

The meeting of the Milton Historic Preservation Commission was called to order 4/11/17 at the Milton Library at 7:00 PM by Chairman Hughes.

Chairman Hughes called for a Roll call of members

Commissioner Gagliano	Present
Commissioner Hake	Present
Chairman Hughes	Present
Commissioner Revis-Plank	Present
Commissioner Wagner	Present
Commissioner Filicko	Present

Let the record show that Commissioner Camenisch was absent.

Project Coordinator introduced the most recent appointee to the HPC: Walter Gagliano. The Project Coordinator noted Commissioner Gagliano has been a frequent attendee, has renovated property in the Milton Historic District and has a preservationist spirit. He used historic pictures to guide his most recent purchase and renovation, the Federal Street Coffee Shop

Chairman Hughes requested corrections/approval of the agenda. Commissioner Revis-Plank asked to change the order of the agenda. She explained that changes to the by-laws will be put forth and she would like to move the Old Business B. Review of the HPC By-Laws before the New Business A. Annual election of Chairman and Secretary. Commissioner Revis-Plank made a motion to make the changes as written and Commissioner Wagner seconded the motion. Chairman Hughes asked if there were questions on the motion to change the order of the agenda, and there being none called for a voice vote. The measure passed unanimously.

Chairman Hughes requested corrections/approval of the minutes of 3/14/17. Commissioner Revis-Plank noted a misspelling of her name. Chairman Hughes made a motion to approve the minutes as corrected and Commissioner Hake seconded the motion. Chairman Hughes asked if there were questions on the motion, and there being none called for a voice vote. The measure passed unanimously and the minutes were approved.

Old Business

- A. Discussion of the Upcoming CLG Grant. The Project Coordinator informed the Commission the Town Manager has recommended the upcoming CLG Grant be used to add new properties to the National Register Historic District. The area in question is two blocks of Walnut Street. It will be contiguous to the Mill and Walnut Streets which are in the National Register District. Also suggested the CLG grant be used to add the houses on Bay Avenue which will join the National Register District at Bay and Union. Commissioner Wagner suggested the Town ask the Delaware State Historic Preservation Office for assistance with the survey forms and the National Register application to extend the Milton Historic District. The question was also asked if HPC

Commissioners could assist in the development of the application. The Project Coordinator noted the meeting is being recorded in order to capture the details of the conversation. The Commissioners discussed the expansion. The Project Coordinator stated he will meet with property owners to explain the benefits, such as tax credits. He noted that several property owners on Walnut Street have inquired about how to become a part of the Milton Historic District.

It was agreed that the CLG grant will be used to expand the Milton Historic District.

- B. Review of proposed HPC By-Laws. Commissioner Revis-Plank suggested several changes to the proposed by-laws:

First delete the five words “enhance the quality of life” on page 1, line 4, (Article II, Purpose).

Second on page 2, Section 4, in addition to Chairman and Secretary, add Vice Chair and Education Chair. There was discussion. It was noted that Education Chair should be a non-executive, appointed position. There was discussion on the addition of a Vice Chair who would act in the Chairman’s absence and speak at events when the Chair is unable to attend. It was noted that adding a Vice Chair would be a growth opportunity for the Commission.

Re-write Article V Section 6 to use an abbreviated copy of Robert’s Rules.

There was discussion of Article VI, Section 3 and a suggestion was made to invite the new architectural historian at the Delaware State Historic Preservation Office to educate the Commissioners.

There were questions about Article VI, Section 5 regarding Commissioner reimbursement for travel expenses. The Project Coordinator noted the Commission can use CLG funds for educational trips.

Include duties for the appointed position of Education Chair.

1. Prepare each new Commissioner with a binder that provides background.
2. Research annual educational opportunities.
3. Schedule training
4. Coordinate with other Commissions (such as Lewes Historic Preservation Commission) and share cost of educational speakers.

Commissioner Revis-Plank and the Project Coordinator will meet and insert suggested changes for review at the next meeting.

Chairman Hughes requested a motion to table the discussion of the By-Law changes

until the changes are presented to the commission in writing. Commissioner Revis-Plank made the motion to table the discussion and Commissioner Hake seconded the motions. Chairman Hughes asked if there were questions regarding the motion and there being none requested a roll call vote.

Commissioner Gagliano	Approve
Commissioner Hake	Approve
Chairman Hughes	Approve
Commissioner Revis-Plank	Approve
Commissioner Wagner	Approve
Commissioner Filicko	Approve

The motion was approved unanimously.

New Business

A. Annual election of Chairman and Secretary

Commissioner Hake made a motion to elect Commissioner Hughes as Chairman and Commissioner Wagner as Secretary. Commissioner Revis-Plank seconded the motion. Chairman Hughes called for a roll call vote. Commissioner Wagner declined the nomination.

Commissioner Hake made the motion to elect Chairman Hughes as Chairman. Commissioner Revis-Plank seconded the motion.

Chairman Hughes asked for questions and there being none requested a roll call vote.

Commissioner Gagliano	Approve
Commissioner Hake	Approve
Chairman Hughes	Approve
Commissioner Revis-Plank	Approve
Commissioner Wagner	Approve
Commissioner Filicko	Approve

The Chairman was elected unanimously.

The election was opened for Secretary. No Commissioner agreed to be nominated. The Project Coordinator states he has been asking the Town for a transcriptionist. There was discussion on how to support this request. The Project Coordinator noted the Town is required to have minutes because of the Freedom of Information Act (FOIA).

The Chairman requested a motion to table the election Secretary. Commissioner Wagner made the motion to table the election of Secretary and Commissioner Revis-Plank seconded the motion. Chairman Hughes asked for questions and there being none requested a roll call vote.

Commissioner Gagliano	Approve
Commissioner Hake	Approve
Chairman Hughes	Approve
Commissioner Revis-Plank	Approve
Commissioner Wagner	Approve
Commissioner Filicko	Approve

The motion was approved unanimously.

Commissioner Hake was called away from the meeting.

B. Review of semi-final draft of Historic Preservation Brochure.

Commissioner Gagliano asked who the audience is and Commissioner Wagner replied, "the public"

There was discussion about the need for the brochure to be welcoming. Ideas were put forward to have a prize for the best renovation.

The Project Coordinator requested review and input from other Commissioners. The Project Coordinator will email a list of potential times to meet with CHAD

Commissioner Wagner made a motion to table the Brochure review. Commissioner Revis-Plank seconded the motion. Chairman Hughes requested a voice vote and it was unanimous.

Commissioner Revis-Plank made a motion to adjourn and Commissioner Filicko seconded the motion. Chairman Hughes request a voice vote and it was unanimous. The meeting was adjourned at 7:50 PM.