

**HARWINTON HISTORIC DISTRICT & HISTORIC PROPERTIES COMMISSION**  
**MINUTES OF MEETING**

Tuesday, September 20, 2011 – 7:00 pm

**Present:** Peter Brazaitis, Greg Marshall, Roger Plaskett, Carole Romano, Bree Gurin, Jennifer Grady

With quorum established, the meeting was opened at 7:04 pm by Chairman Romano.

**MINUTES**

Minutes of the August 16, 2011 meeting were approved as submitted.

**NEW BUSINESS**

**a. Request for Annual Report.** The Board of Selectmen has requested a report of Commission activities from July 1, 2010 through June 30, 2011, due by October 1<sup>st</sup>. Members discussed the past year's activities and Secretary Bree Gurin will write up the report.

**b. Reappointment.** Carole Romano has agreed to serve another 5-year term on the Commission. Her new term will run through June 2016.

**ADOPTION OF BYLAW REGARDING ABSENTEEISM**

The following amendment was voted on and approved to be included in the Commission's bylaws. Motion made by Roger Plaskett; seconded by Bree Gurin. All in favor. The Town Clerk will be notified.

**“MEMBER ATTENDANCE – In order to ensure that the Commission consistently has a quorum that allows their responsibilities to be discharged in a timely fashion, any member who misses three (3) consecutive meetings without notifying the Commission of the reason for their absence will be subject to review by the Commission which may result in a request for the member's resignation via certified letter.”**

**T.A. HUNGERFORD MUSEUM**

Nothing to update. The Hungerford board meets next Tuesday, September 27<sup>th</sup>. Copies of the August meeting which they attended were emailed to their members.

**“HARWINTON HOUSE”**

Nothing further to report at this point. Roger suggested using the 'featured house' board the Commission set up at the town hall be used to post progress updates.

**SIGNS**

Members discussed the use of foam board versus wood or a comparable material that stands up to some natural abuse be considered. Bree Gurin and Carol Romano are working on getting some new prices and contacts and will report at the October meeting.

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**WEBSITE**

Roger reported 2,194 hits this month on [www.harwintonhistory.com](http://www.harwintonhistory.com).

**OTHER BUSINESS**

a). Roger reported that work on the Parsonage is complete and the area is restored back to the original condition. A small portion of the South Road cemetery wall is falling. The Town owns this wall and it is part of the District.

b). Joann Hohensee, Commission clerk, submitted a voucher for approval for 8 hours for the months of July and August.

c). In August the Board of Selectmen requested a job description of all town employees. Joann wrote up and submitted a job description for the Historic District clerk position.

With no further business to discuss, the meeting was adjourned at 7:45 pm. The next regular scheduled meeting will be held on Tuesday, October 18, 2011 at 7:00 pm.

Respectfully submitted,

Joann Hohensee, Clerk  
Historic District & Historic Properties Commission

RECEIVED FOR RECORD AT HARWINTON, CT  
ON 9-26-11 AT 8:35 AM  
ATTEST: PATRICIA K. WILLIAMSEN, TOWN CLERK