

**BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY NOVEMBER 29, 2023**

CALL TO ORDER:

By: Chair Nicastro

Time: 5:01 P.M.

Place: City Hall
Meeting Room 1-3**ROLL CALL:**

MEMBERS:	NAME	PRESENT	ABSENT
REGULAR MEMBERS:			
	Colleen Nicastro, Chair	X	
	Karen Stevens Vice Chair	X	
	Patti Philippon (Secretary)		X
	Catherine Norton		X
ALTERNATE MEMBERS:			
	Mary Beth Mackiewicz	X	
	Bernadette DuTremble – She is resigning – no confirmation yet		NA
	Andrew E. Collins	X	
STAFF:			
	Robert Flanagan, City Planner		NA
	Andrew Armstrong, Assistant City Planner	X	

PLEDGE OF ALLEGIANCE:

Chair Nicastro reminded the Commission the next regular meeting of the Historic District Commission is Wednesday, December 27, 2023.

Chair Nicastro called the meeting to order at 5:01 P.M.

PUBLIC HEARINGS:

1. Application 2023-11-01 – Request for a Certificate of Appropriateness for the installation of new solar panels at 145 Bradley Street; Assessor's Map 25A, Lot 222-11; Joshua Cordero, applicant.

Chair Nicastro designated regular Commissioner Nicastro and Stevens to vote on Application #2023-11-01. She also designated alternate Commissioners Mackiewicz and Collins to vote on Application #2023-11-01.

The Commission received the following items in their electronic packets:

- a. application form
- b. location map
- c. aerial map
- d. narrative
- e. certificate of completion
- f. structural certification
- g. plan set

Allyson Marroquin, 751 Straits Turnpike, Middlebury, applicant, Senior Project Manager for ION Solar Pros, explained to the Commission the various features and specs of the solar panels that Mr. Cordero is petitioning to have on his home. Her notes included the panels unobtrusive appearance, including a combined panel box for the side of the home which was illustrated and explained. Ms. Marroquin also advised that ION Solar Pros hides the conduit runs whenever possible for both the homeowner's benefit and for overall appearance.

Joshua Cordero, 145 Bradley St., property owner, was present at the meeting. Mr. Cordero confirmed the roof had been replaced in September 2023 when the age of the roof was in question. The question was in relation to installing the solar panels on a new vs aging roof.

Staff member Andrew Armstrong shared the State of Connecticut statute that says a petition for solar panels within a historic district cannot be denied unless it ruins the character of the entire district. It also states that suggestions and stipulations can be made by the Commission. Armstrong shared previously provided images of plans and photos of the panels during the public hearing portion of the meeting.

Further discussion included the configuration of the house as presented for the application. The application reads "the main house". It was agreed among the Commissioners and the homeowner that the main house is the one structure which includes the home, the garage, and the breezeway that connects the two. Discussion also included clarification of the location of the fire access paths.

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

The hearing is closed.

By: Commissioner Stevens.

Seconded: Commissioner Collins.

For: Nicastro, Stevens, Mackiewicz and Collins.
Against: None.
Abstained: None.

MOTION: Move to approve Application 2023-11-01 – Request for a Certificate of Appropriateness for the installation of new solar panels at 145 Bradley Street with the stipulation that the solar panels would extend to the breezeway and accessory structure which is then, technically one building; Assessor's Map 25A, Lot 222-11; Joshua Cordero, 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 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 Vice 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 Stevens.

Seconded: Commissioner Collins.

For: Nicastro, Stevens, Mackiewicz and Collins.
Against: None.
Abstained: None.

The application is approved.

MISCELLANEOUS:

2. Approval of Minutes – April 12, 2023 Special Meeting

Chair Nicaastro designated regular Commissioners Nicaastro and Stevens to vote on the April 12, 2023, special meeting minutes. She also designated alternate Commissioners Mackiewicz and Collins to vote on April 12, 2023, special meeting minutes.

MOTION: Move to approve the minutes of the April 12, 2023, special meeting.

By: Commissioner Stevens.

Seconded: Commissioners Collins.

For: Nicaastro, Stevens, Mackiewicz and Collins.

Against: None.

Abstained: None.

Discussion of member attendance took place. Staff Member Andrew Armstrong relayed the attendance status of each Commissioner. He clarified that attendance to special meetings doesn't count towards attendance. Monthly regular meetings, however, do. When those meetings are cancelled, as many have been in 2023, it leaves less room for members to miss a meeting and still maintain the required 60% attendance. The Commission agreed to meet at the scheduled, regular meeting on December 27, 2023 and, in the absence of an application, they would take part in a training. This would benefit the Commission for the necessary attendance requirements as well as provide an opportunity for further education and information regarding various aspects of the commission.

CORRESPONDENCE:

3. 2024 Commission Meeting Schedule

The Commission received the following item in their electronic packet:

The Commission discussed once again scheduling regular monthly meetings in 2024. It was agreed that, in the absence of an application for a monthly meeting, the Commission would implement training. Discussions and training were encouraged at those meetings. This would especially allow for them to keep current on topics and items related to their commission.

Chair Nicastro designated regular Commissioners Nicastro and Stevens to vote on the 2024 Commission Meeting Schedule. She also designated alternate Commissioners Mackiewicz and Collins to vote on the 2024 Commission Meeting Schedule.

a. 2024 Commission Regular Meeting Schedule

MOTION: Move to approve the 2024 Commission Meeting Schedule, amended for the 2024 holiday season. November's meeting will be held Tuesday, November 26 and December's meeting will be held Monday, December 23, 2024.

By: Commissioner Collins.

Seconded: Commissioner Mackiewicz.

For: Nicastro, Stevens, Collins and Mackiewicz.

Against: None.

Abstained: None.

4. Resignation Letter – Commissioner Mike

The Commission received the following item in their electronic packet:

a. Resignation e-mail from Commissioner Daniel Mike

Staff Member Armstrong indicated that Commissioner Bernadette DuTremble is forthcoming. That would leave two vacancies on the Commission. It was discussed that the Commission's alternates could be named as Regular Commissioners.

Additional discussion included listing Administrative Approvals in the monthly meeting packets to communicate said changes to the Commission as a matter of note.

PUBLIC COMMENT:

There was no Public Comment.

ADJOURNMENT:

Chair Nicastro designated regular Commissioners Nicastro and Stevens to vote on the adjournment. She also designated alternate Commissioners Mackiewicz and Collins to vote on the adjournment.

MOTION: Move to adjourn at 5:51 P.M.

By: Commissioner Collins.

Seconded: Commissioner Stevens.

For: Nicastro, Stevens, Collins, and Mackiewicz.

Against: None.

Abstained: None.

The meeting adjourned at 5:51 P.M.

Respectfully submitted,

Sharon Arsego
Recording Secretary

Colleen Nicastro, Chair

Patti Philippon, Secretary