

**BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY MARCH 22, 2023**

CALL TO ORDER:

By: Chair Nicastro

Time: 5:00 P.M.

Place: City Hall

ROLL CALL:

MEMBERS:	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Colleen Nicastro, Chair	x- Zoom	
	Karen Stevens Vice Chair	x	
	Patti Philippon (Secretary)	x	
	Daniel Mike	x - Zoom	
	Catherine Norton		x
ALTERNATE MEMBERS:	Mary Beth Mackiewicz	x	
	Bernadette DuTremble	x	
	Andrew E. Collins	x	
STAFF:	Robert Flanagan, City Planner		x
	Andrew Armstrong, Assistant City Planner	x	

PLEDGE OF ALLEGIENCE:

Chair Nicastro called the meeting to order at 5:00 P.M.
Followed with the Pledge of Allegiance

PUBLIC HEARINGS:

Chair Nicastro read the following application details

1. Application 2023-01-01 – Request for a Certificate of Appropriateness for the replacement of 39 existing windows, new window headers, and replacement of front door at 22 Oakland Street; Assessor’s Map 25A, Lot 218; Tammy Kelly, applicant.
 - a. Application form
 - b. Location map
 - c. Letter dated March 7, 2023, from Greg Galske, Action Windows and Siding
 - d. Twenty two (22) Photographs of the windows (and specifications)
 - e. Front door specifications
 - f. Pictures of existing windows and doors and image of replacement windows and doors
 - e. Assessor information (3 pages)

Greg Galske, of Action Windows and Siding out of West Hartford, CT was present at the meeting and representing the homeowner. He stated he wanted to provide clarification on the project and answer any questions the Commission had regarding the project and the petition.

Homeowners David and Tammy Kelly were present on Zoom. There were no initial items the homeowners wanted to address.

Chair Nicastro received confirmation that the windows would be white and wrapped in aluminum while the application states they’re PVC. Greg Galske explained the plan to replace existing window wrap with new. Additional concerns were the use of keystones, the shutter style and the choice of the side light with the black leaded glass and could they be confirmed as original design items of the Dutch Colonial style of the home?

Greg Galske commented that paneled shutters would be put up to replace the existing ones that are roughly twenty years old. Windows will remain as gridwork design windows with the porch windows being six over six. Tammy Kelly chose the black door to match a similar feature elsewhere on the home.

Commissioner Daniel Mike asked about the window that is being kept. Photos provided were limited to showing this item. He also received confirmation that the size will remain the same and the paneled shutter will replace the louver shutter.

Patti Philippon commented that it was good to see the window style was remaining similar to what was being kept. She requested confirmation about the pieces going above the windows and if they were going over all the windows or just the second-floor windows. Greg Galske said current plans are for the Oakland Street facing windows and the garage, and there is room on the first-floor windows.

Andrew Collins asked where the window crossheads came from as it seems not original to the house. Tammy Kelly said she has seen it on other homes in the area and if it doesn't look right there it won't stay up. Greg Galske said that pieces like that are known to have been used for flare. Andrew added that he's seen those features on brick homes and it seems out of place on this style home. Tammy Kelly said it is on other homes on Federal Hill that aren't brick houses.

Karen Stevens asked if there were any earlier pictures of the home before the siding was put on the house to show that this requested feature is original to the home. Tammy Kelly hasn't seen original photos of this house.

Additional discussion continued about the historical accuracy and appropriateness of the requested features. This included discussion if the shutters were an original feature to the home and the opportunity to not replace them at all if they weren't. Gary Galske advised that the shutters do need to be replaced due to discoloration that would be on the home if they were removed and not replaced. Window discussion also continued. The main concern from the Commission is the historic accuracy of the features being requested for the home and advised that not all the homes on the street or cross streets are historical homes. The Commission is charged with ensuring historical accuracy.

Bernadette DuTremble advised the homeowners that original pictures of the home may be available on the second floor of the Bristol Public Library in their Historical Section.

No one from the public spoke either in favor of or against the application.

The hearing is closed.

Chair Nicastro seated Member Mary Beth Mackiewicz as an alternate.

Chair Nicastro asked for a Motion to be made.

By: Karen Stevens

Seconded: Patti Philippon

Deliberation took place among voting members only. Karen Stevens is concerned that the requested features may not be historically appropriate. The pieces that could have been original aren't as much of a concern. Patti Philippon expressed that an original photo of the home would help with her decision. Greg Galske advised that a window header could be done without a keystone. Mary Beth Mackiewicz agreed with needing a photo to best decide which features were original to the home. If no original photo of the home can be found, the keystones could be researched as being present on Dutch colonial homes in 1910. Andrew Armstrong advised of the additional materials needing to be submitted to the Commission by April 6, 2023 for the next special meeting if needed in order for the Commission to take in new information and make a decision.

Greg Galske asked if the approval for the windows could be given now. Andrew left the room at 5:43pm to make a call to Robert Flanagan, City Planner for guidance on legal notices that need to be posted with these items and partial decisions by the Commission.

Andrew Armstrong returned at 5:48pm and advised that the project cannot be approved in part. It can be approved, denied or continued with conditions.

Daniel Mike suggested giving the homeowner an opportunity to gather the data the Commission needs and continue this request to the April 12, 2023 Special Meeting. Andrew Armstrong also confirmed that photos cannot be shared among Commission members. They need to be entered into record and can be provide to Andrew Armstrong to provide at the Special Meeting.

MOTION: Move to continue Application 2023-01-01 – Request for a Certificate of Appropriateness for the replacement of 39 existing windows, new window headers, and replacement of front door at 22 Oakland Street; Assessor’s Map 25A, Lot 218; Tammy Kelly, applicant, in accordance with the plot plan and information submitted, be CONTINUED to the Historic District Commission Special Meeting on April 12, 2023.

By: Daniel Mike

Seconded: Karen Stevens

For: Philippon, Nicastro, and Mackiewicz

Against: None

Abstained: None

The Motion for the application to be continued to the Commission’s Special Meeting on April 12, 2023 was approved and entered into the record.

STAFF APPROVED ADMINISTRATIVE APPLICATIONS:

Date	Street No.	Address	Description
1/17/23	28	Broadview Street	Roof shingles replacement

Clear to the Chair that these were eligible for administrative approval.

CORRESPONDENCE:

2. Commissioner Reappointment Letters

The Commission acknowledged receipt of the following items in their electronic packets: five letters dated January 11, 2023, from Merina Bigos, CCTC, Deputy town and City Clerk, regarding the reappointments of Commissioners Patricia Philippon, Colleen Nicastro, Daniel Mike, Bernadette DuTremble and Catherine Norton.

Andrew Armstrong reviewed the city’s attendance policy, City Ordinance Code Article 1. Sec. 2-9 (read and noted below). This Commissions’ meetings are less frequent that the regular department’s monthly meetings making it difficult for members to meet the rolling calendar year guidelines listed in the Ordinance. He also noted that Special Meetings don’t count towards the attendance requirements. Discussion could be had to meet once a month and cancel if there is no application to review.

Sec. 2-9. - Boards commissions and committees; members and alternates to attend meetings.

Members and alternate members of each board, commission and committee shall regularly attend meetings. Unless otherwise provided by law, if a member or alternate shall fail to attend sixty (60) percent of regularly scheduled meetings in a year or shall have failed to attend three (3) consecutive regularly scheduled meetings, such member or alternate shall be deemed to have resigned from such board, commission or committee, and the appointing authority shall promptly thereafter make an appointment to fill such vacancy created.

The term "in a year" shall mean the twelve-month period of each appointee's term on such board or commission, next preceding his or her most recent absence; and each such twelve-month period shall include portions of the current term and portions of his or her term immediately prior thereto as the case may be. Each person appointed hereafter to any board or commission shall be deemed to have accepted and shall be subject to the absentee provision and restrictions hereof, as a condition of appointment. Each member shall be responsible for keeping a record of his or her own absences. The secretary or chair of each board and commission may provide a written reminder to any member who has been charged with his or her next-to-last absence, but failure to receive such notice shall not be heard as a defense to said member's removal. No board or commission shall accept or grant requests to be excused for any reason. However, reappointment shall not be precluded to any such person if such person provides a written statement to the city council containing a persuasive explanation for said absences.

MISCELLANEOUS:

3. Approval of Minutes – November 30, 2022

Chair Nicastro reminded the Commission the next regular meeting of the Historic District Commission is Wednesday, May 24, 2023.

Motion: Move to approve the minutes of the November 30, 2023, regular meeting, as amended.

By: Karen Stevens

Seconded: Patti Philippon

For: Nicastro, Mike, Norton, Mackiewicz, DuTremble and Collins

Against: None.

Abstained: None.

All were in favor and the minutes were accepted into the record.

Andrew Armstrong noted the June 22, 2022 – Special Meeting minutes are delayed. There was a substitute recording secretary at the time and the minutes hadn't been completed. The minutes will be completed soon and provided to the Commission for review.

PUBLIC COMMENT:

There was no public comment.

Andrew Armstrong noted that a previous applicant, Mr. Gorman, sent him photos of the new garage doors and they look amazing.

ADJOURNMENT:

MOTION: Move to adjourn at 6:03 P.M.

By: Daniel Mike

Seconded: Colleen Nicastro

For: Stevens, Philippon, Norton, Mackiewicz, DuTremble and Collins

Against: None.

Abstained: None.

The meeting adjourned at 6:03 P.M.

Respectfully submitted,
Sharon Arsego

Colleen Nicastro, Chair

Patti Philippon, Secretary