

MINUTES
WINDSOR HISTORIC DISTRICT COMMISSION
SPECIAL MEETING
September 12, 2024
HYBRID MEETING, LUDLOW ROOM, TOWN HALL
275 BROAD STREET, WINDSOR, CONNECTICUT

Present: Chairperson Dupont-Diehl, Commissioner Yeich, and Alternate Commissioner Yonkman

Also Present: Todd Sealy, Town Planner, Town of Windsor

Commissioner Dupont-Diehl called the meeting to order at 6:04 p.m.

Mr. Sealy read the legal notice into the record

I. New Business

A. Minutes

a. Minutes April 24, 2024

Motion: Commissioner Yeich moved to approve the Minutes of April 24th, 2024 as amended. Commissioner Dupont-Diehl seconded the motion and it passed 3-0-0.

II. Public Hearings for Certificate of Appropriateness

A. Certificate of Appropriateness: 236 Palisado Ave., Roof mounted Solar, Stewart

Todd Sealy presented the project on the behalf of the applicants who were not present. The proposed project is for roof mounted solar at 236 Palisado Ave. The solar panels would be mounted on the back side of the building. Mr. Sealy stated that he doesn't anticipate the panels being highly visible from the right-of-way. Another series of panels would be added to the side of the garage, which would be slightly visible from the right-of-way. The inverter and all the equipment would be mounted on the north side of the house. Commissioner Yeich asked if they would need all the proposed panels. Mr. Sealy responded that he would assume so. Commissioner Yeich asked about the size of the utility meter. Mr. Sealy stated that the size is similar to an electrical panel. Mr. Sealy stated that the number of panels depends on the size of the inverter the applicant is going to be adding. It'll be in the back corner of the house shielded somewhat by a fence.

Motion: Alternate Commissioner Yonkman moved to approve the application 236 Palisado Ave., Roof mounted solar. Commissioner Dupont-Diehl seconded and it passed 3-0-0.

B. Certificate of Appropriateness: 249 Palisado Ave., Roof mounted Solar, Sheehan

Mr. Sealy stated that the proposed panels would have minor visibility from the street, although they would be slightly visible if you were to look for them. Mr. Sealy showed where the inverters and all the equipment are proposed on the plan. Commissioner Yeich wondered why they didn't propose the back of the house for the equipment. Mr. Sealy assumed they want to keep the equipment close to the existing meters. Commissioner Dupont-Diehl stated it would not be very visible from the road. Commissioner Yeich stated there was a lot of shade in the area. Commissioner Dupont-Diehl wondered if the applicant would be taking down a tree.

Motion: Alternate Commissioner Yonkman moved to approve the application 249 Palisado Ave., Roof mounted solar. Commissioner Yeich seconded and it passed 3-0-0.

III. Old Business

Mr. Sealy stated that Eric Barz had retired from his Town Planner position in June and that he was chosen as the replacement. He stated that they are beginning the process for the Plan of Conservation and Development and the Day Hill Corridor Study. A number of consultants were interviewed the past week. It will go to Town Council in early October to secure funding. A steering committee will be formed from a number of boards and commissions. Mr. Sealy stated that he will update the Commission on the steering committee when he has more information. The Plan of Conservation and Development is planned to be adopted by October, 2025. The Day Hill Corridor Study is planned to be completed by February, 2025. Mr. Sealy said that Mitchell Vye from Agawam, Massachusetts was chosen as the Assistant Town Planner. He previously worked as the Conservation Agent for the City of Greenfield, Massachusetts. He added that the Assistant Town Planner has historically run this Commission.

Todd also mentioned that the Commission is down in membership. The Town Manager's office has sent out notifications for advertising for available positions with the Commission.

Commissioner Dupont-Diehl stated she likes the notion of presumptive approval of solar panels. She would also like the Commission to be more proactive on getting information out to realtors or getting stories in the newspaper so that people are more aware when they move into the district.

Mr. Sealy stated that the Commission is comprised of 5 regular members and 3 alternate members. At least 3 of the regular members and 2 of the alternative members shall be residents of the historic district.

IV. Miscellaneous

UCONN- CLEAR – Land Use Commissioner Training Webinar – Module 3 Responsibilities / Fundamental Fairness & Running a meeting.

Commissioner Dupont-Diehl stated that she had reached out to Mr. Sealy and asked if there were any trainings to become more familiar with the Commission processes, procedures, and regulations. She stated that Mr. Sealy had recommended the Land Use Commissioner training webinar from the University of Connecticut. The university records their training sessions and the presentation slides are available to view. Mr. Sealy stated that there is a lot of great information on there about the roles and responsibilities of different commissions.

V. Adjournment

Motion: Commissioner Dupont-Diehl made the motion to adjourn at 6:38 p.m., Commissioner Yeich seconded the motion and it passed unanimously 3-0-0.