



**HISTORIC DISTRICT COMMISSION  
MEETING MINUTES  
TUESDAY, FEBRUARY 11, 2020, 6:00PM  
NARRAGANSETT TOWN HALL - LARGE BOARD ROOM**

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**CONVENE:** Chairman Lescarbeau called the meeting to order at 6:01pm

**ROLL CALL:** Keith Lescarbeau-Chairman, Robert Shields-Vice Chairman, Kristen Connell-Secretary, Judith Kenower, Karen Catuogno, Melissa Kollitides

**ABSENT:** Americo Mallozzi, Gaia Charren

**ALSO PRESENT:** Michael DeLuca-Community Development Director, Brent Wiegand-Planning Technician, Heidi Petrone-Clerk to the Commission

**ADMINISTRATIVE MATTERS:** None

**CONSENT AGENDA**

**1C: APPROVAL OF MEETING MINUTES:** January 14, 2020

A **MOTION** was made by K. Catuogno, seconded by J. Kenower to **APPROVE** the Consent Agenda with corrections. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

**PUBLIC HEARING**

**2PH: 386 Ocean Road (continued):** Plat F, Lot 26-B1, Residing house shingles  
*Owner:* David Osborne

Neither the applicant nor a representative appeared at the meeting.

A **MOTION** was made by K. Catuogno, seconded by J. Kenower, to **CONTINUE** the public hearing to the March 10, 2020 meeting. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

**3PH: 32 Central Street:** Plat D, Lot 132, Window Replacement  
*Owner:* Sally Manesis

A **MOTION** was made by J. Kenower, seconded by R. Shields, to **OPEN** the public hearing. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

Sally Manesis, the applicant and owner of the above noted property, testified the project was to replace all the windows in the house. However, after reading the staff report agrees that refurbishment of the windows is a better alternative. Chairman Lescarbeau explained to S. Manesis the appropriate way to have the refurbishment of the windows accomplished.

A **MOTION** was made by K. Catuogno, seconded by K. Connell, to **CLOSE** the public hearing. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

A **MOTION** was made by K. Catuogno, seconded by J. Kenower to **DENY** the replacement of the windows and to **APPROVE** the refurbishment of the windows. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

4PH: **22 Brown Street**: Plat C, Lot 407-A, Window Replacement

**Owner:** Jennifer Mashburn

A **MOTION** was made by K. Catuogno, seconded by J. Kenower, to **OPEN** the public hearing. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

Jennifer Mashburn, the applicant and owner of the above noted property, testified that the project is to replace the double hung windows with Pella 250 series windows and to replace the brown metal trim with white trim.

There were no concerns from the staff with this project.

A **MOTION** was made by K. Connell, seconded by J. Kenower, to **CLOSE** the public hearing. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

A **MOTION** was made by K. Catuogno, seconded by K. Connell, to **APPROVE** the re-placement of the windows as noted in the materials submitted. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

5PH: **53 Rockland Street**: Plat D, Lot 106 & 113, Kitchen Addition

**Owner:** St. Thomas More

\* *Kristen Connell recused herself from this public hearing.*

Matt Landry, attorney for the applicant, and Brian Casey, president of Pariseault Builders and the project contractor, testified that the project is to add a small kitchen addition to house the stove and kitchen apparatus. The project will be completed with in-kind materials and is not visible from the street or the parking lot of the church. The addition will be hidden behind existing landscaping and the kitchen hood will be on top of the addition but will also be hidden behind balusters.

There are no concerns from staff for this project.

A **MOTION** was made by K. Catuogno, seconded by J. Kenower, to **CLOSE** the public hearing. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

A **MOTION** was made by K. Catuogno, seconded by J. Kenower, to **APPROVE** the application. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

### **NEW BUSINESS**

6NB: **2019 Annual Report**: For review and action.

A Motion was made by M. Kollitides, seconded by R. Shields, to Approve and Place on file the 2019 NHDC Annual Report. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

### **OLD BUSINESS**

7OB: **TIP OF THE MONTH**: Chairman Lescarbeau discussed details that should be included in a contract with a builder to include performance standards, start/completion dates, and payment procedures. He will send an outline of information to be published to H. Petrone.

**REPORTS FROM STAFF / COMMISSION:**

- **Tax Credit Request:** 17 Atlantic Avenue, Plat C, Lots 375, 376, Catanzaro - *Not for action*  
M. DeLuca explained to the Commission that he is in the process of reviewing the above noted application for the NHDC tax credit and will place the item on the agenda when it is ready. No action taken / no motion/vote made.

**AGENDA ITEMS FOR NEXT MEETING:**

- 80 Narragansett Avenue – potential of scheduling a special meeting  
Eric Baxter, from Sweenor Builders, the applicant, explained to the Commission that the project is to refurbish the entire house to include an addition of a mud room and 2 car garage. He reviewed the plans and designs with the Commission and a preliminary discussion ensued. It was noted there is a proposed new curb cut to bring the driveway to the side of the house, off of Narragansett Avenue, instead of in the back of the house from Robinson Street.  
  
The applicant stated there is concern that funding for the project will be lost if the projected schedule is delayed and is therefore requesting a special meeting before the next regularly scheduled NHDC meeting on March 10, 2020.  
  
Various dates were discussed and Chairman Lescarbeau, Vice Chairman Shields, Judy Kenower, and Karen Catuogno stated that they were available for a special meeting on Tuesday, February 25, 2020 if a quorum can be confirmed. H. Petrone will coordinate the scheduling of the meeting for that date if a quorum can be confirmed. If no quorum can be confirmed for that date, other dates include March 4, March 5, and/or March 6.

**ADJOURNMENT:**

A **MOTION** is made by R. Shields, seconded by K. Connell, to **ADJOURN** the meeting at 8:05pm. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

Respectfully submitted,



Heidi Petrone  
Clerk to the Narragansett Historic District