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By Erica Boucher at 8:39 am, Nov 10, 2026

**Suffield Historic District Commission Special Meeting Minutes**
**Regular Meeting: November 2, 2026; 7:30 P.M.**
**Suffield Police Station Conference Room**

Chairman Schwemmer called The Historic District Commission meeting to order at 7:30 p.m. on Monday, November 2, 2026.

**Attendees: Commissioner**

John Schwemmer, Aysha Moore-Manwaring, Crystal Quandt, William Howell, Elizabeth Tracey, Kip Moncrief, and Robin Zatony.

**Attendees Absent: Commissioner**

Scott MacClintic.

**Designation of Voting Members**

Chairman Schwemmer noted that the designated voting members this evening would be himself, Commissioner Quandt, Commissioner Tracey, Commissioner Howell, and Kip Moncrief.

**Approval of Minutes**

Beth motion to accept from special meeting crystal seconded

Commissioner Tracey MOTIONED and Commissioner Quandt seconded to approve the September 2026 Special Meeting minutes as amended. Vote 5-0 in favor. Motion passed unanimously.

**Public Comment**

None.

**Applications for a Certificate of Appropriateness**

a. 98 S. Main St - roof replacement

Representatives of Buck Builders LLC appeared before the Commission on behalf of the homeowners to discuss a proposed roof replacement at 98 South Main Street.

The applicant explained that the existing roof would be stripped and replaced with architectural shingles similar in appearance and color to those currently installed. Photographs and shingle samples were presented for the Commission's review.

Commissioners discussed whether the project constituted a replacement in kind and whether Commission approval was necessary. It was noted that identical replacements are typically handled through the Building Department without requiring a formal appearance before the Commission. However, the Commission agreed to review the application to ensure the proposed materials were appropriate.

A commissioner suggested that the applicant request reimbursement of the application fee from the Building Department because the work appeared to constitute a replacement in kind.

Commissioner Tracy made a MOTION and Commissioner Quandt seconded to accept the proposed roof replacement at 98 South Main Street. Vote 5-0 in favor. Motion passed unanimously.

b. 98 South Main Street – Mini-Split System Installation

The homeowners also requested consideration of a second application involving the installation of a mini-split heating and cooling system.

The applicant explained that the application and supporting materials had been submitted in October but were not included on the meeting agenda. The Commission agreed to review the proposal and provide feedback.

The proposed installation included an exterior condenser unit located near the existing propane tank and concealed by a screening structure. The homeowners presented photographs of the property and explained that the screening had been selected after reviewing previously approved projects.

Commissioners expressed general support for the proposed screening but requested additional information regarding the refrigerant lines connecting the exterior condenser to the interior units.

Discussion focused on the number, location, routing, and visibility of exterior lines. Commissioners emphasized the importance of minimizing their appearance from the street and preserving the historic character of the property.

The Commission discussed possible alternatives, including routing lines through the basement, along existing architectural features, near downspouts, or through less visible portions of the building. The homeowners were asked to provide photographs or drawings identifying the proposed location and routing of the lines.

Commissioner Tracy made a MOTION and Commissioner Howell seconded to accept the proposal presented on Certificate of Appropriateness for a screen around the condensing unit at 98 South Main Street. Vote 5-0 in favor. Motion passed unanimously.

The Commission clarified that this approval applied only to the screening and did not constitute approval of the remaining mini-split installation. Additional information regarding the exterior lines would be required before further consideration.

c. Special Meeting – November 16, 2026

The Commission discussed scheduling a special meeting to review the remaining details of the mini-split installation at 98 South Main Street.

Commissioners expressed concern about establishing a precedent of scheduling frequent special meetings when applications were incomplete or had not been properly processed. However, members acknowledged that the applicants had submitted materials in advance and experienced difficulties with the application process.

The Commission also discussed the importance of improving communication between the Building Department, applicants, and Commission members.

Commissioner Quandt made a MOTION and Commissioner Moncrief seconded for a special meeting on Monday November 16th to review 98 South Main Street. Vote 5-0 in favor. Motion passed unanimously.

**Old Business**

a. Historic District Handbook – Request for Proposals

An update was provided regarding the Request for Proposals (RFP) for the Historic District handbook.

Mary Dunne had reviewed the draft RFP and recommended minor revisions. These included adding a requirement that the State Historic Preservation Office (SHPO) review and approve the handbook before finalization.

She also recommended moving the preparation of Suffield's historical background information from the consultant's scope of work to the materials that would be provided to the selected consultant.

The revisions were incorporated into the document. The updated RFP was sent to Chad for clarification regarding the Town's public posting requirements.

The Commission discussed distributing the RFP to prospective consultants and adjusting the project timeline to account for delays in finalizing the document.

Commissioners also discussed existing historical resources that could be provided to the selected consultant, including previous Town planning documents, historical surveys, and materials available through the University of Connecticut and state resources.

Members agreed that gathering these resources in advance would be beneficial for the handbook project.

**New Business**

a. 2027 Meeting Schedule

The Commission discussed the proposed 2027 meeting schedule, which had previously been distributed by email.

Commissioners noted that the schedule would require formal approval and agreed to place it on the December meeting agenda.

Members were encouraged to review the proposed dates, particularly those falling near holidays, before the vote.

b. Proposed Development Near Lambert Lane

A commissioner raised concerns regarding a proposed multifamily development near Lambert Lane and South Main Street.

The Commission discussed whether a portion of the proposed development might fall within the boundaries of the Historic District, particularly the area extending 400 feet from the road.

Members reviewed the approximate location of the proposed building and discussed the need to determine whether the development would require a Certificate of Appropriateness.

No formal action was taken.

c. Informal Review of Residential Addition

A commissioner presented preliminary plans for proposed improvements and an addition to a personal residence.

The plans included an addition toward the rear of the property, replacement windows, and proposed locations for exterior air-conditioning condenser units.

The commissioner explained that the property was narrow and that the proposed addition had been designed primarily toward the rear of the existing house to minimize its visual impact from the street.

The proposed window changes included replacing enclosed-porch windows to better match existing windows and modifying a second-floor window while maintaining required emergency egress.

The proposed air-conditioning system would primarily use interior ductwork, with exterior condenser units positioned behind an existing fence.

Commissioners reviewed the preliminary drawings and provided informal feedback. No significant objections were raised during the discussion.

It was noted that a formal application and supporting materials would be required before the Commission could take official action.

d. Application Submission and Communication Procedures

The Commission discussed ongoing concerns regarding the processing and distribution of applications between the Building Department and Commission members.

Members noted that multiple applications had been submitted but were not included on the meeting agenda.

Discussion included the possible role of zoning review in delaying application processing, the need for clearer submission deadlines, and improving communication with applicants.

Commissioners suggested that the proposed Historic District handbook provide clearer instructions regarding application requirements and recommended submission timelines.

The importance of ensuring that complete applications reach the Commission in time for agenda preparation and public notice was emphasized.

**Adjournment**

Commissioner Tracey MOTIONED and Commissioner Moncrief seconded to adjourn at 8:43 p.m. Vote 5-0 in favor. The motion passed unanimously.

Respectfully submitted,

Jocelyn Werth
Recording Secretary