

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

By: Chair Collins

Time: 5:00 P.M.

Place: City Hall
111 North Main Street
Council Chambers
First Floor

ROLL CALL:

MEMBERS:	NAME		PRESENT	ABSENT
REGULAR MEMBERS:				
	Andrew E. Collins, Chairman		X	
	Karen Stevens, Vice Chairman		X	
	Colleen Nicastro		X	
	Alicia M. Jennings		X	
	Jennifer St. John			X
ALTERNATE MEMBERS:				
	Gregory Hartmann		X	
	Jason Michael 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 5:00PM, and all present were led in the Pledge of Allegiance.

2. Public Participation

There was no Public Participation.

3. Approval of Minutes

a. Regular Meeting — February 25, 2026

Chairman Collins designated regular Commissioners Jennings, Nicastro, Stevens and Collins with alternate Commissioner Messier to vote on the February 25, 2026, minutes.

Motion: Move to approve the minutes of the February 25, 2026, regular meeting, amended as follows:

The next meeting date is written as March 26, 2026 and it should be read as March 25, 2026.

By: Vice Chairman Stevens

Seconded: Commissioner Messier

For: Jennings, Nicastro, Stevens, Collins, and Messier

Against: None

Abstained: None

The meeting minutes for February 25, 2026 were accepted into the record as amended.

4. Public Hearings

- a. Application #2026-03-01 - Request for a Certificate of Appropriateness for the installation of roof-mounted solar (9 panels) at 163 Woodland Street; Assessor's Map 25, Lot 58; Scott and Cheryl McNeal, owners; Trinity Solar, LLC, applicant.

Chairman Collins designated regular Commissioners Jennings, Nicastro, Stevens and Collins with alternate Commissioner Messier to vote on Application #2026-03-01. Commissioner Hartmann recused himself from participating in this portion of the meeting and from voting on the application as his property immediately borders the applicant's.

- a. application form
- b. location map
- c. setback notes
- d. City of Bristol, property listing report
- e. remote site assessment
- f. photos (12 Pgs.)
- g. homeowner authorization form
- h. letter dated February 23, 2026, to the building official
- i. certificate of liability insurance
- j. appendix – roof mounted PV solar system

Mackenzie Lyons from Trinity Solar, spoke to the Commission regarding the proposed plans for solar panels at the residence in question. She verified that the installation would take one day, and the plans are designed to make the panels as unintrusive to the neighborhood as possible. Trinity Solar virtually shared the home's current appearance and proposed placement of the solar panels on the home with the Commission. The wiring and the box for the panels will be attached to the back of the house. Trinity Solar will provide a copy of the shared packet with the Commissioners for their reference after the meeting.

Discussion followed, including confirmation that the home's roof is five years old. The Commissioners always ask about the age of the roof for solar panel installations in the interest of the homeowner. Also discussed was what determines the number of panels a home will need. Trinity Solar indicated that it is dependent on the energy consumption of the residents. For this application, the proposed nine (9) panels will cover 100% of their usage.

Chairman Collins noted that the state's guidelines regarding solar panel installation in a historic district limits the city to ensuring the panels don't detract from or otherwise inhibit the goals of preserving the district's integrity. The Commission thanked Trinity Solar for their complete and well prepared application for this project.

No one else spoke in favor of the application.

No one spoke against the application.

The hearing is closed.

By: Commissioner Nicastro

Seconded: Vice Chairman Stevens

For: Jennings, Nicastro, Stevens, Collins, and Messier

Against: None

Abstained: None

Further discussion among the Commissioners followed, with a consensus that the work proposed was acceptable and the plans were well presented for review.

MOTION: Move to approve Application #2026-03-01 - Request for a Certificate of Appropriateness for the installation of roof-mounted solar (9 panels) at 163 Woodland Street; Assessor's Map 25, Lot 58; Scott and Cheryl McNeal, owners; Trinity Solar, LLC, applicant, in accordance with the plot plan and information submitted, be APPROVED because of the following reasons:

This Approval is subject to the following conditions:

- 1) Prior to the 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: Vice Chairman Stevens

Seconded: Commissioner Nicastro

For: Jennings, Nicastro, Stevens, Collins, and Messier

Against: None

Abstained: None

The application is approved.

5. Correspondence

Chairman Collins reminded the Commission the next regular meeting of the Historic District Commission is Wednesday, April 22, 2026.

The Commissioners asked the City Planner if there were any Administrative Approvals to report to the Commission. The City Planner advised that there were none and offered to review the records to confirm. Future Administrative Approvals will be shared with the Chairman for their reference.

There were no additional items presented for discussion.

6. Adjournment

Chairman Collins designated regular Commissioners Jennings, Nicastro, Stevens and Collins with alternate Commissioners Hartmann and Messier to vote on the adjournment.

MOTION: Move to adjourn at 5:20PM.

By: Vice Chairman Stevens

Seconded: Commissioner Nicastro

For: Jennings, Nicastro, Stevens, Collins, Messier, and Hartmann

Against: None

Abstained: None

The meeting adjourned at 5:20PM.

Respectfully submitted,

Sharon Arsego
Recording Secretary

Andrew E. Collins, Chairman

Karen Stevens, Vice-Chair