

**City of Hallowell
Planning Board Meeting
City Council Chamber
November 19, 2025
6:00 pm**

1. Call to Order

Ms. Feinstein called the meeting to order.

2. Roll Call / Quorum

Ms. Feinstein took the roll call and established a quorum.

Present: Judith Feinstein (Chair), Richard Bostwick, Darryl Brown, Andrew Landry, Melvin Morrison,
Keith Taylor (1st alt.)
Melanie Weston, Community Planner

Excused: David Gilbert (2nd alt.), Richard Seymour

Absent: Lisa Rigoulot

Mr. Taylor will be voting.

3. Public Comments (The Board has agreed to limit the time allotted to Public Comment to fifteen minutes.)

Mr. Brown asked permission to speak to the Board as a member of the Public. The Chair consented, and he took a seat at the witness table. He explained that there is currently an appeal against a driveway permit that the Code Enforcement Officer granted at the outer end of Central Street. The appeal claims that the City discontinued that portion of Central Street. He pointed out that the right-of-way for the outer end of Central Street is clearly defined by stone walls and the Newsom deed references Central Street. The driveway permit was issued to enable his uncle to harvest timber from his woodlot in Manchester. He also noted that during the Planning Board's hearing of Scott Cowger's proposed subdivision there was no contention that that portion of Central Street was not City property. He admitted that this is not a matter under the Board's jurisdiction, but he wanted a public record of the issue. A brief discussion of the Appeals process followed.

Ms. Feinstein called the members' attention to the updated pages for their Ordinance books following enactment of the Affordable Housing changes.

Ms. Feinstein noted that the City Manager asked her to remind everyone that neither the City nor the Planning Board will ever ask for a wire transfer to pay outstanding bills. An outside entity is using public information to create convincing bills.

4. Approval of Minutes of the October 29, 2025 Planning Board Meeting

Motion to approve the minutes of the October 29, 2025 meeting as presented.

Moved: Taylor

Seconded: Bostwick

Unanimously approved.

5. Certificate of Appropriateness for Glenn and Sarah Hodgkins, 18 Lincoln Street, Map 5 Lot 77

Trip Gander of ReVision Energy and Glenn Hodgkins, 18 Lincoln Street, presented an application for the installation of two heat pumps. Ms. Feinstein noted some confusion regarding the delegation of authority to approve heat pumps. Mr. Hodgkins said that he had walked around the Historic District and heat pumps seem to be common. Responding to a question from the Board, Mr. Gander said the heat pumps are about 3'x2' and sit on a concrete pad at the north end of the house. Mr. Hodgkins added that the tree line largely shields them from view. Mr. Bostwick observed that the photo in the application only shows one heat pump; Mr. Gander provided a photo showing both heat pumps.

Motion to find the application complete.

Moved: Landry

Seconded: Morrison

Unanimously approved.

Motion to find the application in harmony with Historic District standards and grant a Certificate of Appropriateness.

Moved: Landry

Seconded: Bostwick

Unanimously approved.

6. Certificate of Appropriateness for Eric Perry, 7 Academy Street, Map 9 Lot 59

Eric Perry presented an after-the-fact application for renovations to the apartment building. Ms. Feinstein noted that the interior is not part of the Board's purview.

Mr. Perry explained that it is a three-unit building and that one of the units, which is on the Second Street side, was previously renovated. He is now renovating the other two units. The roof is in bad shape. The rafter ends need to be jacked up, and the roof edge needs to be replaced. The pediment trim has been clad with metal and will be redone to be historically correct. They will also add copper gutters. Most of the repairs will be on the back side of the building. He noted that he has removed the deck that was there.

Ms. Feinstein clarified that the application is for restoring and replacing the roof and installing low-E windows.

Mr. Perry said the windows will match those installed during the previous renovation, which are six-over-six. Mr. Bostwick observed that some of the windows in the photo seem to be four-over-four. Mr. Perry explained that what looked like four-over-four were storm windows. The six-over-six windows will be used throughout the renovations and all windows will be six-over six eventually.

Mr. Bostwick asked if the siding was in the application. Mr. Perry said his preference is to restore the original siding, but he will not know if the original siding can be restored until he removes the vinyl siding. He plans to install Hardie board if the original siding cannot be restored.

Ms. Feinstein clarified that the items in the application are the windows, the roof eaves, and the asphalt shingles.

Motion to find the application complete with the additional note that the windows will be six-over-six and will match the windows in the front part of the house.

Moved: Bostwick

Seconded: Landry

Unanimously approved.

Motion to find the application in harmony with Historic District standards and approve the application with the aforesaid stipulations..

Moved: Morrison

Seconded: Taylor

Unanimously approved.

7. Certificate of Appropriateness for Nicholas Keene, 5 Lincoln Street, Map 5 Lot 92

Nicholas Keene presented an after-the-fact application for repairs to a bay window. He explained that the corbels, crown molding, and dentil molding were duplicated from an intact bay window. His carpenter was out of town for over a month and left the project in limbo, which created concern in the neighborhood.

There was discussion of whether any action by the Board was necessary.

Motion to find the application complete.

Moved: Morrison

Seconded: Brown

Unanimously approved.

Motion to find the application in harmony with Historic District standards and approve the application as presented.

Moved: Bostwick

Seconded: Morrison

Unanimously approved.

8. Certificate of Appropriateness for Alexander Tyburski, 163 Second Street, Map 9 Lot 106

Alex Tyburski, 163 Second Street, presented a revised application for a deck and walkway. He reminded the Board that at the October meeting Ms. Moore said she had no problems with the construction of the deck. Mr. Morrison observed that this deck is similar to the one Mr. Perry removed.

Mr. Taylor noted that the application has been rewritten.

Mr. Tyburski explained that the existing staircase has not been altered except for replacing worn boards and railings. The deck connects with three separate existing doors and is not visible from Second Street. His desire is to preserve the house, which is why the deck is detached from the building.

Mr. Bostwick pointed out a door in one photo and asked if it was new; Mr. Tyburski explained that the item in question was an existing window.

Mr. Taylor thanked Mr. Tyburski for the excellent photographic documentation.

Motion to find the application complete.

Moved: Brown Seconded: Morrison Unanimously approved.

Motion to find the application in harmony with Historic District standards and approve the application as presented.

Moved: Brown Seconded: Morrison Unanimously approved.

9. Certificate of Appropriateness for Alan Stearns, 23 Pleasant Street, Map 6 Lot 33

Alan Stearns, 23 Pleasant Street, presented an application for replacement of five windows. He explained that the windows are “new construction,” not inserts, and there will be no change in color or size but there will be a small increase in the size of the glass area. Mr. Landry asked if the size of the openings will stay the same; Mr. Stearns said yes. Mr. Taylor asked if there would be any change to the trim; Mr. Stearns said there would not, that the only difference is in the width of the framing in the sashes. Ms. Weston asked if they would be two-over-two; Mr. Stearns said they would be.

Motion to find the application complete.

Moved: Brown Seconded: Landry Unanimously approved.

Motion to find the application in harmony with Historic District standards and approve the application as presented.

Moved: Brown Seconded: Bostwick Unanimously approved.

Mr. Stearns asked if he could comment on the proposed fee schedule under Other Business. Ms. Feinstein consented.

Mr. Stearns said he felt that instead of delegation of authority the proper language should be determination of need for a permit. A decision that a permit is not needed is different from applying for approval. He pointed out that the presence of the applicant is not always necessary. Mr. Taylor observed that the applications provide documentation of changes to buildings. There was a general discussion of delegation of authority.

Ms. Feinstein thanked Mr. Stearns for his input.

10. Other Business

Fee Schedule

Ms. Weston provided information on the proposed schedule. She said that the City Council was not receptive. General discussion followed.

