

- PRESENT Loretta Frankovitch, Pete Coppins, Rita Geiben, Chris O’Hara, Jillian Stokes, James Baptiste, Russ Piper, Shannon Fundis, Donna Cassick
- CALL TO ORDER Loretta Frankovitch called the Historical Preservation Commission meeting to order at 6:00pm with the Pledge of Allegiance.
- MINUTES A motion was made by Pete Coppins seconded by Chris O’Hara and passed unanimously to approve the January 12, 2026, minutes as submitted.
- OLD BUSINESS **145 N 4<sup>th</sup> St - Suggestion for Upgrade of Windows to be all Vinyl for Better Energy Efficiency**  
Village Engineer, Mike Marino stated the Town Council suggested replacing all the windows with vinyl verses the vinyl-clad wood to have better energy efficiency at a lower cost. It’s true there is a certain kind of energy improvement with full vinyl and a cost differential. The cost might be double with the vinyl-clad wood windows.  
  
Loretta Frankovitch said with previous projects we have required other historical buildings to have actual wood windows as opposed to the vinyl-clad wood windows. This is a historic building and for us to require other historic properties in the village to use wood windows and not require the Village Hall to do the same just seems a little out of place.  
  
Rita Geiben stated this is a public historic building. If it was a homeowner, we would be a little more empathetic to the cost factor even though we push for the vinyl-clad wood windows. Plus, there is funding secured and it isn’t a financial hardship on any one individual so I would like to stick with the original application.  
  
Pete Coppins said it would be hypocritical of our board to go in a different direction other than what the SHPO operation has put in place. We have done a lot of work with other historic properties to make sure we keep it this way. We just can’t really move on with this.  
  
Mike Marino stated the Town is looking at the funds they will be using which are energy funds and they feel the vinyl windows are more energy efficient than the vinyl-clad wood windows.  
  
James Baptiste said the vinyl windows would be more energy efficient for a short period but over time the vinyl windows would degrade where the wood windows would not.  
  
Shannon Fundis stated the only issue in this building is that these windows are huge and fully functional and used on a daily basis. In the past year I can’t tell you how many top of the windows have come crashing down and broken from the weight of the windows due to absorbing moisture over time.  
  
James Baptist said if they are single hung windows the top half would not move at all where only the bottom sash would move with updated open and close mechanisms which the current is outdated and not made anymore. It’s the right thing to do.  
  
A motion was made by Loretta Frankovitch seconded by Chris O’Hara and passed unanimously to clarify on the Application for Certificate of Appropriateness 01-2026 that the replacement windows can either be vinyl or aluminum-clad wood and they should be single hung where only the bottom half is operable.
- NEW BUSINESS **755 Center St – Olcott Lobster Co. Sign - Application for Certificate of Appropriateness 02-2026**  
Business owner was not present to answer questions from the Board about the two different sign logos.  
  
A motion was made by Loretta Frankovitch seconded by Pete Coppins and passed unanimously to table the Olcott Lobster Co. Sign Application for Certificate of Appropriateness 02-2026 at 755 Center St.  
  
**460 Center St. – Parking Lot Signage – Application for Certificate of Appropriateness 03-2026**  
A discussion ensued with Pat Phillips from Premium Parking about the number, size and colors of all the signs that were placed in the parking lot at 460 Center St.

A motion was made by Loretta Frankovitch seconded by Pete Coppins and passed unanimously to table the Application for Certificate of Appropriateness 03-2026 for the Parking Lot Signage with the recommendation to eliminate the enter and egress signs, simplify the yellow and black signs to black and white and have fewer and smaller signs.

**ADJOURNMENT** A motion was made by Rita Geiben seconded by Chris O'Hara and passed unanimously to adjourn the meeting at 6:24pm.

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Donna Cassick