

**BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY NOVEMBER 19, 2025**

ROLL CALL:

MEMBERS:	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Andrew E. Collins, Chair	X	
	Karen Stevens, Vice-Chair	X	
	Patti Philippon, Secretary (Zoom)	X	
	Colleen Nicastro	X	
	Jennifer St. John	X	
ALTERNATE MEMBERS:	Daphnee Delgado (Zoom)	X	
	Alicia M. Jennings		X
	Keith Elder		X
STAFF:	Robert M. Flanagan, AICP, City Planner	X	
	Andrew Armstrong, Assistant 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.

Chairman Collins reminded the Commission the next regular meeting is on Wednesday, December 17, 2025.

2. Public Participation

There was no Public Participation.

3. Approval of Minutes

a. Regular Meeting - September 24, 2025

Chairman Collins designated himself and regular Commissioners Nicastro, St. John, Philippon, Stevens to vote on the September 24, 2025, regular meeting minutes.

Motion: Move to approve the minutes of the September 24, 2025, regular meeting, with no changes or corrections noted.

By: Commissioner Nicastro

Seconded: Commissioner St. John

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

Against: None.

Abstained: None.

The minutes of the September 24, 2025 Regular meeting were accepted into the record.

4. Public Hearings

- a. Application 2025-11-01 – Request for a Certificate of Appropriateness for the replacement of 20 windows at 38 Broadview Street; Assessor's Map 25A, Lot 85; American Home Fitters, LLC, applicant.

Chairman Collins designated regular Commissioners Stevens, Philippon, Nicastro, and St. John in addition to the Chairman to vote on Application #2025-11-01.

- a. application form
- b. location maps
- c. Link to Previous HDC Application File for 38 Broadview Street
- d. Link to Application #2024-07-02
- e. Summary of the Overlook Local Historic District, 38 Broadview St., Violation: Replacement of 19 windows total/8 of which have been replaced to date without approval of the Bristol Historic District Commission

Chairman Collins shared a brief review of the previous application for this project which the Commission voted to deny for various reasons. The application before the Commission today is a re-submission for the same window project, but with a different project plan for the home.

James Escudero and Jenn Bermonk of American Home Fitters, LLC, 504 Hazard Ave., Enfield, represented the applicant. The applicant was not present at the behest of American Home Fitters as they felt they could best explain the scope of work and the work plan directly.

The representative from American Home Fitters, LLC shared about his work experience with historic homes both in Connecticut and Rhode Island. He was not expecting to see the issues with the existing window replacements at 38 Broadview Street. He stated that going back to the 1990s, and with the current replacement window work that had been done, various windows were resized to fit standard sized windows made of more inferior materials. The work was done without consideration for the age and historic significance or preservation of the home in mind. Issues include gaps left in the window frames, shutters moved to try and cover the gaps, incorrectly resizing window frames, and an overall mix of ill fitting, mis-sized and poorly installed replacement windows.

After an in-person inspection of the windows in the home, the representative provided current, approximate sizes of all 20 windows compared to what the final window sizes would be once they complete the project. He emphasized that the window sizes could change once he is able to work on each window. The wide range of existing window sizes is evident of the changes made to the windows over the years up to the present. His recommendation to the homeowner is to replace all the windows and ensure correct and uniform sizes in each grouping.

Discussion between the Commissioners and the contractor followed. All the Commissioners thanked the contractor for recognizing and appreciating the symmetry of the windows as part of the original and historic design features. Also, the chart they prepared showing approximate current sizes and the planned final sizes, with uniformity across window groupings, such as two or four windows in one area. Current available records of the windows show no grids, but if there is evidence of them having had grids as part of the design, they will pursue it for the replacements. The shutters will need to be removed to allow for the installation, and be replaced on the outside of the trim when the windows are in place.

No one else spoke in favor of the application.

No one spoke against the application.

Motion to close the hearing:

By: Commissioner Nicastro

Seconded: Commissioner Stevens

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

Against: None.

Abstained: None.

The hearing is now closed.

The Commissioners deliberated, stating that they appreciate the approach with this application and that it is a huge improvement with the contractor putting a lot of careful thought into the project.

Application 2025-11-01 – Request for a Certificate of Appropriateness for the replacement of 20 windows at 38 Broadview Street; Assessor's Map 25A, Lot 85; American Home Fitters, LLC, applicant, in accordance with the plot plan and information submitted, be APPROVED because of the following reasons:

Motion to approve the application with the stipulation that the measurements for windows 7 and 9 are swapped, and with the understanding that windows 1, 2, 3 and 4 should be in uniform size, the pairs of windows 5 and 6, 7 and 8, 10 and 11, 12 and 13, 14 and 15, 16 and 17, and 18 and 20 should also be uniform in size within each pair or group.

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.

By: Commissioner St. John

Seconded: Commissioner Stevens

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

Against: None.

Abstained: None.

The application is approved.

Additional Business:

The proposed 2026 Meeting Schedule was revisited with notations about the January and December meeting dates.

Preservation Connecticut is holding a training session for Commissioners. An email was sent out to all Historic District commissioners regarding this free training. The Chair attended last year and expressed his positive feedback on the information. This training is December 3, 2025 at Cheshire Town Hall with online registration. This is also useful training for new commissioners for reviews of laws and responsibilities, plus networking opportunities with commissioners from other towns.

The Assistant City Planner, Andrew Armstrong, announced that he is leaving his post with the city of Bristol. The Commissioners thanked Andrew and wished him well in his new job.

5. Adjournment

Chairman Collins designated regular Commissioners Stevens, Philippon, Nicastro, and St. John in addition to the Chairman to vote on the adjournment.

MOTION: Move to adjourn at 5:37 P.M.

By: Commissioner St. John

By: Commissioner Nicastro

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

Against: None.

Abstained: None.

All were in favor, and the meeting adjourned at 5:37 P.M.

Respectfully submitted,

Sharon Arsego
Recording Secretary

Andrew E. Collins, Chairman
Bristol Historic District Commission

Patti Philippon, Secretary, Secretary
Bristol Historic District Commission