

**MINUTES
WINDSOR HISTORIC DISTRICT COMMISSION
ANNUAL MEETING
JANUARY 23, 2019
LUDLOW ROOM, TOWN HALL
275 BROAD STREET, WINDSOR, CONNECTICUT**

Present: Chairman Rubino, Commissioner Raney, Commissioner Reardon, and Alternate Commissioner Hinckley

Also Present: Assistant Town Planner, Todd Sealy
 Homeowner, Michael McGovern
 Homeowner, Elizabeth Vaca-Ranieri
 Contractor, Joe

Chairman Rubino called the meeting to order at 6:09 PM.

I New Business

A Annual Election of Officers

a Chair

Motion: Commissioner Raney moved to appoint Steve Rubino as Chair of the Commission, Commissioner Hinckley seconded the motion and it passed unanimously 4-0-0.

b. Vice Chair

Motion: Commissioner Raney moved to appoint Jacqueline Reardon to Vice Chair, Commissioner Rubino seconded the motion and it passed unanimously 4-0-0.

c. Clerk

Motion: Commissioner Raney moved to appoint Colette Yeich as Clerk of the Commission, Chairman Rubino seconded the motion and it passed unanimously 4-0-0.

B Minutes – October 24th, 2018

Motion: Commissioner Hinckley moved to approve the Minutes of October 24, 2018 with the condition of a one amendment. Chairman Rubino seconded the motion and it passed unanimously 4-0-0.

II Public Hearing for Certificates of Appropriateness

A 355 Palisado – Remodel of front porch

The applicant, Michael Scott McGovern, described his application for a front porch remodel at 355 Palisado. The commission reviewed and commented on the applicants' drawings. The

applicant explained his application which featured adding a deck, removing and relocating doors and windows and adding outdoor lights. It was stated that the house dated back to 1953. Commissioner Hinckley asked the applicant what materials he would replace these with. Michael said that he had a mahogany door that he wanted to replace the bay windows. Commissioner Hinckley then asked about the lights and windows. Michael said that he would get them wherever he could and that the windows would be vinyl clad wood. The frames would be wood and the replacement windows are vinyl. Scott explained that he would place the door as shown in the application drawings and put in two lights and windows on each side of the door. The existing front door of the house would still exist but he wants to reconfigure the layout of the front entrance. The applicant stated he would be doing this work himself except for electrical, plumbing, and heating. His target completion date is in April. Commissioner Hinckley had questions regarding the door shown in the photos. Michael said that the doors and walls are being moved out and expanded out towards the driveway. Commissioner Hinckley then had questions regarding the deck. Michael described that the deck would sit on the driveway, the material would be treated lumber and he would decorate the deck with planters. Chairman Rubino asked if all the windows are being replaced and if they will have mullions. The applicant replied that the windows would be replaced with mullions. The commission had a small discussion about the amount of time the house has been vacant.

Commissioner Hinckley asked what material exterior walls would be. McGovern said that it would be the same material that exists now, cedar shingles and there was some rotten trim to replace.

Motion: Commissioner Hinckley moved to approve the Certificate of Appropriateness application for 355 Palisado Ave as presented, Rubino seconded the motion, and it passed unanimously 4-0-0.

III Old Business

- A 407 Palisado Ave – Certificate of Appropriateness Application HDC-2018-03 – Windows
Chairman Rubino stated that this letter was in regards to the mullions which were recently installed. The applicant, Elizabeth Vaca-Ranieri said that it was her understanding that the letter was regarding the kitchen window and the third story window. The certificate of appropriateness that she received stated that there was a one year time limit to complete the windows with the mullions. The applicant stated that the application presented 19 double hung windows, she didn't specify which windows were being replaced. She said that, during the public hearing, the Commission told her that the kitchen window had to be replaced with a similar window. So she replaced it with the same style and that the mullions had been installed. Photos of the windows were distributed to the commission. Elizabeth explained the before and after photos provided to the commission. Commissioner Hinckley questioned if the attic windows were in the application. Elizabeth said that she was told by the commission not to replace the attic window because it was not historic. So the window was replaced with a Georgian style window.

The commission debated on whether or not the applicant was instructed to not replace certain windows. The applicant clarified saying that the application said 19 double hung windows and that the letter had said not to replace the kitchen and attic windows with double hung windows and that she was instructed to replace the other three with Georgian style windows. Chairman Rubino asked the applicant how many windows were replaced.

The applicant said 19 windows were replaced, as proposed in the application. Commissioner Hinckley asked the applicant about the mullions that were installed sideways. The applicant's contractor said that the mullions will be corrected. The Chairman expressed his previous concern that the mullions were not going to be installed but that he was glad to see they had been installed. The owner explained there were several issues to be such as mold, asbestos, and water damage that had to be addressed before the mullions.

Commissioner Hinckley requested the minutes from the previous hearings. She reviewed the minutes and stated that there was nothing in the minutes regarding the Georgian windows. Chairman Rubino said with the exception of the windows where the mullions need to be replaced, the applicants followed through with what they proposed. Commissioner Hinckley asked Town Planner Eric Barz, who was present in the audience, what his understanding of the situation was given that he was present at both meetings. Mr. Barz stated that he did not have any recollection of a discussion of the attic windows or the kitchen windows. The applicant's contractor, Joe, said he was confused about what the issue is. Commissioner Raney said that ideal situation would be to replace windows with like windows. The contractor said that it would have been impossible to do given the side and embedded shutters on the windows. The kitchen window was identical to the one that was replaced. Then there was a discussion about the attic windows and embedded shutters and the difficulty of replacing these. Chairman Rubino said at this point he considers the applicants have followed through with what they said they were going to do.

Commissioner Raney expressed to the commission that if she were at the first meeting she would have requested a sample to be brought in, and that going forward the commission should request samples to be brought in. Commissioner Raney has said that she has received negative feedback on the windows. Chairman Rubino agreed that the commission should request materials to be submitted with the application. He stated that certain conditions, such as mold, water damage that the homeowner was dealing with contributed to a quick review and decision on the part of the commission. The commission was presented a case and they made a value judgment on it and they made a decision rather quickly. The commission would not be in a position to say that the windows have to be wooden, the parameters on which they make decisions is based on what is visually appropriate. Chairman Rubino continued that he thought an effort was made to make it appear historically correct, the mullions being the point we put the most emphasize on and they make a difference. At this point, there isn't much that can be done on this case but going forward we should request material samples. Commissioner Raney agreed that nothing could be done at this point. But we need to put it in motion that this is something we need to address going forward and not feel pressured. Chairman Rubino suggested adding in the guidelines that we should request materials to be submitted in the application. And in reflecting on past decisions, he stated you always wonder if you made the right decision. But ultimately I don't think we have the position to say this has be 100% made the way it would have been made when the house was built.

Motion: Chairman Rubino moved to approve the completion of the window replacement with the condition of changing the mullions on one window. Commissioner Reardon seconded the motion and it passed 4-0-0.

IV Miscellaneous

A Annual Re-affirmation of Town Code of Ethics

The assistant town planner, Todd, collected the signed acknowledgements from the present members of the Historic District Commission.

B. Open Discussion

Commissioner Hinckley stated that given the nature and responsibility of the Commission, it would be helpful to have a coaching session. And that maybe it should be open to the community. She stated that sometimes we wander off into areas that are not under our purview, sometimes we don't know if it's under our purview. I think sometimes we don't realize that we have rights also. For example, we have the right to say that we need to get some consultation on this and we don't have to charge the homeowner for this. She suggested reaching out to Greg Farmer, a circuit rider for the CT Trust for Historic Preservation. She suggested a session where Farmer goes over what's appropriate in our discussions and the questions we ask, what kind of things we can ask for ourselves. Todd or Eric could present the Windsor information so that we're making consistent decisions as possible. There was a discussion about what dates would work for the training session. The commission discussed setting up a meeting to have a coaching session on state statutes regarding preservation and the ability of the historic commission to determinations on certificate of appropriateness applications. The tentative proposed date of the meeting is 3/06/19 and Commissioner Hinckley said she will follow up with Greg Farmer

There was a discussion about how many commissioners are required to be living in the district. Since one of the commissioners will be leaving the district, there needs to be a review of the regulations regarding the number of commissioners living in the district.

V Adjournment

Motion: Commissioner Reardon made the motion to adjourn at 6:59 p.m., Chairman Rubino seconded and it passed unanimously 4-0-0.