



**HISTORIC PRESERVATION
MEETING MINUTES
November 12, 2025**

1. Declaration of Quorum/Voting Members

Meeting brought to order at 4:00 PM

Julie Larry, Erin Ware, Leah Schaffer, Shannon Chisholm

2. Adjustment to Agenda-None

3. Approval of Meeting Minutes

Approval of minutes from September 10, 2025

MOTIONS: 4:02

Motion- Larry- Motion to approve minutes as presented

Second- Chisholm

Vote-Motion passed unanimously

4. New Business

4.a. 2025.29 HPC Review Kris Samaras to install select new replacement windows at 247 Elm Street, Tax Map 34, Lot 43 in the MSRD-2 Zone.

- Kris Samaras represented the application.
- Renovating entire building downstairs has 9 windows to be replaced by double hung windows
- Removing 2 windows on basement.
- Adding small apartment to basement
- Replacing 2 windows in basement facing Mason St.
- Current condition of windows on Mason St. same as on Elm St. 6/6 screwed on poor condition with filler panel at the head
- Schaffer-they are windows without frames
- Chisholm will new windows fill entire space or will the molding be changed
- Samaras said those are the two windows to be removed and not replaced, siding over that side for a kitchenette.
- Ware-will it be clapboard, yes same as what is on there now.
- Will the siding be staggered so that it doesn't look patched? Yes
- Schaffer hard to know what the originals were
- Ware- given the asymmetrical-ness of the elevation, it's not a big deal but it would be nice to have natural light.

- Applicant would keep them if he could, but the area gets natural light from other windows. He thinks it will be fine.
- Schaffer-any changes to casement windows for egress. Once there are new windows they will be egress.
- Chisholm asked about the profile of the windows the replacement will not match the original windows that will be retained. How much visual issues will that cause. There is not much difference. She wants to make sure they are not visually off.
- Larry- It's just the 3 on the front people in cars will not notice but on the street you would have to study it. No difference to the untrained eye.
- Schaffer-the trim pieces are staying on the triple unit on the front, staying the same.
- Chisholm-No grill patterns on the new windows-correct

MOTIONS: 4:17 PM

Motion-Larry- Motion to approve Certificate of Appropriateness for Kris Samaras to replace seven windows at 247 Elm Street as presented, based on materials and assertions submitted, and conditioned on the following: All permits must be obtained from Code Enforcement prior to beginning any work.

Second-Ware

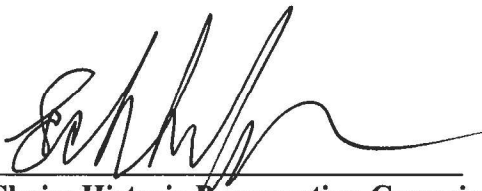
Vote-Motion passed unanimously

5. Other Business

5.a. 2025 CLG Grant Award for Additional Survey Work

- Grant was approved but had to be reduced from \$100,000 to \$75,000.

6. Adjourn 4:34 PM



Chair: Historic Preservation Commission

12/10/25
Date

These minutes are a summary and are not intended to be verbatim. Archived meetings are viewable at the City's website: www.biddefordmaine.org