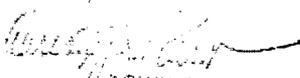


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STAFFORD, CT

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TOWN CLERK

Town of Stafford
Board of Selectmen
Warren Memorial Town Hall
Veterans Meeting Room
Regular Meeting
Thursday December 28, 2017
6:30P.M.

Minutes:

1. First Selectman Mary Mitta called the meeting to order at 6:30PM. Also present were Selectman Anthony Frassinelli and Selectman John Locke, Sr. A quorum was established. All stood for the Pledge of Allegiance.
2. Upon motion of Selectman Locke and seconded by Selectman Frassinelli the board unanimously approved the minutes of December 14, 2017.
3. First Selectman Mitta turned the floor over the Stafford Historical Advisory Commission Chairman Leonard Clark. Mr. Clark and members of the Stafford Historical Advisory Commission were present to give a presentation to the Board of Selectmen regarding a proposal of Historic District in the Hyde Park/Main Street area. (presentation copy attached). In addition they would like confirmation on the process for selling town property and gave recommendations for securing empty town properties. SHAC member Becky Kraussmann explained that designating the area as a Historic District and getting on the Historic Register would make properties eligible for tax credits. The SHAC would like approval to send a letter to the State Historic Preservation Office. First Selectman Mitta asked if there would be any cost to the town, Ms. Kraussmann explained that there would be a cost for hiring a consultant. Upon motion of Selectman Locke and seconded by Selectman Frassinelli the board unanimously approved allowing the SHAC to move forward with the letter. Any steps beyond the letter will come back to the Board of Selectmen for approval.
4. First Selectman Mitta explained that In accordance with Public Act 17-231, effective 1-1-2018, each municipality will be responsible for the permitting and enforcement of all bingo games, bazaars and raffles taking place in their town. In addition, each town will be responsible for the post event reporting. The First Selectman's Office is tasked with this responsibility.

Selectman Locke moved to continue to allow the playing of Bingo in the Town of Stafford and keep the fees all the same for the first year for Bingo, Raffles and Bazaars.

Class 1 Raffle	\$50.00
Class 2 Raffle	\$20.00
Class 3 Bazaar	\$20.00 per day
Class 4 Raffle	\$5.00
Class 5 Raffle	\$80.000
Class 6 Raffle	\$100.00

Bingo

Class A	\$75.00
Class B	\$5.00 per day
Class C	\$50.00

Individual PIN Operator registrations are issued to individuals, any individual that already has a State issued PIN keep the same number as they do not expire. Individuals who do not yet have a PIN issued by the State will be required to get one from the Town of Stafford. Selectman Frassinelli seconded the motion which passed unanimously.

5. Upon motion of Selectman Locke and seconded by Selectman Frassinelli the board unanimously approve the appointment of Scott Gilbert to the Citizens Advisory Committee. Term to expire 8-1-2018.
6. Public Comment: First Selectman Mary Mitta explained Public Comment and welcomed anyone to come and meet with her if they have an issue they would like to discuss.
7. Upon motion of Selectman Locke and seconded by First Selectman Mitta the board unanimously approved adding a Transfer request to the agenda. Public Works Director Richard Zulick was present to discuss a request for an appropriation from the General Fund Cash Balance to Capital Projects line item 20-280-7005 in the amount of \$34,221.96. Director Zulick explained that through the years he had asked for funds to fix the wall but it was never approved. The wall became unsafe and the project became necessary. An engineered plan was completed and paid for from the Fiscal Year 2016-2017 budget. An RFP was put out for the project and a bid was awarded. The town engineer requested changes to the project for code compliance. Director Zulick explained that cost overruns for the project were discussed and approved by former First Selectman Tony Frassinelli. Now that the project is complete the final figures are in and the contractor needs to be paid. Upon motion of Selectman Locke and seconded by First Selectman Mitta the board unanimously approved sending the request to the Board of Finance and Town Meeting for approval.
8. New Business: None
9. Selectman Locke moved to adjourn, the meeting adjourned at 7:16PM.

Respectfully Submitted:



Beth A. DaDalt
Recording Secretary

**Proposal to
Stafford Board of Selectmen
By Stafford Historic Advisory Commission
Regarding
Main Street/Hyde Park Historic District**

**Compiled by
Rebecca S. Kraussmann
December 10, 2017**

TABLE OF CONTENTS

EXECUTIVE BRIEFING	3
INTRODUCTION	4
BOUNDARIES OF PROPOSED HISTORIC DISTRICT	6
PROCESS FOR ENROLLING A PROPERTY IN THE STATE REGISTER	7

EXECUTIVE BRIEFING

The Town of Stafford is seeking ways to rehabilitate the decommissioned Witt School, located in Hyde Park. A first step toward this goal is getting the 79-year-old building onto the National Registry of Historic Places, a designation leading to eligibility for federal and state historic tax credits and other grants. The Stafford Historical Advisory Commission (SHAC) here outlines a proposal for the Witt School to be included in a larger Main Street/Hyde Park historic district that would include an array of the Town's older, architecturally unique structures. A more inclusive plan of this type, when presented to the State Historic Preservation Office, may increase the likelihood that the Witt School also receives this historic designation—a designation that does not restrict the rights of a private property owner in the use, development or sale of private historic property. Extant documentation of the historic significance of structures in the vicinity of Main Street and Hyde Park, compiled in 1992 on behalf of the Town of Stafford and the Stafford Historical Society, is the basis for this wider district concept. Possible collaboration with the nonprofit Stafford Historical Society may facilitate contemporary efforts to manage the process of meeting the criteria for establishing a Main Street/Hyde Park historical district. The State and National Register Coordinator from the State Historic Preservation Office will be the initial advisor to SHAC if the general concept is approved by the Board of Selectmen.

INTRODUCTION

THIS PROPOSAL WOULD NOT GIVE THE TOWN, OR ANY OTHER ORGANIZATION, THE POWER TO DICTATE WHAT A PROPERTY OWNER CAN AND CANNOT DO WITH THEIR PROPERTY.

In 2019, Stafford will be celebrating its 300th anniversary of being an incorporated town. Over the last three centuries, the town has changed from a farming community to a vibrant industrial hub with many textile factories to a town that still has some farming and industry but is grappling with the best direction for the future. An important facet of the town's future is to identify the historic sites and structures, educate people about the town's history, and protect this history to the best of our ability. This historical character can be used as a factor in the town's economic development and forward advancement.

The proposal to establish a Main Street/Hyde Park Historic District has its roots in a 1992 survey of historic Stafford structures which was a joint effort on the part of the Town of Stafford and the Stafford Historical Society. This was a high-level survey of the entire town to identify significant historic sites and structures. The resulting survey recommended establishing six historic districts in town in addition to the already existing Stafford Hollow Historic District. One of these districts was the downtown/Borough area but, because of its size, the suggestion was to break the downtown into seven historic districts. Two of these districts were the Business District (Main Street vicinity) and Highland Terrace/Hyde Park area. The district that is proposed here is a combination of these two areas.

The benefits of having a downtown historic district include:

- 1) Highlighting the historic value of the downtown area by identifying contributing buildings, spaces and monuments and showing that the town is committed to preserving Stafford's history.
- 2) Supporting and encouraging tourism which brings people into town for sightseeing and spending money in local businesses.
- 3) Allowing eligible rehab projects to apply for state and national tax credits

The reason for starting with this area is threefold:

1. The vacant Witt School that needs to be readapted and being in a historic district offers significant tax credits for eligible projects (tax credits offset a substantial portion of cost for a project of this magnitude).
2. The Main Street cityscape is relatively contiguous as of today- if we were to lose a building on the street the footprint would irretrievably be altered in an adverse way.
3. Lastly, the area of Hyde Park with the Mineral Springs and Highland Terrace is one of the historical and aesthetic gems of the town – protecting this area is important.

Another option could be to nominate just the Witt School to the State and National Register of Historic Places. The State Historic Preservation Officer (SHPO) may or may not recommend taking this route. The Stafford Historical Advisory Commission (SHAC) would like to leave this option open when the proposal is sent to the SHPO. The advantages of nominating just one building include less time for a consultant to prepare the nomination, spending less money on a consultant, and only needing the support of the town as the property owner. Disadvantages include the possibility that the Witt School does not have enough historical or stylistic significance to stand alone on a register nomination, and that

nominating one building isn't following the recommendations of the 1992 survey to establish historic districts.

Should the Board of Selectmen decide to pursue the application for a historic district downtown, SHAC would need to compose a letter to State and National Register Coordinator, Jenny Schofield, at the SHPO office outlining the proposed area and the reasons for establishing a historic district. She would review the proposal, decide if it is an eligible area and make recommendations to improve chances of being approved on the State and National Register. She may recommend changing the boundaries of the proposed district, making it larger or smaller, or to go forward with nominating only the Witt School. Once all her recommendations are followed, she would approve the project and give us a list of certified consultants.

A certified preservation expert must be hired to complete and submit the application for a historic district to the State Historic Preservation Officer. There are grants available from the Office of Economic and Community Development/State Historic Preservation Office. The Stafford Historical Society had been the sponsor of both the historic survey in 1992 and the application of the Stafford Hollow Historic District in 1986. I propose that the historical society also be the sponsor of this project since they will be the organization that administers the grant. This needs to be presented before the Stafford Historical Society's Board of Directors for approval.

In the meantime, the Stafford Historic Advisory Commission, in conjunction with the Board of Selectmen, should consider writing letters to the homeowners in the district to explain the potential project and clearly explain that this will not regulate anything that they do with their own property. To be on the State and National Register is an honorific appointment and highlights the historic significance of the property. The owners will also be notified by the SHPO if the historic district proposal is going to be presented before the Historic Preservation Council with the details of when and where the meeting will be held.

The entire nomination process can take six months to a year so it is important for the town to act quickly to get this project in motion. Also, the tax credits are at risk of being eliminated on both the state and national level due state budgetary constraints and impending changes in the federal tax code so time is of the essence.

By establishing this historic district, we would begin the process of acting on the recommendations made to the town 25 years ago in the historic survey. We can't make up for lost time but we can make a significant impact on the town going forward.

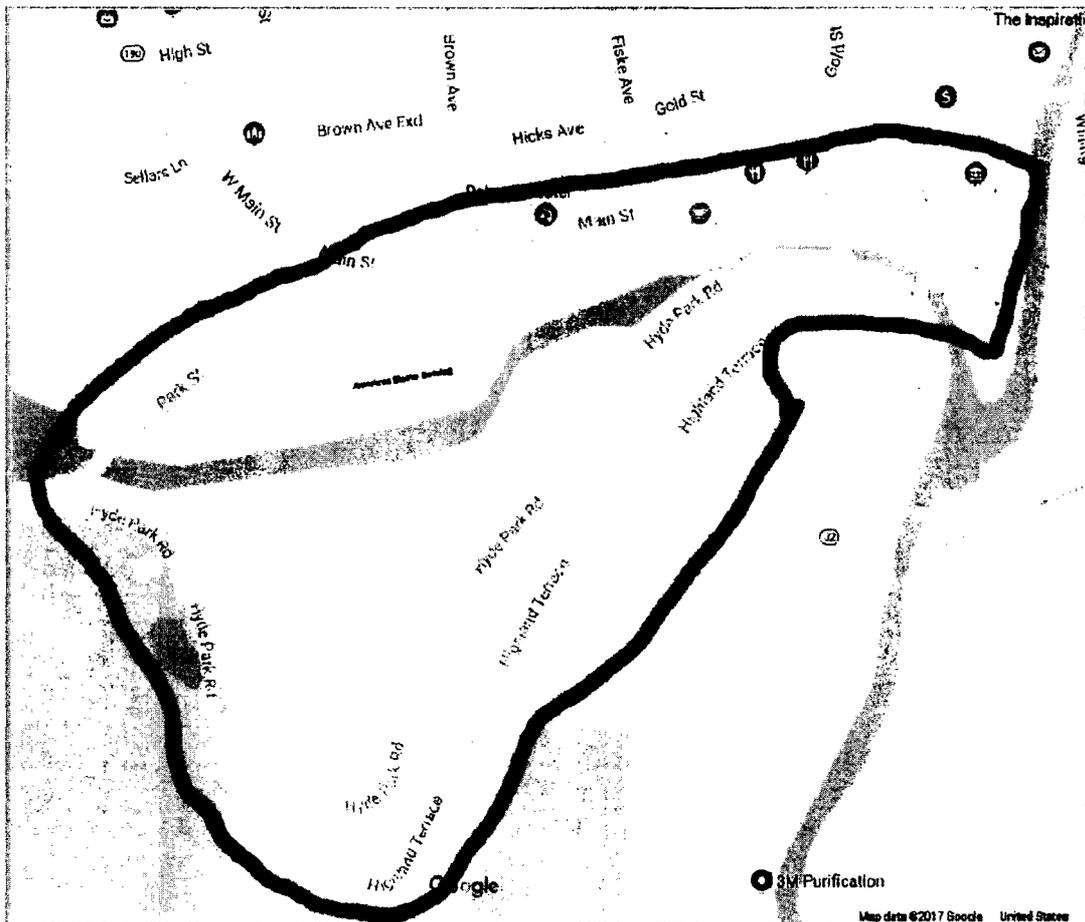
Boundaries of Proposed Historic District

The proposed district includes Main Street from Haymarket Square west to the intersection with Church Street, taking a left down Park Street across the Middle River, taking a left onto Hyde Park Road, continuing up to Highland Terrace and the Highland Terrace Extension to River Road (Route 32), and taking a left on River Road back to Haymarket Square.

This boundary creates a district that includes the open spaces of Hyde Park, Haymarket Square, all of Highland Terrace and Spring Street, the length of Main Street to where it becomes West Main Street, and a small portion of River Road.

The major buildings, monuments, and structures that this district would include are: Hyde Park, the Earl M. Witt School, the Stafford Historical Society, the Grace Episcopal Church, the Stafford Congregational Church, Warren Memorial Town Hall, the Charles Holt Fountain, Soldier's Monument, the American Sleeve Bearing factory, the Allen Bridge on Spring Street, the Sulphur Springs and the Mineral Springs.

The district encompasses about 42 contributing/historic structures.



Process for Enrolling a Property in the STATE REGISTER of Historic Places

From the CT Department of Economic & Community Development Offices of Culture and Tourism website

REQUEST INFORMATION

Interested parties should begin with a call or e-mail to the State Register Coordinator at the SHPO, or visit our website at <http://www.cultureandtourism.org>. The staff can provide preliminary information on how to prepare a nomination. Staff may request photos or a brief description via e-mail or even schedule a site visit to determine preliminary eligibility.

PREPARE THE NOMINATION

A nomination form for the district or individual property is prepared with help from locally knowledgeable persons or by a **professionally qualified consultant**. The form is submitted to the staff electronically along with images and a map.

Photos - If taken digitally (recommended) images may be pasted into a processing document and should be placed two to a page with numbers and captions beneath. They should document the appearance of the property, including, where appropriate, photographs of outbuildings and landscaping features of significance in addition to the main structure. Photos should be referenced in the building description and must be legible after they are photocopied.

Maps - Maps should include the nearest major cross streets and be no larger than 8.5 inches x 11 inches. Copies of Tax Assessor's maps that show parcel boundaries and streets are ideal.

STAFF REVIEW

Once a nomination is received, SHPO staff will notify the applicant if additional information is needed and may schedule a site visit at this time if one hasn't already been done. In the case of a district, the approximate boundaries of the area under consideration may be delineated by a staff field visit. The SHPO staff evaluates the background information on the proposed individual property or district within 90 days of receipt of the completed historical and visual documentation.

Staff revisions are compiled and several rounds of additional information or edits may be requested. Final submission to SHPO for distribution to the Historic Preservation Council (HPC) must be received at least three weeks prior to the meeting at which the nomination will be heard.

OWNER NOTIFICATION

Once the State Historic Preservation Officer signs the State Register nomination and at least five business days before the HPC Meeting, a letter is sent certified, return receipt requested to the owner, municipality, applicant and/or other interested parties. The letter will inform them that the nomination is on the HPC's agenda and of the date, time and location of the meeting. Please note that priority will be given to nominated properties under imminent threat of demolition or adverse alteration.

If a district is approved for State Register study, the Chief Executive Officer of the municipality is notified by certified mail, return receipt requested, of the approximate area approved for State Register study and a copy of the notification letter is sent to the applicant. If an individual property is approved for State Register study, the applicant and/or owner is notified by certified mail, return receipt requested, and a copy of the letter is sent to the Chief Executive Officer of the municipality. If a district or individual property is not approved for State Register study, the State Historic Preservation Officer will notify the applicant.

PRESENTATION AT COUNCIL MEETING

Staff presents the nomination to the HPC meeting. The HPC generally meets the first Wednesday of every month at 9:30 at the SHPO office, One Constitution Plaza, Second Floor in Hartford. The individuals who prepare State Register inventory-nomination forms are encouraged to attend the HPC meeting at which the forms they prepared are evaluated. All interested parties are welcome to attend and may submit information, including letters of support or objection. Parties are encouraged to submit these letters prior to the meeting, but they will also be accepted during the meeting. A majority of the HPC must vote to approve the district or individual property nomination to the State Register.

NOTIFICATION OF LISTING

If a property is approved, a letter is sent certified, return receipt requested, to the applicant and owner. In the case of a single property the owner is notified. In the case of a district, the Chief Elected Official of the municipality is notified.

If a property is not approved for study, a letter sent to applicant return receipt requested informing them of non-approval.