

NOTE TO APPLICANTS: This agenda is considered tentative and may be revised at any time prior to the meeting. Applicants are advised to be present at 5:45 p.m. Final agendas will be available at the meeting.

AGENDA

HISTORIC PRESERVATION COMMISSION

TOWN HALL, 301 WALNUT STREET

WEDNESDAY, AUGUST 11, 2010

REGULAR MEETING

SECOND FLOOR CONFERENCE ROOM

5:45 P.M.

Chairperson Melissa Lohry, presiding

1. Call to Order
2. **PUBLIC INVITED TO BE HEARD**
3. Consent Calendar* - Approval of the minutes of June 17, 2010
4. Review of 2010 Certified Local Government Annual Report – E. Fields
5. Communications from the Historic Preservation Commission
6. Communications from Town Board liaison
7. Communications from the staff
8. Adjourn

WORK SESSION

SECOND FLOOR CONFERENCE ROOM

IMMEDIATELY FOLLOWING THE REGULAR MEETING

1. Recap of the Historic Church Walking Tour and brainstorm ideas for next year.
2. Fall event programming and planning – Windsor Now and Then
 - a. One night, Friday, longer hours 6-9?
 - b. More people, staggered times. 30-50 people every 20-30 minutes?
 - c. HPC to set up meetings with business owners (staff to provide contact info to commissioners)
 - d. Make sure to contact the Windsor Beacon and/or Windsor Now to participate and cover the story.

- e. Have more guides/characters stationed throughout the area. Involve the Windsor Playhouse.
- f. Think about incorporating Town Hall, Windsor Mill, Churches, etc... Use different properties each year to vary the event and keep things interesting.
- g. Keep costumed characters/guides
- h. Add music, i.e., banjo players, singers, wandering musicians, guitarists, etc....
- i. Have lanterns or lights at every tour stop to identify the location.
- j. Have people provide an email address when they register to add to the HPC distribution database.
- k. Have more preparation meetings with guides. Help develop scripts for each building. Start working on scripts in June and July, have completed by August.
- l. Allow children, but set age limit. 8 and up?
- m. At the beginning of the tour, set the stage for Windsor at the turn of the century. Population? Street character? Size of the Town? What people wore, did, etc..?
- n. Create a larger brochure/pamphlet that includes the then and now pictures of each building. Historic use, current use, façade image, current image, and add in other pertinent history. This could be in addition to or instead of creating posterboards at each location with the then and now information.
- o. Talk to Gene Morey and other long-term residents about stories regarding the buildings on the tour.
- p. Think about time of year, time of day, length of event, etc...

* Please note that items on the Consent Calendar will not be discussed unless requested by the Historic Preservation Commissioners or by applicants who have business listed on the Consent Calendar.

Upcoming Meeting Dates

<u>Wednesday, August 11, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting and work session
<u>Wednesday, September 8, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**
<u>Wednesday, October 13, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**
<u>Wednesday, November 10, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**
<u>Wednesday, December 8, 2010</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**

** Does not include any Historic Preservation Commission work sessions which may be requested and may also be scheduled for these dates.