

**TOWN OF CHARLESTOWN**  
**HISTORIC DISTRICT COMMISSION**  
**June 6, 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, Patsy Clements, Suzanne Fockler, Linda Slicer, Pamela Mahan (via Zoom), and Comm. Lou Wood; Town Staff: Mary Culver; Public: Trey Giraldi; Public via Zoom: Tom Costanzi, Debi Harvey.

The minutes of April 4, 2023 and May 2, 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 July.

**OLD BUSINESS**

Permit 23-22, 523 Water St

Trey Giraldi, the contractor who completed the artificial turf installation, was present to provide the requested information at the previous meeting. Mr. Giraldi stated that the area where the artificial turf was proposed and installed is a waiting area for customers of The River Shack, and the owner wanted the area to be safe for children to play on, as well as mitigate any water that used to collect there. The turf was installed on top of new stone, which works to promote water flow away from the area. The Board appreciated Mr. Giraldi's clarifications, but were hesitant to provide a final approval, as the artificial turf is not a historic or colonial material. Ultimately, the Board approved the permit 6-0, with a motion made by Ms. Slicer, seconded by Ms. Fockler.

Permit 23-35, 220 S Ogle Street

At the May meeting, the board requested more detail regarding the proposed pavilion. The owner provided photographic examples, which were presented and approved 6-0. Ms. Fockler motioned, seconded by Ms. Clements.

Permit 23-49, 227 Louisa Lane

The owner provided additional pictures and details of the proposed addition, but the Board would also like to see pictures of the proposed doors and windows to be installed. Ms. Fockler motioned to approve the permit, with the condition that pictures be provided before work is started. Ms. Clements seconded the motion, and the Board approved 6-0.

**NEW BUSINESS**

Ms. Mahan was unable to attend the entire meeting, and left at 6:50pm. She was present for some of the permit review.

Permits:

<b>Number</b>	<b>Name</b>	<b>Address</b>	<b>Description</b>	<b>Motion</b>	<b>Second</b>	<b>Decision</b>
22-53	David Gordon	231 Louisa Ln	Revision, foundation/ windows	Ms. Fockler	Ms. Slicer	Conditional approval upon pictures of windows, 6-0.
22-107	David Gordon	211 Market St	Revision, front porch	N/A	N/A	Tabled; detailed list and pictures

						of materials needed.
23-65	Tom Costanzi	207 Market St	Window replacement	Comm. Woods	Ms. Fockler	Approved 5-0.
23-66	Tom Costanzi	207 Market St	Driveway	Ms. Fockler	Comm. Woods	Approved 5-0.
23-67	Jeff Conrad	304 Cecil St	Roof replacement	Ms. Fockler	Comm. Woods	Approved 5-0.
23-70	Nicole Tester	339 Caroline St	Replacement windows/siding	Ms. Fockler	Ms. Slicer	Conditional approval upon image of windows and siding, 5-0.
23-71	John Schweizer	234 Caroline St	Front porch repair	N/A	N/A	Tabled; detailed list and pictures of materials needed.
23-72	Debi Harvey	320 Tasker Ln	Fence	Ms. Fockler	Ms. Slicer	Conditional approval upon image of fence, 5-0.
23-74	Susan Tucker	345 Caroline St	Replacement decking/stairs	N/A	N/A	Tabled; detailed list and pictures of materials needed.
23-75	Susan Tucker	341 Caroline St	Replacement stairs	N/A	N/A	Tabled; pictures of materials needed.
23-76	Steve Kramer	306 Baltimore St	Fence	Ms. Fockler	Comm. Woods	Approved 5-0.
23-77	Dawn Gordon	337 Frederick St	Deck	Ms. Fockler	Comm. Woods	Approved 5-0.
23-78	Robert Gell	316 Market St	Painting	Ms. Fockler	Ms. Clements	Conditional approval upon clarification of door color, 5-0.
23-80	Patrick & Laura Boudart	235 Caroline St	Demolition/ New Dwelling	N/A	N/A	Tabled; pictures of materials needed.
23-81	Patrick & Laura Boudart	235 Caroline St	Demolition/ New Garage	N/A	N/A	Tabled; pictures of materials needed.

**This marks the end of New Business.**

**GENERAL DISCUSSION**

Visitor's Guide

The Board briefly discussed updating the Charlestown Historic District visitor's guide. Ms. Culver will work with the Board to create a new guide before the next walking tour in the Fall.

**This marks the end of General Discussion.**

There being no further business, **Comm. Wood motioned to adjourn the meeting at 7:50pm, seconded by Ms. Fockler. Carried 5-0.**

Respectfully submitted,

Mary Culver, Office Manager