

**BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY, DECEMBER 27, 2023**

CALL TO ORDER:

By: Chair Nicastro

Time: 5:00 P.M.

Place: City Hall

ROLL CALL:

MEMBERS:	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Colleen Nicastro, Chair	X	
	Karen Stevens, Vice Chairman	X	
	Patti Philippon, Secretary	X	
	Catherine Norton		X
ALTERNATE MEMBERS:	Mary Beth Mackiewicz	X	
	Andrew E. Collins	X	
STAFF:	Andrew Armstrong, Assistant City Planner	X	

PLEDGE OF ALLEGIANCE:

Chair Nicastro led the Commissioners in the Pledge of Allegiance.

Chair Nicastro reminded the Commission the next regular meeting of the Historic District Commission is Wednesday, January 24, 2024.

Chair Nicastro designated regular Commissioners Stevens and Philippon as additional voting members this evening. She also designated alternate Commissioners Mackiewicz and Collins as voting Commissioners.

PUBLIC COMMENT:

There was no public comment.

STAFF APPROVED ADMINISTRATIVE APPLICATIONS:

Date	Street No.	Address	Description
3/21/23	239	Grove Street	Replace 10 roof shingles
6/15/23	132	Stearns Street	New roof shingles – from pre-approved shingles

In the review of the above shingle replacement details, Andrew Armstrong noted that both replacements were from the pre-approved shingles list. It was also noted that the shingles for the Bradley Street home was done in September 2023. Andrew will research this item for the Commission and report back at the next meeting.

APPROVAL OF MINUTES:

1. November 29, 2023

MOTION: Move to approve the minutes of the November 29, 2023, regular meeting.

By: Stevens

Seconded: Mackiewicz

For: Stevens, Philippon, Mackiewicz, Collins, and Nicastro.

Against: None.

Abstained: None.

The Minutes were approved into the record.

CORRESPONDENCE:

2. Memo – Delay of Demolition 2024

The Commission received the following item in their electronic packet:

a. letter dated 01/01/24 from Richard Brown, Chief Building Official

Andrew Armstrong advised the Commissioners that this letter is sent to the Chief Building Official at the start of each year. It's a reminder that if any property on the historic registry or resource list that the Commission needs to be notified. This allows them to work with the not for profit or owners before demolition.

3. Resignation Letter – DuTremble

The Commission received the following item in their electronic packet:

a. letter dated 12/01/23 from Bernadette DuTremble

Andrew Armstrong advised the Commissioners that Commissioner DuTremble was no longer able to participate on the Commission. She supplied the supplied letter with her gratitude for the work of the members.

STAFF REPORTS:

4. Initiatives

a. HDC Properties Mailing

Andrew Armstrong provided a sample letter from another town which spoke to the type of communication he is proposing for the Bristol historic district homeowners. The letter would reinforce the Historic District's website information. The idea is to communicate with the historic district to make them aware that they're in a historic district and what that means for them.

b. Historic District Signage

Andrew Armstrong revisited the Commission's discussion about historic district street signs. This could either be different designed signs or different colors. It would draw attention to the area for those driving through it and reinforce it to the district residents as well. The signs could be made within the City's Public Works department as well.

5. Commissioner Training

a. Bristol Land Use Boards & Commission Review

b. Rules for Running a Meeting

c. Historic Districts

Andrew Armstrong provided the Commissioners with training and a review of reference information related to land use and the historic districts. Information included a review of meeting guidelines, considerations when reviewing proposed solar panels, and related commissions and boards such as Land Use and the Zoning Commission. The Commissioners actively participated in the training and review.

There were no applications presented to the Commission at this meeting.

ADJOURNMENT:

Chair Nicastro designated regular Commissioners Philippon, Nicastro, Norton 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 6:27 P.M.

By: Philippon

Seconded: Mackiewicz

For: Stevens, Philippon, Mackiewicz, Collins, and Nicastro.

Against: None.

Abstained: None.

The meeting adjourned at 6:27 P.M.

Respectfully submitted,

Sharon Arsego
Recording Secretary

Colleen Nicastro, Chair

Patti Philippon (Secretary)