

Woodstock Historic District Commission  
Regular Meeting – Woodstock Town Hall

January 24, 2018

1. Call to Order: 6:30 p.m. by Chairman Tim Monahan. Present: Tim Monahan, Lyn Smith, Harold Bishop, Gail Usher, Earl Manz. Kent Weaver arrived 7:10 p.m. Gary Giambattista, Woodstock Academy.
2. Appointment of Alternates: Earl Manz.
3. Public Hearings:

**A. Woodstock Academy for sign, sidewalk work, and a retaining wall at the corner of Hill Cemetery Road and Academy Road.**

G. Giambattista presented the application to improve the designated corner at the north campus to improve bus loading, appearance, and travel at the intersection. His presentation and subsequent questions from Commission members provided the following information about the project:

A concrete sidewalk with curbing will be installed as detailed on the submitted design sheets (Woodstock Academy Campus Sign Improvements 1, 2, and 3). Construction will require cutting back into the existing ground at the site. A reinforced concrete retaining wall will be installed. This will be faced with natural stone pavers, mortared in place, and capped with natural stone, mortared in place. The pavers will be a color very similar to existing stone work at the Bracken Administration Building and installed in a pattern to match this work. A Woodstock Academy sign will be installed in the retaining wall. This sign will be granite with a honed face, dimensions as detailed on the submitted design sheets. The lettering will be cut into the granite. The sign section of the retaining wall will rise above the top of the wall as detailed in the submitted design plan and will have an extra raised section on the east side of this wall that will hold an inset stone campus logo. The logo will be round instead of the oval that is in the design specs. Concrete pavers will be installed in the sidewalk in front of the WA sign. Pavers will be similar in tone to natural stone or the sidewalk. One existing tree will be removed. Several existing tree stumps will be removed. Remaining landscape has not been determined. Lighting has not been determined. The project will take place after graduation 2018.

Motion by E. Manz to close the public hearing, seconded by L. Smith. Unanimous approval.

Motion by L. Smith to approve the application as presented with the following stipulations:

1. The granite face of the Woodstock Academy sign will be honed.
2. Lettering on the sign will be centered on the stone and use two lines.
3. The cut lettering on the sign will not be stained.
4. Pavers installed on the sidewalk in front of the sign will be similar in color tone to natural stone or to the concrete sidewalk.
5. The Woodstock Academy logo will be round.
6. All care and attention will be given to the archaeologically sensitive location of this project. The Commission requests that excavation of the ground, tree(s), and stumps, take place under the supervision of an archaeologist (preferable) or member of the Woodstock Historical Society.

Motion seconded by E. Manz. Unanimous approval.

**B. Timothy and Melita Monahan for a historic house plaque at 512 Route 169.  
T. Monahan recused for this application.**

T Monahan presented an application to install a plaque on the south east façade, lower corner, of his home. The plaque will identify the date of construction of the house and its initial owner. The plaque will be 15” by 10”, cedar, painted white and sealed. In response to questions by Commission members, T. Monahan provided additional details: the plaque has a sculpted edge. It will be affixed to the building with two screws that will be capped with wooden, painted caps. The bottom edge of the plaque will be two feet from the ground when installed. It will be hand lettered.

Motion to close the public hearing by L. Smith; seconded by E. Manz. Unanimous approval.

Motion to approve the application as presented by E. Manz; seconded by H. Bishop. Unanimous approval.

4. Review of Minutes: November 29, 2017. Correction: 5. The Woodstock Historical Society...will be introducing its new public name in 2018, The Center for Woodstock History. Motion to approve the minutes as amended by K. Weaver; seconded by E. Manz. Unanimous approval.

5. Correspondence. None

6. Public Comment. None

7. Project Consultations. None

8. Old Business

Historic District signs: G. Usher and K. Weaver will investigate grant.

Woodstock Historic District Fact Sheet: punctuation corrections needed. General approval of this excellent fact sheet created by C. Lessig.

New Member: G. Usher will contact a possible new member.

Other: None

9. New Business

2018 Budget: Motion to approve the budget for 2018-2019 by E. Manz; seconded by L. Smith. Unanimous approval.

Elections: Motion to approve T. Monahan, Chair by L. Smith; seconded by E. Manz. Unanimous approval. Motion to approve G. Usher, Vice Chair by H. Bishop; seconded by E. Manz. Unanimous approval. Motion to approve C. Lessig, Clerk by E. Manz; seconded by T. Monahan. Unanimous approval.

Goals for 2018: The Commission discussed design guidelines, website details, signs, new members, exploration of forming a second district, site walks, and programs.

10. Motion to adjourn by H. Bishop; seconded by E. Manz. Unanimous approval at 8:00 p.m.

Respectfully submitted Gail Usher, Acting Clerk.

These minutes may be published but the Commission does not approve them until the next regular meeting. Our next meeting is Wednesday, February 28, 2018 at 6:30 pm.