

**Town of Berlin**  
**Historic District Commission**  
**Town Hall · Berlin CT 06037**  
**December 11, 2023 at 7:00 pm**  
**Special Meeting Minutes**

The Berlin Historic District Commission held a special meeting by remote conference call on Monday, December 11, 2023 at 7:00 p.m. on the following matters:

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**Lorraine Stub, Chairman called the meeting to order at 7:00 p.m.**

**Roll Call**

**Members Present**

Lorraine Stub, Chairman, John Diakun, Vice Chairman Herbert Watson, Donald Forcash, Andra Lou Millerd, Alternate

**Members Absent**

Commissioner Bill Cink

Alternate members: Pam Pethigal, Amy Prescher

**Staff Liaison**

Maureen Giusti, Town Planner

**Audience of Citizens**

None

**Public Hearings for Certificate of Appropriateness**

**I. HDC 2023-10 request of Paula Zepke and Jon Peckman to replace the garage door at 198 Hudson Street.**

Paula Zepke explained the existing garage door is made of thick wood panels which is not weather efficient and in poor condition. Ms. Zepke proposed installing a raised panel garage door with four pane windows. The Commission recommended a 1920's style flat panel door. Commissioner Watson shared a print showing typical door styles from 1929. Ms. Zepke submission materials included a spec for a flat panel door that was discussed as appropriate.

Commissioner Millerd moved to closed the public hearing, seconded by Commissioner Diakun, passed unanimously.

**Deliberation of Certificate of Appropriateness Requests:**

Commissioner Diakun moved to approve the COA for property 198 Hudson Street with the condition of using a flat panel steel overhead door with four, four-lite windows across the top. Seconded by Commissioner Forcash, passed unanimously.

**Other Business and Commissioner Comments**

- a) Old Town Hall – discussion of continued concern with blighted property issues resulting in compromising the historic structure and potential escalation of blight enforcement with the goal of saving the structure. It was noted that Chairwoman Stub was unable to coordinate with the owner to connect to a Circuit Rider.
- b) Concerns were expressed regarding maintenance of the Meeting House building, including exterior painting and window protection. Funding was noted as an ongoing issue with planned renovations to the property.
- c) The Commission discussed the possibility of reestablishing a tree committee noting concern that street trees, which created a canopy along the District have been removed over the years. Vice-Chair Watson indicated he would reach out to Public Works/Tree Warden to discuss possible tree replacements and review of tree removal.

**Review and Action of Minutes – November 6, 2023**

Commissioner Diakun made a motion to approve the minutes as presented, seconded by Chairman Watson, passed unanimously.

**Adoption of 2024 Meeting Calendar**

The commission corrected two dates on the proposed 2024 meeting calendar. Chairwomen Stub moved to adopted the 2024 calendar, seconded by Commissioner Diakun. Passed unanimously.

**Adjournment**

Commissioner Watson moved to adjourn the meeting at 8:15 pm, seconded by Commissioner Diakun, passed unanimously.

Respectfully Submitted,  
Kaitlyn Bard,  
Recording Secretary

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BERLIN TOWN CLERK



12/13/2023, 9:39:05 AM