



Town of Woodbury Historic District Commission

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

MINUTES – December 4, 2023 REGULAR MEETING

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

MEMBERS PRESENT

Maureen Donnarumma, Chair
Susan Cheatham, Vice Chairman
George Messier
Lois Y. Fiftal

ALTERNATES PRESENT

Marc Kroll
William Hickey

NOTED OTHERS PRESENT

Thomas Arras, James Daly and Stan (agent with James Daly)

MEMBERS ABSENT

Robert S. Kolesnik, Jr.

ALTERNATES ABSENT

Judith Kelz

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 Cheatham, Member Fiftal, Member Messier and Alt Members Kroll
- **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.

PUBLIC HEARINGS

- None

NEW APPLICATIONS

- **23-HD-0026 – 270 Main Street South / Map 104, Lot 12 / MSD & HD#1**
James C. Daly, Jr., Trustee (James C. Daly 2023 Revocable Trust) and Isabel T. R., Daly, Trustee (Isabel T. R. Daly 2023 Revocable Trust (applicant/owner)
Section 8: Windows – Replacement of 23 existing 12 over 12 wood windows and wood trim with new aluminum exterior clad 12 over 12 windows and wood trim.

Mr. James Daly, 270 Main Street South, and his window installer Stan came forward on behalf of the application.

Chair Donnarumma questioned the existing windows, are they the original and are they wood? Mr. Daly stated that the windows looking to be replaced are a wood preservative with an aluminum clad. The thin, narrow edging of the window makes the window look more traditional. The trim of the window is wood and can be painted.

Alt. Member Kroll asked what the outside color would be. Mr. Daly stated white, and the goal is to keep the house true to the original historic house. There will be no storm windows or screens.

Chair Donnarumma asked if they tried to repair the existing window and the installer stated that the existing windows are a safety hazard and a health hazard. A safety hazard because some of the windows cannot be open and a health hazard because they have lead paint.

Chair Donnarumma asked what the age of the windows are? They seem to think that that are from the late 1800's according to the installer. Chair Donnarumma was clarifying what windows are original and what have been replaced over time. The bottom windows that are 12 over 12 are not original but the top windows which are 12 over 2 could be. She shared that the goal is to preserve the character of the building and preserve what is there now.

Mr. Daly stated that if it is important to preserve the character of the building, they can just duplicate what is there now. 12 over 12 on some and 12 over 2 on others, but Chair Donnarumma stated that it is probably less of an interest to the commission than it would be to preserve the windows that are there.

Vice Chair Cheatham questioned if they are single sash or two sashes. Mr. Daly replied that they are single hung which means that only the bottom opens. Putting these new windows would be better for safety because they are double hung, and they tilt out and would not harm the character of the house.

Chair Donnarumma questioned if they considered replacing the windows with real wood. The response was that they would put the putty on to give it the real traditional look. The real wood would be less true to the historic time.

Member Messier questioned how many inches of light would they lose? The installer stated that they wouldn't lose any light because the glass size is exactly what is there. The side rails are a close fit to the traditional size which would allow the space light to enter.

Vice Chair Cheatham questioned the system to opening the window. The installer stated that it is a spring system just like the traditional. She questioned if they looked into upgrading the storm windows and was told that they would never meet the efficiency of the replacement. The windows would have to be sealed shut to get the efficiency.

The installer stated that the windows are guaranteed to have lead paint and it is a big process to do the abatement. Chair Donnarumma questioned what they would have to do to paint over the lead paint and she was told that they would have to follow all the abatement protocol.

- **MOTION:** To accept the application 23-HD-0026 – 270 Main Street South / Map 104, Lot 12 / MSD & HD#1 and schedule for public hearing on January 8, 2024.

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

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

Aye Donnarumma, Cheatham, Messier, Fital, Kroll
 Nay None
 Abstain None

- **23-HD-0028 – 247 Main Street South / Map 104, Lot 77 / MSD & HD#1**

Appeal to Heaven Venture, LLC (applicant/owner)

Section 1: Signage – New business sign (new lettering; same material, size, and location).

EXEMPTION requested per §7.2.4 (minor change)

No one was present to speak on behalf of the application. Application requests an exemption because the sign will remain identical to the existing sign with the only change being the lettering to reflect the new businesses name.

- **MOTION:** To approve as an exemption 23-HD-0028 247 Main Street South / Map 104, Lot 77 / MSD & HD#1 a Certificate of Appropriateness per §7.2.4 (minor change) for installation of sign replacement

Made by **KROLL**, Seconded by **MESSIER**

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

Aye Donnarumma, Cheatham, Messier, Fital, Kroll
 Nay None
 Abstain None

- **23-HD-0029 – 256 Main Street South / Map 104, Lot 14 / MSD & HD#1**

Tim Drakeley (applicant), 256 Main Street South LLC (owner)

Section 8: Windows – Install 3 wooden windows (24”x28”, 6 light, single sash, wood trim) on clapboard wall of accessory outbuilding.

No one present to speak on behalf of the application.

Alt. Member Kroll questioned if the barn is viewable from the street.

- **MOTION:** To accept the application 23-HD-0029 – 256 Main Street South / Map 104, Lot 14 / MSD & HD#1 and schedule for public hearing on January 8, 2024

Made by **KROLL**, Seconded by **FIFTAL**

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

Aye Donnarumma, Cheatham, Messier, Fital, Kroll
 Nay None
 Abstain None

- **23-HD-0031 – 107 Main Street North / Map 90, Lot 5 / MSD & HD#1**
Tradewinds LLC (applicant), 107 Main Street North Woodbury, LLC (owner)
Section 12: Other – Install AC condenser unit (work completed without a permit).

No one present to speak on behalf of the application. There was discussion on the placement since the condenser was installed before a permit was issued.

Member Messier questioned how this all came about since the condenser was already put in?

- **MOTION:** To accept the application 23-HD-0031 – 107 Main Street North / Map 90, Lot 5 / MSD & HD#1 and schedule for public hearing on January 8, 2024.

Made by **FIFTAL** Seconded by **KROLL**

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

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|---------|--|
| Aye | Donnarumma, Cheatham, Messier, Fiftal, Kroll |
| Nay | None |
| Abstain | None |

DELIBERATIONS

23-HD-0028 – 247 Main Street South / Map 104, Lot 77 / MSD & HD#1

Appeal to Heaven Venture, LLC (applicant/owner)

Section 1: Signage – New business sign (new lettering; same material, size, and location).

EXEMPTION requested per §7.2.4 (minor change)

MOTION: To approve as an exemption 23-HD-0028 247 Main Street South / Map 104, Lot 77 / MSD & HD#1 a Certificate of Appropriateness per §7.2.4 (minor change) for installation of sign replacement

Made by **KROLL**, Seconded by **MESSIER**

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

| | |
|---------|--|
| Aye | Donnarumma, Cheatham, Messier, Fiftal, Kroll |
| Nay | None |
| Abstain | None |

- **Meeting Minutes – November 6, 2023**

Corrections:

Page 4: Under Regular Meeting Corrections, spelt should have been spelled

MOTION: To accept meeting minutes of November 6, 2023, as amended.

Made by **FIFTAL**, Seconded by **CHEATHAM**

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

| | |
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| Ayes | Donnarumma, Cheatham, Messier, Fiftal, Kroll |
| Nays | None |
| Abstain | None |

OTHER BUSINESS

- **Enforcement Matters**
 - **23-HD-0013 – 294 Main Street South / Map 104, Lot 5 / MSD District & HD#1**
 - Chair Donnarumma stated that the pantry was set back as requested and the commission is happy with the move.
- The commission needs to address the window installation at Rachels Kitchen located at 230 Main Street South because it seems that what was applied for was different than what was installed. Chair Donnarumma will follow up with the Land Use Office to compare the application.

Commission Housekeeping

- Member Messier is stressed when people come in for windows because they are logical applications, but he knows how he feels about the preservation, and it is becoming very difficult. He doesn't feel good when people are before them with their applications, and they are sitting there thinking this is not going to work because we have been voting these down.
Chair Donnarumma suggested having a panel discussion with people who work with wood. People are making it seem that wood windows don't exist anymore, and she knows that is not true. She's thinking that the panel discussion can be held sometime between the January and February meeting.
- Alt. Member Kroll shares that although they have compared what other towns have done. He feels that they need on the ground intelligence with talking to other districts regarding specific situations and how they dealt with it. He shares the same feelings as Messier.
- A discussion was held about what the next step should be so the people and businesses that are in the district understand what they can or cannot do.
- Chair Donnarumma will be working on getting a panel together. Not a window vendor but a woodworker.
- A site visit will be conducted at each members convenience before the January 8, 2024, meeting at 270 Main Street South to look at the window situation.
- Vice Chair Cheatham stated that through the years part of the commission responsibility is to not lose the New England villages feel. She reminded the commission that they only have the discretion to the outside that is viewable from the street but think about the inside of these places. They have been redone and modernized. It is up to the commission to decide how important it is to fix the houses and preserve them.

CORRESPONDENCE

- Email correspondence between Anne Firlings (Zoning Enforcement Officer) and Rev. Rupp, regarding the Free-Standing Food Pantry at St. Paul’s Church 294 Main Street South dated October 18, 2023.
- Chair Donnarumma thanked Vice Chair Cheatham for her many years, since 1991, for her time spent on the commission. Vice Chair Cheatham shared that she enjoyed and appreciated being part of it.

PUBLIC COMMENT PERIOD

- Thomas Arras – 76 Main Street South – At last months meeting he questioned the attendance policy for members and was inform again that it is 2/3 or 66%. He questioned why Member Messier was seated for tonight’s meeting because he has missed many meetings. Member Kolesnik has missed many regular meetings also and questioned if Kolesnik is still a member. He read the Town’s Charter section 608 – Removal.

Section 608. Removal. A. Failure to Attend Meetings. Any member of an appointed board, commission or committee who does not attend at least two thirds (2/3) of the regular meetings for a calendar year, the schedule of which is filed pursuant to Section 1-225 of the General Statutes, shall be considered automatically removed from such board, commission or committee, creating a vacancy which shall be filled in accordance with Section 606 of this Charter. It shall be the duty of the Chairman of each board, commission or committee to give prompt written notice of such absenteeism and consequent vacancy to the Board of Selectmen.

- Mr. Arras questioned if the Board of Selectmen has been made aware of this and if so, when? Chair Donnarumma said her role is to notify the Board of Selectman and that has been done but nothing has been done on their end until they meet again on December 14 to discuss the information given.
- Mr. Arras feels that this is important because the town members mentioned both reside in the district and are good representative of the residents in the district. The only other member that reside is an alternate.
- Mr. Arras questioned if the Enforcement Officer will be collecting the signs on the North Green, out in front of the Town Hall and the state corridor. Vice Chair Cheatham said action needs to come out of the Land Use and the Board Selectman. He stated that the signs are placed in places that they shouldn’t even be.
- John Lamb (owner of 346 Main Street South) – He is here to see if the fence that once was installed along the front of the property can be reinstalled because he might be selling the property, and it is contingent on the fence for their dogs. He submitted a picture of the fence that was once there, and he will replace it with the same design. The back of the property has a stock fence that needs replacing also, but he just wanted to see what needs to be done for the front fence. Chair Donnarumma stated that he should apply and come commission with a site plan and a sample of the fence.

ADJOURNMENT

Hearing no objections, the meeting was adjourned at 8:45 pm.

RECEIVED & FILED
IN WOODBURY, CT

THE 6th day of Dec 2023
at 2:22 PM

Maria M. Mancini
Town Clerk