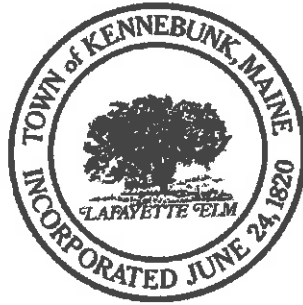


# Town of Kennebunk, Maine



## Historic Preservation Commission

### MEETING MINUTES

September 14, 2022

In Person Meeting, 3<sup>rd</sup> Floor, Town Hall, 1 Summer Street, Kennebunk

- 1. Call to Order:** Chair and presiding officer Frances Smith called the meeting to order on September 14, 2022 at 6:30 pm at Town Hall, 1 Summer Street, Kennebunk. The meeting was held in-person. Those in attendance were:

**Present:** Frances Smith [Chair], Barbara Fleshman [Vice Chair], Paul Bevacqua [Member], Judee Jandreau [Member], Stephen Dalzell [Alternate], and James Cartwright [Alternate];

**Absent:** Maria Kyriakides [Member];

**Also Present:** Sally Carpenter [Select Board Liaison]

F. Smith initiated the meeting stating, for the record, that this was a public hearing at which all present have the right to hear all that is said and view all exhibits submitted unless the Board specifically votes to go into Executive Session. She asked that the Commission be notified if anyone was unable to see or hear.

F. Smith further stated, for the record, that the meeting would be conducted in accordance with the published agenda. The Commission, she noted, is guided by the Town of Kennebunk's "*Historic Preservation Overlay District Design Guidelines*" as well as the U.S. Secretary of Interior's "*Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*".

The Chair then welcomed James "Nate" Cartwright to the Commission as an alternate member. She initially elevated him to voting status for a 5-person quorum. Upon the arrival of S. Dazell at 6:32pm, however, the Chair changed the appointment, elevating S. Dazell to voting status because of his Commission seniority and revoking the voting

right given J. Cartwright. The number of voting members was, therefore, five: Smith, Fleshman, Bevacqua, Jandreau, and Dalzell.

## 2. Continued Applications

There were none.

## 3. New Applications

### Application 22-H-34

Property owner(s): Ginger Hill Properties, LLC  
Applicant(s): Emily Ingwersen  
Property: 7 Iris Way  
Application Date: August 4, 2022  
Summary: Install driveway.

Applicant requested a continuance of this hearing as she could not attend for health reasons.

**Motion: Move to continue Application 22-H-34 until the HPC's next meeting.**  
**Moved: B. Fleshman**  
**Second: J. Jandreau**  
**Vote: Roll call vote. 5 votes in favor, none opposed; the motion carried.**

### Application 22-H-37

Property owner(s): Dan and Claudia Sayre  
Applicant(s): Greater Maine Windows and Doors (Carla Schoepp)  
Property: 75 Summer Street  
Application Date: August 25, 2022  
Summary: Replace 25 existing windows.

B. Fleshman disclosed that she was a next-door neighbor of the Sayres, but stated that she had no conflict of interest. The applicant and Commission members concurred.

Owner D. Sayre then addressed the Commission, explaining that he sought to replace 25 windows for energy efficiency. He described the different replacement windows and their locations.

F. Smith inquired when the existing windows had been installed, and D. Sayre responded that he did not know as the windows were already in place when he and his wife purchased the residence.

B. Fleshman asked if all the replacement windows were going to be the same size. D. Sayre responded that there was a size difference between the front and back windows in keeping with the historic period. He also pointed out the attic window was a different configuration.

In response to additional questions by F. Smith, the applicant said that the window work would only commence in "5 or 6 months" because of Andersen's backlog. B. Fleshman volunteered that the Commission could extend the validity of its approval if necessary, and the applicant said he would appreciate the extension.

J. Cartwright inquired about the color of the window framing, and D. Sayre responded that all the frames would be black except for the attic casement window which would have a white frame.

**Motion:** Move to approve Application 22-H-37 as submitted with an extension of the validity of the Certificate of Appropriateness for six (6) months.

**Moved:** P. Bevacqua

**Second:** J. Jandreau

**Vote:** Roll call vote. 5 votes in favor, none opposed; the motion carried.

#### 4. Old Business

##### (a) Election of Officers

Members next took up the election of HPC officers.

**Motion:** To nominate Frances Smith as Chair of the Historic Preservation Commission.

**Moved:** B. Fleshman

**Second:** J. Jandreau

**Vote:** Roll call vote. 5 votes in favor, none opposed; the motion carried.

**Motion:** To nominate Barbara Fleshman as Vice Chair of the Historic Preservation Commission.

**Moved:** P. Bevacqua

**Second:** S. Dalzell

**Vote:** Roll call vote. 5 votes in favor, none opposed; the motion carried.

**Motion:** To nominate Paul Bevacqua as Secretary of the Historic Preservation Commission.

**Moved:** F. Smith

**Second:** S. Dalzell

**Vote:** Roll call vote. 5 votes in favor, none opposed; the motion carried.

##### (b) Other Old Business

There was none.

## 5. New Business

Members then agreed to hold a workshop on September 28, 2022 immediately after their normal meeting and allow one hour for it. The Board directed the meeting clerk to schedule the workshop for 7:00pm to 8:00pm in the meeting's agenda to provide a time frame for members of the public who might wish to participate.

## 6. Review and Approve Minutes

Members next reviewed the minutes of three prior meetings: (1) July 27, 2022; (2) August 10, 2022; and (3) August 24, 2022. Several errors were identified and corrected.

**Motion:** To approve the minutes of the HPC's meeting of July 27, 2022 as presented.

Moved: P. Bevacqua

Second: B. Fleshman

**Vote:** Roll call vote. 4 votes in favor [Smith, Fleshman, Bevacqua, Jandreau], none opposed, 1 abstention [S. Dalzell had not attended the meeting]; the motion carried.

**Motion:** To approve the minutes of the HPC's meeting of August 10, 2022 as presented.

Moved: J. Jandreau

Second: P. Bevacqua

**Vote:** Roll call vote. 4 votes in favor [Smith, Fleshman, Bevacqua, Jandreau], none opposed, 1 abstention [S. Dalzell had not attended the meeting]; the motion carried.

**Motion:** To approve the minutes of the HPC's meeting of August 24, 2022 as corrected

Moved: B. Fleshman

Second: J. Jandreau

**Vote:** Roll call vote. 3 votes in favor [Smith, Fleshman, Dalzell], none opposed, 2 abstentions [P. Bevacqua and J. Jandreau had not attended the meeting]; the motion carried.

## 7. Adjournment

There being no further business, the presiding officer declared the meeting adjourned at 6:54pm.

**Motion:** To adjourn the meeting.

Moved: P. Bevacqua

Second: J. Jandreau

**Vote:** Voice vote, 5 votes in favor, none opposed; the motion carried.

Respectfully submitted by,  
J. Schlagheck

Adopted by the Commission in its meeting  
of September 28, 2022

Signed by

  
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HISTORIC PRESERVATION COMMISSION