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TOWN OF BRISTOL, RHODE ISLAND

HISTORIC DISTRICT COMMISSION



Historic District Commission Meeting Minutes

Thursday, November 2, 2023

at 7:00 PM

Town Hall - 10 Court Street, Bristol Rhode Island

Written comments may be submitted to the Historic District Commission via regular mail addressed to:

Historic District Commission, Bristol Town Hall, 10 Court Street, Bristol RI 02809 or via email to ntoth@bristolri.gov

1. Pledge of Allegiance

The meeting was called to order at 7:00 PM, and the Pledge of Allegiance was promptly recited afterwards.

In attendance is Millard, Butler, Ponder, Church, Allen, and Bergenholtz

2. Review of Previous Month's Meeting Minutes

2A. Review of minutes of the October 5, 2023 meeting.

Minutes reviewed.

Church: On page 7, about $\frac{3}{4}$ of the way down where it says, "Motion made by Bergenholtz based on the evidence provided", what was it based on? It should be in the record.

Toth: I can go back to the notes on that on 707 High Street.

Bergenholtz: It had to do with the engineer's report. It was based on the engineer's report.

Maynard: I will add that.

Allen: Anything else? I have one on page 11 which is a typo under Andy's opinion says "Orly" and it should be "Ory". I also have a question when I read 477 Hope Street minutes regards to Catherine Ziph's objection on this application regarding her objections because it went against Secretary of Standards 2, 3, 5, 9, and 10. Was it addressed?

Maynard: Ms. Ziph stated her objections, and it was noted, but it was not really addressed.

Teitz: I think this is sufficient. The minutes do not have to be verbatim.

Ponder: I do not see on there who was in attendance and who was not.

Maynard: I will fix that.

Allen: Can we vote on that?

Teitz: Yes, we can vote on that. You can wait until next month to vote on the corrected copy.

Motion made by Ponder to continue the vote on the acceptance of the minutes of the October 5, 2023 meeting minutes to the December meeting; Seconded by Butler.

Voting Yea: Bergenholtz, Butler, Ponder, Church, Allen, and Millard

Teitz: There is a legal question regarding recusals. There has been conflicting advice. In the past, if you were a direct abutter that being living next door, properties touching, living across the street, then you should recuse yourself. Beyond that, you can sit or recuse, but it is not necessary. When Amy was here, she gave conflicting information that anyone within 200ft, then you should recuse. There is not a clear legal answer. The State does not require notices to be sent but comply with open meeting laws. Bristol has regulations about it going to the paper, but not this. The same radius is used in Zoning as here. I talked with Amy, and I think it is the best practice to use the 200ft abutter rule. I think it is best practice for you because no one can raise issues, etc. This eliminates that question. If you are within 200ft, you can recuse yourself.

Bergenholtz: We do not have to recuse if we are across the street?

Teitz: Yes, you do. If you are across the street as an abutter, then yes, you would have to recuse yourself. The difference between abutters as opposed to 200ft was wishy-washy. We have the ability with GIS system to clarify.

Allen: So, moving forward, we will have it in our packet?

Toth: Yes.

Teitz: If you have a long-term rental then you would have to recuse, etc. It applies to parents, grandparents, children, etc. Ben, you will have to recuse yourself on the fuel tank issue since your parents have 60 years of interest. Anything with a long-term interest is the same thing.

3. **Application Reviews**

3A. **23-140: 66 Franklin St, Richard Slocum:** Discuss and act on installation of a gate across driveway to match style of existing fence.

Richard Slocum present.

Millard: Recused.

Slocum: We are the new owners 66 Franklin Street. I was here last month and there was a recusal/quorum issue, so I had to come back to this meeting. I have a presentation packet if anyone needs it.

Bergenholtz: We have it, thank you.

Slocum: So, there is a three-rail fence and what we would like to do is put a gate across the driveway set back about 40ft to enclose the yard for the dogs. Since it will be set back about 40ft, we are blocking off the street. It will be 4ft in height and matches the front fence. It will 4ft in height as it was the shortest I could get for the fence. Same style, spacing, requesting approval to get from Fence Depot in Warren.

Ponder: So it is not at the street, just set back?

Slocum: Yes. It will be set approximately 40ft back from the street. There is a fence post I want to tie into which is my neighbor's fence post on the one side.

Bergenholtz: Ory and Millard had to recuse themselves?

Toth: Yes.

Church: Are the materials the same as the existing fence?

Slocum: Yes. I had a choice between steel and aluminum, but I went with the steel. The steel and aluminum look the same but went with steel for dogs. It will be a black powder coating.

Butler: Will there be a second ring around the lot?

Slocum: No, the lot is already fenced in, just putting in the gate to completely enclose it for the dogs' safety.

Motion made by Ponder to approve the application as presented to install a gate in the driveway to match the existing fencing; Seconded by Church.

Voting Yea: Millard, Butler, Bergenholtz, Allen, and Church.

Secretary of Standards: #9

Project Monitor: John Allen

Toth: Your Certificate will be ready tomorrow morning.

Allen: If you have any questions, just call me. Just take the Certificate and put it in the window of the house.

Slocum: What about the green sheet?

Toth: It will be available online. I will type in and it will be done, then you can print it out.

Slocum: When can I put money down for the gate?

Toth: You have to talk to the Building Inspector tomorrow first.

Slocum: Ok.

Allen: Thank you and welcome to Bristol and thank you for coming back.

Slocum: Thank you. I understand and appreciate the process.

3B. **23-141: 649 Hope Street, Catharine Cromwell:** Discuss and act on replacement of window on side elevation of garage with door.

Allen: Before we get started, we have a history to read into the minutes.

Ponder: "STEPHEN WARDWELL HOUSE 1784: This 2-story, 5-bay Federal house, built on the site of the Wardwell Tavern, is unusually well preserved. The facade centers on an elliptical-arched entrance with a delicate fanlight and sidelights, framed by engaged Doric columns. The double-hung 12-over-12 and 12-over-8 windows have heavy plank casings trimmed with splayed lintels. Stephen Wardwell's heirs sold the house in 1821 to Nicholas Peck, a merchant and shipowner. The house was then sold to the Paull family in 1902, who still retain ownership. Additions include the rear northwest ell and enclosed porch."

Chuck Millard for Catharine Cromwell present.

Millard: If you look at elevation, there is a three-stall garage built in the 1940's. West and south elevations are built on cinderblock. West elevation has a nine-light door which leads to a second-floor apartment. On that wall, there is a 6 over 6 that needs to be replaced, so I would like to take the opportunity to replace the 6 over 6 with a nine-light door matching the one on the west end of façade.

Allen: Anyone have any questions? Is there anyone in the audience that would like to speak for or against this project?

Teitz: The garage was built in the 1940s? Based on what fact?

Millard: It was left to my wife and myself. In 1944, the garage burned down, and it was replaced with this one.

Teitz: Okay.

Motion by Ponder to approve the application as presented to replace the current rotted 6 over 6 window on the South elevation of garage with a nine-light door to match the existing door on the West elevation, with a finding of fact that garage was built in the 1940s; Seconded by Butler.

Voting Yea: Butler, Millard, Ponder, Allen, Church, and Bergenholtz.

Church: Is the existing door wood?

Millard: Yes.

Secretary of Standards: #9

Project Monitor: Sue Church

3C. **23-143: 1 Constitution St, Bristol Elks Club:**

Discuss and act on replacement of windows in kind on building.

Bergenholtz: I have a question about recusals. If you are a member of a club, church, etc., do you have to recuse yourself?

Teitz: If you are just a member, no. If you are on a board, committee, etc., then yes.

Ponder: I am a member, but not on a board.

Allen: Mary could you read history of property.

Millard: Yes. "BRISTOL YACHT CLUB/BRISTOL COUNTY LODGE #1860, BENEVOLENT AND PROTECTIVE ORDER OF ELKS 1939: Norman Francis Herreshoff designed this 2-story, flat-roof, modernist structure now altered to replace a 45-year old yacht clubhouse swept away by the 1938 hurricane. The design, intended to be hurricane-proof, includes steel diagonal braces in the kitchen partitions, anchored to the foundation. In 1955 the Yacht Club moved to Red Crest on Poppasquash."

Bret Millow, a Pella Windows representative and a Bristol resident, appears on behalf of the Elks Club.

Millow: I put pictures in the application of the windows.

Allen: Do we have a letter from Elks Club allowing you to speak on their behalf?

Rick Backus and John Salless for the Elks Club step forward.

Millard: Do you have pictures of the windows?

Toth: Everything is provided in the packet.

Millow: The Club would like to replace windows with this type of window. Shows Commission sample of the window. The plan is to upgrade and replace in kind.

Allen: These windows are not original?

Millow: No, late 90s.

Bergenholtz: Replacing with the same style?

Millow: Yes.

Butler: Norman is a design figure and the fact this is doing work on something that he designed and is being altered, I think it is worthy of some attention.

Allen: You have attested that these windows are 30 years old.

Millow: Yes.

Butler: Can you use photos?

Church: Are they wood?

Millow: Wood inside but vinyl wrap on exterior.

Ponder: What is this one? Referring to sample being shown.

Millow: Clad over wood. Aluminum clad over wood interior.

Allen: We have been resistant to aluminum clad. Do you have other windows with other things beside aluminum?

Milow: No, just aluminum.

Allen: I am not for it.

Millard: That location gets abused by the water.

Milow: I was here with John Hartley back in September and you approved similar.

Ponder: We have approved windows before, but not aluminum clad. However, that location does get pummeled by the ocean.

Butler: Vinyl is not an option?

Milow: No.

Bergenholtz: I know we have approved Marvin clad where there were locations such as this because of the beating they take.

Allen: Sue?

Church: Is the finish shiny?

Milow: Matte.

Church: I do not know. Aluminum does not pit?

Milow: No, it is specifically designed to last. All of the aluminum is painted/covered so it lasts against the salt.

Butler: So, the aluminum is covered?

Milow: Yes.

Butler: I could be ok with it.

Allen: Is there anyone in the audience who would like to speak for or against this project?

Rick Backus: We appreciate you considering this as this will solve that problem.

Ponder: How many windows do you want to replace?

Millow: 28 which is basically most of them.

Motion by Ponder to approve the application as presented to replace 28 windows with the aluminum clad Pella Lifestyle Series with a finding of fact that the windows being replaced are not original and the location of lodge warrants clad window; Seconded by Butler.

Voting Yea: Butler, Bergenholtz, Ponder, Allen, Church, and Millard

Secretary of Standards: #9

Project Monitor: Ben Bergenholtz

Allen: Nick will get your Certificate of Appropriateness. Please display it in the window.

Toth: It will be available online.

3D. **23-149 State Street Dock, Town of Bristol:** Discuss and act on proposed planting plan to shield fuel tank at State Street Dock.

Teitz: We will hold this until the end.

Toth: If Greg comes, he comes.

Teitz: Motion to continue 149 State Street dock to the next meeting.

Motion made by Church to continue 149 State Street to the December meeting; Seconded by Ponder.

Voting Yea: Millard, Butler, Allen, Church, Ponder, and Bergenholtz.

3E. **23-150: 825 Hope St, Robert Beer II:** Discuss and act on the installation of exterior lighting on all elevations.

Robert & Barbara Beer present.

Allen: Please tell us what you intend to do.

Mrs. Beer: We are proposing to install exterior lighting.

Allen: Thank you for calling me because there was no way that I would touch this without having you come back.

Mrs. Beer: Thank you.

Allen: This is very well laid out.

Church: Will all of the lights be lit at night?

Mrs. Beer: Not all at the same time, but periodically.

Allen: Any other questions? The big spotlight in the back will it be lit all of the time?

Mr. Beer: As needed for a party, company, etc.

Allen: There were a couple of options. Should we go over those? Tell us what you prefer.

Mr. & Mrs. Beer: Item 4

Church: 7?

Mr. Beer: Yes, 7. My preference would be 7 as it is more like a spotlight.

Allen: So, this one? Showing a picture in the packet.

Mr. Beer: Yes, on the side of house so not noticeable.

Allen: Is that the only one you provided an option for?

Mr. Beer: Yes, I believe so.

Allen: Any questions?

Ponder: No.

Allen: Anyone in the audience have any questions or want to speak for or against this project?

Ponder: I do have one question. What about the Tesla charger? I think that is number 5.

Toth: It is based on the provisions for mechanical items. We do not have to do anything. It is all set.

Ponder: So, we do not have to do anything?

Toth: No.

Ponder: Just wanted to bring it up.

Ben: Did you consider having it lit from the ground up instead of top down?

Mr. & Mrs. Beer: We saw that a few houses away from us. It had it lit from the top down, and we liked the look of it.

Allen: It would be hard to put lighting in because it is close to the turret. It will look nice.

Mr. Beer: Thanks.

Motion made by Ponder to approve the application as presented to install exterior lighting, Option 7 on page 97 the alternative double spotlight; Seconded by Church.

Voting Yea: Church, Bergenholtz, Allen, Ponder, Millard, and Butler

Secretary of Standards: #9

Project Monitor: John Allen

Allen: Can I bring up something that is Project Monitor related to this project?

Teitz: You would need a separate motion on that.

Allen: I would like to make a motion to add a Project Monitor item to this; Seconded by Butler.

Teitz: For discussion only.

Allen: The gutters, not so much the material because it was approved, but on the returns on front corners.

Mr. Beer: The corners were going to be faux pieces.

Allen: Wood?

Mr. Beer: No, metal.

Allen: Okay. Standard gutter style?

Mr. Beer: Yes. Four corners will have the faux pieces.

Allen: Is this for Project Monitor approval?

Teitz: That is fine.

Allen: Okay.

Mr. Beer: We have gutter pieces in the car just in case you want to see it.

Allen: Okay.

Teitz: Did you want to take a brief recess?

Allen: No.

Mr. Beer brought in a sample and showed Commission.

Allen: Thank you. All set.

3F. **23-152: 96 High St, Stephen Mello:** Discuss and act on replacement of front porch including decking, newel posts, brackets, columns, steps, railings, spindles as presented.

Stephen Mello present.

Millard: Read history into record. "JAMES F. AND LYDIA W. STOUGHTON HOUSE 1874: In 1874 David A. Pierce sold this lot to Lydia, wife of grocer James F. Stoughton. This typical 2-1/2-story, 3-bay, end-gable-roof house is in a cluster of houses dating from the last quarter of the 19th century. All have bracketed porches with turned balusters. Exterior details include the bracketed, 2-story, semi-octagonal bay on the south side; sawn brackets on all roof cornices; the flat-head double door containing round-head glass panels; and a heavy bracketed door hood."

Mello: Good evening. Interesting narrative on house. Thank you. That answered two questions I had. I

want to apologize to the Commission for the lack of communication between myself, my wife and, of course, the contractor. I was before the Commission before. We are here to ask to replace the balusters. The front porch is in a deteriorated condition. Shows sample of baluster. The stairs and railing as well. We want to preserve the newel posts as much as possible. We love the house, and we are historians at heart. We are hoping to restore the porch and everything else back to where it needs to be.

Bergenholtz: What is item 6. Stone cladding?

Mello: That is an example of a house that has a raised panel.

Bergenholtz: Not this stone thing?

Mello: No, it exists on another house.

Bergenholtz: I feel very strongly about clad stone.

Church: Is this just on the front?

Mello: Yes.

Church: All wood?

Mello: Yes. I refuse to have anything but wood on the house.

Allen: What about the ventilation on there. Since they are solid panels, is there ventilation?

Mello: There is going to be an area like a cavity from the header that will allow for air flow. It is a decorative way to do this so there will be air flow. On that side we are going to put fascia boards so air can travel and put a screen behind it with a door that can open just for access.

Allen: Any questions?

Bergenholtz: Why remove the lattice?

Mello: More for a personal preference. It is not a refined look. I like the raise panel a lot more.

Bergenholtz: Is it painted black or green?

Mello: I think it would match the trim color.

Bergenholtz: So, it changes the look of the house?

Mello: There are 8ft to 9ft hedges, so it will not be seen.

Church: Yes, it is hard to see past the hedges.

Mello: We like to sit on the porch so it is nice for privacy.

Allen: Any other questions? Anyone in the audience want to speak for or against this project?

Motion made by Ponder to accept the application to replace and/or repair the decking, newel posts, steps, railings, and spindles as presented; Second by Butler.

Voting Yea: Church, Millard, Butler, Allen, Ponder, and Bergenholtz

Secretary of Standards: #9

Project Monitor: Sally Butler

Allen: The Certificate of Appropriateness will be ready. Talk to Nick about that. Do you have a Permit from the Building Inspector?

Mello: Yes.

Allen: I would like to add for discussion purposes only and not to vote on; Seconded by Ponder

Allen: Steve, I really have a concern. You replaced some wood on the gutters and I think you were contacted by Nick and had aluminum. The pictures show where you have wood gutters and that is something you did not have us approve and I think we need to address that and come back with another application. Theoretically, we have not approved aluminum gutters, but we have approved fiberglass. Are there other projects that you have done that you have not come to us with?

Mello: I travel a bit so there might have be some things that were done that I am not aware of.

Allen: On the porch?

Mello: No.

Allen: I saw steps done.

Mello: The 2x4 construction was deteriorated and it was on the application with the railings. The dormers are not going to happen by the way. That was taken down and this construction would be the same as the front.

Church: It is in the last sentence.

Allen: Oh, perfect. Did we have a diagram?

Mello: Yes, this is it. Shows existing and proposed diagram. (Looking through application with Allen). I think I gave it to the Building Inspector. The back is the same as the front.

Allen: Was that it in the application?

Toth: I have to check.

Allen: We will need to have diagrams. Just give it to Nick.

Mello: Okay.

Allen: Just so we have it. So, if you could come back with the application, I would not vote for that.

Mello: The cottage has wood on one side and aluminum on there. We will come back for that.

Allen: Thank you.

3G. **23-153: 31 Constitution St, Brendan Maguire** Discuss and act on replacement of 31 windows, repair of fascia board in-kind, installation of aluminum gutters.

Millard: Read history into record. "BERIAH BROWNING HOUSE/DIMAN PLACE c. 1824, c. 1900: In 1823 the lot for this 2-story, 5-bay, hip-roof Federal house, built of brick with sandstone lintels and sills, was purchased by Beriah Browning, merchant and mariner. The house, known as Diman Place, changed hands

frequently in the 19th century, and by 1903 it had been converted to a tailor shop. Today, the recessed, semi-circular-fanlight entrance to the house is covered by a flared cast-iron hood, and modern metal railing has replaced the original cast-iron stair railing."

Brenda Maguire and Allana Scialo present.

Allen: Please describe the work you would like to be done.

Maguire: We need to replace windows which are rotted. The windows are to be replaced in kind. The windows are wood interior and exterior. There are not a lot of companies that are willing to offer an all wood window without cladding specifically due to the proximity to the water. We went to several dozen companies and found one. We would be replacing it in kind with a wood interior and exterior window.

Allen: Please tell us about the materials.

Maguire: You should have the information in the packet. It is Jeld-Wen. It is wood and there is going to be white on the exterior and natural interior which will be painted white on the interior.

Allen: Are they original?

Maguire: I am not sure. The previous owner has been difficult to get information from. There was a significant amount of deferred maintenance. Not sure how old they are, but they are very old and significantly rotted. Originally, we were going to get a construction company to do vinyl windows and replace everything, but some areas can be saved and replaced as necessary.

Bergenholtz: The windows are definitely not original. They are 2 over 2 and they would have been 6 over 6. The 6 over 6 would look really sharp.

Maguire: We certainly thought about that. We prefer what is there now and to be consistent. Some windows are 2 over one.

Bergenholtz: But you are replacing all of them correct?

Maguire: Yes.

Bergenholtz: So, 6 over 6 is preferable. I know what you are up against, but 6 over 6 would look special and appropriate for the District and the house.

Allen: Question for Ben since you saw it. Typically, what we do assume is that the windows are not original, but more than 50 years old. We would want to go out and make sure they are not reparable.

Bergenholtz: There were entire windows that were missing.

Allen: Should we do a site visit to make sure?

Bergenholtz: I did not see anything worth saving.

Toth: I could only see during a walk by. I was able to put my pen through the wood of the windows.

Church: Nothing has been done for at least 30 years.

Millard: Are there storm windows on the outside?

Maguire: Currently yes some have and some do not.

Millard: How will you deal with that?

Maguire: We are going to have screens and windows that we are getting, we plan on replacing the existing window in kind.

Millard: Do you have special glass that you are ordering?

Maguire: No.

Allen: Are they single pane?

Maguire: Double.

Teitz: Simulated division?

Maguire: Correct.

Teitz: On the cover? That is why I wanted to address it.

Bergenholtz: A grid?

Maguire: Yes, that is what is currently there.

Bergenholtz: Not true divided panes?

Maguire: Correct.

Teitz: May I suggest maybe true divided on the front and street sides?

Church: On Hope and Constitution.

Bergenholtz: I am curious. Is this thermally modified wood or just pine?

Allen: It is process that they put wood through to make it more durable.

Bergenholtz: We have approved windows.

Church: Jeld-Wen?

Bergenholtz: Roscoe which fell apart.

Maguire: One other thing is repairing the fascia board and replacing one section on Hope Street side. Again, similar to the casing, we want to keep as much as possible. We will repair 90 percent of fascia and replace section that is missing. The last item is the gutters. There are no gutters and we want to replace with aluminum.

Church: Going back to the windows, single divided light? 1 pane over 1 pane.

Maguire: 1 pane over 1 pane. I have a sample I can show you. I will be right back.

Church: It will make such a big difference.

Bergenholtz: Are you living in Bristol

Scialo: We are in the process of moving into the 4th unit.

Church: How is the interior?

Scialo: Not great. It is a slow process, but coming along.

Maguire: This has cladding on it but ours will not. (Shows sample of window to Commission.) This is what they will look like.

Allen: This is the exterior?

Maguire: Correct

Allen: What are everyone's thoughts?

Bergenholtz: I think if we are approving the entire house, it should be 6 over 6. The house would read better.

Maguire: I personally agree with you about that, but our preference is this and we would like to preserve it as much as we can even though these windows may not be original, but we would like to adhere to that.

Millard: Perhaps before you decide on this, take one elevation and sketch in 6 over 6 and the other sketch with 2 over 2 and see how you feel about it then. I agree with Ben, 6 over 6 would be beautiful.

Maguire: It is a great suggestion. We did that. We had many companies come to the property with 6 over 6 and 2 over 2. We both prefer 2 over 2.

Scialo: We just prefer it.

Maguire: 6 over 6 is beautiful but prefer 2 over 2.

Teitz: I think the question is not what you prefer, but what is more historically appropriate. Have the 2 over 2 windows achieved their own historic significance? If not, then 6 over 6.

Allen: Let's take a poll to see what preference is.

Bergenholtz: 6 over 6.

Butler: 6 over 6.

Ponder: I do not mind 2 over 2.

Millard: 2 over 2 panes came into being because the glass could be made in bigger sheets in the late 1800s, but on the other hand, older houses have 6 over 6 with some original glass which is wavy.

Maguire: I think these windows could have been here since the 1800s.

Millard: The farm house look is very elegant for a period house. In favor of 6 over 6, but you have good reasons for the way you want it.

Church: Do any existing panes have wavy glass?

Maguire: No.

Scialo: No wavy glass.

Church: I prefer 6 over 6 for aesthetic reasons. The house would look so magnificent with 6 over 6. I would like 6 over 6.

Maguire: I understand 6 over 6 is preferred, but would it be possible to move forward because no other provider would give us a full wood window. If it is 6 over 6, it might be with vinyl cladding. We prefer full wood window as 2 over 2.

Bergenholtz: There is 6 over 6 in the catalog.

Maguire: Yes, it is a special order. If we have to do 6 over 6, we will do it, but prefer 2 over 2.

Church: Single pane 6 over 6?

Allen: Can we continue this to next month so you can research it. 6 over 6 is more historically accurate. You heard what our feelings are. Go talk to the manufacturer and check the cost, etc. I do not think we will give you the option of 2 over 2.

Maguire: We are just eager to get underway. Contractor wanted to get this done before the winter.

Bergenholtz: They can get it done that soon?

Maguire: That is why we are trying to do this as quickly as we can. We would like the Commission to allow this.

Church: You would not get them for 6 months.

Maguire 6 to 7 weeks and get them in asap.

Allen: I do not feel we can do this. We need to see both options.

Maguire: Is there a specific range that constitutes historic?

Teitz: Be careful, the period of historical significance is when a property is rehabilitated, or it can be when it was built and that eliminates what was there for a long time and what can or cannot achieve their own historical significance.

Maguire: What about the facia board and other items?

Teitz: Is the material wood?

Maguire: Yes.

Church: And aluminum gutters?

Maguire: Correct.

Allen: it does not have gutters at this point and time and we are not sure if it ever did have gutters.

Bergenholtz: I would hate to see aluminum gutters.

Allen: I think this would be a house that potentially had wooden gutters, but an option would be fiberglass gutter. That is something we would look more favorable on.

Ponder: I do not think we ever approved aluminum unless it was already there. If it is on a house, then it was on there before it became part of the historic district. We used to not approve fiberglass either, but changed that in the last couple of years.

Maguire: Fiberglass for gutters, replacing facia board, and strictly 6 over 6.

Teitz: The profile of the gutter can be delegated to the Project Monitor so you would not have to come back here.

Allen: Yes.

Ponder: So we could either continue it or approve it. I think we would approve that window with 6 over 6 now or continue it. Those are the options.

Allen: What would you prefer?

Millard: There are only 5 other buildings that are brick.

Maguire: Personally I prefer the look of 6 over 6, but it is less consistent with what has been on property.

Ponder: Thank you for taking this on.

Maguire: We worked hard to find a company that would do an all wood window.

Scialo: We are not exaggerating when we say we have talked to dozens and dozens of companies.

Toth: People are having a difficult time finding all wood windows.

Butler: These are all wood?

Church: Pine treated in a chemical solution.

Butler: Do we have an idea of how much better it is?

Church: Against termites and water damage?

Ponder: This is a new product.

Bergenholtz: I just like the 6 over 6 and prefer that the moldings not be too thick. Try to get it as narrow as possible. You do not want it to look 17th century with too thick of a molding. I think you will be really happy with 6 over 6.

Scialo: Just getting anything has been a great ordeal.

Maguire: It has been of great anxiety.

Scialo: It has been difficult.

Allen: Our preference was to approve 6 over 6 tonight and if you find that they cannot do that, come back.

Teitz: So, you will have the opportunity to come back.

Maguire: To approve 6 over 6?

Bergenholtz: Look at other companies.

Allen: I do not think we can approve this for now. We will approve the 6 over 6, but if you can't get it then you will have to come back.

Maguire: So, come back with an aluminum?

Allen: No.

Maguire: Vinyl?

Allen: Duraclad.

Ponder: I think the general opinion of the Commission would be they would approve 6 over 6 first, but if you cannot get it, then 6 over 6 clad with something.

Bergenholtz: I think with the look of a federal brick house, we would have to consider that option.

Teitz: I think you will be able to get the 6 over 6. I suggest if you had to, maybe the Commission would be 1 over 1 without the grid so you could get a window in there then put grids in later, with a deadline.

Maguire: For living sake.

Church: That is a solution. I would not go for a clad window on that building.

Maguire: This is why we have been trying to find an all wood window.

Ponder: So, then we will approve the 6 over 6 all wood then see if they can put in window without a grid then put a grid in by a deadline.

Teitz: Make a motion to approve 6 over 6 pattern with 6 over 6 grill to be installed no later than June 1, 2024. I do not know if the Project Monitor can approve the actual grid work?

Bergenholtz: I think there is only one size available.

Teitz: Before you decide on the grid work, run it by the Project Monitor. So, if you have any questions or issues, run it by them. Pick up the phone and ask, and finding that the windows are not original but probably about 100 years old but given the uniqueness, the windows have not achieved their own historical significance, thus not requiring the 2 over 2 style be repeated or existing windows be repaired.

Church: The windows are right on the sidewalk. People can touch them.

Maguire: Trying to be careful before they are replaced.

Teitz: You need to do a separate motion to approve the repair of fascia board.

Allen: Should we vote first?

Motion by Allen to approve the replacement of single paned windows with a 6 over 6 grid to be installed by June 1, 2024; Seconded by Ponder.

Voting Yea: Ponder, Allen, Millard, Butler, Church, and Bergenholtz.

Secretary of Standards: #9

Teitz: Motion for approval of installation of fiberglass gutters and the profile to be pre-approved by the Project Monitor.

Motion made by Ponder to approve of the installation of fiberglass gutters and the profile to be approved by the Project Monitor; Seconded by Church.

Voting Yea: Church, Ponder, Bergenholtz, Allen, Butler, and Millard.

Secretary of Standards: #9

Teitz: Motion to repair and replace facia board in kind.

Motion made by Ponder to approve the repairing and/or replacing of the facia boards as presented; Seconded by Church.

Voting Yea: Ponder, Bergenholtz, Millard, Church, Allen, and Butler.

Secretary of Standards: #9

Project Monitor: Ben Bergenholtz

Allen: Thank you.

Maguire: Thank you.

Bergenholtz: It is a very special house.

Toth: The paperwork will be issued online. The building department will look at it.

4. Concept Review

5. Monitor Reports & Project Updates

6. HDC Coordinator Reports & Project Updates

Toth: The resurveying of the Historic District is to begin. Hopefully, it will be wrapped up in February with a public meeting in July 2024 with a full presentation by the consultant to the public and the Commission.

Allen: Has it started?

Toth: It was awarded to the consultant, and it will start within the next couple of weeks. We are waiting for additional funding from the State. It was put out to bid last Spring, and the State awarded another \$14k to \$15k in additional funding to cover the project. I believe their plan was to start this month.

Bergenholtz: What was the cost?

Toth: \$32,700. I can confirm that tomorrow morning.

Church: Is every house to be surveyed.

Toth: Every house in the District and National District.

Bergenholtz: Are they surveying abutting areas?

Toth: No, do not think so. Basically, getting a resurvey that has not been done since the 1970s.

Ponder: So, we are not looking to expand?

Toth: No, just to validate the District.

Bergenholtz: What about Ferry Road houses?

Toth: I would have to check. I would be happy to share the specs with you.

Bergenholtz: Yes, please.

Toth: I will get you the specs that went out to bid.

Allen: Andy?

Teitz: I think this will help with the job to have updated information.

Allen: Would they specify certain things?

Toth: I will check.

Teitz: Updated information will make your job easier. It will help with making decisions, etc. I would suggest if there are a few particular properties to add on, then they should be surveyed.

Toth: I would have to discuss that. We do not have any money left.

Bergenholtz: There are grants that you can go and ask for additional funds.

Toth: We did that.

Teitz: Extra money from the Town might be added on.

Toth: I believe we are going to take the momentum with this with additional grants coming up in the future.

Bergenholtz: Cathy is very thorough and has been very good with this.

Toth: That was the main update I had.

7. HDC Coordinator Approvals

8. **Other Business**

1. **Review of Administrative Approval Guidelines**

Discuss and act on list of administrative approval guidelines to add, reclassify, or remove items.

Toth: These are just suggestions.

Teitz: When it first came up, I had not looked at them. I have now reviewed them and my concern was the section on the repair of single features in kind not being exempt because people do not have the same idea of what is "in kind", so I was concerned about the exemption. Also, adding particular language allowing for 10ft in total.

Church: For design and size.

Toth: Understood.

Church: Only for doors not on street frontage.

Toth: I think that can be specified. If someone is replacing a door and not installing one, we can specify "in kind" and "no street frontage".

Teitz: Leave in guidelines so it could be approved administratively.

Ponder: Same for the replacement of vinyl, adding doors, etc.?

Toth: Yes.

Ponder: Not on non-wood doors.

Millard: Like the hollow Masonite doors.

Teitz: Nick can say no and that they would have to go to the Commission. If they have metal and want to put wood then we should encourage it. Someone needs to make a motion to adopt the amendments.

Toth: Anyone have any other ideas to remove or retract items to streamline the agendas?

Ponder: Did we make any changes?

Teitz: Yes.

Ponder: Okay.

Teitz: Section 2.1.F changes.

Butler: What about window boxes including the materials and heights?

Bergenholtz: We ran into a problem with someone on Thames regarding window boxes.

Allen: They just stick out.

Toth: We should remove them from the exemption list and move it to administrative approval or the Commission.

Teitz: Other than on the street, does it matter?

Allen: No.

Teitz: As long as it is not on the street.

Church: And not visible.

Teitz: Do you care if it is visible.

Butler: Window boxes on street?

Allen: No, they can be on the sides.

Teitz: On Thames, it is a right of way issue. Are there any other window boxes that are a problem?

Allen: Some are not appropriate and historically accurate.

Teitz: So, you want to move it to administrative approval? Is that what I am hearing?

Allen: On the street only. It can be exempt if not on street.

Teitz: So, 9 with have "not on street frontage" and then we are going to go to a new "N" to include "window boxes on street frontage".

Butler: What about Number 10 regarding decorating. What does that mean?

Church: Holiday decorating.

Butler: Temporary decorations?

Church: Yes, like Christmas lights.

Teitz: we do not regulate temporary things if it is not there for more than a year. If they come and go, not more than 12 consecutive months, they are temporary. For example, the tent frame on Thames Landing is there permanently. The Herreshoff tent and frame comes and goes. Also, there were temporary school classrooms on the Town common, stuff like that.

Church: Do you want to tell us about the vulture house?

Teitz: We need a motion to approve the amendments.

Motion made by Ponder to approve amendments to the Rules of Procedure with changes suggested at tonight's meeting; Seconded by Church.

Voting Yea: Butler, Ponder, Church, Millard, Allen, and Bergeholtz.

Ponder: You will type up what we discussed?

Toth: Yes, I will send it out sometime next week.

Teitz: On the vulture house, there is nothing to report. It was up for auction last week.

Allen: I would like to add to the agenda the camp meeting and takeaways.

Motion made by Allen to discuss the camp meeting of October; Seconded by Ponder.

Allen: It was an interesting meeting. We do not have design guidelines in Bristol, but districts do. They can refer back to them and pass out information to homeowners so they can refer back to them as well. I am wondering why we do not have design guidelines. Andy?

Teitz: I do not know.

Ponder: It is something that would eliminate talks about aluminum gutters, etc.

Allen: They suggested, and the State would fund a grant, to pattern it off other districts.

Teitz: I do not know if it is difficult. East Greenwich has one.

Millard: Can we copy it?

Teitz: We can adapt it, but not copy it. A lot is the same. Fences are administratively approved. It gives a clear idea of what fence they want and do not want.

Allen: Newport's is 300 pages.

Teitz: Let's start with East Greenwich and see what you like and do not like.

Millard: It would save time in the future.

Teitz: It would be a rule of thumb for character defining features, easily visible, etc. It would be good if it was in writing for people to see.

Allen: Can we get a grant for help?

Teitz: I think so.

Toth: The amount of money we got is kind of unheard of. \$37k is a very big grant so I do not want to push it.

Teitz: You might be able to get a private grant.

Toth: That can be explored. We might want to say the next CLG Grant we get is for expanding districts, like for Ferry Road.

Allen: So, the District is being expanded?

Toth: No, just surveying it and being looked at. The Comprehensive Plan has a few places on the east side of Town that were possible candidates for the Historic District. I can provide the map from the Comprehensive Plan using that CLG money instead of guidelines.

Allen: Can you talk to Diane about it or do you want me to come in?

Toth: I can talk to Diane. I keep an eye out for grants.

Teitz: Private grants are a possibility.

Allen: Two things: one was the discussion of violations in Portsmouth, talking about much higher fees for violations. They said it was a deterrent.

Church: Town Council would have to approve that.

Toth: \$150 initially for working without a permit, but the Building Official may issue \$100 per day if they continue to work without a permit.

Teitz: Fees if you apply for permit first and then extra fee if you start the work, then another fee for a violation for flagrant or repeat offenders. Sending a link to Nick for the East Greenwich standards and guidelines. Also, it has local tax credits for historic residences that are not available for commercial buildings.

Toth: That is something that we have discussed internally.

Allen: Last take away is to be proactive and not reactive. A lot of people are moving into the District. We should be mailing or hand delivering brochures to make them aware of the guidelines.

Church: There is a brochure and a letter.

Toth: I think that is something I can do. I do not see tons of sales, but I can make sure that starts going out.

Church: Gives a website and information.

Allen: People that have moved here have not been told by realtors of the Historic District.

Ponder: Or the realtors have told them not to worry about it.

Church: I took many to realty offices and left them there.

Butler: There is a little video that was done a while back.

Teitz: On the website.

Toth: Yes, the website.

Butler: Anyone encouraging new people to look at video?

Allen: We can incorporate that in a letter.

Ponder: With a QR code.

Allen: That is it. It was a good session.

9. Adjourned at 9:16pm