

**Hollis Historic District Commission  
Minutes of the January 04, 2024 Meeting**

**Call to Order**

T. Cook called the meeting to order at 7:00 pm.

The Following were present: Tom Cook, Chairman; Peter Jones, Vice Chairman; Brandon Child; Regular Member; Liz Barbour; Alternate Member and Joe Garruba Select Board Representative.

Members absent: Michael Bates; Regular Member; Karen Knesevich, Erol Duymazler; Alternate Members.

T. Cook said the voting members this evening would be; T. Cook, P. Jones, B. Child, L. Barbour and J. Garruba.

**HDC2024-001**

The application of John Needleman, property owner to install 5 replacement windows located at 30 Main Street, (Map 050, Lot 026) in the Town Center District.

J. Needleman approached the board and shared that the current windows are sticking, have broken panes, or need to be sured up for ceiling purposes in the house. This includes 3 double windows in the rear of the house and 2 single windows in the north side of the house. None of the windows would be visible to the road and the majority of the other windows in the house were updated with newer materials by the previous owners. These newer windows would also be updated but kept in their current style. The materials would be Harvey, white vinyl with a matching grid pattern to the existing windows.

Discussion took place on the visibility of the windows.

T. Cook asked if he already had the Harvey Windows already picked out.

J. Needleman shared that they already had them ordered before they realized they had to appear before the HDC. The windows specs are made out to match the current windows.

T. Cook asked if they would be trimming out the windows.

J. Needleman responded yes, and with vinyl, but that they could also do wood.

L. Barbour commented her concern for other contributing structures in the Historic District having similar cases where the visible windows were replaced by current of previous owners without HDC approval, which would lead to a “replacement in kind” not truly matching the original historic integrity of the structure.

Discussion took place on the precedent that they would be setting for this case regarding the windows.

T. Cook asked what the grid pattern would be.

J. Needleman responded that he wasn’t sure of the dimensions but that it would be 4 even rectangles.

Discussion took place on potentially placing a finding on this case.

*J. Garruba moved to approve the application with the following condition;*

- 1. The windows shall be 4/4 with grids between the glass.*
- 2. The trim shall be wood.*
- 3. The windows shall be vinyl Harvey majesty series.*

*B. Child seconded.*

*T. Cook, P. Jones, B. Child and J. Garrubba voted to approve. L. Barbour voted to deny.*

*The motion passed by a vote of 4-1.*

### **Approval of Minutes**

*P. Jones moved to approve the of minutes of November 2, 2023.*

*T. Cook seconded.*

*Motion carried unanimously with B. Child and J. Garruba abstaining.*

*J. Garruba moved to approve the of minutes of December 7, 2023.*

*T. Cook seconded.*

*Motion carried unanimously with B. Child and L. Barbour abstaining.*

### **Other Business**

#### **Attendance - T. Cook**

T. Cook shared that the attendance has been lacking over the last year or so and as a result, he asked that everyone makes more of an effort to attend more regularly or respond to Donna sooner when they cannot attend.

#### **New resident - L. Barbour**

L. Barbour asked if the HDC could send a copy of the guidelines to new residents in the Historic District.

Discussion took place on how new residents in the Historic District are made aware of the guidelines.

D. Setaro noted that new residents receive a welcome letter including the web site information which has the ordinance, guidelines and regulations.

*T. Cook moved to adjourn the meeting. P. Jones seconded. Motion carried unanimously.*

*Meeting adjourned at 7:30 pm.*

Respectfully submitted by;

Donna L. Setaro, Building and Land Use

Amiee LeDoux, Recording Secretary.