

TOWN CLERK  
SUFFIELD, CT

2025 MAR 10 AM 8:30

REC'D BY: *mu*

**Suffield Historic District Commission Meeting Minutes**  
**Regular Meeting: March 3, 2025; 7:30 P.M.**  
**Town Hall Upper Level Meeting Room**

Chairman Schwemmer called The Historic District Commission meeting to order at 7:40 p.m. on Monday, March 3, 2025.

**Attendees: Commissioner**

John Schwemmer, Beth Tracey, Aysha Moore-Manwaring (Alternate) and Crystal Quandt (Alternate)

**Absent: Commissioner**

Doug Mayne, Scott MacClintic and Bill Moryto

**Also Present:** Derek Donnelly – Town Attorney

**Designation of Voting Members**

Chairman Schwemmer noted that the designated voting members this evening would be himself, Commissioner Tracey, Commissioner Quandt and Commissioner Moore-Manwaring

**Approval of Minutes**

Commissioner Moore-Manwaring MOTIONED and Commissioner Tracey seconded to approve the minutes from the February 3, 2025 Regular Meeting as presented. Motion passed unanimously.

**Public Comment**

None

**Applications for a Certificate of Appropriateness**

- a. 278 Thompsonville Road – Installation of ductless heat pump system & outside condenser

Chairman Schwemmer explained that the late start this evening was due to new information that emerged regarding a discrepancy between two maps defining the Suffield historic district. The town map includes 278 Thompsonville Road within the historic district, while the state map does not. After consulting with the Town Attorney, it was decided that the best course of action would be to table the application for the evening, allowing the town time to conduct further research to determine whether 278 Thompsonville Road is part of the historic district.

Commissioner Tracey MOTIONED and Commissioner Moore-Manwaring seconded to table the application for the 278 Thompsonville Road installation of a ductless heat pump system & outside condenser pending a determination as to whether 278 Thompsonville Road is located in the Historical District.

Town Attorney Donnelly suggested that the applicant should be given a chance to address the commission prior to the vote as the information is new to all this evening.

Vote: Motion passed unanimously.

Chairman Schwemmer gave a brief overview of the events that have occurred since the commission received the homeowner's original application. He explained that it would be best to wait for the final determination on whether the property is within the historic district before making any further comments. The resident agreed and plans to return next month for additional guidance.

### **Old Business**

None.

### **New Business**

Homeowner Joshua Menke, of 221 South Main Street, sought advice and guidance from the commission regarding repairs and renovations he plans to undertake on his historic home this spring and summer. The commission offered direction on several of his proposed projects and provided suggestions on how to navigate the grant process in Connecticut.

Town Attorney Donnelly mentioned that he was present at tonight's meeting by invitation from the Chairman to observe the Historic District Meetings and offer feedback. He intends to attend several more meetings and provide formal input, but noted that tonight's meeting went very well, with great dialogue between the commissioners and residents. He also encouraged the commission members to contact him anytime if they have any questions or concerns.

Commissioner Tracy shared that during a recent workshop, she learned that many homeowners may not have an updated copy of their town's Historic District guidance. She also discovered that the state offers a program that funds updates to these guides. Chairman Schwemmer requested a volunteer to speak with First Selectman Moll about submitting a request for state funding. Commissioner Tracy and Commissioner Moore-Manwaring volunteered to take responsibility and will contact the state for assistance in navigating the process.

### **Adjournment**

Commissioner Moore-Manwaring MOTIONED and Chairman Schwemmer seconded to adjourn at 8:24 p.m. Motion passed unanimously.

Respectfully submitted,

Kristen O. Lambert  
Recording Secretary