

Agenda
Tolland Green Historic District Commission
21 Tolland Green, Tolland, Connecticut
Wednesday, June 26, 2024 at 7:00 p.m., via Zoom
Remote Participation Only

1. Call to Order

2. Election of Officers

3. Seating of Alternate(s)

4. Additions to Agenda

5. Public Comment - Any person wishing to ask a question, make a comment or put forward a suggestion for any item or matter other than a public hearing item (2 minute limit).

6. Public Hearing

6.1. **HDC #24-05 Certificate of Appropriateness**- Request to install nine replacement windows, 31.5"x45", with grids to match existing design.

6.2. **HDC #24-06 Certificate of Appropriateness**- Request to replace upstairs windows, replacing storm windows on the first-floor, and encasing screened-in porch to make it a three-season porch.

7. New Business

7.1. Consideration of the Certificate of Appropriateness (HDC #24-05) at 88 Tolland Green by the Commission, and vote thereon

7.2. Consideration of the Certificate of Appropriateness (HDC #24-06) at 14 Cider Mill Road by the Commission, and vote thereon

8. Old Business

9. Correspondence

10. Approval of Minutes – May 15, 2024 Regular Meeting

11. Adjournment

To join the Zoom meeting, either click:

<https://us06web.zoom.us/j/83403190473?pwd=pOFzeJffcukSztH4c5brGoEKRz2WCY.1>

One tap mobile: +16468769923,,83403190473#,,, *06262024# US (New York)

Or call: 1-646-876-9923 and input:

Meeting ID: 834 0319 0473

Passcode: 06262024

All public business will be conducted by 11:00 p.m. unless waived by a vote of the Commission.
Any party needing an accommodation contact the Planning & Development Department at (860) 871-3601.
The Town of Tolland is an Affirmative Action/Equal Opportunity Employer.

Agenda Item

6.1

**Legal Notice
Public Hearing**

Tolland Green Historic District Commission

The Tolland Green Historic District Commission will hold a Public Hearing on Wednesday, June 26, 2024 commencing at 7:00 p.m., to hear and discuss the following:

14 Cider Mill Road- Request by Ted and Mary McCarthy to replace windows and to encase screened-in porch to make it a three season room.

88 Tolland Green - Request by Highland Window Company to install nine replacement windows.

A copy of these applications are on file and available for review online:
<https://www.tollandct.gov/historic-district-commission/pages/applications-pending>

To be advertised twice in the Journal Inquirer: Thursday, June 13, 2024 and
Thursday, June 20, 2024



TOLLAND GREEN HISTORIC DISTRICT COMMISSION
Application for a Certification of Appropriateness

Property Information

Property Address: 88 HOLLAND GREEN

Property Owner: MATT SIVILLO

Phone Number: [REDACTED]

Applicant Information

Applicant Name: MARC COWAN - HIGHLAND WINDOW COMPANY

Applicant Address: 5 LINNARD ROAD, WEST HARTFORD, CT.

Phone Number: [REDACTED]

Email Address: [REDACTED]

Project Information

Type of Building: SINGLE FAMILY

Nature and description of work to be done as it affects exterior appearance. Attach appropriate drawing or plans giving the position of the house or structure on the site, ground plan of house with proposed addition, and all pertinent elevations showing size and style of windows, dormers, doors, exterior wall finishes, roofing material, chimneys, vents and ornamentation. (If more space needed, attach sheet to application.)

INSTALL 9x REPLACEMENT WINDOWS.

31.5 x 45 - WITH GRIDS TO MATCH EXISTING DESIGN.

Estimated Start and Completion Dates:

Start: JULY 2024

Complete: 2 DAY INSTALL

1. Attach a photograph of the existing structure or place to be changed as viewed from the street showing that portion of the structure to be altered, together with a drawing of the proposed alteration or change.
2. Application fee of \$75.00 must accompany application (make checks payable to Town of Tolland).
3. Application form, fee, plans, photograph and drawing must be submitted to **Planning & Building Department**. Public Hearings will be scheduled within not more than sixty-five days after the filing of an application.

Certificate of Appropriateness will expire 1 year from date of approval

This application form and all accompanying plans and materials are accurate and complete:

Applicant Signature: [Signature]

Date: 5/7/24

Property Owner Signature: [Signature]

Date: 5/2/24

BY: [Signature]

RECEIVED
MAY 14 2024

OFFICE USE ONLY

Received & Fee Paid: [REDACTED]

Hearing Scheduled: 6/24/24

Hearing Advertised: 6/13/24 + 6/20/24


Action:

Notice of Action to Applicant:

HDC due date: 7/18/24



- CONTRACT -






Highland Window Company LLC
"The Clear Choice"
5 Linna Road
West Hartford, CT 06107
Phone: 860-233-7100 / Cell: 860-424-1700
CT Lic. # 001531 / Sales Tax # 151029

Depo: _____ Home Telephone: _____ Business Telephone: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Highland Window Company agrees to furnish all materials and labor necessary to install the following:
 REPLACEMENT WINDOWS — VINYL SIDING — ENTRY DOORS — STORM DOORS — GUTTERS & LEADERS — ROOFING
 WINDOW MODEL: _____ COLOR (Int): White / Beige / Wood Grain COLOR (Out): White / Beige / Brown / Black

PRODUCT	QTY	PRODUCT	QTY	FEATURES	PRODUCT	COLOR	PRODUCT	COLOR
DN		PICTURE		ARGON GAS	MAIN STREET		GOPHT	
CS		DAY		LOWE GLASS	RESTORATION		CORNERS	
2CS		BOW		FULL GRID	MONOGRAM		TRIM & FASGA	
3CS		GARDEN		HALF GRID	CRUISE IMPRESSIONS		BLOCKS	
4CS		ENTRY DR. #		FULL SCREEN	CHAFFIN CME		VENTS	
5CS		STORM DR. #		HALF SCREEN	PELICAN BAY		SIDING REMOVAL	
2LS		PATIO DOORS 4-6-8		FROSTED GLASS	QUEST		ROOF REMOVAL	
3LS		FRENCH DOOR		TRIPLE GLASS	CELANA DISCOVERY		GUTTER REMOVAL	
AWN				WIND W/PLACE	GUTTER SYSTEM		DUMPSTER	
HOPPER				PVC CAP	GUTTER GUARD		PERMIT	
SPECIAL INSTRUCTIONS					LIFETIME WARRANTIES			
					GLASS DRPAKAGE <input type="checkbox"/>			
					WORKMANSHIP <input type="checkbox"/>			
					MANUFACTURERS <input checked="" type="checkbox"/>			

Installation will begin on or about _____ and will be substantially completed on or about _____. It is understood by you that the following contingencies could materially change the estimated completion date listed above: customer's inability to obtain or quality for financing, inclement weather, strikes or other labor disruptions, non-availability of materials, etc. The process of installation requires the preparation of site and the supply and installation of products described above. The Company shall not be responsible for the moving of any gas, electrical wiring, plumbing or telephone installations, etc. You shall at your own cost, make suitable arrangements for such work prior to the time the Company begins work. The Company shall acquire any permits necessary to perform the work provided herein.

You agree to pay cash according to the terms shown below or if your credit is approved, to sign a note whether or not provided by us, for payment of the amount due. You also agree to sign a completion certificate upon completion of the work. If you fail to pay according to the terms below and have not signed a note, the entire unpaid amount becomes immediately due and you must pay a collection cost equal to our actual costs of collection, up to 15% of the total amount you owe plus attorney's fees and court costs.

Unless otherwise specified it is understood that you are ready for this work to begin. If you refuse to permit the Company or their representatives to proceed with the work herein, or in the event of any other breach of this agreement, for any reason whatsoever, shall cause you to pay to the Company a sum of money equal to twenty-five percent of the price agreed to be paid and not as a penalty without further proof of loss or damage. (See reverse side for Terms and Conditions). All required taxes, if applicable, included in price. Painting, staining or decorating is not part of our contract.

*YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANYTIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

DO NOT SIGN THIS CONTRACT IN BLANK. YOU ARE ENTITLED TO A COPY OF THE CONTRACT AT THE TIME YOU SIGN. KEEP IT TO PROTECT YOUR LEGAL RIGHT. WE, THE AFORESAID OWNERS, CERTIFY THAT IMMEDIATELY AFTER THE SIGNING OF THE AFORESAID AGREEMENT, A COMPLETELY EXECUTED COPY WAS FURNISHED TO US.

*PLEASE NOTE THIS TRANSACTION CAN NOT BE CANCELLED BY TELEPHONE BUT MUST BE SUBMITTED IN WRITING.

Total Cash Price _____ Customer _____ Date _____

Deposit with Contract _____ Customer _____ Date _____

Deposit with Start _____ Customer _____ Date _____

Total upon Completion _____ Representative _____ Date _____

Financed ☐ Check ☐ Visa ☐ MC ☐ AmEx ☐ Discover ☐ Acc. # _____ Exp. Date _____

NOTICE OF CANCELLATION

Date of Transaction _____

You may cancel this transaction, without any penalty or obligation within three business days from the above date. If you cancel, any property traded in, any payments made by you under the contract or sale, any negotiable instrument executed by you will be returned within ten business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do not make the goods available to the seller and the seller does not pick them up within twenty days of the date of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to Highland Window Company 998 Farmington Avenue, Ste. 101A, West Hartford, CT 06107 not later than midnight of (Date) _____.

I hereby cancel this transaction. (Date) _____ (Buyer's Signature) _____

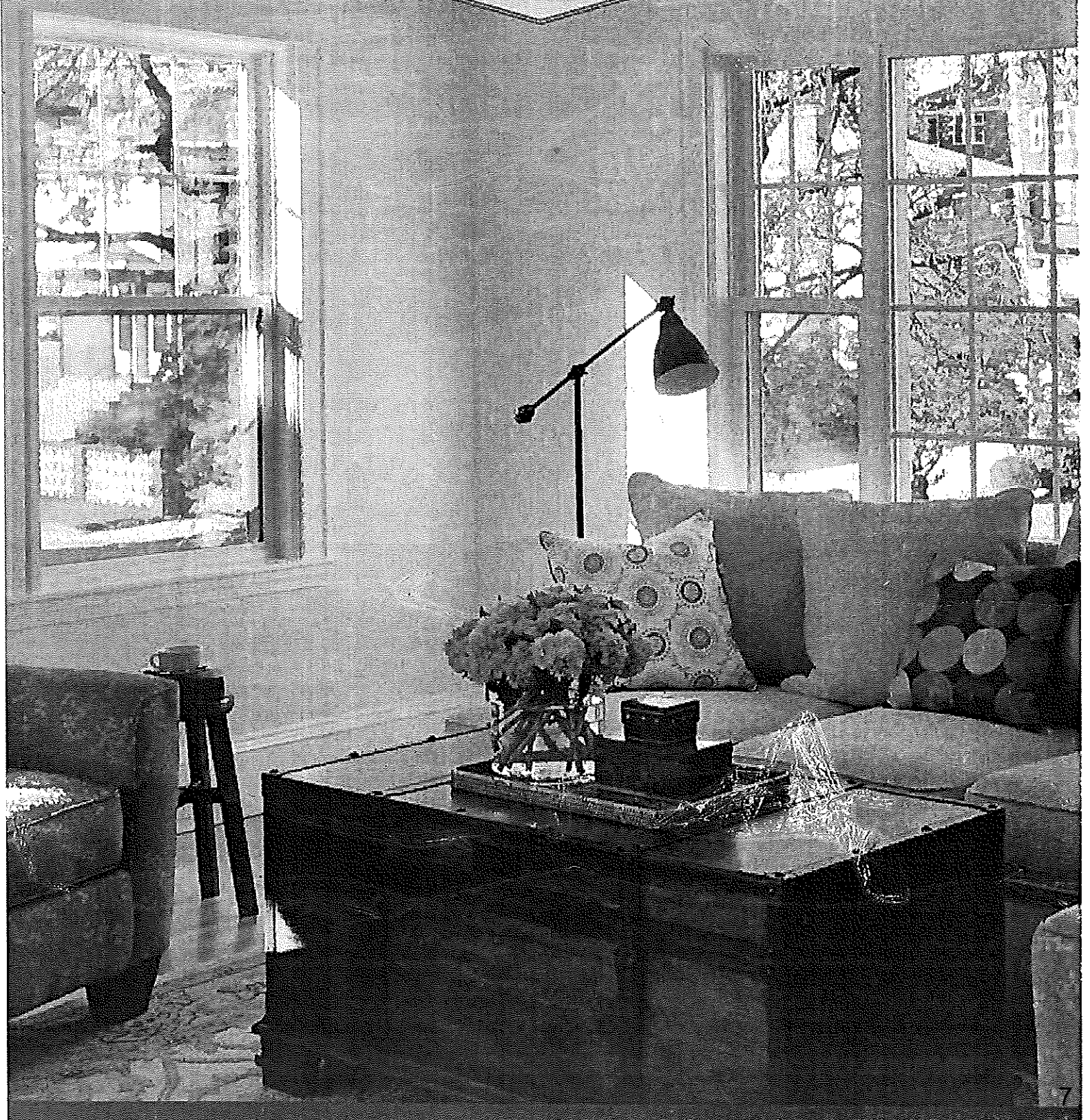
WHITE - OFFICE COPY CANARY - FILE PINK - CUSTOMER

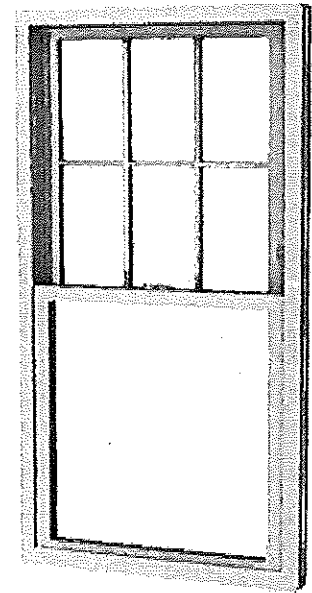
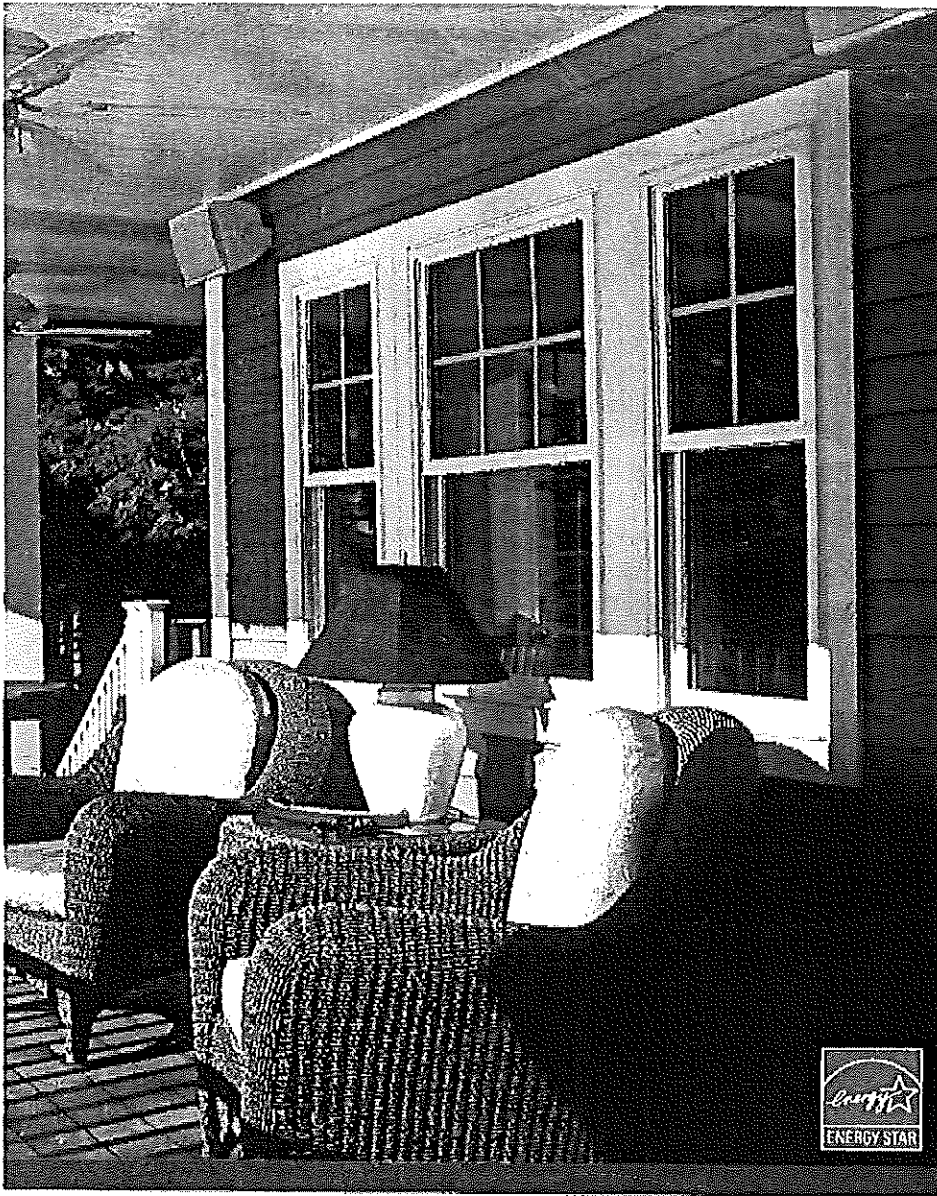
MASS. RESIDENTS SEE REVERSE SIDE.



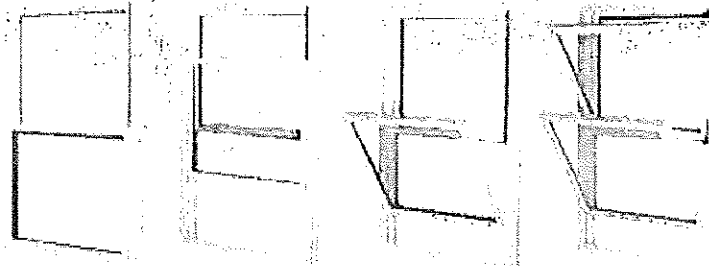
CLASSIC

Double Hung





Our most popular window, the Classic offers a variety of color, grid and hardware options to match the style of any home. Energy Star options and advanced performance features makes Classic an excellent choice for a hardworking, dependable, yet customizable window.



Lock

Classic comes with a low profile cam lock. This die-cast metal lock is durable and does not compromise on style with four colors available: white, almond, oil-rubbed bronze and brushed nickel. Built to last and withstand wear and use, yet simple to operate.

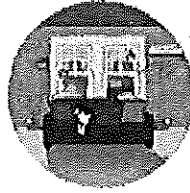


Subject to change. Please visit harveywindows.com for the latest product information.

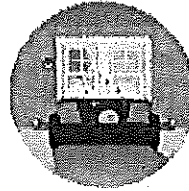
new windows
will look like this

Options

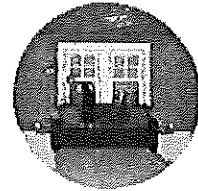
ENERGY STAR GLASS



ThermaLock



SunGain
HSHG



ThermaGuard

SCREEN | FRAME

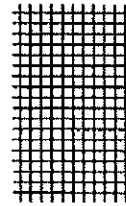


FlexScreen

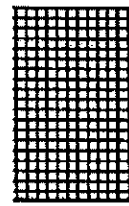


Aluminum

SCREEN | MESH



VIEWS



Fiberglass

GRID | TYPE



GBG



Exterior
Applied

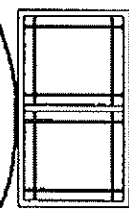


SDL

GRID | STYLE



Colonial



Prairie

COLORS | EXTERIOR



White Vinyl
(Standard)



Almond Vinyl



EXTERIOR PAINT
AVAILABLE

COLORS | HARDWARE



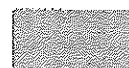
White
(Standard)



Almond



Oil Rubbed
Bronze



Brushed
Nickel

Premium hardware includes matching
lock and tilt latches

MORE OPTIONS & FEATURES

Grids come in 5/8" and 1" sizes

Custom grid configurations plus oriel
& cottage sash options

Full and half size screens

Double locks are standard on widths
30" and over

Both sashes tilt in for cleaning;
ventilation limit latches keep bottom
or top sash partially opened

WITH HARVEY, YOU GET PEACE OF MIND, STANDARD.

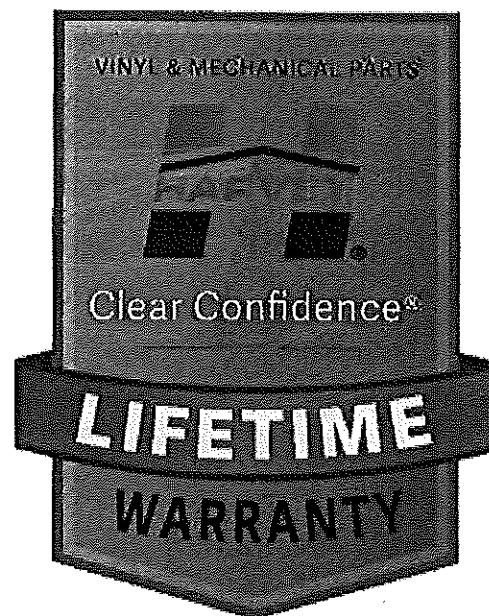
Clear Confidence

For nearly 60 years, we've built our reputation on the outstanding craftsmanship of our products and our world class customer service. You can rest easy knowing that most Harvey windows are backed by our Clear Confidence Warranty and that our commitment lasts a lifetime.

Claims

Warranties provided by Harvey are for product parts and mechanisms; they do not cover damages resulting from improper installation nor do they cover labor charges.

Please see actual warranty for details.



20 YEARS
GLASS SEAL

20 YEARS
TRANSFERABILITY

CLEAR:

Your windows are warrantied for life on any defects in structure, parts, and mechanisms, and for 20 years on interior glass seal failures.

CONFIDENCE:

We are confident in the quality of our products, but if something's not quite right, you can count on our highly trained, US-based customer support specialists and field technicians to solve your issue over the phone or at your property if needed.

CONVENIENT:

We make receiving replacement parts easy, including full sash replacements for glass repairs—no professional glass installer needed*.

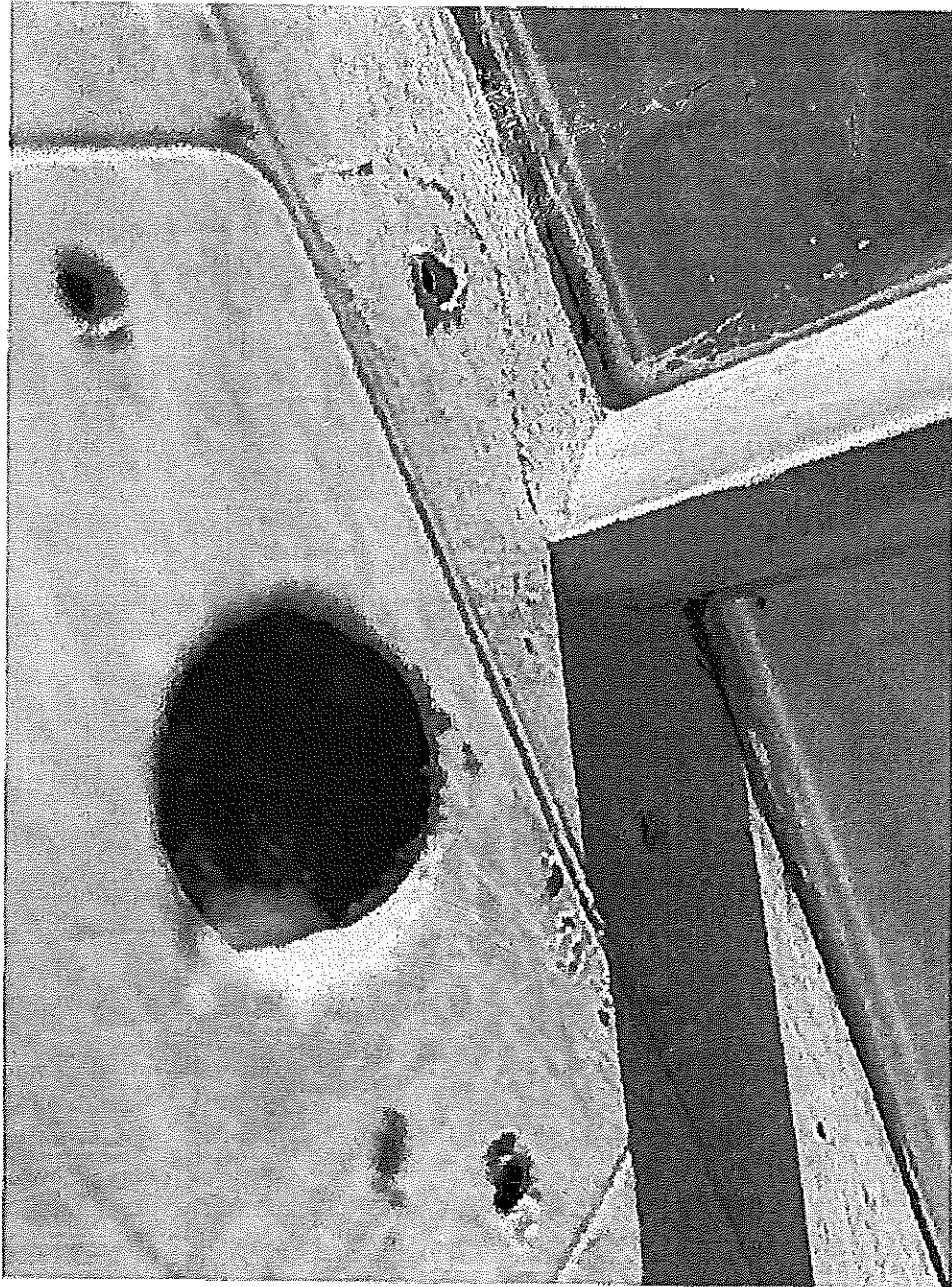
*Exceptions apply to discontinued and modified products

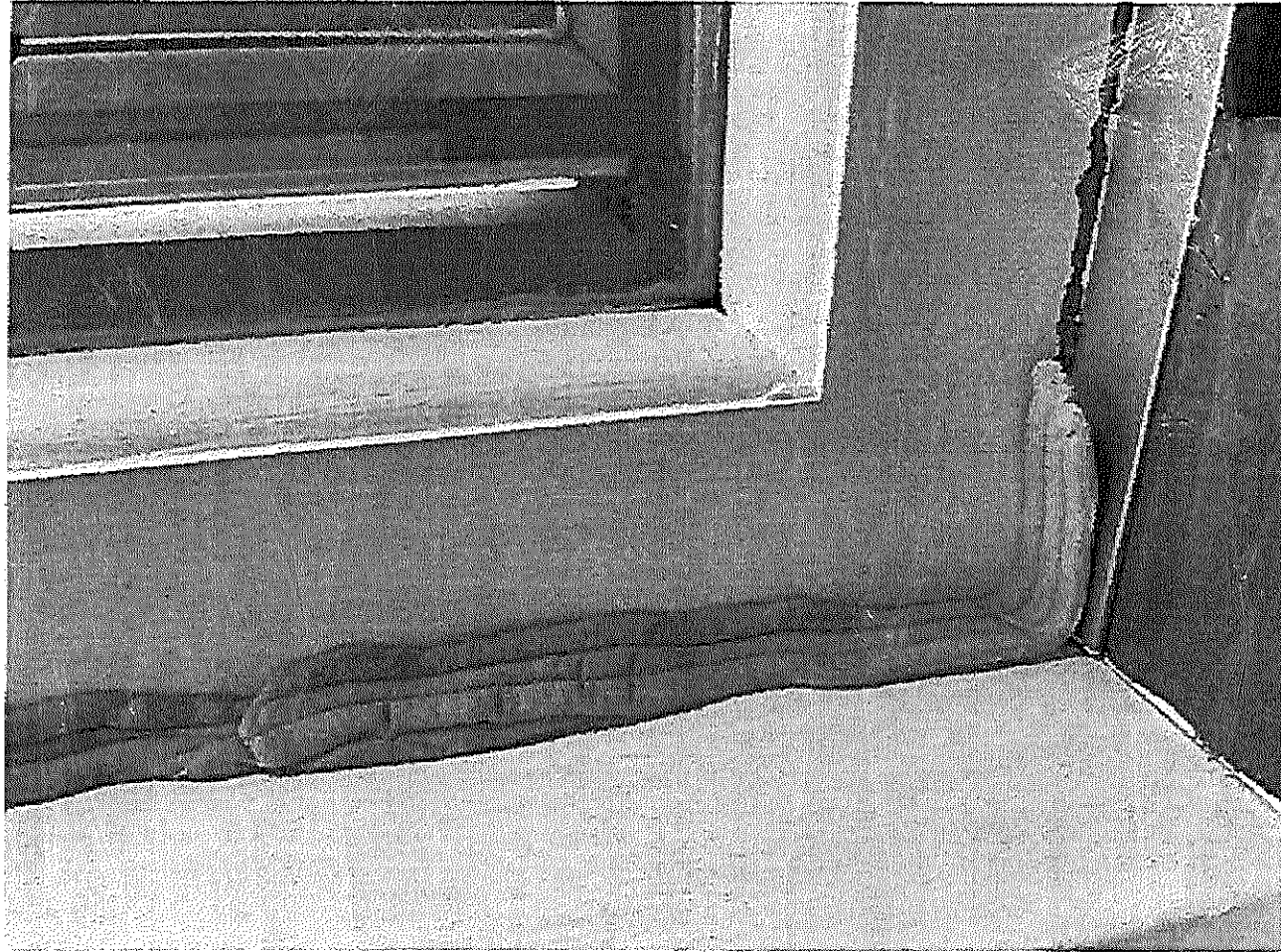
Current Window Condition

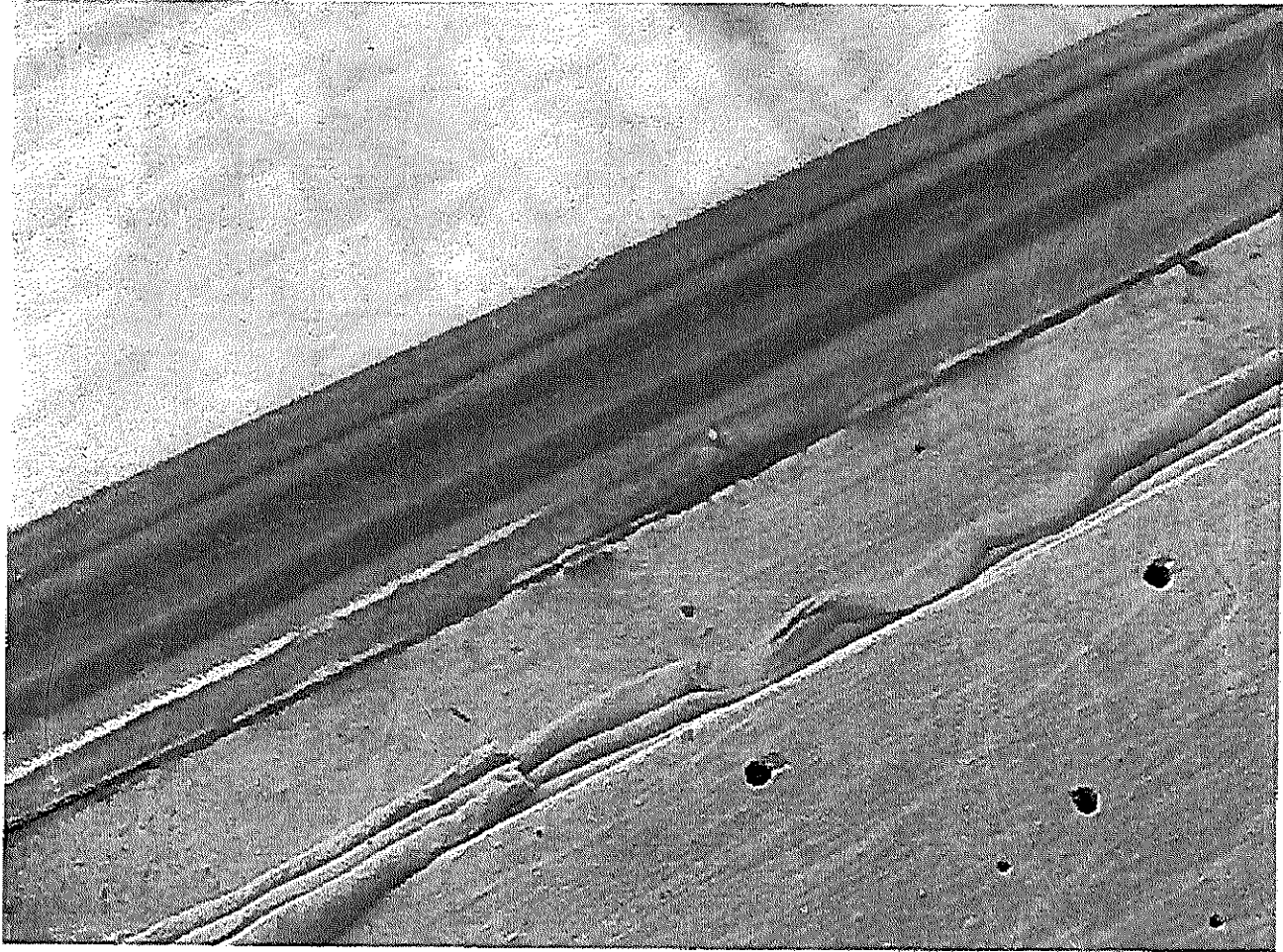


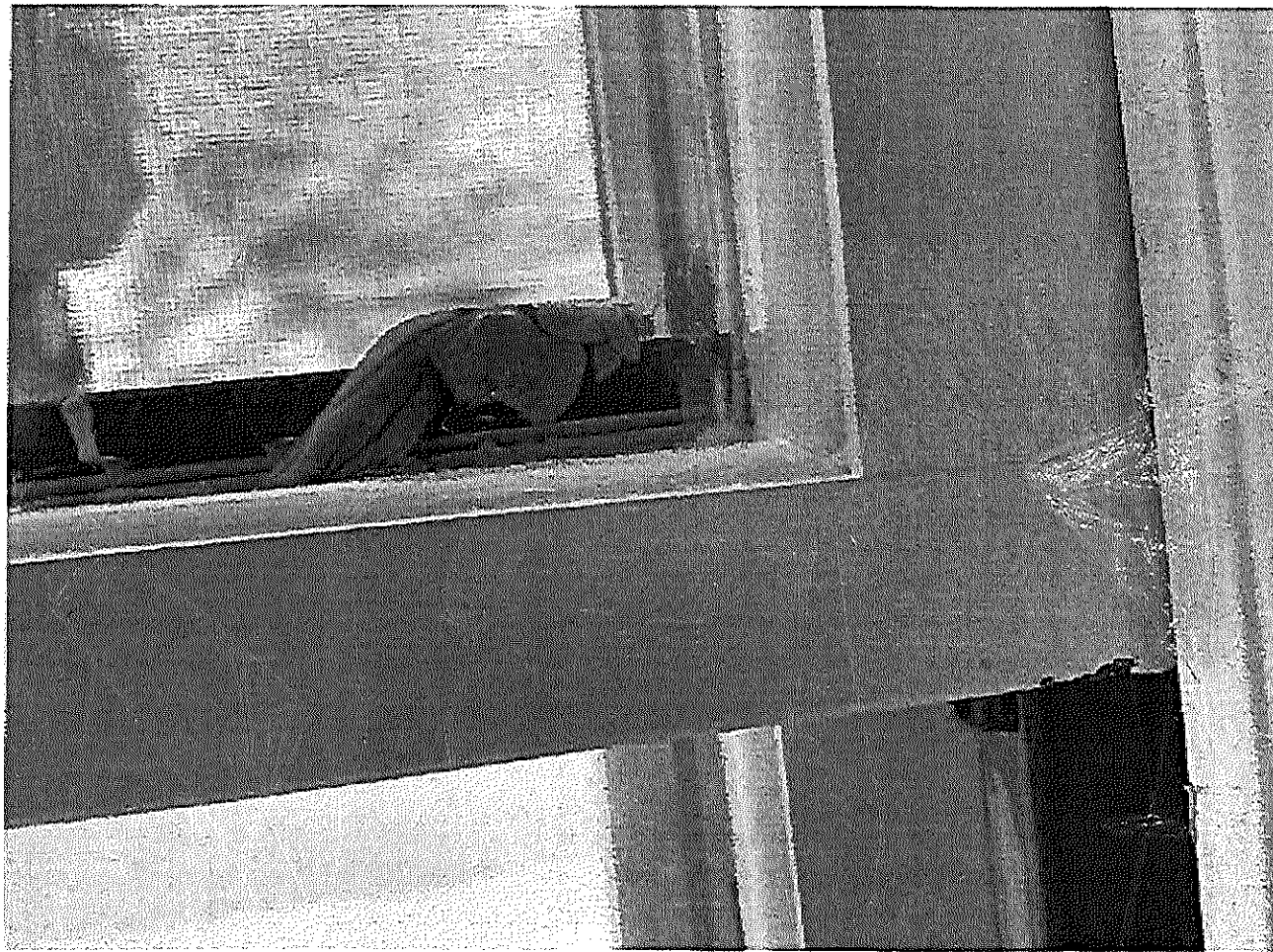


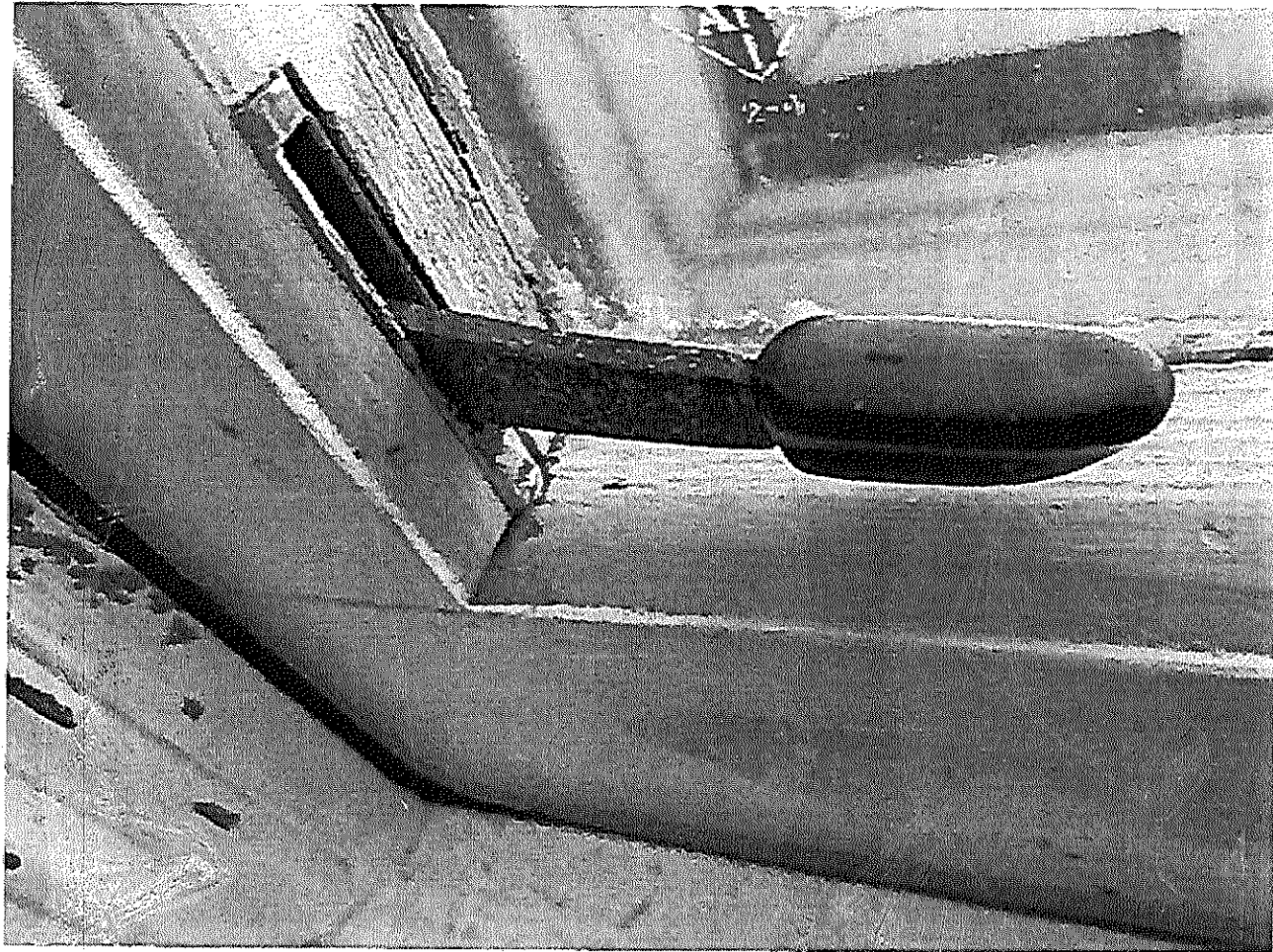


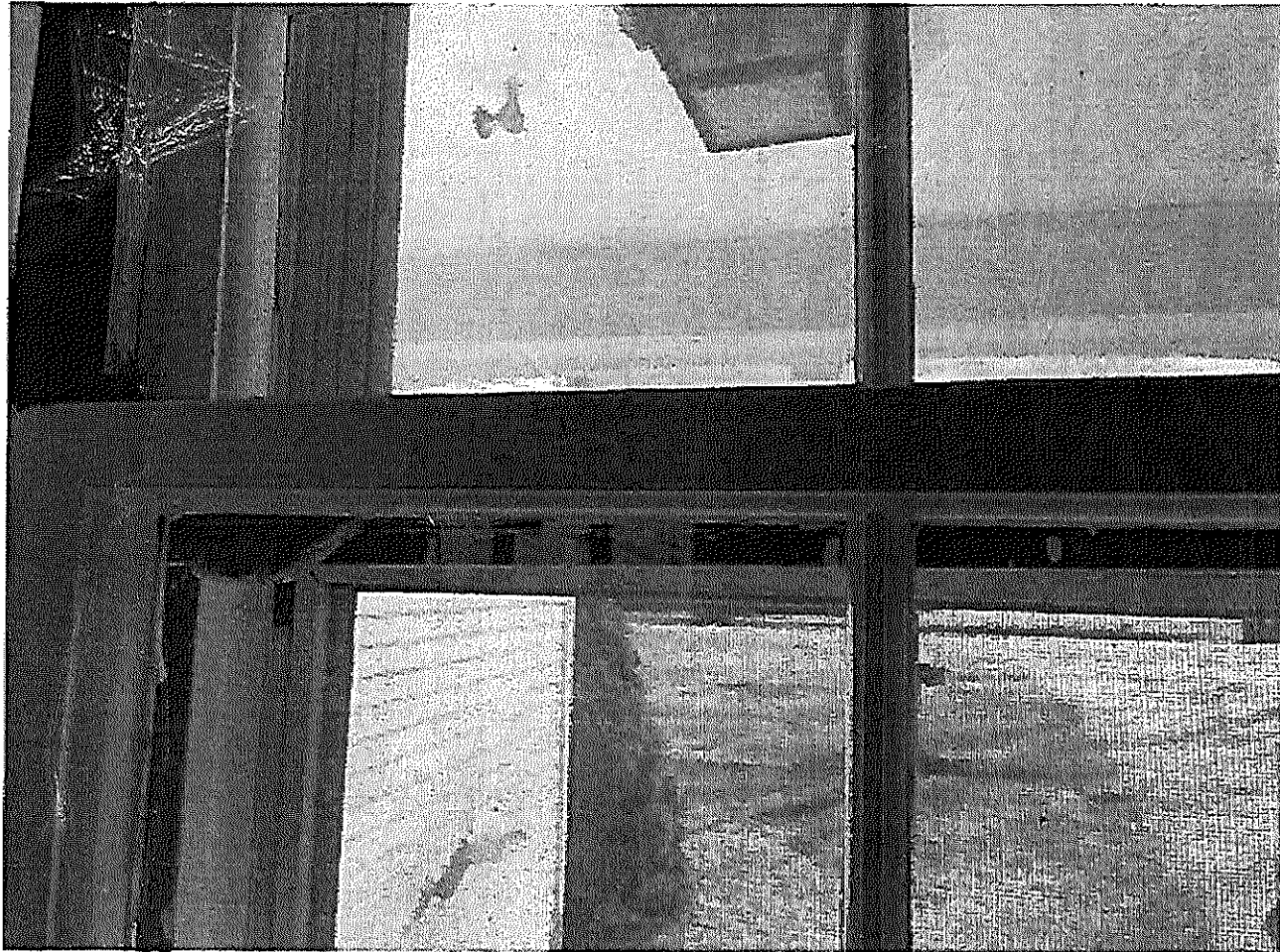


















Agenda Item

6.2

**Legal Notice
Public Hearing**

Tolland Green Historic District Commission

The Tolland Green Historic District Commission will hold a Public Hearing on Wednesday, June 26, 2024 commencing at 7:00 p.m., to hear and discuss the following:

14 Cider Mill Road- Request by Ted and Mary McCarthy to replace windows and to encase screened-in porch to make it a three season room.

88 Tolland Green - Request by Highland Window Company to install nine replacement windows.

A copy of these applications are on file and available for review online:

<https://www.tollandct.gov/historic-district-commission/pages/applications-pending>

To be advertised twice in the Journal Inquirer: Thursday, June 13, 2024 and
Thursday, June 20, 2024



TOLLAND GREEN HISTORIC DISTRICT COMMISSION
Application for a Certification of Appropriateness

Property Information

Property Address: 14 CIDER MILL RD
Property Owner: TED + MARY MCCARTHY
Phone Number: [REDACTED]

Applicant Information

Applicant Name: MARY MCCARTHY
Applicant Address: 14 CIDER MILL RD
Phone Number: [REDACTED] Email Address: [REDACTED]

Project Information

Type of Building: HOUSE
Nature and description of work to be done as it affects exterior appearance. Attach appropriate drawing or plans giving the position of the house or structure on the site, ground plan of house with proposed addition, and all pertinent elevations showing size and style of windows, dormers, doors, exterior wall finishes, roofing material, chimneys, vents and ornamentation. (If more space needed, attach sheet to application.)

Replacing upstairs windows, Replacing storm windows on first floor and enclosing screened in porch to make it a 3 season porch.

Estimated Start and Completion Dates:

Start: 6-8 weeks after approval Complete: 6-8 weeks after that

1. Attach a photograph of the existing structure or place to be changed as viewed from the street showing that portion of the structure to be altered, together with a drawing of the proposed alteration or change.
2. Application fee of \$75.00 must accompany application (make checks payable to Town of Tolland).
3. Application form, fee, plans, photograph and drawing must be submitted to **Planning & Building Department**. Public Hearings will be scheduled within not more than sixty-five days after the filing of an application.

Certificate of Appropriateness will expire 1 year from date of approval. **JUN 04 2024**

This application form and all accompanying plans and materials are accurate and complete:

Applicant Signature: [Signature] Date: 6/4/24 BY: [Signature]
Property Owner Signature: _____ Date: _____

-----OFFICE USE ONLY-----

Received & Fee Paid:	<u>[REDACTED]</u>	Hearing Scheduled:	<u>6/24/24</u>
Hearing Advertised:	<u>6/13/24 & 6/20/24</u>	Action:	
Notice of Action to Applicant:		HDC Due Date:	<u>8/8/24</u>

Windows to be
used upstairs and
on porch.
6 over 1 style

= 0

1200

Notes

Edit

Copy

Delete

...



Hide
Details



Lead Time

15

Room

None Assigned

Qty

-

1

+

Two-
Step

\$90!

Ext.
Two-
Step

\$90!

Customer

\$90
5.22

Ext.
Customer

\$90!

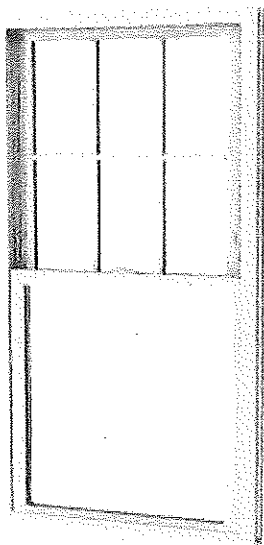
Classic DH , Unit Size 72.5 x 60.5, RO 73 x 61
Unit 1, 2: U-Factor = 0.24, SHGC = 0.27, VT = 0.48, HII-M-48-00623-00002, Size Options = Custom Size, New Construction, Fully Welded
Frame Width (Inches) = 36.875, Frame Height (Inches) = 60.5
Double Glazed, Double Low-E RS, Argon Filled
ENERGY STAR® Performance Packages = ThermaLock RS (North - Central), Performance Package = ThermaLock RS, Overall DP Rating=N/A
Unit Color = White
Program = None, Label Name = Harvey, Lock Option = Double, Lift Rail Options=None/Standard, Sash Limit Devices = Night Latch
Half Screen, Fiberglass Mesh
Unit 1 Top, 2 Top: Contour In-Glass, Colonial, Match Frame, 4W2H
Unit 1 Bottom, 2 Bottom: None
J-Channel with Filler, Inside Extension Jamb Receiver Pocket = Yes, Foam Wrap (Pre-Applied) = No
4 9/16", Primed, 4 Side Field Applied
Overall Frame Width (Inches) = 72.5, Overall Frame Height (Inches) = 60.5, Overall Rough Opening Width (Inches) = 73, Overall Rough Opening Height (Inches) = 61
Clear Opening Width = 31.875, Clear Opening Height =



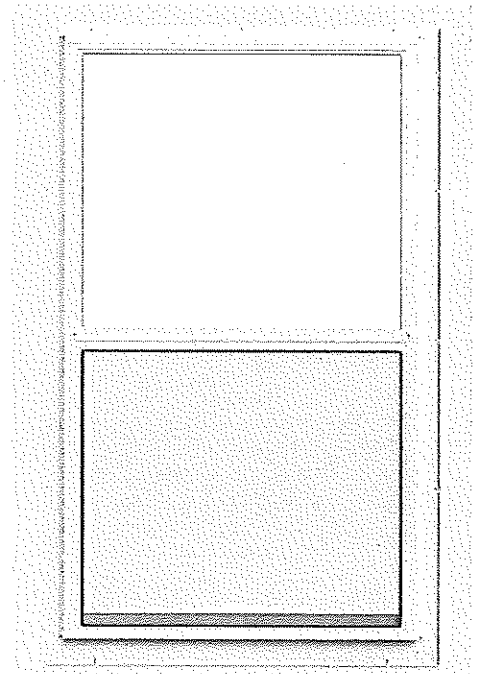
Style similar to above but
with 6 over 1 style



6 over 1



Window Style



Storms

Up close view of current porch



North side



Front Left



Front Right



Front Storm Door



South Side

Storm Replacement Photos (replacing like with like)



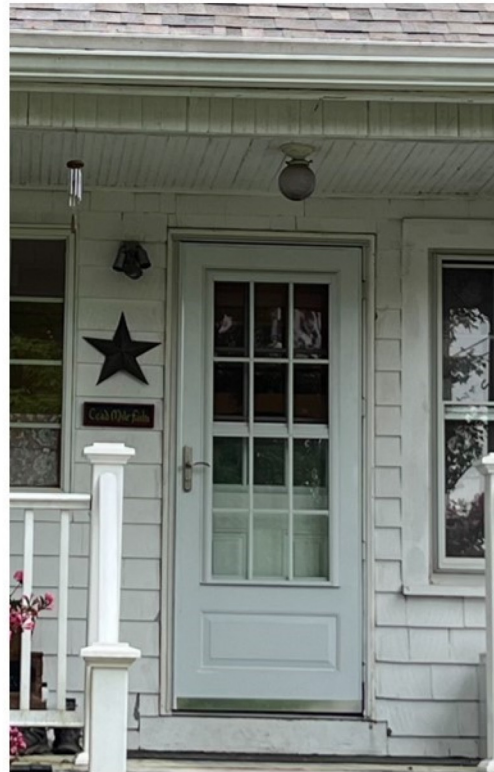
North side—3 storms being replaced



Rear Side— 5 Storms replaced



South Side—4 Storms Replaced



South side Storm Door being replaced like with like. This style of door will also be used for new front porch door

Window Replacement Photos (vinyl windows but will look just like the current windows)



2nd floor—rear of house



2nd floor—front of house

Agenda Item 10

**Regular Meeting Minutes
Tolland Green Historic District Commission
21 Tolland Green, Tolland, Connecticut
Wednesday May 15, 2024 at 7:00 PM via Zoom
Remote Participation Only**

Note: audio and video recordings of the meeting are available on the Town web site

1. Call to order at 7:00 PM

Roll Call:

Members: Jodie Coleman-Marzialo (Chair); Celeste Senechal (Vice Chair); Kathy Bach; Ann Deegan; Frederick Day-Lewis (clerk)
Town Council Liaison: Katie Stargardter
Tolland Building Inspector: James Paquin
Guests: Debbie Sanders (COA applicant), Claudette Morehouse

2. Seating of alternates

No alternates were seated.

3. Additions to agenda

None.

4. Public comment

None.

5. Public Hearing(s)

5.1. *HDC #24-04 Certificate of Appropriateness* - Request to remove old siding and replace with cedar clapboard siding at 34 Tolland Green

F. Day-Lewis read the Public Notice for HDC #24-04 as it appeared in the Journal Inquirer, where it ran 2-May 2024 and 7-May 2024; this notice was included in the meeting packet online.

Motion: To open the public hearing.

By: K. Bach; 2nd C. Senechal

In favor: J. Coleman-Marzialo, C. Senechal, K. Bach, A. Deegan, F. Day-Lewis

The motion passed unanimously.

J. Coleman-Marzialo asked D. Sanders to detail the proposed work and thanked her for providing the historic photographs included in the packet.

D. Sanders said the siding on her house would require scraping before painting. She spoke with Ray Diana, who did the Courthouse. He said hand scraping would cause a lot of damage and

necessitate replacement of many of the cedar shakes. He advised against this and suggested re-siding instead. D. Sanders looked into going with cedar clapboards rather than shakes and found historic photographs showing that the house previously had clapboard siding. Her intent is to re-side the front and side, where there are now shakes, with cedar clapboard and paint the clapboards white.

C. Senechal pointed out that in the old picture, the clapboards go to the top of the house, up the first section of roof where there are currently cedar shingles. She asked if the intent was to leave cedar shingles down all the way to the gutters. D. Sanders confirmed this was the plan and said that she intended eventually to remove the gutters. She is also looking to replace the roof, perhaps next year.

C. Senechal asked if clapboard was currently found on one side of the house on the second story, based on a photograph in the packer. D. Sanders said this was only how it looked in the photograph, but there's currently cedar shake there.

J. Coleman-Marzialo asked if there were other questions. There were none.

Motion: To close the public hearing.

By: K. Bach; 2nd C. Senechal

In favor: J. Coleman-Marzialo, C. Senechal, K. Bach, A. Deegan, F. Day-Lewis

The motion passed unanimously.

6. New Business

6.1. Consideration of the COA at 34 Tolland Green by the Commission and vote thereon.

K. Bach said she would make a motion to enable discussion.

Motion: To grant the request to remove the old siding and replace it with cedar clapboard siding at 34 Tolland Green and recommend the issuance of a COA.

By: K. Bach; 2nd F. Day-Lewis

In favor: J. Coleman-Marzialo, C. Senechal, K. Bach, A. Deegan, F. Day-Lewis

The motion passed unanimously.

K. Bach thanked D. Sanders for coming into the Historical Society archives and said there were files on every house on the Green. J. Coleman-Marzialo asked if D. Sanders had received the HDC Guidelines (she had) and said the renovations would look wonderful and be an asset to the Green.

7. Old Business

J. Coleman-Marzialo referred to the Commission members to the packet from the previous month with the proposed changes to the COA application. There was discussion about the value of a typeable PDF, as used previously. Somehow with turnover in the town office, the document had been converted to a handwritten form. K. Bach agreed that the typeable PDF is preferable.

J. Coleman-Marzialo said the majority of other HDC she was aware of used typeable PDF applications.

K Bach asked if town staff had provided input on the proposed changes. J. Coleman-Marzialo said no, the HDC would discuss it first.

J. Coleman-Marzialo said Windsor's form included a map that showed adjacent properties. K Bach said other HDCs always ask for plot plans for the applicant and surrounding properties. She said the HDCs want visuals and information required to understand impacts on neighboring properties. She said we should do something like that. She said they also request photographs of the views from the public way, but this can be confusing when a property is seen from multiple streets, as in the case of the church in Tolland, which is visible from the Green but also the parking lot at the library. These issues came up in the past but got lost when the church's last packet came in.

K. Bach said with doubling of the application fees we should consider again holding pre-application meetings. She said the HDC used to sit down with applicants prior to applications being submitted in order to work things out beforehand. Then there would be a public hearing. She said with the higher application fee of \$150, she didn't want to have to reject an initial application and make the applicant submit and pay again. She suggested a cover sheet checklist, at least for solar applications; this checklist would give the state statute, federal guidelines, and the solar matrix. This would explain first steps, second steps, etc., so the applicant would understand when the HDC asks questions, these are things the applicant should have addressed beforehand. She said she and J. Coleman-Marzialo are in trouble for asking questions that are perfectly legal and "within the lane." She said this would alleviate issues that take place at meetings and everyone bringing friends and neighbors to meetings. J. Coleman-Marzialo added that this would reduce accusations of being out of line. She said these guidelines ask about measures taken to reduce energy use before considering solar. K. Bach said this could be given by staff to applicants.

J. Coleman-Marzialo said the support staff is overwhelmed. She said J. Paquin was very busy, and it was difficult for her to get support. J. Coleman-Marzialo said she didn't like seeing in the Town Manager's report that staff were spending a significant amount of time on HDC business. She said that's their job, so perhaps additional staff need to be hired or delegated to help. She said staff under previous managers, staff were more available to the HDC. In Wethersfield, there is a part-time staff person helping the HDC. A student volunteer, even a high school student, would be very helpful.

F. Day-Lewis said with some of the guidance around solar, perhaps we could add this information to the Guidelines—to the PDF if not what has been mailed out already. This could be an addendum or appendix. J. Coleman-Marzialo said Guilford and Hartford had separate 3-4 page documents that mirror the Interior guidelines. J. Coleman-Marzialo said she was following the guidance from Historic CT. She said the HDC had several meetings with the State Office. She mentioned several other towns' guidelines.

K. Bach said we should follow the federal guide, as states and towns adapt to what works locally. She said the Tolland HDC was being consistent between the web site and Tolland guidelines. She said she had assumed applicants would have read the guidelines and information, but we shouldn't have assumed anything. We need to assume applicants have zero knowledge and need instruction. J. Coleman-Marzialo agreed applicants weren't doing their homework.

F. Day-Lewis said that he hoped the HDC had learned from the hearings with Attorneys Landolina and Famiglietti, who provided good information about solar and burden shifts from the applicant to the HDC. J. Coleman-Marzialo asked about the burden shift, and F. Day-Lewis explained that the burden is normally on the applicant to prove something would not significantly impair the district, but with solar the burden may be on the HDC, per the legislative discussions around the modification to the relevant statute, according to Attorney Famiglietti.

C. Senechal asked if the third item should reflect that the applicant should attend the public hearing. J. Coleman-Marzialo suggested adding that the applicant must appear. She noted that sometimes the applicant is not the homeowner, but rather the contractor. She thought the owner and the applicant should both be present.

J. Paquin recommended against requiring the homeowner attend. He said from a legal standpoint, an agent could represent the owner. He questioned whether it would be legal to require that the homeowner attend. He also cautioned against pre-application meetings, where decisions might be made that should really be made in a public hearing; these meetings might also leave applicants feeling like they made decisions under duress from the HDC before applying. He understood the potential benefit of such meetings but cautioned that they could get the HDC in trouble.

J. Coleman-Marzialo said she was thinking of 95 Tolland Green, where informal conversations about fences or doors involved feeling out the HDC's views. She said these were opportunities to suggest going with like-for-like and discussing obvious maintenance issues that didn't involve location or material changes. J. Paquin said staff do have these conversations with applicants. Compared to the HDC, staff can more easily inform applicants of previously successful applications. He said if the HDC members did this, it could amount to making decisions outside the prescribed framework; this could be problematic in the long term.

J. Coleman-Marzialo said she would often refer applicants to what had been approved in the past and refer them to minutes from past meetings.

F. Day-Lewis agreed with J. Paquin and said that while informal meetings could make for a more efficient process, a lot could go wrong, and people could feel pressured and come away with bad feelings. He said these discussions should really be in public, and we could encourage people to come to the meetings for these discussions rather than meet informally, for example at homeowners' properties.

J. Coleman-Marzialo and K. Bach both said informal meetings never took place on applicants' properties, only ever in public at the meeting. K. Bach said it was always public, and the pre-application meetings occurred in the HDC public meetings, just not in the formal application

process. F. Day-Lewis said he was unclear and thinking of the sorts of meetings that had happened with some of his applications. J. Coleman-Marzialo said a letter from Lisa Day-Lewis on that topic wasn't factual but this wasn't the place to discuss it.

J. Coleman-Marzialo said various guidelines recommended pre-application meetings and asked J. Paquin if his staff would have time to provide support. He said he and his staff would do the best they could, but he again cautioned against pre-application meetings outside the public hearing process. He said staff could do it better than the HDC.

J. Coleman-Marzialo said she should have a conversation with J. Paquin because applications were coming in that lacked relevant information. She said 95 Tolland Green, for example, didn't have photographs of the roof on which the solar installation was planned. They had pictures of the back yard and parking lot side, which were unnecessary paperwork, but none of the roof. There was a whole bunch of stuff that didn't apply. And with the church's application, there was material about giving out Halloween candy and housing boy scout meetings, and that had nothing to do with installing solar on the roof.

J. Paquin said he can't force applicants to change the applications. He said he could advise, but he needs to put any application forward, no matter how lacking. J. Coleman-Marzialo said he did have a choice—we can require certain things be included in applications. J. Paquin said an application is an application, even if it's incomplete. The staff do their best to get applications the HDC can make decisions on, but he can't force applicants. He sees blueprints every day that are marginal and has to process them. He said we need to keep things moving, not make a process so difficult that everything grinds to a halt; this means working with applications that aren't always perfect.

J. Coleman-Marzialo said she didn't understand why people include information about cost.

K. Bach suggested getting back to the revised application document.

K. Bach thanked J. Paquin for shedding light on the pre-application meetings. She said we want an end result that's a smoother process.

C. Senechal asked if we should vote on the text.

There was discussion about the text regarding requiring the owner, agent, or representative to be present. J. Paquin said he'd work out the language that would ensure someone would be there to represent the COA.

There was discussion around public view vs. street review and the federal guidelines and state statute. J. Paquin clarified that in the context of the HDC, a public way is the street, and not a private parking lot for example.

J. Paquin said he'd work out language to make clear that the applicant or a representative should be present to answer questions.

J. Coleman-Marzialo said some of the guidelines she had read required representatives from solar contractors to be present. She said the church didn't have their representative present. She said she was concerned when she asked about mounting hardware for the church's COA that no one was present from the company to answer her questions with confidence.

F. Day-Lewis suggested keeping text that focused the applicant to detail only changes to the exterior of houses. K. Bach agreed that the text would help to keep people from being confused.

Motion: To approve the amended COA application.

By: C. Senechal; 2nd: A. Deegan

In favor: J. Coleman-Marzialo, C. Senechal, K. Bach, A. Deegan, F. Day-Lewis

The motion passed unanimously.

8. Correspondence

A new COA application was submitted for 88 Tolland Green, for 9 replacement windows; this will be considered in the June regular meeting, which will be held June 26, as Juneteenth is observed on June 19.

J. Hughes submitted his letter of resignation from his role as an Alternate on the HDC.

C. Morehouse said she was aware people were volunteering to serve on the HDC. She asked if the HDC had heard anything. J. Coleman-Marzialo asked K. Stargardter if she could respond. C. Senechal said the Town Council might be distracted by the budget.

9. Approval of Minutes – April 17, 2024 Regular Meeting Amended Minutes

The draft minutes were amended to reflect a correction from Attorney Landolina, changing instances of 'burdenship' to 'burden shift.' F. Day-Lewis shared screen to show the changes, consistent with the process Kathy Pagan (town clerk) advised for amending minutes.

Motion: To accept the April 17, 2024 regular meeting minutes as shown with corrections

By: C. Senechal; 2nd A. Deegan

In favor: J. Coleman-Marzialo, C. Senechal, K. Bach, A. Deegan, F. Day-Lewis

The motion passed unanimously.

11. Adjournment

Motion: To adjourn at 8:04PM

By: K. Bach; 2nd C. Senechal

In favor: J. Coleman-Marzialo, C. Senechal, K. Bach, A. Deegan, F. Day-Lewis

The motion passed.

Respectfully submitted,
Frederick Day-Lewis, Clerk