

TOWN OF CHARLESTOWN
HISTORIC DISTRICT COMMISSION
July 5, 2023 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

The meeting was called to order by Chairwoman Mary Clark Confalone at 6:06pm.

In attendance - Board Members: Chairwoman Mary Clark Confalone, Linda Slicer, Heather Hoge, and Pamela Mahan (arrived at 6:20pm); Town Staff: Mary Culver. Patsy Clements, Suzanne Fockler, and Commissioner Lou Wood were unable to attend.

The minutes of April 4, 2023 were presented. A motion was made by Ms. Slicer, and seconded by Ms. Hoge. Carried 3-0.

The minutes of May 2, 2023 and June 6, 2023 were presented but could not be approved since members that were present during those meetings were not present tonight. The minutes will be presented again at the next meeting in August.

OLD BUSINESS

Permit 22-107, 211 Market Street

The board reviewed the detailed list of materials and photos that was submitted by the applicant, and suggested that a darker shade of blue or gray be used for the first-floor exterior, instead of the current aqua shade.

Permit 22-53, 231 Louisa Lane

The requested photos of the proposed windows were not submitted; Tabled.

Permit 23-68, 316 Market Street

The owner clarified that the exterior doors will remain maroon in color. A motion to approve was made by Ms. Hoge, and seconded by Ms. Slicer. Carried 3-0.

Permit 23-70, 339 Caroline Street

The requested photos of the proposed windows and siding was not submitted; Tabled.

Permit 23-71, 234 Caroline Street

The requested detailed list of materials and photos were not submitted; Tabled.

Permit 23-72, 320 Tasker Lane

The requested photo of the proposed fence was submitted. A motion to approve was made by Ms. Slicer, and seconded by Ms. Hoge. Carried 3-0.

(Ms. Mahan arrived at the meeting.)

Permit 23-74, 345 Caroline Street

The requested photos of decking, stairs and railings were submitted. All will be pressure-treated wood, without stain. A motion to approve was made by Ms. Slicer, and seconded by Ms. Hoge. Carried 4-0.

Permit 23-75, 341 Caroline Street

The requested photos of stairs, landing and railings were submitted. All will be pressure-treated wood, without stain. A motion was made by Ms. Hoge, and seconded by Ms. Confalone. Carried 4-0.

Permit 23-80, 235 Caroline Street

The requested list of materials and photos were submitted and distributed to the Board via email. Ms. Fockler motioned via email to approve, and Ms. Hoge, Ms. Confalone, Ms. Clements, and Ms. Mahan approved. Ms. Slicer did not receive the email. Carried 5-0-1.

NEW BUSINESS

Permits:

Number	Name	Address	Description	Motion	Second	Decision
23-89	Diane Letts	316 Cecil St	Replacement Windows	Ms. Slicer	Ms. Confalone	Approved 4-0
23-90	Andy Thompson	333 Frederick St	Replacement Fence	Ms. Mahan	Ms. Slicer	Approved 4-0

This marks the end of New Business.

GENERAL DISCUSSION

Visitor's Guide

The Board did discuss further. Ms. Confalone and Ms. Culver are working to compile a draft guide and will review at the next meeting in August.

This marks the end of General Discussion.

There being no further business, **Ms. Confalone motioned to adjourn the meeting at 6:48pm, seconded by Ms. Mahan. Carried 4-0.**

Respectfully submitted,

Mary Culver, Office Manager