

**BRISTOL HISTORIC DISTRICT COMMISSION  
MINUTES  
SPECIAL MEETING OF WEDNESDAY APRIL 12, 2023**

**CALL TO ORDER:**

By: Acting Chair Stevens

Time: 5:00 P.M.

Place: City Hall West  
Meeting Room One  
Second Floor

**ROLL CALL:**

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

Vice Chair, Karen Stevens called the meeting to order at 5:02 P.M. Vice Chair Stevens also named Alternates Bernadette DuTremble and Andrew E. Collins and they will have voting privileges this meeting. They were both present for the March deliberation for this application.

**PLEDGE OF ALLEGIANCE:**

Vice Chair, Karen Stevens led the Commission in the Pledge of Allegiance.

Vice Chair Stevens then recapped the March 22, 2023 Public Hearing for the current Application 2023-01-01 as defined below. Vice Chair Stevens advised the Public Hearing was continued to this Special Meeting to allow the homeowners an opportunity to provide additional research on the historical appropriateness of the requested work on the home.

**PUBLIC HEARINGS:**

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 & David Kelly, applicant – (Public Hearing Continued from March 22, 2023.)
  - a. application form
  - b. location maps
  - c. e-mail dated 03-30-23 from Tammy Kelly to Andrew Armstrong (attached 7 photos)
  - d. Links to webpages provided by the applicant
  - e. Examples of Dutch colonial homes with shutters provided by the applicant (attached 7 photos)
  - f. a narrative of the plans dated March 7, 2023, from Action Windows and Siding
  - g. windows and doors specifications

The information has been provided to the Commission. David Kelly, homeowner, was invited to speak to the Commission at this time. David Kelly explained the window replacements are needed for energy efficiency. Windows are currently single pane and they’ve chosen triple pane windows for their efficiency and in the same style as the current windows. An existing leaded window

appears to be an original window. The headers are for appearance and seem to be historically accurate. The Bristol Public Library were unable to provide an original photo of the house and the library provided photos of Colonials that do have headers. The home currently has siding which limits knowing if headers were originally on the home. The headers seem appropriate. The doors and side lights or side windows they'd like to put in have a leaded pattern which they believe is in keeping with the home. There is no color to the windows. The research didn't show any keystones so they aren't requesting those going forward.

Vice Chair Stevens thanks Mr. Kelly for the research he and his wife completed and provided and opened the floor for questions on the material provided. Commissioner Mike asked Mr. Kelly to confirm that the shutters are solid and black which Mr. Kelly did confirm. Commissioner Philippon asked to confirm the doors will be kept as panels similar to the shutters which Mr. Kelly confirmed. Commissioner Collins asked about the original request for headers. Mr. Kelly said it was an educated guess along with the additional research that was done. There were no other questions from the Commission.

Dmitry from Action Windows and Siding, 220 south Street, West Hartford, was present on Zoom. Greg Galske of Action Windows and Siding, 220 South St., West Hartford, was present at the meeting.

No one else spoke in favor of the application.  
No one spoke against the application.

Seated members for the record: Vice Chair Stevens, Commissioners Philippon, Mike, DuTremble and Collins.

Vice Chair Stevens called for a motion to close the public hearing. Commissioner Collins put the motion forwarded and it was seconded by Commissioner DuTremble. All were in favor and the public hearing was closed.

Vice Chair Stevens spoke with Commissioners note about the headers stating that it is hard to tell if headers were originally part of the home or not based on the spacing and sizing now showing on the home. Commissioner Norton asked about the header being the same color of the home. Andrew Armstrong noted that the Commission's guidelines don't allow them to regulate the color.

Greg Galske of Action Windows and Siding, 220 South St., West Hartford, was present at the meeting. He spoke to the Commission that the headers would be white to match the existing trim. Commissioner Collins stated he's comfortable with the other aspects of the application and will go along with the other Commissioner's judgement to include them.

Vice Chair Stevens called for a motion of approval with a request that the keystone portion is removed as part of the motion.

By: Commissioner Patti Philippon

Seconded: Commissioner Daniel Mike

Move to approve 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 as written with the removal of the keystones.

For: Phillipon, Mike, DuTremble, Collins, and Stevens  
Against: None  
Abstained: None

**MOTION (as written)** Move to approve 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 & David Kelly, applicant, in accordance with the plot plan and information submitted, be APPROVED because of the following reasons:

This Approval is subject to the following conditions:

- 1) Prior to a final Certificate of Occupancy being issued, the Land Use Staff will conduct an inspection to certify compliance with the terms and conditions of the approval.
- 2) Any deviation from the approved plans may require approval of the Commission after staff review and discussion with the Vice Chairman.
- 3) Any transfer or assignment of this permit shall require approval of the Commission.
- 4) This permit may be revoked if the permittee exceeds the conditions or limitations of this permit or has secured the permit through deception or inaccurate information.

**NEW BUSINESS:**

1. Staff Scheduling Recommendation:

a. Memorandum of Addition of 2023 Regular Meeting Dates

Andrew Armstrong presented suggested monthly meeting dates at the request of his manager, Bob Flanagan, based on the issue of attendance which was prohibitive given the commission’s limited regular meetings. Special meetings don’t count towards attendance. Commissioner Philippon asked if these will continue that if there is no application before the commission the meeting will be cancelled. Recording Secretary Arsego offered to check with the City Clerk as to how that would work for the commission.

Vice Chair Stevens requested a motion to approve the revised schedule.

**MOTION:** Move to approve the Addition of 2023 Regular Meeting Dates.

By: Commissioner Mike

Seconded: Commissioner DuTremble

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

Against: None

Abstained: None

**PUBLIC COMMENT:**

There was no public participation.

**Approval of the Minutes from March 22, 2023**

Vice Chair Stevens would like the minutes noted that Commissioner Mackiewicz was seated at the March meeting.

Motion to accept the minutes with the noted update.

By: Commissioner Collins

Seconded: Commissioner Mike

For: Philippon, Nicastro, Norton, and Stevens

Against: None

Abstained: None

**ADJOURNMENT:**

**MOTION:** Move to adjourn

By: Commissioner Mike

Seconded: Commissioner Collins

For: Philippon, DuTremble, Norton, and Stevens

Against: None

Abstained: None

The meeting adjourned at 5:30 P.M.

Respectfully submitted,

Sharon Arsego  
Recording Secretary

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Colleen Nicastro, Chair

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Patti Philippon, Secretary