strict adherence to the provisions of this part, provided such variance or modification shall remain in harmony with the general purpose and intent of this part so that the historic and architectural aspects of the historic property shall be conserved. In granting variances or modifications, the commission may impose such reasonable stipulations and conditions as will, in its judgment, better fulfill the purposes of this part. The commission shall, for each variance or modification granted, place upon its records and in the notice to the applicant the reasons for its determinations.

*(P.A. 84-286, S. 7.)*

**Sec. 7-147w. Action by commission to prevent illegal acts.**

If any provision of this part, or any action taken or ruling made by the historic properties commission pursuant to the provisions of this part or any regulation or ordinance adopted pursuant to this part, has been violated, the historic properties commission shall have, in addition to other remedies, those remedies available to historic district commissions as provided in section 7-147h.

*(P.A. 84-286, S. 8.)*

**Sec. 7-147x. Appeals.**

Any person or persons severally or jointly aggrieved by any decision of the historic properties commission or of any officer thereof may appeal such decision in the same manner and according to the same procedure as set forth in section 7-147i for appeals from the decisions of the historic district commissions.

*(P.A. 84-286, S. 9.)*

**Sec. 7-147y. Exempted acts. Delay of demolition.**

(a) Nothing in this part shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature within the boundaries of an historic property which does not involve a change in the appearance or design thereof; nor to prevent the erection or alteration of any such feature which the building inspector or a similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration; nor to prevent the erection or alteration of any such feature under a permit issued by a building inspector or similar agent prior to designation of such historic property.

(b) If a building within the boundaries of an historic property is to be demolished, no demolition shall occur for ninety days from issuance of a demolition permit if during such time the historic properties commission or the Connecticut Commission on Culture and Tourism is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. During such ninety-day period the municipality may abate all real property taxes. At the conclusion of such ninety-day period, the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property is under any obligation to sell such property or building.

*(P.A. 84-286, S. 10; June 30 Sp. Sess. P.A. 03-6, S. 210(e); P.A. 04-20, S. 3; 04-205, S. 5; May Sp. Sess. P.A. 04-2, S. 30.)*

*History: June 30 Sp. Sess. P.A. 03-6 and P.A. 04-20 replaced the Connecticut Historical Commission with the Connecticut Commission on Arts, Tourism, Culture, History and Film, effective August 20, 2003; P.A. 04-205, effective June 3, 2004, and May Sp. Sess. P.A. 04-2, effective May 12, 2004, both replaced Connecticut Commission on Arts, Tourism, Culture, History and Film with Connecticut Commission on Culture and Tourism.*

## **B. Public Records and the Freedom of Information Act**

Because HDCs and HPCs fall under the definition of a public body established by law (“any department, institution, bureau, board, commission or official of the state or of any city, town, borough . . . or other political subdivision of the state”), they are bound by both state public records requirements and by the Freedom of Information Act.

**Sections 1-7 through 1-21 of the Connecticut General Statutes (CGS)** lay out in detail the record-keeping requirements of all public agencies in the State of Connecticut. They provide specific provisions for the format in which records such as minutes, agendas, decisions, etc., are to be kept and require that they be made available to the public. Specific questions regarding the keeping of public records should be addressed to the municipal clerk.

**Sections 1-200 through 1-259 of the Connecticut General Statutes** (also known as the **Freedom of Information Act**), were passed to protect the public right to due process and to establish rules for conducting public meetings, including notification and participation. They describe in detail the requirements for public meetings, public hearings, legal notices, public notification, and public record keeping by which public agencies such as HDCs and HPCs must abide.

Violating the strictly outlined requirements for public record-keeping, public meeting notice, and accessibility can cause decisions by HDCs or HPCs to be overturned. It is important to note that the rules are not designed to impede the operation of public agencies. The regulations protect the public right to due process and provide public agencies with concrete, legally defined procedures for doing so. By conscientiously adhering to the rules, will not only operate legally, but will develop a reputation for openness and transparency.

The full text of the **Connecticut General Statutes** is available online at [www.cga.ct.gov](http://www.cga.ct.gov).

The requirements for **public record-keeping** are outlined in Chapter 3: CGS Sections 1-7 to 1-21L.

The requirements of the **Freedom of Information Act** are outlined in Chapter 14: CGS Sections 1-200 to 1-259.

For specific guidance in implementing and adhering to the state requirements, please consult with the municipal attorney, corporation counsel, or the municipal clerk.

## IV. RELEVANT LOCAL LEGISLATION

Municipal documents further define the authority and jurisdiction of the HDC or HPC.

- The **Study Committee Report** details the historical and architectural character of the LHD or LHP, defines the geographical boundaries, and justifies its creation.
- The **local ordinance** formally designates the LHD or LHP and establishes the appropriate commission to administer the area.
- The **rules of procedure** govern the internal operations of the HDC or HPC.

While the choice and process to create an HDC or HPC is executed at the local level, the ability to do so is granted by state law. As such, each of the municipal documents must be compatible with the state statutes.

In order to be legitimate, the Study Committee Report must comply with criteria established by the Connecticut Commission on Culture & Tourism (CCT). The local ordinance must comply with the state enabling statute. The rules of procedure adopted by the commission must be in compliance with *both* the state enabling statute and the Freedom of Information Act.

The state enabling statute and the Freedom of Information Act have been amended many times over the years. It is vitally important that the local ordinance and rules of procedure reflect these changes so that the HDC or HPC can continue to be in compliance with—and thus have the full weight and support of—state law.

### A. Report of the Study Committee

The Study Committee Report, while not a legal document per se, is nonetheless a crucial document in defining the jurisdiction of the HDC or HPC. Not only does the Study Committee Report delineate the boundaries of the LHD or LHP over which the commission will have oversight, it also describes in detail the historical and architectural significance of each of the buildings, supplying commissioners with valuable insight into the specific historic and architectural features it is their responsibility to preserve. By highlighting important historical and architectural details of each building within the LHD or LHP, the report provides guidance to commissioners as they review specific applications and adopt design guidelines.

A copy of a local Study Committee Report may be obtained directly from CCT.

### B. Local Ordinance

The LHD or LHP ordinance empowers the HDC or HPC. It instructs them in their functions, duties, and powers. Connecticut's LHD and LHP enabling act, CGS, Sections 7-147a to 7-147y inclusive, is very detailed and specific. It should be used as a guide for preparing the local ordinance. Amendments to the local ordinance may be initiated by a request of the HDC or HPC to the legislative body of the municipality and shall take effect when adopted by the legislative body.

CCT will review and comment upon proposed ordinances as part of its normal review process. By its nature, the ordinance is the *local* enactment of

the state enabling statute. Questions concerning specific interpretation should be referred to the town attorney or corporation counsel, who should review any new or amended ordinance before it is adopted by the town or city.

The municipal ordinance should contain a clause stating that the HDC or HPC is empowered to exercise all the powers, duties, and functions enumerated in CGS, Sections 7-147a to 7-147k inclusive (historic districts), or Sections 7-147p to 7-147y inclusive (historic properties), as amended. This provision will reduce the risk of a legal challenge to a decision by an HDC or HPC on a matter covered in the state statute, but not specifically spelled out in the local ordinance.

Sample ordinances for LHDs and LHPs may be obtained directly from CCT.

### **C. Rules of Procedure**

Connecticut's LHD and LHP enabling statute requires HDCs or HPCs to adopt rules of procedure consistent with the provisions of the statute. Rules of procedure govern the internal affairs of an HDC or HPC and set forth the application and review mechanisms for a certificate of appropriateness.

Adopting the rules of procedure is the first task of the new HDC or HPC, since it cannot function legally without them. Failure to adopt and follow the rules of procedure may jeopardize decisions by an HDC or HPC, since any appeal would be based almost entirely on its written records.

Developing and adopting the rules of procedure should be the first order of business for any newly established HDC or HPC. Once members have gained some experience, the rules of procedure can be amended by an action of the HDC or HPC. Rules of procedure should always be reviewed by the legal counsel of a municipality prior to being adopted by the HDC or HPC.

Certain elements of rules – such as membership, jurisdiction, and the application process – must reference and be consistent with the state statute and the local ordinance that established the HDC or HPC. However, rules should be far more specific in defining the internal procedures of an HDC or HPC, with special attention to:

1. Place and time of regular meetings
2. Procedure for calling a special meeting, consistent with the Freedom of Information Act
3. Election of officers
4. Duties of the chair, clerk, and any standing committee
5. Role of alternates
6. Number of commissioners constituting a quorum (CGS, Section 7-147e[b]: a quorum is a majority of the members of the HDC or HPC, three out of five)



7. Areas of jurisdiction, as set forth in the enabling statute
8. Method of obtaining an application for a certificate of appropriateness
9. Pre-application consultation, if allowed (Pre-application consultation is an informal discussion with a property owner or resident held by an HDC or HPC at a public meeting to discuss general plans and identify potential areas of concern in advance of a formal application. Opinions expressed by the commissioners in the pre-application consultation are not binding on the eventual application.)
10. Requirements for a public hearing, including notice, conduct, the order of the hearing, minutes, procedures for recording the meeting, and policies on media access consistent with provisions of the state Freedom of Information Act (The rules for conduct at a public meeting may reference *Robert's Rules of Order*. This should be consistent with other town bodies.)
11. Policies concerning the application process over and above those imposed by the enabling statute (For instance, the rules of an HDC or HPC may require that one or more of the commissioners personally visit the property that is the subject of an application. Some HDCs or HPCs require notice of a public hearing to be posted on the property itself in addition to placing legal notices in the local newspaper.)
12. Policies concerning certificates of appropriateness (HDCs or HPCs may set a time limit or expiration date on certificates, requiring that work be completed within a fixed period or else a new application must be submitted. They may also allow the transfer of a certificate of appropriateness from the applicant to a new property owner, subject to the rules of procedure of the HDC or HPC.)
13. Procedures for enforcement and appeal, as set forth in the enabling statute (An enforcement officer should be designated.)
14. Conflict of interest policies, defining the procedures for recusal of a seated commissioner and replacement with an alternate member, consistent with the town's conflict of interest policies
15. Coordination with other town agencies, particularly the procedures for simultaneous or consecutive review of projects with the building official or the planning and zoning authorities
16. Adoption of the U.S. Secretary of the Interior's Standards for Restoration or Rehabilitation as the basis for review by the HDC or HPC

Rules are adopted not merely to satisfy a legal requirement or to establish orderly internal processes for an HDC or HPC, but also to inform the public of the body's procedures, particularly with regard to the process of applying for a certificate of appropriateness.

The rules of procedure must be easily available to property owners and the public, both in print and electronically on the town web site. Some HDCs or HPCs distribute copies of rules to property owners within the LHD or LHP every few years. New residents should receive a copy as soon as they move in. A courtesy visit by a member of the HDC or HPC or an invitation to attend a public meeting of the body can contribute greatly to a property owner's understanding of the responsibilities of living in an LHD or LHP, and help ensure a cooperative attitude.

Coordination with other government officials can aid an HDC or HPC in educating the public, since a property owner's initial contact concerning that body's jurisdiction and procedures will likely be through the building inspector. Copies of rules should be available at HDC or HPC meetings and in the offices of the building inspector, town clerk, or other municipal official where the application for a certificate of appropriateness may be obtained. If design criteria are published, the rules of procedure should be included as well.

## V. COURT DECISIONS

### A. Overview of Cases and Their Importance

Historic preservation laws, as well as HDC and HPC decisions, are subject to judicial appeal and review by the courts. The decisions resulting from review become law in that specific case until vacated or reversed by a higher court.

Bear in mind that decisions in court cases do not change the language or requirements of the state enabling statute. While court decisions may provide guidance for future considerations, only the state legislature can alter or amend the enabling statute.

To ensure the appropriate use of regulatory authority, members of HDCs or HPCs should be familiar with the most important court cases dealing with LHDs and LHPs and have a general knowledge of cases affecting design review and private property. HDC or HPC members are not expected to be legal experts. The municipal attorney or corporation counsel should be called in for consultation whenever necessary.

Below is a list of the most important court cases relating to the administration of LHDs and LHPs in Connecticut, as well as certain cases of national significance that have a bearing on these bodies' activities. Accompanying each case is a brief summary of the case, as well a consideration of its impact on the jurisdiction and administration of HDCs and HPCs in Connecticut.

#### **\* Figarsky v. Historic District Commission of City of Norwich, 368 A.2d 163 (Conn. 1976)**

*Background:* Owners of a property within the Local Historic District applied for a certificate of appropriateness to demolish the house, citing the prohibitive cost of repairs. The application was denied by the Historic District Commission. The owners filed for appeal.

*Summary:* The court found that the Historic District Commission acted appropriately in considering the application and rendered a valid judgment. The court did not support the plaintiffs' claim of illegal taking of the property, because the Commission had exercised its lawful, reasonable, and honest judgment in applying an ordinance that the court found was not unconstitutionally vague.

*Importance:* Figarsky v. Norwich confirmed that historic district regulations that are fairly and consistently applied do not amount to a "taking" of the property.

#### **\* Penn Central Transportation Co. v. New York City, 438 U.S. 104 (1978)**

*Background:* Penn Central Transportation Company proposed to build an office tower on top of Grand Central Station in New York. The New York City Landmarks Commission denied the application in order to preserve the historical and architectural integrity of the Beaux Arts-style station.

*Summary:* The Supreme Court upheld the decision of the New York City Landmarks Commission and

- 1) Recognized historic preservation as a legitimate governmental objective that may result in appropriate restrictions on historic properties

- 2) Confirmed the appropriateness of historic preservation regulations that restrict changes to designated landmark properties and districts but still provide reasonable beneficial use to property owners
- 3) Established a balancing test and stated that takings challenges to historic preservation ordinances must be decided on the basis of three factors: the character of the government action, the economic impact of the regulation on the claimant, and the extent to which the regulation has interfered with distinct investment-backed expectations.
- 4) Noted that property owners are not automatically entitled to the highest and best use of the property, particularly if there are compelling community benefits to preservation

*Importance:* Penn Central v. New York City is the legal foundation of many historic preservation regulations throughout the country. In its decision, the Supreme Court clearly established the legitimacy of historic designations and related restrictions on the development and use of significant properties, within parameters described by the Court.

**\* Farmington Savings Bank v. Zoning Board of Appeals of Town of Farmington, 458 A.2d 1151 (Conn. 1983).**

*Background:* A local bank located in the Local Historic District applied to the building official for a demolition permit without applying first to the Historic District Commission. The building official refused to issue the permit and the property owner appealed stating that during the creation of the Local Historic District, the town had unlawfully excluded corporate owners of real property to vote on the creation of the district and that therefore the property owner did not have to comply with historic district rules.

*Summary:* The court found that the plaintiff's property is properly deemed part of the Farmington Historic District and subject to Ordinance No. 47, § 5, which requires a certificate of appropriateness from the Historic District Commission prior to the issuance of a demolition permit, because the State Legislature in § 7-147k(a) explicitly cured any defects in the creation of the Local Historic District. The court affirmed the trial court's dismissal of the plaintiff's administrative appeal.

*Importance:* Farmington Savings Bank v. Farmington confirmed the effect of the cure provision contained in § 7-147(k) and illustrated that municipal building officials may not issue a demolition permit for property within the Local Historic District unless the property owner has first obtained a certificate of appropriateness from the Historic District Commission, except under the specific conditions as listed in the enabling statute.

**\* Gentry v. City of Norwalk, 494 A.2d 1206 (Conn. 1985).**

*Background:* Property owners in the proposed Local Historic District disputed the weight that was given to ballots regarding the creation of a Local Historic District which were submitted by owners of individual condominiums with the district.

*Summary:* The court determined that the owners of individual condominiums were each entitled to a fractional vote since the condominiums were located on a single parcel.

*Importance:* Gentry v. Norwalk established the legitimacy of fractional votes for multiple ownership of a single parcel in a proposed local historic district.

**\* First Church of Christ v. Ridgefield Historic District, 738 A.2d 224 (Conn. Super. 1998), aff'd 737 A.2d 989 (Conn. App. 1999), cert. denied 737 A.2d 989 (Conn. 1999).**

*Background:* First Church of Christ applied for a certificate of appropriateness to apply vinyl siding to the historic church within the Local Historic District. The Historic District Commission denied the application based on a change in exterior appearance and material that was incongruous within the Local Historic District. The church sought judicial review of this denial on several bases, including claims that the church suffered an undue hardship, that the Commission had predetermined the church application, and that the regulations unreasonably restricted free exercise.

*Summary:* The appeals court affirmed the trial court decision, which had rejected all of the claims. In particular, it rejected the First Amendment claim because there was no interference with the right to express “religious views or associate or assemble for that purpose,” and the First Amendment “cannot be extended... to avoid otherwise reasonable and neutral legal obligations imposed by government.”

*Importance:* First Church v. Ridgefield confirmed, among other things, that religious buildings within a Local Historic District are subject to the same regulatory review requirements as other properties.

**\* Van Deusen v. Town of Watertown, No. CV970138135S, 1999 WL 557970 (Conn. Super. July 22, 1999)**

*Background:* Town residents circulated a petition calling for repeal of the Local Historic District ordinance by town-wide referendum.

*Summary:* The court determined that the Local Historic District could not be repealed by town-wide referendum since only the property owners within the district had voted on whether to establish it. The state’s historic district statute preempts the applicability of the referendum provision of the town charter.

*Importance:* Van Deusen v. Watertown confirmed that Local Historic District regulations cannot be modified or repealed by referendum. The final authority for establishing or repealing a Local Historic District is with the legislative body of the municipality.

**\* Fraioli-Cavallo v. Historic District Commission for the Town of Sharon, 2005 WL 2364934, No. CV054002694. (Conn. Super. Dist.—Litchfield Sept. 7, 2005)**

*Background:* Property owners within the Local Historic District filed suit against the Historic District Commission using procedures other than those outlined in the enabling legislation.

*Summary:* Since the plaintiffs did not adhere to the statutory procedure, the suit was dismissed due to a lack of subject matter jurisdiction.

*Importance:* Fraioli-Cavallo v. Sharon confirmed that appeals of Historic District Commission decisions can only be filed under the procedures outlined in the Connecticut enabling statute.

**\* Peeling v. Historic District Commission of the Town of New Canaan, 2006 WL 3359619, No. FSTCV064009772S (Conn. Super. Dist.—Stamford-Norwalk Nov. 1, 2006)**

*Background:* Homeowners were granted a certificate of appropriateness to make changes to their property within the New Canaan Historic District. Neighbors who own property within the same district filed suit as aggrieved parties to appeal the granting of the certificate.

*Summary:* Court found that the plaintiffs are not statutorily aggrieved, since the property owned by the plaintiffs is not adjacent to or within 100 feet of the subject property. The defendants' motion to dismiss was granted.

*Importance:* Peeling v. New Canaan confirmed that the decisions of the Historic District Commission can only be appealed by property owners who are directly impacted by the decision, not by property owners in the Local Historic District generally.

**\* Morena v. Historic District Commission of the Town of Brookfield, 934 A.2d 335 (Conn. Super. Dist.—Danbury 2007).**

*Background:* Property owners appealed a decision of the town Historic District Commission denying their application for construction of a stone wall on their property.

*Summary:* The Superior Court, Judicial District of Danbury, Shaban, J., held that:

- 1) Two members of the Historic District Commission were not required to disqualify themselves from hearing, and
- 2) The Historic District Commission had jurisdiction to hear application for construction of a stone wall

Appeal dismissed.

*Importance:* Morena v. Brookfield confirmed that stone walls are considered “structures” under the Connecticut enabling statute for Local Historic Districts and are therefore subject to review. The case also clarified the conditions under which recusal of Historic District Commission members may be required.

**\* Historic District Commission of the Town of Fairfield v. Hall, 923 A.2d 726 (Conn. 2007).**

*Background:* The town’s Historic District Commission sought a declaratory judgment and injunctive relief as to whether a large sculpture placed on the front lawn of a landowner’s property in the Local Historic District of the town was subject to the Historic District Commission’s approval. The Superior Court, Judicial District of Fairfield, Adams, J., granted the Historic District Commission’s motion for summary judgment, and the landowners appealed.

*Summary:* The Supreme Court, Zarella, J., held that:

- 1) The term “structure,” as used in the statute governing Local Historic Districts, included extremely heavy objects that were “affixed” to the land by gravity and not easily moved because of their substantial weight, and
- 2) The large sculpture on the landowner’s front lawn constituted a “structure” and, thus, was subject to the Historic District Commission’s jurisdiction because it was “affixed to the land” by gravity

*Importance:* Fairfield v. Hall clarified the definition of a “structure” under the Connecticut enabling statute for Local Historic Districts and confirmed that a structure need not have a permanent foundation to be subject to review

**\* The Felician Sisters of Saint Francis of Connecticut, Inc. et alia v. Enfield Historic District Commission, SC 17931, Judicial District of Hartford (Conn. 2006).**

*Background:* At issue was (1) whether the Historic District Commission has jurisdiction over school parking areas within the district boundaries, and (2) whether the Historic District Commission’s denial of the plaintiff’s application for a certificate of appropriateness was based on considerations outside the scope of its jurisdiction.

*Summary:* The court ruled that the Historic District Commission has broad authority over parking connected to any kind of occupation and enterprise, including a school. In addition, the court confirmed that the Historic District Commission acted within its authority by considering the impact of the proposed parking area on the specific property and on the Local Historic District generally.

*Importance:* Felician Sisters v. Enfield (2006) confirmed that the proposed parking area was subject to review by the Historic District Commission, and that the Historic District Commission may consider the impact of the parking area on the Local Historic District as a whole.

**\* Felician Sisters of St. Francis of Connecticut, Inc. v. Historic District Commission of the Town of Enfield, 937 A.2d 39 (Conn. 2008)**

*Background:* A private school sought judicial review of a decision of the town's Historic District Commission, denying their application for approval of plan to replace gravel parking area with blacktop driveway and parking lot. The Commission appeared to have relied primarily on emotional testimony from neighbors in making its decision, and did not state on the record that it had considered the visual or traffic impacts of the proposed parking scheme. The Superior Court, Judicial District of Hartford, Stengel, J., 41 Conn. L. Rptr. 256, 2006 WL 1230527, dismissed appeal. School appealed, and appeal was transferred.

*Summary:* The Supreme Court, Norcott, J., held that:

- 1) The statute requiring a certificate of appropriateness for occupational parking within Local Historic Districts encompassed parking for the private elementary school, but
- 2) The Historic District Commission's denial of the school's application was an abuse of discretion because it did not consider factors other than "neighborly animosity."

The judgment was reversed, and the case was remanded to the trial court with a direction to sustain the plaintiffs' administrative appeal.

*Importance:* Felician Sisters v. Enfield (2008) confirmed that Historic District Commissions have legitimate regulatory authority, but that (1) the authority must be exercised fairly and consistently in the review of all applications, and (2) the deliberations and determinations of the Historic District Commission must be a matter of record.

**\* Barry v. Historic District Commission of the Borough of Litchfield, 950 A.2d 1 (Conn. 2008)**

*Background:* The homeowner filed an application for a certificate of appropriateness for proposed changes to the exterior of a house in the Local Historic District. The borough Historic District Commission denied the application; the homeowner appealed. The Superior Court, Judicial District of Litchfield, Pickard, J., sustained the homeowner's appeal. The Historic District Commission filed a petition for certification to appeal, and homeowner filed a cross-petition.

*Summary:* After granting both petitions, the Appellate Court, McLachlan, J., held that:

- 1) The trial court order, sustaining the homeowner's appeal and implicitly remanding the case to the Historic District Commission for a new hearing, was a final judgment for purposes of appeal
- 2) The homeowner was not automatically entitled to approval of her application when the Historic District Commission failed to provide



written notice of its denial within sixty-five days, as the homeowner had actual notice of the denial within such period

- 3) The Historic District Commission violated the homeowner's right to fundamental fairness when the chairman allowed a Historic District Commission member to testify extensively as an expert against the homeowner's application

*Importance:* Barry v. Litchfield confirmed that Historic District Commissions must take final action on an application and notify the property owner of the decision within the time frame stipulated by the statute or ordinance. In addition, the court highlighted the need for recusal of Historic District Commission members when there is a potential conflict of interest in the review.

**\* Gibbons v. Historic District Commission of the Town of Fairfield, 941 A.2d 917 (Conn. 2008)**

*Background:* The property owner appealed the Historic District Commission's denial of her application for a certificate of appropriateness for proposed changes to her property. The Superior Court, Judicial District of Fairfield, Radcliffe, J., 2006 WL 1828362, sustained the appeal. The Historic District Commission appealed, and the appeal was transferred.

*Summary:* The Supreme Court, Zarella, J., held that:

- 1) The Historic District Commission's stated reason for its denial of the application for a certificate of appropriateness was within the authority granted to it in the Local Historic District enabling statutes
- 2) In deciding appeals from Historic District Commissions, reviewing courts are limited to determining whether the reason stated by the Historic District Commission is supported by substantial evidence in the record
- 3) If the Historic District Commission's stated reason was rejected as inadequate, the Court could not search the record for any substantially supported reason to justify the Historic District Commission's action; overruling Stankiewicz v. Zoning Board of Appeals, 211 Conn. 76, 556 A.2d 1024 and Stankiewicz v. Zoning Board of Appeals, 15 Conn.App. 729, 546 A.2d 919
- 4) The record lacked substantial evidence to support the Historic District Commission's stated reason for its denial of application for certificate of appropriateness, and thus the denial of application was arbitrary and unreasonable

Judgment of Superior Court affirmed.

*Importance:* Gibbons v. Fairfield highlighted the need for Historic District Commissions to maintain complete and accurate records of their deliberations and determinations for every application. The decision also confirmed that Historic District Commissions must clearly state the criteria for evaluating applications.

**\* Voll v. Monroe Historic District Commission, 2008 WL 1868417, No. CV054013211 (Conn. Super. Dist.—Fairfield Apr. 10, 2008)**

*Background:* Homeowners applied to the commission for a certificate of appropriateness to construct a shed, two fences, a wall, and a gate at their personal residence in the Local Historic District. During the hearing the appellants, who were represented by legal counsel, presented testimony, photographs, and letters supporting their application. No mechanical recording device was utilized by the Historic District Commission to record the proceedings that evening. Following the conclusion of the hearing, the Historic District Commission conducted a discussion and then denied the appellants' application for a certificate of appropriateness for the wall and the gate, but granted a certificate for the two fences and the shed. The appellants' claim that the decision of the Historic District Commission was illegal and arbitrary, as the Historic District Commission conducted its meeting in violation of its own regulations and in violation of state statutes. Therefore, the appellants claimed the Historic District Commission's decision and the results of said meeting were not proper and legal and were voidable.

*Summary:* The minutes of the two meetings held by the Historic District Commission were insufficient as to their content for the court to make a reasoned decision. The minutes do not reflect the identity of who prepared them and the date they were prepared. There was no documentation to support whether the minutes of the meeting were ever approved as written. Neither set of minutes reflected when they were transcribed or typed, which is especially important where no transcript or recording of the meeting exists. Additionally, the Historic District Commission did not state its reasons for denying the certificate of appropriateness in its records and in the notice to the applicants/appellants for denying the certificate of appropriateness regarding the stone wall and gate which is a violation of Connecticut General Statutes, Section 7-147e(b).

*Importance:* Voll v. Monroe highlighted the need for adequate rules of procedure for the Historic District Commission. Specifically, the Historic District Commission must (1) prepare and approve written minutes detailing the deliberations and actions of each meeting, and (2) cite specific reasons for denying an application based on the commission's stated review criteria.

## VI. RULES OF PROCEDURE

In order to operate effectively, HDCs and HPCs need to consider all applications fairly and consistently. It is critical to provide members with the training and information that will enable them to make defensible decisions that serve the interests of the community.

Making defensible decisions is rooted first in a faithful adherence to, and application of, the laws. If a property owner can demonstrate that an HDC or HPC failed to comply with public meeting laws (failing to post legal notice in the appropriate amount of time before a hearing, for example) or even with its own internal rules of procedure, the decisions rendered can be challenged and reviewed by the Superior Court.

Defensible decisions also require sound and reasoned judgment on applications with respect for the law and knowledge of the issues. In order to avoid a legal challenge, an HDC or HPC must be able to present the reasons for its determination and show how its determination is consistent with prior decisions and with the body's purpose as a whole.

This section outlines the basic requirements for administration of an HDC or HPC and the process of reviewing applications for certificates of appropriateness. Specific questions regarding the interpretation of the enabling statute or the Freedom of Information Act should be directed to the municipal attorney.

### A. Commission Membership

The HDC or HPC is composed of five regular members and three alternate members, all of whom must be residents or property owners who are qualified to vote in the municipality. At least one of the members must be a resident of HDC or HPC if such a representative can be found. All regular members and alternates serve as volunteers in an unpaid capacity.

#### 1. Appointment

The method for the appointment of members is determined by local ordinance. Members are appointed usually by the chief elected official of the municipality.

#### 2. Term Length

The term length for an HDC or HPC member is five years. While a member may be appointed to more than one term, the individual should be prepared to step down at the end of five years. One member's term should expire each year so as to promote both turnover and continuity.

#### 3. Alternates

When seated, alternate members have all the powers and duties of a regular member. If a regular member is absent or cannot serve due to a conflict of interest, the chairman should appoint one of the alternates in rotation to serve instead.

#### 4. Officers

At the start of every year the HDC or HPC should elect a chairman, vice-chairman, and clerk, whose responsibilities will be defined in the local

ordinance and the rules of procedure. The chairman will preside at all meetings, with the vice-chairman serving in the chairman's absence. The clerk will be responsible for keeping the minutes and submitting them to the municipal clerk. In some cases, a municipal employee may be enlisted to take the minutes. In that case, the HDC or HPC clerk verifies that the minutes have been accurately recorded and submitted to the municipal clerk.

### **5. Qualifications**

Beyond a knowledge of the enabling statute, there are no explicit requirements for being a member of the HDC or HPC. Whenever possible, members should have some expertise in one or more of the following areas: architecture, architectural history, construction, design, historic preservation, law, local history, planning and zoning, or real estate. Regardless of their background, all members should be prepared to learn the duties and responsibilities of their position, to attend regular meetings, and to make legally binding decisions in accordance with state and local law.

### **6. Conflict of Interest**

All municipalities are required by law to adopt a conflict of interest policy. The members of the HDC or HPC should receive copies of the conflict of interest policy specific to the municipality and be familiar with its requirements.

## **B. Annual Reports to CCT**

The HDC or HPC is required to file a report at least once a year with CCT. The report should include at a minimum the following information:

- A summary of the HDC's or HPC's activities during the past year
- The number of applications for certificates of appropriateness reviewed and the number approved or denied
- Names and contact information for all members, including officers and alternates, with the ending date of their terms
- Other pertinent information, such as any recent changes in the character of the LHD or LHP, any particular issues or concerns, or any changes in local rules of procedure

While the annual report is designed to facilitate communication between the HDC or HPC and CCT, the same information can also be presented as an update for property owners and other town boards and agencies.

## **C. Meetings**

Any gathering of a quorum of HDC or HPC members in which they discuss a matter before the commission or any other commission business is considered a meeting, and is subject to public meeting and public record laws.

If an e-mail exchange or telephone call takes place in which three or more members participate and commission business is discussed, that is considered a quorum and a meeting, and is therefore subject to public meeting laws.

Meetings should not be confused with public hearings at which the HDC or HPC solicits testimony on pending applications. Meetings are typically directed at the internal affairs and business of the HDC or HPC, including deliberation and voting on applications for a certificate of appropriateness.

HDCs or HPCs may hold public hearings before or in conjunction with the regular meetings. There are additional rules for public hearings that are detailed in the section dealing with certificates of appropriateness.

### **1. Public Hearings**

Every application for a certificate of appropriateness requires a public hearing which must be noticed and posted according to the state enabling statute and the local ordinance. The hearing is intended to give members of the public, including the property owner, the opportunity to present and express their opinions regarding proposed changes to buildings in the district.

After the hearing, HDC or HPC members should be prepared to discuss the application as an agenda item at the regular meeting and deliver a vote on it.

### **2. Regular Meetings**

The HDC or HPC must establish by ordinance the place for holding its regularly scheduled meetings. Such meetings may take place once a month or more frequently, depending on the nature and volume of business to be addressed.

#### **a. Quorum**

For a meeting to take place, a quorum of members must be present. A quorum is generally defined as a voting majority of the HDC or HPC, typically at least three members, whether regular members or seated alternates.

#### **b. Schedule**

A schedule for regular meetings must be filed with the municipal clerk in January of any given year. A meeting may not be held sooner than thirty days after the schedule has been filed.

#### **c. Agenda**

The agenda identifies the items that will be discussed at the HDC or HPC meeting and that may be of interest to the public. An agenda must be filed with the municipal clerk's office no less than twenty-four hours prior to the meeting. The agenda should also be made available to the public at the place and time of the meeting itself.

HDC or HPC members may vote to change the order of items on the agenda, but may not add or subtract any items once the agenda has been posted. Changes to the order of the agenda may be made during the meeting by a two-thirds majority vote. Such changes should be recorded in the minutes.

Any opportunity for public comment must be posted on the agenda in advance of the meeting. HDCs or HPCs may choose to include a “speak-out” or public comment period on the agenda of every regular meeting. Any correspondence sent or received should be included on the agenda of every meeting so that all members remain informed of news and opportunities.

**d. Public and Media Access**

Access to the meeting must be granted to members of the public and of the media. Any meeting may be recorded, photographed, or broadcast. Requiring members of the public to sign a register or identify themselves prior to being admitted is prohibited.

**e Decisions**

The record of any votes by the HDC or HPC must be made available to the public within forty-eight hours of the meeting at which the action was taken. The votes and decisions made by the members during the meeting must also be recorded in the minutes.

**f. Minutes**

Minutes should be compiled by the HDC’s or HPC’s clerk and submitted to the municipal clerk within seven days of the session to which they refer (CGS, Section 1-225(a) (the Freedom of Information Act)). The minutes must include the deliberations and decisions of the HDC or HPC.

**3. Special Meetings**

Any meeting not listed on the schedule filed with the municipal clerk in January is considered a special meeting. Notice for such meetings listing the time and place and business to be transacted must be posted in the office of the municipal clerk at least twenty-four hours prior to the meeting. Every member of the HDC or HPC must be duly notified of the meeting. No divergence from the posted agenda is allowed.

**4. Emergency Meetings**

An emergency special meeting may dispense with the notification requirements listed above, but minutes detailing the precise nature of the emergency and the business transacted must be filed with the town clerk within seventy-two hours of the meeting.

**5. Executive Session**

An executive session is the only type of public meeting from which the public may be excluded. Executive session is not a meeting per se and can be a part of a regular or special meeting after an affirmative vote of two-thirds of the members present and voting, stating the reasons for the session.

An HDC or HPC may only enter executive session for a very limited number of reasons – discussion concerning employment, evaluation, or dismissal of an employee or public officer; strategy regarding

**D. Certificates of Appropriateness**

pending (not merely threatened) claims and litigation; or discussion of a matter which would result in disclosure of public records concerning pending claims or litigation.

Attendance at an executive session is limited to seated members (including any alternates who have been seated in the absence of a regular member). Other persons may be invited to present testimony or opinion concerning the matter at hand, but their attendance is limited to the time their presence is necessary. The minutes must disclose every person in attendance except job applicants.

**6. Interruption**

If a meeting is interrupted and becomes disorderly, the HDC or HPC may order the room cleared and continue in session, but only matters on the agenda may be discussed. Representatives of the media must be allowed to remain unless they have participated in the disturbance.

The main responsibility and authority of HDCs and HPCs is to determine the appropriateness of proposed changes to the properties within their jurisdiction. Prior to making any alterations to the exterior of the property that would be visible from a public street, way, or place, property owners must submit an application to the HDC or HPC for a certificate of appropriateness. The State of Connecticut never needs a certificate of appropriateness, and municipalities do not need one for street improvements.

*For a building or structure within the LHD or one designated as an LHP, no building permit for construction or alteration and no demolition permit can be issued by the municipality until a certificate of appropriateness has been issued.*

**1. What work requires a certificate of appropriateness?**

A certificate of appropriateness is required for, but not limited to, any of the following exterior work that may be visible from a public street, place, or way:

- a.** Construction of any new building or structure, or the proposed relocation of an existing building or structure
- b.** Alteration of or any addition to the exterior architectural features of an existing building or structure
- c.** Any proposed demolition of any existing building or structure, in whole or in part
- d.** Any alteration or repair resulting in a change of materials on an existing building or structure
- e.** Replacement, addition, or modification of windows, doors, storm windows, storm doors, or shutters on an existing building or structure
- f.** Outdoor advertising signs and bill posters
- g.** Parking areas for industrial, commercial, business, home industry, or occupational use

- h. Fences, walls, curb cuts, driveways, walkways, exterior lighting fixtures, and other fixed structures

**2. What work does not require a certificate?**

- a. Any alteration not visible from a public street, way or place
- b. Routine maintenance that does not involve a change in materials, design, or texture
- c. Painting (with no change of material) and paint color
- d. Interior alterations

**3. When and how does one apply for a certificate of appropriateness?**

Before beginning any work, the property owner must apply for a certificate of appropriateness and receive the approval of the HDC or HPC. Applications for certificates of appropriateness should be readily available at the town offices. If the municipality has a web site, applications may be posted as forms that can be printed out or filled in electronically. The completed application should be mailed or delivered to the town offices.

As part of the application, the HDC or HPC may request plans, elevations, specifications, photographs, sample materials, and other information as may be reasonably deemed necessary to enable it to make a determination on the application. In the case of proposed demolition or removal, members may require a statement of the proposed condition and appearance of the property after such demolition or removal.

**4. Pre-application Consultation**

Because the submission of an application requires a public hearing and subsequent action by the HDC or HPC, property owners may wish to schedule a pre-application consultation with the HDC or HPC in the context of a regular meeting to outline the project and identify any potential concerns before the application is submitted. The rules for such consultations should be described in the HDC or HPC rules of procedure. Pre-application consultations are solely advisory; the HDC or HPC is not bound to any particular determination as a result of such meetings.

**5. The Public Hearing**

Every application for a certificate of appropriateness requires a public hearing. The hearing is intended to give members of the public, including the property owner, the opportunity to present information and opinions regarding proposed changes to buildings in the LHD or LHP. After the hearing, HDC or HPC members should be prepared to discuss the application as an agenda item at the regular meeting and deliver a vote on it.

**a. Timing**

Once an application for a certificate of appropriateness has been received, the HDC or HPC has sixty-five days from the date



of receipt to hold a public hearing and make a determination on the application. Failure to act in that time frame constitutes approval of the application.

Because of the importance of this deadline, the rules of procedure of the HDC or HPC should clearly state how and where an application is to be received, whether it is at the office of the municipal clerk, the building official, the HDC or HPC, or another municipal agency. Applications should be stamped with the date of receipt by a designated individual.

#### **b. Notification**

Notice for a public hearing must be published in a local newspaper at least once between fifteen and five days before the date of the hearing. Notification may also be sent directly to the property owners.

Some HDCs or HPCs require in the rules of procedure that a notice of the public hearing be posted at the subject property. Some also require notification of direct abutters to the property.

#### **c. Agenda**

A formal agenda for the public hearing should be available twenty-four hours before the hearing and should be posted at the hearing itself.

#### **d. Order and Conduct**

HDCs or HPCs may wish to adopt their own rules of order for a public hearing to ensure appropriate conduct. Such rules should be reviewed by the municipal attorney for compliance with all relevant statutes. An HDC or HPC may choose to conduct the public hearing according to *Robert's Rules of Order*.

The schedule of the public hearing should allot time for (a) a brief presentation of the proposal by the applicant and/or the applicant's consultants, (b) statements of support for and objections to the application by the public, (c) questions to be considered or addressed by the HDC or HPC members, and (d) additional comments or information from the applicant.

#### **e. Recusal**

If any HDC or HPC member has a real or potential conflict of interest on any application, as defined by the municipal conflict of interest policy, the individual must be recused from the public hearing and from the subsequent regular meeting at which the application is discussed. An alternate may be seated in place of the recused member.

Recusal is usually based on a prospect of fiduciary impact on the member either directly or indirectly as a result of the HDC's or HPC's deliberations or actions. Casual acquaintance with the applicant would not constitute grounds for recusal, but the prospect of employment or business partnership for the member or a close relative would. A member who owns or occupies property abutting that of the applicant may choose recusal if the body's action on the application is likely to affect

the member's own property value, either negatively or positively.

Once recused, the member may not participate in any discussion regarding the application either as a member or as a private party and may not vote on the particular application. The recused member may not return to the HDC or HPC until the hearing for the particular application is closed, and the application has been acted upon.

**f. Determination**

After the public hearing on a particular application is closed, seated members may consider the application on the agenda of a regular meeting to be discussed and voted upon. Members' deliberations should be based on the enabling statute, the local ordinance, and the body's own rules of procedure, including any specific design guidelines and any established precedents.

A majority vote by the seated members will determine whether the application for a certificate of appropriateness is (1) approved as submitted, (2) approved with stipulations, or (3) denied. The HDC's or HPC's approval may include stipulations, such as time limits for the construction, use of specific materials, and even design changes. When an application is denied, the HDC or HPC must state the reasons for its denial in its records and in its notification to the property owner. In denying an application, the body may provide specific recommendations as to how the application might be improved.

A written notification of the decision of the HDC or HPC should be sent to the applicant within forty-eight hours after the meeting. Any stipulations should be detailed in the written notification. If an application is denied, the reasons must be clearly articulated in the notification to the affected property owner.

**g. Continuation of Review**

If there is not enough time at a public hearing or at a regular meeting to address all the details of a particular application, the HDC or HPC may choose to continue the public hearing to a later date or continue the review by placing it on the agenda of the next regular meeting. If the public hearing is continued, a notice of continuation with the date, time and location of the continuation should be posted immediately after the first public hearing.

The HDC or HPC must take final action within sixty-five days of the date the application was filed. The enabling statute does not allow for any special arrangements or extensions, even with the concurrence of the applicant. Failure to make a determination on an application within the sixty-five-day period shall be construed as approval by the HDC or HPC.

#### **h. Public Record and Notification**

Any decision reached during the meeting, including the votes of each member, must be made available for public inspection within forty-eight hours of the meeting. A written notice of any decision reached should be delivered to the applicant within forty-eight hours. The minutes of the meeting should be submitted to the municipal clerk and available for public inspection within seven days.

### **6. Considerations in Evaluating Appropriateness**

The state enabling statute directs that, “In its deliberations, the historic district commission shall act only for the purpose of controlling the erection or alteration of buildings, structures, or parking which are incongruous with the historic or architectural aspects of the district.” A certificate of appropriateness must be issued for any application that is determined to be “not incongruous” with the character of the historic district or property.

Because of their legal nature, HDCs and HPCs should be prepared to work with their municipality’s designated legal counsel to ensure that their actions have the support of state and local law. In particularly thorny applications for certificates of appropriateness HDC or HPC members should consult with counsel before rendering a decision.

Some of the factors that commissioners may consider in making their determination include:

- Historical and architectural value and significance
- Architectural style
- Scale and proportion
- General design and arrangement of features
- Texture and material of architectural features
- The relationship of the building and its details to other buildings and structures in the immediate neighborhood
- Type and scale of exterior windows, doors, light fixtures, signs, above-ground utility structures, and mechanical appurtenances (CGS, Section 7-147f[a])

In all cases, the HDC or HPC may only review those changes to the exterior of the building or structure that are visible from a public street, place, or way. They need not treat the application as a simple yes-or-no proposition, but should work with applicants to accommodate their needs without undermining the integrity of the LHD or LHP.

#### **a. Repairs**

Normal property maintenance and repairs are not subject to review as long as there is not a change in configuration or material. In the case of roof or siding replacement, for example, a certificate of appropriateness is not required if the property owner is simply replacing the existing materials with similar ones. If an owner proposes to replace a slate roof with asphalt, or replace wood siding with vinyl, then HDC or HPC review is required because of the change in material.

### **b. Alterations**

Any exterior alterations to existing buildings and structures that are visible from the public way are subject to review. “Altered” as defined by the enabling statute means “changed, modified, rebuilt, removed, demolished, razed, moved, or reconstructed.” The HDC or HPC has the authority to review and determine the appropriateness of any proposed alteration to the exterior of the building or structure within the LHD or LHP that is visible from a public way. Members should pay special attention to the impact of the change on the historic character of the building and to the integration of any new construction additions with the existing structure, both in terms of architectural style and materials.

### **c. Additions and New Construction**

Any proposed new construction within the LHD or LHP that will be visible from a public way, including additions to existing buildings and new development on vacant or subdivided lots, requires a certificate of appropriateness. The enabling statute does not require the use of historical techniques or materials, nor does it require adherence to a particular architectural period or style. The proposed structure simply needs to be sited and designed in a way that is “not incongruous” with the character of the district. For new construction, HDCs and HPCs should consider the size, scale, proportion, and massing of the building as well as the compatibility of form and materials.

In most LHDs or LHPs, the buildings already represent a range of styles and periods. Preserving the rhythm of a particular streetscape with a new building that has the same height, setback, and scale as its neighbors may be more important than the specific exterior materials.

### **d. Demolition**

Any proposed demolition of a building or structure in the LHD or LHP that is visible from the public way is subject to HDC or HPC review, regardless of whether a demolition permit is required. Within the LHD or LHP, a certificate of appropriateness is required before a demolition permit can be issued by the building official.

Under the enabling statute, the HDC or HPC has the authority to impose a demolition delay of up to ninety days once a demolition permit has been issued for any building or structure in the LHD or LHP. The demolition delay does not apply if the building official has certified that there are unsafe or dangerous conditions that threaten public safety.

The ninety-day demolition delay gives the HDC or HPC, CCT, and other advocates time to research and document the historic building, consult with the property owner on alternatives

to demolition, or find a potential purchaser to preserve the building or relocate it. The delay can be lifted at any time by written consent from both the HDC or HPC and CCT.

**e. Demolition by Neglect**

HDCs and HPCs do not have the authority to require any maintenance or repair of an existing building or structure. If a property is visibly deteriorating, members may contact the property owner to express their concern and offer guidance on appropriate solutions for stabilization and protection.

Allowing a building or structure to deteriorate to the point where it cannot reasonably be preserved or repaired is known as “demolition by neglect.”

HDCs and HPCs may ask the local building official to inspect the property for planning and zoning violations, and they may also consult with the building official regarding enforcement of the state building code and the local blight ordinance.

**f. Renewable Energy Systems**

Renewable energy systems such as solar panels and wind turbines are subject to review in an LHD or LHP. The HDC or HPC may need to consult with the property owner, the installation contractor, and outside consultants to fully understand the technical requirements of the proposed system.

The certificate of appropriateness may include stipulations relating to the design and location of the renewable energy system as long as the stipulations do not significantly impair the effectiveness of the system. Under the enabling statute, the HDC or HPC may not deny an application unless it determines that the renewable energy system cannot be installed without substantially impairing the historic character and appearance of the LHD or LHP.

**g. Parking**

Plans for new, enlarged, or altered parking areas within the LHD or LHP are subject to review, regardless of zoning. Parking for industrial, commercial, business, home industry, or occupational use requires a certificate of appropriateness.

In deliberating on parking areas within the LHD or LHP, the HDC or HPC may consider the size of the parking area, the visibility of cars parked in the proposed area, the proximity of the parking area to adjacent buildings, and other factors which have a bearing on the historic character of the specific LHP and/or the LHD as a whole.

**h. Hardship variations**

HDCs and HPCs have the authority to vary, modify, or interpret the review standards to accommodate unusual situations. Within a regulated LHD or LHP, hardship refers only to “topographical

conditions, district borderlines situations, or other unusual circumstances solely with respect to a certain parcel of land and not affecting” the LHD or LHP as a whole that would result in exceptional practical difficulty or undue hardship with respect to a particular project.

The enabling statute allows the HDC or HPC to relax the strict applications of its standards in regard to a particular situation, but does not provide an exemption from review. A certificate of appropriateness is still required for any exterior work visible from a public way.

Variations must be based on information provided by the property owner in the application for a certificate of appropriateness and must be related to the “unusual circumstances” of that particular property. If a variance is granted, the HDC or HPC must detail the specific reasons for the variation in its own records and in its notice to the property owner.

## **7. Appeals**

Property owners, applicants and any other aggrieved persons may appeal a decision of the HDC or HPC through a judicial process. The appeal must be filed with the Superior Court for the judicial district in which the LHD or LHP is located within fifteen days of the date when the decision was rendered. The party appealing the decision must deliver a notarized copy of their appeal directly to the chairman or clerk of the HDC or HPC or to their usual place of abode.

In the 1970 appeal of *Carroll v. Roxbury Historic District Commission*, a Superior Court judge ruled that “the date the decision was rendered” means that the fifteen-day period begins when the applicant receives notice that an application was denied, not on the date that the HDC or HPC reaches its decision. Applicants should be notified of the HDC’s or HPC’s determination within forty-eight hours of that body’s meeting.

## **8. Enforcement**

The decisions of the HDC or HPC are legally enforceable under the municipal authority and the state enabling statute. Any work on a building or structure that is undertaken without a required certificate of appropriateness is a violation of the municipal ordinance.

If a violation exists, either by failure to apply for a certificate of appropriateness or because of abridgement of the terms of the certificate, the HDC or HPC may institute an action against the violator in the Superior Court for its judicial district and request an injunction for specific action. The HDC or HPC does not have the authority to impose fines or issue “stop-work” orders on its own. The town enforcement officer and the corporation counsel must be consulted. It is the responsibility of the town to provide the HDC or HPC with legal representation as it would for any municipal body.

**a. Penalties**

The Superior Court injunction may direct the “removal or correction” of a building or structure or exterior architectural feature that is erected in violation of the HDC or HPC regulations. The violator may be fined \$10 to \$100 a day as long as the violation exists, or \$100 to \$250 per day if the violation is willful, plus additional damages and court costs.

The violator does not have to be the owner of the building; a lessee, tenant, agent or contractor may be in violation as well. The fines imposed by the Superior Court shall be used to restore the building, structure, or site to its previous condition, with any excess money turned over to the municipality.

**b. Enforcement Officer**

The HDC or HPC may designate the municipality’s zoning enforcement officer, building inspector, or other official to enforce its authority as designated by the local ordinance. The enforcement officer may be authorized to inspect and examine any particular property and issue a written requirement for remedying any violation of the HDC or HPC regulations.

The HDC or HPC should work with the enforcement officer to ensure that individual understands its purposes and concerns and is able to commit to enforcing its actions.

Securing the cooperation and trust of residents and property owners is the most effective means of enforcement. Where voluntary compliance is not forthcoming, and negotiations have broken down, the threat of legal action can persuade reluctant parties to apply for a certificate of appropriateness or adhere to the stipulations of an existing certificate.

“Stop-work” orders and daily fines may be imposed by the building official under the state building code and under local planning and zoning ordinances as warranted. HDCs and HPCs do not have the authority to impose fines or issue stop-work orders directly.

## Timeline and Checklist

<input type="checkbox"/> <b>Application Forms.</b>	Applications for a certificate of appropriateness are available at designated town offices and at every HDC or HPC meeting.
<input type="checkbox"/> <b>Required Submittals.</b>	Application requirements, including property identification, scope of work, owner's signature, and required attachments (photographs, plans, specifications, sample materials) are spelled out in the HDC or HPC rules of procedure and on the application form.
<input type="checkbox"/> <b>Pre-application Consultation.</b>	Applicant or property owner may request a pre-application consultation with the HDC or HPC at any of its regularly scheduled meetings. Intentions or opinions expressed at the pre-application consultation are not binding on either the applicant or the HDC or HPC..
<input type="checkbox"/> <b>Receipt of Application.</b>	(beginning of the formal application process) The completed application is submitted to the designated town official and stamped with the date of receipt.
<input type="checkbox"/> <b>Initial Review of Application.</b>	The HDC or HPC chairman or a designated representative reviews the application to ensure that it is complete and that the property and scope of work are subject to HDC or HPC review.
<input type="checkbox"/> <b>Notice of Public Hearing.</b>	The HDC or HPC schedules a public hearing on the application, notifies the property owner or applicant, and runs a legal notice of the upcoming public hearing in a local newspaper not more than fifteen days and not less than five days before the hearing date.
<input type="checkbox"/> <b>Public Hearing.</b>	The HDC or HPC convenes with a quorum to conduct the public hearing and solicit comments on the application from the property owner and any other interested parties.
<input type="checkbox"/> <b>Public Hearing Continuation.</b>	If the allocated time for the public hearing is not sufficient to accommodate all parties who wish to speak, the HDC or HPC may continue the public hearing to a new date, notify the applicant of the continuance, and run a new legal notice in the newspaper.
<input type="checkbox"/> <b>Regular Meeting Agenda.</b>	When the chairman closes the public hearing, the application is placed on the agenda of the next meeting of the HDC or HPC. The agenda and notice of the meeting must be posted at least twenty-four hours in advance.
<input type="checkbox"/> <b>Review and Deliberation.</b>	The HDC or HPC convenes with a quorum at a posted meeting to deliberate on the application(s) listed on the agenda. The HDC or HPC may vote to (a) approve the application as submitted, (b) approve the application with conditions, (c) deny the application, or (d) continue the application for further deliberation and voting at the next posted meeting.  <i>Applications cannot be continued beyond sixty-five days from the date of filing. If the commission fails to vote on the application within sixty-five days, the application is automatically approved.</i>
<input type="checkbox"/> <b>Vote of the HDC or HPC</b>	(no later than sixty-five days after receipt of the application) The results of the HDC or HPC vote are provided to the property owner or applicant and made available for public inspection within forty-eight hours of the regular meeting at which the vote was taken.
<input type="checkbox"/> <b>Meeting Minutes.</b>	The minutes of the HDC or HPC meeting are filed with the municipal clerk and made available for public inspection within seven days of the meeting.
<input type="checkbox"/> <b>Right of Appeal.</b>	The property owner, applicant, or other aggrieved person may file an appeal of the HDC or HPC decision with the Superior Court within fifteen days of notification of the decision. A notarized copy of the appeal must be delivered directly to the chairman or clerk of the HDC or HPC or to their usual place of abode.



**E. Amendments**

**1. Amending the Local Historic District or Local Historic Property Boundaries**

From time to time, the municipality may wish to enlarge or amend the boundaries of an existing LHD or LHP. The procedures for doing so are identical to those for designating an LHD or LHP, including the appointment of a Study Committee, preparation of a new report, a public hearing, and action by the local legislative body to adopt the amended local ordinance. The existing HDC or HPC may be appointed as the Study Committee.

When additional property is proposed as an addition to the LHD or LHP, only the affected property owners within the boundary increase are entitled to vote, by the same method of balloting as outlined in the enabling statute (CGS, Section 7-147c (b)).

**2. Amending the Local Ordinance**

HDCs or HPCs may need to amend or update the local ordinance to reflect changes in the character of the LHD or LHP or to bring the local ordinance into compliance with the current state enabling statute. The HDC or HPC may recommend amendments to the local legislative body for consideration and voting.

The local legislative body may also take the initiative to amend the ordinance directly provided that the amendments (1) have been submitted to the HDC or HPC for review and comment during a period of no more than sixty-five days, (2) do not involve a change in the boundaries of the existing LHD or LHP, and (3) do not involve the creation of a new LHP or LHD.

**3. Amending the Rules of Procedure**

An HDC or HPC may amend its own rules of procedure from time to time by a majority vote or other procedures as described in the local ordinance. The new rules of procedure must be in compliance with the state enabling statute. All changes should be reviewed by the legal counsel of the municipality prior to being adopted by the HDC or HPC.

**F. Discretionary Powers**

Under the state enabling statute, HDCs and HPCs are granted additional discretionary powers, including but not limited to:

- Making periodic reports to the local legislative body
- Providing information to property owners and others regarding historic preservation
- Suggesting legislation pertinent to the preservation and character of the historic district
- Initiating planning and zoning proposals
- Cooperating with other regulatory agencies, civic organizations, and groups interested in historic preservation
- Commenting on applications for zoning variances and special exceptions affecting the historic district
- Advising on sidewalk construction and repair, tree planting, street improvements, and public buildings as they affect the historic district
- Furnishing information and assistance with capital improvement programs in historic districts

- Consulting with groups of experts
- Publishing brochures, presenting walking tours, having other informational programs on the character, history, and architecture of the LHD or LHP

The discretionary powers provide an opportunity for HDCs and HPCs to extend their efforts in the community in support of historic preservation. In many communities, the HDC or HPC becomes a source of technical expertise and advice for property owners within and outside the district and for other municipal boards and officials.

Duly appointed HDC and HPC members are an important part of municipal governance. With creativity and energy, they can provide leadership in the preservation and protection of the community's historic resources.



**PART THREE**

**How to Be an  
Effective  
Commission**

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## INTRODUCTION

The practical test of a local Historic District Commission (HDC) or local Historic Property Commission (HPC) is its ability to operate effectively to preserve the heritage and character of the community. An effective HDC or HPC fulfills its regulatory responsibilities fairly and consistently, but also works to build strong relationships with private property owners and municipal officials. It works toward a goal of voluntary compliance with historic district regulations, but also moves quickly and effectively to resolve issues and controversies.

For the sake of clarity, the terms District Commission and HDC as used in this section refer to both Local Historic District Commissions and Local Historic Property Commissions except where specific rules for each apply.

### I. WHAT MAKES AN EFFECTIVE COMMISSION?

To be effective, an HDC or HPC must do more than just follow the applicable regulations and rules of procedure. Members of HDCs or HPCs are appointed as voluntary public servants and have a responsibility to maintain the public's trust by thoughtful deliberation and conscientious decision-making. HDCs and HPCs are not meant to prevent growth or change in a community, but rather to guide the evolution of the built environment so that the heritage of the community is maintained and appreciated.

**A. An Effective  
HDC or HPC Operates  
Legitimately**

An effective HDC or HPC operates in compliance with the state enabling statute and the Freedom of Information Act. It follows well-defined procedures in the course of deliberation and decision. Historic districts are required to adopt rules of procedure (c.g.s. Sec. 7-147c (e)) that govern their actions in accordance with the State Enabling Statute.

**B. An Effective  
HDC or HPC  
Operates Fairly**

An effective HDC or HPC applies the same procedures and criteria to every application, regardless of ownership or use of the specific property. Potential conflicts of interest are avoided through the process of recusal and the seating of alternate members.

**C. An Effective  
HDC or HPC Operates  
Knowledgeably**

An effective HDC or HPC takes advantage of the expertise represented by the individual members and seeks technical assistance or advice as needed. Members may take advantage of opportunities to build their knowledge of local history, architecture, and historic preservation through courses and workshops offered throughout the state.

**D. An Effective  
HDC or HPC  
Operates Actively**

An effective HDC or HPC does not just wait for applications to arrive, but works to promote the value of preservation in its community. Members can play an active role in shaping a community's preservation policy and contributing to the municipality's discussions of land use and community planning.

## II. DISCRETIONARY POWERS

HDCs and HPCs should always be working to build mutually beneficial partnerships with property owners and municipal officials. The effort to build partnerships requires more than just the public hearing and review of applications for a certificate of appropriateness. The state enabling statute (CGS, Section 7-147c(j)) grants local HDCs and HPCs a range of discretionary powers that can strengthen the body's public outreach and local advocacy. These powers include the authority to:

1. Make periodic reports to the local legislative body
2. Provide information to property owners and others involving the preservation of the district
3. Suggest pertinent legislation
4. Initiate planning and zoning proposals
5. Cooperate with other regulatory agencies and civic organizations and groups interested in historic preservation
6. Comment on all applications for zoning variances and special exceptions where they affect historic districts
7. Render advice on sidewalk construction and repair, tree planting, street improvements, and the erection or alteration of public buildings not otherwise under its control where they affect historic districts
8. Furnish information and assistance in connection with any capital improvement program involving historic districts
9. Consult with groups of experts

The use of discretionary powers will vary by community depending on the character and needs of the specific LHD or LHP. The use of discretionary powers should always support the four broad administrative goals of an effective local HDC or HPC.

### III. DESIGN REVIEW

In evaluating applications for a certificate of appropriateness, an HDC or HPC must determine whether the proposed action or alterations are “not incongruous” with the visual and historic character of the specific district. Rather than relying on individual taste or preference, members should base their deliberations on a set of general design guidelines and evaluate their applicability to the specific property. Legitimate decisions by the HDC or HPC are based on fair consideration of the individual application and consistent reference to established standards. While every application is weighed on its own merits, the deliberations and decisions of the body should not be arbitrary or capricious.

#### A. Design Guidelines

It is a HDC’s or HPC’s responsibility to demonstrate that its decisions are grounded in preservation principles that support the appropriate treatment and continued use of the community architectural heritage. In order to ensure that decisions are based on reasoned and researched principles, the Connecticut Commission on Culture & Tourism (CCT), along with preservation organizations across the country, recommend that HDCs and HPCs adopt *design guidelines* or *design criteria* that clearly articulate general standards for the treatment of historic buildings and structures within the body’s jurisdiction.

##### 1. The Benefits of Design Guidelines

CGS, Section 7-147c(e) allows HDCs and HPCs to adopt regulations or guidelines to “provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness.” Such regulations give the HDC or HPC common and clearly articulated standard against which to evaluate the application. Does the application meet the stated criteria for approval? If not, what changes might need to be made? Are such changes judged to be prudent and feasible? Would they unduly impair the ownership or use of the property?

By providing a general standard for the review of all applications, design guidelines strengthen the legitimacy and fairness of an HDC’s or HPC’s decisions. Specific design guidelines should be referenced in every decision, particularly in cases where an application has been denied or a claim of hardship has been accepted. Before adopting any design guidelines, an HDC or HPC should consult with its municipal attorney and with the CCT to ensure that the guidelines are appropriate for the specific LHD or LHP.

While design guidelines facilitate the work of HDCs and HPCs, they also assist property owners within the LHD or LHP. By knowing ahead of time what criteria the HDC or HPC will use to evaluate an application, property owners can discuss possible building treatments with their architect or contractor. By working through potential design issues before submitting an application, property owners will be spared the frustration and expense of having to go “back to the drawing board” with their consultants. The HDC or HPC should make regular efforts to publicize

and distribute the design guidelines to property owners as well as to architects and contractors who work frequently in the LHD or LHP.

## **2. The Secretary of the Interior's Standards for the Treatment of Historic Properties**

All state and federal review programs utilize a general set of historic preservation standards known as the *Secretary of the Interior's Standards for the Treatment of Historic Properties (Code of Federal Regulations, Title 36, Part 68; cited as 36 CFR 68)*. Since the last revision in 1992, the Secretary's Standards have been adopted and tested nationwide. They form a logical basis for the LHD's or LHP's own design guidelines. The standards are used across the country in preservation projects by public and private entities alike, and therefore provide HDCs and HPCs with a measure of legitimacy and offer clear examples of appropriate and inappropriate treatments.

The Secretary's Standards are non-technical, non-prescriptive statements that promote the responsible preservation of historic buildings and structures. The Department of the Interior, through the National Park Service, has also published *Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* to assist in the implementation of the Secretary's Standards. The Guidelines offer examples of preferred treatments and non-preferred treatments for building materials and architectural elements in a variety of different situations.

The Secretary's Standards and the related Guidelines define four specific preservation treatments: preservation, rehabilitation, restoration, and reconstruction. The appropriate treatment for a specific building depends on a variety of factors including:

- The building's relative historical and architectural significance
- The physical condition of the building
- The proposed use of the structure
- The mandated code requirements in the community

The Secretary's Standards and the Guidelines are available in electronic form on the website of the National Park Service. Printed and bound copies are available through the Government Printing Office (GPO).

## **3. Local Design Guidelines**

The Secretary's Standards are deliberately quite general so that they are applicable and relevant to diverse historic resources throughout the United States. In addition to adopting the Secretary's Standards, HDCs or HPCs may wish to add more detailed criteria and guidelines that reference the traditional materials, building types, or architectural styles of the local community.

The regulatory authority of HDCs and HPCs is limited solely to the *exterior physical appearance* of buildings, sites and structures within the LHD or LHP. The HDC or HPC has no authority to



restrict the use of a property beyond what is allowed by local planning and zoning regulations. As HDCs and HPCs develop their own evaluation criteria, they should confirm that the design criteria do not run counter to the regulations of the state building code or the municipal planning and zoning commissions.

**a. The Report of the Study Committee**

The original report of the Historic District or Historic Property Study Committee identifies the particular historic and architectural features that merited protection and designation when the LHD or LHP was first proposed. It can be a valuable guide in prioritizing the features, elements, and materials that ought to be given special consideration in the design review process. (To obtain a copy of this report, contact CCT.)

**b. Elements of Design Guidelines**

Composing a list of character-defining features that are specific to the LHD or LHP is a good way of drawing property owners' attention to qualities the body wishes to preserve. Design guidelines should be developed in concert with this list of significant or character-defining features in the district.

According to the enabling statute, the elements of design that can and HDCs and HPCs should consider in reviewing applications for certificates of appropriateness include *“the type and style of exterior windows, doors, light fixtures, signs, above-ground utility structures, mechanical appurtenances and the type and texture of building materials,” as well as the “historical and architectural value and significance, architectural style, scale, general design, arrangement, texture and material of the architectural features involved and the relationship thereof to the exterior architectural style and pertinent features of other buildings and structures in the immediate neighborhood.”* (CGS, Section 7-147f(a))

A list of important design criteria that may be considered in the development and application of design guidelines may include:

- i. Height: the overall height of the building and its height in relation to surrounding buildings
- ii. Scale: the size of units and architectural details as perceived from the public way and the size of units and details in relation to adjacent buildings and open spaces
- iii. Massing: the configuration and arrangement of building masses or units of construction, frequently described as balanced (symmetrical) or unbalanced (asymmetrical)
- iv. Proportion: the relationship between the width and height of a building's elevation, or of its architectural features, such as windows or doors
- v. Roof shape: the form of the roof including eaves, overhangs, ridgelines, dormers, or other ornaments

- vi. Arrangement: the pattern and positioning of architectural features such as windows, doors, and other details on the elevation of a building
- vii. Setbacks: the open area between the building and the sidewalk, street, or adjacent structures
- viii. Rhythm and Spacing: the pattern of recurrent building masses in relation to the spaces between them
- ix. Materials: the composition and appearance of exterior architectural elements
- x. Texture: the tactile quality produced by particular building techniques or materials
- xi. Surface Treatment: the condition of exterior surfaces (for example, painted or unpainted, finished or unfinished)
- xii. Architectural Details: any exterior element which visually identifies the building as belonging to a particular historical or architectural period
- xiii. Relationship of Dependencies: the size, location, and detailing of outbuildings in relation to the main structure
- xiv. Projections: the relationship of additions, porches, and other visible extensions to the main building
- xv. Other Issues
  - (a) Parking
  - (b) Fences and Walls
  - (c) Light Fixtures
  - (d) Signs
  - (e) Renewable Energy Sources Such as Wind Turbines or Solar Panels
  - (f) Satellite Dishes and Antennae
  - (g) Monuments and Sculptures

### **c. Design and Implementation**

The process of adopting design guidelines follows a logical sequence:

- i. Research the history and character of properties in the LHD or LHP
- ii. Consult the original Study Committee Report for the LHD or LHP
- iii. Compile a list of “character-defining features” that the guidelines might address
- iv. Examine model design guidelines for other LHDs or LHPs around the state
- v. Provide an opportunity for public discussion

- vi. Consult with municipal counsel
- vii. Consult with the local planning and zoning commissions
- viii. Consult with CCT
- ix. Adopt the guidelines by majority vote of the HDC or HPC members

**B. The Design Review Process**

The LHD or LHP was created by a democratic process in which the affected property owners voted to establish the regulatory controls of the specified area for their own benefit and for the common good. Property owners who have moved in since the LHD or LHP was established have benefited from the continued efforts to preserve the historic and architectural character of the neighborhood.

HDCs and HPCs have an obligation to ensure that the regulatory review process is fair and efficient, By posting all meetings, adhering to the agenda, following the rules of procedure, and recording all deliberations and decisions, the HDC or HPC can build a reputation for fairness and efficiency in service to the community.

## IV. OTHER MECHANISMS FOR HISTORIC PRESERVATION

### A. State Building Code

The state building code recognizes the special nature of historic structures and allows certain alternatives to the life safety code so long as safe design, use, and construction are not affected. The State's Historic Preservation Office (SHPO) reviews applications for designation of historic structure status and for preservation and rehabilitation work in compliance with established standards.

### B. Connecticut Environmental Protection Act

Connecticut Public Act 82-367 directs that the provisions of Sections 22a -15 through 22a - 19, inclusive, of the Connecticut Environmental Protection Act, which permit legal recourse for the unreasonable destruction of the state's natural resources such as air, water, and soil, shall also be applicable to historic structures and landmarks. Structures and landmarks are defined as those properties that are listed or under consideration for listing as individual units on the National Register of Historic Places and that have been determined by the State Historic Preservation Board to contribute to the historic significance of such a district.

### C. Certified Local Government Program

The federally authorized Certified Local Government (CLG) program recognizes local preservation planning expertise and allows communities nationwide to participate more formally in federal and state preservation programs. The CLG program in Connecticut promotes preservation of historic resources by establishing a partnership between local governments and the SHPO. In accordance with federal law, a minimum of 10 percent of Connecticut's annual federal appropriation for historic preservation is earmarked for grants to municipalities under the CLG program. Any general-purpose political subdivision of the state (city, town, municipality, or borough), which meets CLG requirements, is eligible to apply for funds.

### D. Federal Review and Compliance

Cultural resource review under federal law (National Historic Preservation Act, Section 106) involves providing technical guidance and professional advice on the potential impact of publicly funded, assisted, licensed, or permitted projects on the state's historic, architectural, and archaeological resources. This responsibility of the SHPO is discharged in two steps: (1) identification of significant historic, architectural, and archaeological resources, and (2) advisory assistance to promote compatibility between new development and preservation of the state's cultural heritage. Annually, the SHPO reviews 1200-1500 federal projects, a majority of which are implemented with no impact to cultural resources.

**E. Village Districts**

The Village District Act is a zoning tool which can protect a community's character and historic development patterns. Connecticut Public Act (PA) 98-116 allows municipal zoning commissions to create village districts to preserve historic and scenic resources and Village District regulations are a part of the town's zoning regulations. The scope of the Village District is a little broader than an LHD; landscaping, road design, maintenance of public views, and all new construction and major reconstruction can come under review. Creating a Village District does not require approval of property owners, municipal government, or review by the SHPO, but is established by a local zoning ordinance.

**F. Scenic Roads**

A scenic road is defined as one that (1) passes through agricultural land or abuts land on which is located an historic building or structure listed on the National Register of Historic Places or State Register of Historic Places, or (2) affords vistas of marshes, shorelines, forests with mature trees, or notable geologic or other natural features. The program is administered by the Connecticut Department of Transportation Scenic Roads Advisory Committee. CCT routinely reviews applications for scenic road designation and assists applicants.

**G. Cemetery Protection and Maintenance**

Connecticut General Statutes, Section 19a - 315a-c mandates the protection of the state's ancient burial grounds, the preservation of the historic grave markers, and the respectful renovation and maintenance of historic cemeteries. The SHPO is a mandated review authority in partnership with lineal descendants and the appropriate probate court regarding all proposed improvements and/or changes within ancient burial grounds.

*For more information go to the web sites of the Connecticut Commission on Culture & Tourism: [www.cultureandtourism.org](http://www.cultureandtourism.org); the Connecticut Trust for Historic Preservation: [www.cttrust.org](http://www.cttrust.org); and the National Trust for Historic Preservation: [www.preservationnation.org](http://www.preservationnation.org)*

