

Meeting Minutes  
Roxbury Historic Preservation Commission  
Monthly Meeting, January 17, 2011  
Roxbury Town Hall

In attendance: Robert Cucinotta, Karina Walker, Doug Kadow  
Also present but unable to participate until they take their annual oath of office were Commission members Matt Walker and Billy Allison.

Meeting opened at 7:05 pm

Old Business

Ms Walker discussed transcription of December minutes due to poor recording and will check on correct procedure with Diane. Minute approval tabled until February.

Ms Walker reported on the status of the Lerner gallery sign, still trying to connect with owner. Commission members will be invited to join in the meeting when it is scheduled. Further discussion tabled until Feb.

New Business.

Ms Walker took note of two audience members (Bill Pollien and Simona David, xxxx Main Street, Roxbury) and asked if they wished to be placed on the agenda. This initiated a lively dialog:

Ms David questioned why they were called to the meeting. She said the commission complained about the work on the windows..

Ms Walker responded with the dialogue that took place at the town board meeting concerning work done on properties within the district prior to commission review.

Ms David responded with the fact that no work was done on the facade. She also questioned the lack of clarity in the guidelines and their reference to original sizes stating that the window in question was not original to the house. Ms David also showed the commission photos of her husband (Mr. Pollien) re-glazing the historic windows of the house on the façade to retain the house's historic integrity. She furthered her argument about the previous owners modernizing the kitchen where the window in question is located and reducing the size at that point.

Ms Walker recognized their attention to detail and the arguments Ms David brought to the table and made the suggestion that because it was a change in the size of the

window, it then falls under review and requested that the owners simply go through appropriate process according to the preservation ordinance.

Mr Cucinotta injected a request for clarity of the photos and which was the window that was replaced.

Ms David explained the location and then reiterated her point of increased size.

Ms Walker continued to request an application and review.

The discussion continued on the same line with Ms Walker simply requesting that the clients fill out an application and provide the commission an opportunity to discuss and review.

Ms David again revisited the unclarity of the guidelines.

Mr Kadow also explained the process and the need to have an application on file. He again tried to communicate the importance of process and the commission's responsibility to adhere to that process.

Ms David asked that the commission send the necessary paperwork so they could better understand the work of the commission and the guidelines.

Mr. Cucinotta discussed the disadvantage of the property owners based on their location next to the cemetery which opens up the view of the house more than if it were nested in between two other houses.

Ms David then stated that the commission never said they were concerned with things visible from the cemetery and the conversation continued about the visibility of that side of the house.

Mr Pollien stated his dissatisfaction with the review process.

Ms Walker again attempted to communicate the need to adhere to the process rather than create an unnecessary confrontation.

Mr Pollien questioned the authority of the commission and stated that they didn't feel they needed to fill out an application.

Ms Walker again attempted to quell the negativity.

Mr Pollien stated that it became negative when the Commission sent the building inspector to their property. All commission members stated that they did not send the building inspector and that perhaps the building inspector used a poor choice of words.

Conversation continued in a negative light until Ms David agreed to review the preservation ordinance and respond accordingly.

Ms Walker reminded that we will send them a packet with the preservation ordinance and application form and a letter with the date and time of the next meeting.

The commission reviewed the proposed changes to the historic preservation Law.

Peg Ellsworth explained that the changes reflected the 7 to 5 member commission and clarify the terms of the 5 seats.

Discussion took place about the guidelines vs the ordinance and the need for support from all entities on the town Level.

Further discussion took place about the development of a "toolbox" for the commission to use and process for good public relations and effective communication with the community.

Discussion of support and technical assistance from the NY SHPO took place and it was agreed to pursue conversation and a public workshop with SHPO and the commission.

Further discussion took place about working more closely with the building inspector to ensure the Preservation ordinance is communicated in a positive light rather than negative enforcement.

Continued discussion about the unfortunate negativity regarding the Pollien case took place and it was determined that a letter should go out within the next couple of days.

The Commission also asked that Tom Hynes send a letter to Mike Mathis thanking him for his contribution as a commission member.

Mr. Cucinotta made a motion to approve the changes to the ordinance, Mr. Kadow Seconded, unanimous.

Discussion took place about a survey that was circulated among commission members. Mr Cucinotta had stated his concerns about filling it out the survey that it then becomes an official document. Mr. Walker agreed, however, Ms Ellsworth simplified the intent behind the survey was to be able to effectively provide technical assistance to the commission. Discussion continued about the commission's needs and the guideelines, and other issues surrounding the commission's ability to operate effectiively.

Discussions continued about creating an environment for positive review by the commission and how workshops and public communication is important.

Ms Ellsworth agreed to develop a PR packet for commission review and the MARK Project will incur the expense of printing and distribution.

Mr. Walker again mentioned that it is a new year and moving forward in an organized positive light is important.

Ms Ellsworth will contact SHPO about a phone conference then a public workshop.

Ms Ellsworth also submitted draft procedures for operation of the Preservation Clerk. Discussion of these procedures was tabled until February.

Ms Ellsworth brought up the development of design guidelines for the Village of Fleischmanns and asked if the commission would be interested in seeing them. All agreed it would be a good idea to look them over.

Mr. Kadow made a motion to close the meeting, Seconded by Mr. Cucinotta. Meeting adjourned at 8:35 pm