

**BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF MONDAY FEBRUARY 25, 2026**

By: Chair Collins

Time: 5:00 P.M.

Place: City Hall

ROLL CALL:

MEMBERS:	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Andrew E. Collins, Chair	X	
	Karen Stevens, Vice-Chair	X	
	Colleen Nicaastro	X	
	Jennifer St. John	X	
	Alicia M. Jennings	X	
ALTERNATE MEMBERS:	Keith Elder		X
	Greg Hartmann	X	
	Jason M. Messier	X	
STAFF:	Robert M. Flanagan, AICP, City Planner	X	

1. Call to Order

Per the order of Chairman Collins, the meeting was called to order at 5:00 P.M. and led all present in the Pledge of Allegiance. With new members on the Commission present the Chair asked for introductions from the members and department staff.

Chairman Collins reminded the Commission the next regular meeting of the Historic District Commission is Wednesday, March 25, 2026.

2. Public Participation

There was no Public Participation.

3. Approval of Minutes

a. Regular Meeting – November 19, 2025

Chair Collins designated regular Commissioners Stevens, Nicaastro, St. John, Jennings, and Collins to vote on the November 19, 2025, regular meeting minutes.

Members noted the following correction to the Minutes:

- Section 3 of the Minutes showed all the members voting but not all were present. The request was to have this piece reviewed and updated.
- Additionally, it was noted that the conditions that the approvals are subject to state "after staff review and discussion with the Vice Chairman", when it should say "Chairman".

Motion: Move to approve the minutes of the November 19, 2025, regular meeting, as amended.

By: Commissioner St. John

Seconded: Commissioner Nicaastro

For: Stevens, Nicaastro, St. John, Jennings, and Collins

Against: None

Abstained: None

All were in favor and the Minutes were accepted into the record as amended.

4. Public Hearings

- a. Application 2026-02-01 – Request for a Certificate of Appropriateness for the replacement of 6 windows at 100 Oakland Street; Assessor's Map 25, Lot 53; Greg Mazares/Southern New England Windows, applicant.

Chair Collins designated regular Commissioners Stevens, Nicastro, St. John, Jennings, and Collins to vote on Application #2026-02-01. Commissioner Hartman cited a Conflict of Interest as a direct neighbor to the applicant and excused himself from the Public Hearing at 5:04pm. The Chair confirmed that the five regular members would be voting while the alternate members would be able to make inquiries about the application but would not be allowed to vote on the application.

The Commission received the following items in their electronic packets:

- a. application #2026-02-01 (3 pages)
- b. location & aerial maps (3 pages)
- c. street view (staff) from 2025 (2 pages)
- d. streetside pictures w/numbering (submitted by applicant)
- e. example of proposed windows
- f. installation package

Ben Burnham from Renewal by Anderson/Southern New England Windows spoke on behalf of the homeowner. The application is for six (6) like-for-like replacement windows that are mostly not main street facing but some are partially visible. The windows will be the same color, grid pattern, and the style to what is there now.

A sample of the windows was shared with the Commission. The windows are a wood polymer composite designed to look like they've been part of the home all along. A "replacement style" process is being used which means all the external features will be preserved such as the existing shutters with older style brackets which will not be touched during the installation. There are over seventy (70) windows in this home that need to be replaced. These six (6) are the first portion of that project. Installation will take one day with one work truck on site.

Commissioner Stevens requested confirmation that all six (6) windows would be identical in size and identical in size to what is currently in place. There were no additional questions presented by the Commission.

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

Motion to close the Public Hearing

By: Commissioner Nicastro

Seconded: Commissioner St. John

Discussion: The Commissioners stated their appreciation for the complete and concise application. There were no additional questions.

MOTION: Move to approve Application 2026-02-01 – Request for a Certificate of Appropriateness for the replacement of 6 windows at 100 Oakland Street; Assessor's Map 25, Lot 53; Greg Mazares/Southern New England Windows, applicant, in accordance with the plot plan and information submitted, be APPROVED.

By: Commissioner Stevens

Seconded: Commissioner Nicastro

For: Stevens, Nicastro, St. John, Jennings, and Collins
Against: None
Abstained: None

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 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.

Commissioner Hartmann rejoined the meeting at 5:15pm

5. Correspondence

a. Demolition Delay – 2026 Memo to Chief Building Official

The Commission received the following items in their electronic packets:

aa. Memorandum dated January 12, 2026, from Chairman Collins, regarding Delay of Demolition

The City Planner advised the Commissioners that a yearly letter was sent to the city's Chief Building Official as a reminder that any demolition needed in the Historic District requires a 90-day delay and the Commission needs to be notified for a review. This letter is a standard practice item for this purpose.

b. Regular Commissioner Appointment – A. Jennings

The Commission received the following item in their electronic packets:

aa. Letter dated January 15, 2026, from Town and City Clerk, regarding the appointment of Commissioner Alicia Jennings as a Regular Commissioner.

The Chair confirmed that Commissioner Jennings has been reinstated as a Regular Commissioner after having served as an Alternate Commissioner for a time. Commissioner Jennings shared that she is a resident in the city's Historic District and is pleased to serve as a Regular Commission.

c. Alternate Commissioner Appointment – G. Hartmann

The Commission received the following item in their electronic packets:

aa. Letter dated January 15, 2026, from Town and City Clerk, regarding the appointment of Commissioner Gregory Hartmann as an Alternate Commissioner.

The Chair confirmed that Commissioner Hartman has been appointed as an Alternate Commissioner. Commissioner Hartman is a resident of Bradley Street and is retired from the building fasteners industry.

d. Alternate Commissioner Appointment – J. Messier

aa. No correspondence received.

The Chair confirmed that Commissioner Messier has been appointed as an Alternate Commissioner. Commissioner Messier is a resident of 45 Hepworth Street in Forestville and is the Treasurer of the Bristol Historical Society.

The City Planner inquired about the possibility of holding virtual only meetings in the event of a single application or possibly rotating online and in-person as a matter of efficiency. Discussion followed. It was acknowledged that in the event of a repeat or simple application, the virtual only option could be considered, especially on a case-by-case basis.

It was also noted that a meeting previously posted as online and in-person can be moved to virtual in the event of bad weather to continue with the meeting as posted vs. rescheduling.

The City Planner also advised the Commission that the next meeting is Wednesday, March 26, 2026 as a new application has been received for solar panels.

6. Adjournment

MOTION: Move to adjourn at 5:25 P.M.

By: Commissioner Nicastro

Seconded: Commissioner St. John

For: Stevens, Nicastro, St. John, Jennings, and Collins

Against: None

Abstained: None

The meeting adjourned at 5:25 P.M.

Respectfully submitted,

Sharon Arsego

Recording Secretary

Andrew E. Collins, Chairman

Acting Secretary