

**Hollis Historic District Commission  
Minutes of the December 7, 2017 Meeting**

**Call to Order**

Tom Cook called the meeting of the Hollis Historic District Commission to order at 7:00 p.m.

The following were present: Tom Cook, Chairman; Jessica Waters, Vice Chairman; Michael Bates, Regular Member; and Frank Cadwell, Selectmen's Representative

Members absent: Peter Jones.

**HDC2017-017**

The application of James Chilton and Rachel Simone, property owners, to replace 42 windows, located at 40 Proctor Hill Road, Map 017, Lot 021.

Rachel Simone explained she recently purchased the home at 40 Proctor Hill Road and would like to replace approximately 40 windows in the house with vinyl replacement windows. The windows will be the same size, color and appearance as the current windows with the exception of the window located in the kitchen. The kitchen window will be replaced with one that closely matches the existing window.

The home is currently vinyl sided and has some vinyl windows installed however, the windows do not match. The replacements window are being proposed for the following reason; some of the windows are broken, not energy efficient and the windows do not match. F. Cadwell asked if the replacement windows would have snap in grates or internal grates. R. Simone replied internal grates. T. Cook asked if the trim would remain the same. R. Simone replied since the home is vinyl sided the trim would not change.

*F. Cadwell moved to approve the application as submitted.*

*M. Bates seconded.*

*The motion was carried unanimously.*

**Approval of Minutes**

*T. Cook moved to approve the HDC minutes of November 2, 2017 as written.*

*M. Bates seconded.*

*The motion carried unanimously with F. Cadwell and J. Waters abstaining.*

**Adjournment**

*T. Cook moved and J. Waters seconded to adjourn.*

*The motion carried unanimously.*

*The meeting was adjourned at 7:10 pm.*

Respectfully submitted,  
Donna Lee Setaro, Building and Land Use Coordinator