



**Town of Woodbury
Historic District Commission**

281 Main Street South
Woodbury, CT 06798
203.263.3467 www.woodburyct.org

**MINUTES – December 2, 2024
REGULAR MEETING**

7:30 PM –Shove Building, 281 Main Street South, Woodbury, CT 06798

MEMBERS PRESENT

Maureen Donnarumma, Chair
Lois Y. Fiftal – Vice Chair
William Hickey - Secretary
George Messier

MEMBERS ABSENT

Judith Kelz

ALTERNATES PRESENT

Marc Kroll
Edward Winters
David Newell

ALTERNATES ABSENT

NOTED OTHERS PRESENT

Thomas Arras, Ed McGrath, Taylor Swaim, James Daly

OPENING OF MEETING

- **Call to Order**
Chair Donnarumma convened the regular meeting at 7:30 pm.
- **Seating of Members / Alternates**
Seated for the meeting were Chair Donnarumma, Vice Chair Fiftal, Members Hickey, Messier and Alt. Member Edward Winters
- **Historic District Regulations**
Chair Donnarumma read from the Window Preservation Alliance, top ten reasons to Restore or Repair Windows, number 5, Because You Think A Warranty Should Be More Than 20 Years.

Chances are your windows have done their job for fifty or more years already. Sure, they may be a little creaky and may not be as attractive as they once were, but it's a far better investment to repair a proven performer than to sink money into a new window that only has a 20-year warranty at best. With proper maintenance, your antique windows will last for generations to come. Heck, even without maintenance they may last that long!

- **Conflict of Interest Reminder (CGS §8-11 & Woodbury Town Charter Section 901)**
Chair Donnarumma reminded the Commission of Conflict of Interest; No member expressed a conflict with any matter on the agenda.

NEW APPLICATIONS

- **24-HD-0048 – 7 Mountain Road / Map 104, Lot 58A / MSD & HD#1 Districts**

Town of Woodbury (owner/applicant)

Section 12: Other – Installation of two 250-gallon propane storage tanks to rear side of building supporting new replacement furnaces (remove interior outdated furnace and oil tank), also replace exterior oil vent and fill pipes with new horizontal low-profile mounted vents on rear wall.

Town of Woodbury’s, Building Maintainer, Ed McGrath came forward to speak on behalf of this application. He stated that the last time the furnace was replaced was in 1988. He is looking to put two 250-gallon propane tanks on the rear side of the building. They will remove the oil fill tubing and vent piping. The existing holes will be used for the propane furnace air intake and exhaust. The tanks will be 15’ from the property line and won’t be visible from the street in the spring and summer months. Part of this application is also to remove the indoor oil tanks.

MOTION: To accept receipt of application 24-HD-0048 – 7 Mountain Road / Map 104, Lot 58A / MSD & HD#1 Districts and schedule for public hearing on January 6, 2025

Made by **MESSIER**, Seconded by **FIFTAL**

Vote: 5-0-0 – **Approved** – Motion Passed

Aye	Donnarumma, Fiftal, Hickey, Messier, Winters
Nay	None
Abstain	None

- **24-HD-0051 – 5 Mountain Road / Map 104, Lot 58 / MSD & HD#1 Districts**

Town of Woodbury (owner/applicant)

Section 12: Other – Installation of Air Conditioning (four exterior condensers) for interior climate control.

Town of Woodbury’s, Building Maintainer, Ed McGrath came forward to speak on behalf of this application. He is looking to install 4 mini split air conditioning condensers, which will be placed near the side entrance of the building. The condensers will be low to the ground and will be covered with hedges.

MOTION: To accept receipt of application 24-HD-0051 – 5 Mountain Road / Map 104, Lot 58 / MSD & HD#1 Districts and schedule for public hearing on January 6, 2025.

Made by **MESSIER**, Seconded by **HICKEY**

Vote: 5-0-0 – **Approved** – Motion Passed

Aye	Donnarumma, Fiftal, Hickey, Messier, Winters
Nay	None
Abstain	None

- **24-HD-0049 – 29 Hollow Road / Map 103, Lot 16 / R-40 & HD#1 Districts**

Taylor Swaim (owner/applicant)

Section 9: Doors – Removal of existing front door flat trim and replace with new wood trim surround changing size and appearance intended to align with the architectural style of mid-1800s.

Property owner Taylor Swaim (29 Hollow Road) came forward to speak on behalf of this application. She stated that she has an easement with Preservation Connecticut and worked closely with them to get their approval to do any work to the building. She received approval from them on November 27, 2024, to add a new door surround.

Ms. Swaim stated that the house was built in 1840, and it appears that a front porch was put on at the turn of the century. The porch has since been removed and she feels like the trim work was not original to the house. The new trim will match the interior wood fireplace mantle, which was common for that time because the carpenters kept similar trim throughout the home.

The trim in place now sits flat against the house which causes some water to seep in behind the door and in front of the door causing some water damage.

When asked what type of material the trim will be she stated that she wasn't quite sure, she's hoping for cedar wood, but it will be a solid wood.

Chair Donnarumma and Alt. Member Winters both stated that Spanish Cedar is very durable too.

MOTION: To accept receipt of application 24-HD-0049 – 29 Hollow Road / Map 103, Lot 16 / R-40 & HD#1 Districts and schedule for public hearing on January 6, 2025.

Made by **FIFTAL**, Seconded by **MESSIER**

Vote: 5-0-0 – **Approved** – Motion Passed

Aye Donnarumma, Fiftal, Hickey, Messier, Winters

Nay None

Abstain None

- **24-HD-0050 – 270 Main Street South / Map 104, Lot 12 / MSD & HD#1 Districts**

James C. Daly, Jr. and Isabel T.R. Daly, Trustees (owner/applicant)

Section 12: Other – Installation of exterior condenser on pad to the left side of the house.

Property owner James Daly (270 Main Street South) came forward to speak on behalf of this application. He is looking to install an exterior condenser on a pad on the left side of the house, behind the existing shrubs. The pad will be 38 x 30 x 33.

There was some discussion on whether the shrubs will be tall enough to cover the condenser and pad, and they felt that it should be.

MOTION: To accept receipt of application 24-HD-0050 – 270 Main Street South / Map 104, Lot 12 / MSD & HD#1 Districts and schedule for public hearing on January 6, 2025.

Made by **HICKEY**, Seconded by **WINTERS**

Vote: 5-0-0 – **Approved** – Motion Passed

Aye Donnarumma, Fiftal, Hickey, Messier, Winters

Nay None

Abstain None

DELIBERATIONS

- Meeting Minutes – November 4, 2024

MOTION: To accept the regular meeting minutes of November 4, 2024, as presented.

Made by **WINTERS**, Seconded by **FIFTAL**

Vote: 5-0-0 – **Approved** – Motion **Passed**

Aye Donnarumma, Fital, Hickey, Messier, Winters

Nay None

Abstain None

ENFORCEMENT MATTERS

- None

COMMISSION HOUSEKEEPING

- None

CORRESPONDENCE

- An anonymous complaint letter was received by the Land Use office claiming windows were replaced at 53 Hollow Road. The clerk shared the letter and the email in response from the Zoning Enforcement Officer and the property owner, which indicated the windows were not replaced they were just painted. Member Fital stated that she drove by the property, and it appears to be aluminum-clad to her. Member Hickey stated that he will drive by before the January meeting.
- The clerk read the Charter Revision Section 402 Section G
 - *Joint Meetings of Land Use Commissions and Officials. At least once each calendar year, with no more than twelve (12) months in between meetings, the Board of Selectmen shall call and hold a joint meeting of all the land use commissions and all land use officials to consider those items which the Board of Selectmen and the chairmen of the land use commissions have caused to be included on the agenda for that joint meeting. The Board of Selectmen may call and hold such joint meetings more frequently than once every twelve (12) months.*

There was some discussion about whether this section should be amended, but all felt that this is how it has been done so there is no need to change.

- Two copies of the Preservation Matter magazine were handed out.
- A memorandum was received from the Zoning Enforcement Officer, Anne Firlings with an updated list of applications that were granted exemptions in the Land Use Office for November 2024. At this time there were no exemptions granted.

NEW BUSINESS

- Vice Chair Fiftal, gave an update on the Minortown Road Bridge on Mill Road. She shared she will be having a conversation with the First Selectman, Barbara Perkinson, to discuss possibly having the 5th District Representative, Jahana Hayes, help with getting funding to repair the arches, since the bridge is on the National Register of Historic Places.
- Alt. Member David Newell would like to add to the agenda for the next meeting guidelines for putting together a blight ordinance. Member Hickey stated he would investigate what other towns have, to help put this together for Woodbury.

PUBLIC COMMENT PERIOD

- Ed McGrath asked what the name of the company was that came and spoke to the Commission last January about repairing wood windows. Chair Donnarumma stated his name is David Peckar from CrateCrafts Fine Woodworking.
- Thomas Arras – (76 Main Street South)

He questioned where the enforcement is regarding sign placement and removal. There are signs all over North Green stating that these signs are not allowed 20 feet from the road. He feels that signage placement and removal should be enforced on all.

ADJOURNMENT

- Hearing no objections, the meeting was adjourned at 8:30 pm

RECEIVED & FILED
IN WOODBURY, CT
This 6th day of Dec 2024
at 9:50 o'clock A.M.
Mina M. Mancini
Town Clerk