



MINUTES  
WINDSOR HISTORIC DISTRICT COMMISSION  
SPECIAL MEETING  
JULY 13, 2016 5:30 PM  
LUDLOW ROOM, TOWN HALL  
275 BROAD STREET, WINDSOR, CONNECTICUT

Present: Commissioners Raney, Reardon, Rubino, Sachdev, and Yeich.

Also Present: Assistant Town Planner Kenyon, Municipal Historian Christine Ermenc

Commissioner Raney, acting Chair in the absence of Commissioner Rubino, called the meeting to order at 5:40 p.m.

I. New Business

A. Minutes – June 8, 2016

For those present, it should be noted Christine Ermenc was in attendance.

Page 2, last paragraph should note Assistant Town Planner Kenyon.

Motion: Commissioner Yeich moved to approve the minutes of June 8, 2016 as amended. Commissioner Reardon seconded the motion and it passed unanimously, 4-0-0.

II. Public Hearing for Certificate of Appropriateness

A. 107 Palisado Avenue—Replace six windows, First Church Early Learning Center

Commissioner Raney asked if everyone had a chance to review the materials. She then asked Laurel Slate, representative of the First Church Early Learning Center, to present the application. Ms. Slate said the State of Connecticut inspected the Early Learning Center and noted there were six windows with lead paint that needed to be replaced. Ms. Slate went on to explain the windows did not open anymore and many of them leaked and were not efficient. She said she has been in contact with Matt Brattoli of the Windsor Health Department and a contractor in Glastonbury who

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tested the windows for lead paint. They are proposing to replace six windows total, two of which are in bathrooms, one is in a hall closet, and the remaining three windows are located off the kitchen area.

Commissioner Sachdev noted that the application was very well prepared and provided clear justification of the need for new windows. He asked about the replacement windows and how they will appear. Ms. Slate responded that the windows are vinyl but will look the same as the existing windows.

Commissioner Rubino arrived and was seated.

Commissioner Rubino asked if the windows would look historically accurate. Ms. Slate responded that they would and they would actually look better because there would be no peeling paint.

Commissioner Raney asked if there were any other questions. Commissioner Raney asked for a motion.

Motion: Commissioner Sachdev moved to approve the Certificate of Appropriateness for 107 Palisado Avenue to replace 6 windows. Commissioner Yeich seconded the motion and it passed unanimously, 5-0-0.

Commissioner Raney stepped down as acting Chair.

### III. Old Business

#### A. Review revisions to Handbook

The Commission reviewed revisions to the Handbook. Minor edits were suggested for the Overview section, including changes to item #4 in the application process. In the History Section, the Commissioners suggested the map showing the daughter towns be enlarged and the first sentence in the Colonial Settlement paragraph be changed to include the word eventually.

The Commission then reviewed the History of the Windsor Historic District and Commission section. The Commission thought that much of the content regarding the Commission and the District boundaries was repeated later on in the document. Revisions were suggested to remove portions of the section.

The Commission suggested changes to the map. Commissioner Yeich thought the Farmington River should be added to the map. Assistant Town Planner Kenyon said she would make the change.

There was general discussion about the rules and operating procedures. It was decided to keep the content the same but add reference to the Planning Department webpage so people know where the application can be obtained.

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Next the Commission reviewed the Design Guidelines section. A different picture of the shingled cape was suggested and other minor punctuation changes were discussed. The Commission also said a picture of a mansard roof should be added. There being no other comments, Assistant Town Planner Kenyon said at the last meeting the Commission had discussed changing the application for a Certificate of Appropriateness. She provide several examples and said based on the examples and other land use applications for the town, it may be helpful to have information for both the owner and the applicant in the event they are different. The Commission also suggested having a line for the contractor/agent. The Commission agreed they would like to see lines for a work start date and end date as well as a statement that all work must be completed within one year of approval. It was also consensus that the first paragraph referencing Windsor's beauty be removed.

Assistant Town Planner Kenyon said she would make the changes to the Handbook and the application as discussed and would email both to the Commission for their review.

The Commission set a public hearing date of adoption of the revised Handbook for September 21, 2016 at 5:30 PM.

#### IV. Adjournment

Commissioner Sachdev moved to adjourn the meeting at 7:10 p.m. Commissioner Yeich seconded the motion and it passed unanimously, 5-0-0.