

**TOWN OF CARLISLE
HISTORICAL COMMISSION**

Minutes

Remote ZOOM Meeting

**Pursuant to the Governor's Executive Order Concerning Open Meeting
Wednesday, February 24, 2021 7:00 pm**

Members Present:

Kathy Keller, Co-Chair, Annette Lee Co-Chair, Geoff Freeman, Edward Rolfe, Eric Adams

Alternates Present:

Chip Dewing, Jack O'Connor

Others Present:

Jaime Morin, Renewal by Andersen, Amy Smack. First Religious Society of Carlisle (FRS), Susan Emmons, FRS, Ann James, FRS, Alison Saylor, Rotary Garden Club Committee, Jane Anderson, Carlisle Garden Club, Cecile Sandwen, Carlisle Garden Club, Wanda Avril, Carlisle Mosquito, Maureen Adema, Admin. Asst.

7:02pm Co-Chair Kathy Keller called the meeting to order.

Ms. Keller read Governor Baker's Covid-19 order and reviewed the meeting agenda.

Hearing 2021-01, 50 School Street – window replacements and door replacement

Kathy Keller read the hearing notice and opened the hearing for the application of Jaime Morin, Renewal by Andersen agent for Melissa Suderman owner of 50 School St. Carlisle, MA requesting a Certificate of Appropriateness for property located at 50 School St., Assessor's Parcel ID 15-7-0 to replace 3 windows and 1 storm door.

Jaime Morin, Renewal by Andersen was logged into the meeting to make the request for Melissa Suderman, owner of 50 School Street to replace 3 windows and 1 storm door.

Mr. Morin shared photos of the home indicating the location of the 3 windows to be replaced. He shared the spec sheets of the windows.

Members Questions, Comments and Suggestions

Eric Adams asked what was the reason the windows are being replaced? *Mr. Morin was not sure why the windows were being replaced.*

Kathy Keller asked if the proposed new windows are the same as the existing windows. *Mr. Morin stated no, but they will look the same not look different from what is there.*

Chip Dewing asked about the sills? *Mr. Morin stated the storm windows will be removed; the replacement is a whole unit.*

Mr. Morin stated the windows will have no shadow and a mill finish silver.

What is the material? *The material is a wooden composite. It can be painted but looks like natural wood.*

Mr. Morin stated the proposed new door is basically a like for like.

Jack O'Connor stated the door was approved by the Commission in the past.

No Comments from Abutters

Eric Adams made a motion to close the hearing 2021-01, 50 School Street for the replacement of 3 windows and 1 door. Ed Rolfe seconded the motion. Roll Vote, Annette Lee – Yes, Geoff Freeman – Yes, Ed Rolfe – Yes, Eric Adams -Yes, Kathy Keller – Yes. Motion carried 5 to 0.

Eric Adams made a motion to grant a Certificate of Appropriateness on application 2021-01, 50 School St. owner Melissa Suderman, contractor Renewal by Andersen to replace as presented, largely in kind 3 windows and 1 storm door. Ed Rolfe seconded the motion. Roll Vote, Annette Lee – Yes, Geoff Freeman – Yes, Ed Rolfe – Yes, Eric Adams – Yes, Kathy Keller – Yes. Motion carried 5 to 0.

Documents attached.

7:15 pm First Religious Society of Carlisle (FRS) – request of CPA support - Vote

Amy Smack, Co-Chair Parish Committee First Religious Society of Carlisle, Ann James, and Susan Emmons, Co-Chairs First Religious Society Building and Grounds Committee were logged into the meeting to request support for the CPC application submitted requesting to use CPC funds from the Historic allocation.

Ms. Smack stated the application requesting funding was submitted on January 29, 2021 to the Community Preservation Community. The amount requested is \$49k, (steeple \$25k, windows \$24).

The members received a copy of the application in advance of the meeting.

Ms. Smack presented a PowerPoint via the ZOOM share screen feature.

The presentation explained how the funds would be used.

The funds would be used to restore and preserve the railings around the town bell and the structural columns where the railings attach in the steeple and to restore twelve antique windows to make them so that they may be preserved and become functional and safe.

Ms. Smack's presentation showed photos of the work that needs to be done. There is weather damage to the railings and wood rot and cracked paint. The railings are beginning to sag from wood rot and compromises the structure of the railings around the bell.

JJ Supple provided an estimate for the work to be done on the railings in the structural components surrounding the town bell.

The antique windows in Union Hall represent architecture from the early 19th century when the church was built. Ms. Smack stated many community events take place in Union Hall such as: Old Home Day, community discussion groups, performances, and recreation programs.

Restoration work is needed to make the windows operable. Masterwork Painting and Restoration will provide mechanical reconditioning, weather proofing and painting to preserve and restore the windows so they can be fully functional and maintain the architectural look.

Ms. Smack stated the request of CPA funding to maintain a historic landmark church have been asked for and received in many Massachusetts cities and towns.

There is a fear the steeple will need serious and greater structural repairs if repairs are not done within the next year.

The request for the Historic CPC funds is \$49,000 to cover the cost of the steeple repairs and the window restoration. The steeple request is \$25,000 and windows request is \$24,000.

It was noted the Church, the steeple and the bell are Town symbols that the First Religious Society maintains. The Town owns and maintains the clock.

Members Questions and Comments

- Are the widows going to be restored or replace? *Restored, Master Works a contractor used in the past can restore the windows. The windows currently do not open.*
- Will the windows be restored off site? *Yes, the windows will be taken to the workshop to be reglazed and restored. The estimate stated the work will take up 6 weeks. The pandemic restrictions for use of the space and the summer weather makes for a good time for the work to be done.*
- Are there going to be any exterior changes? *No*

Ed Rolfe asked what was the amount of money available in the historic allotment of the CPC funds? Kathy Keller stated she was not sure but would find out.

Ed expressed a concern about not knowing what the Town's plans or priorities for the CPC historic funds. He believes funds have been already allocated to other projects.

Ed thought these projects are good projects for the future and stated 3 bids should be obtained to go with the application.

Kathy Keller stated some funding may be reserved for projects such as the Green Cemetery Restoration.

Eric Adams stated he would support the FRS projects over the Cemetery.

It was suggested breaking the application into two applications.

Presentation and Documents Attached

The applicant will be scheduled at an upcoming meeting to discuss further and vote for request of vote.

7:25pm Discussion with Carlisle Garden Club Rotary Restoration Committee

Alison Saylor, Rotary Garden Club Committee, Jane Anderson, Carlisle Garden Club, Cecile Sandwen, Carlisle Garden Club were logged into the meeting to discuss proposed landscaping and pathway to the statue at the Town Rotary.

The members received in advance of the meeting information of proposed work and changes to the rotary.

Ms. Saylor shared a presentation via the ZOOM share screen feature.

The work is broken down into three projects:

1. The 3-to-4-foot edge – needed to protect the planting from “traffic” and weed growth.
2. Path to the statue – proposed for a respectful way to approach the statue and use at the annual ceremony.
3. A foundation, 14x14 for A frame signs, proposed for a location to communicate Town events and information, approved by the Select Board.

Gary Davis has agreed to partner with the Garden Club to do the proposed work and make the Rotary Restoration project durable, attraction and safe. Mr. David will not do any work until approvals are confirmed.

Ms. Saylor stated the Carlisle Garden Club has maintained the Rotary and statue garden for over 30 years. It is a very tough environment with full sun conditions and road salt, where weeds flourish at times more than the domesticated plants, particularly around the highly visible perimeter edge.

The Commission and reps from the Rotary Restoration Committee discussed the proposed work concluding a site visit is necessary before approval is given.

The Commission members continued to discuss what is needed when a proposal is made to make changes to a significant district property. At a minimum a plot plan detailing the proposed changes should be required, a narrative indicating the

materials, colors, removal and/or additions to the property and other details of the proposed work. Existing photos are also recommended, with photoshopped proposed work. And for larger projects a landscape designer/architect rendering.

Eric Adams said he would get a copy to a plot plan/site plan of the rotary and get it to Alison Saylor. He also stated he would offer to be the HC liaison to the Rotary Restoration Committee.

Documents attached.

7:35pm District Map

Chip Dewing informed the Commissioners that Edgar Stewart was not able to attend tonight's meeting, so he will update the Commission on the District Map project.

Chip shared his screen showing the watercolor rendering done by Edgar Stewart. Chip stated that the laying of color is adding better contrast to the watercolor. He is happy with how the watercolor rendering is taking shape. The details that are being added, like the roofs on the homes, will help identify the properties in the district.

Members expressed satisfaction with the progress.

Chip shared his screen showing the Historic District Catalog/Property Booklet. He scanned through the pages of the booklet as the members discussed the booklet.

Kathy Keller stated that she is happy with how much work has been done but wants to be sure a there will be great attention given to the editing of the booklet to confirm the accuracy of the information.

Geoff Freeman told the members that more proofing and editing will be done on the booklet. He knows there is more work to be done but is happy with the project.

The booklet is about 85% done.

Ed Rolfe stated that because CPC funds were used for the map and booklet project, the product should note "CPC funds were used". Also, the items should be dated.

A final review and vote to adopt the watercolor rendering and district property booklet is scheduled for March. After the project is adopted by the Historical Commission the CPC funds can be released to make payment for the work.

Ed Rolfe questioned if Edgar Stewart was okay with one payment and not being paid in phases of completion throughout the project. Chip confirmed Edgar agreed to being paid in full at the end the project.

It was noted that Edgar Stewart owns the watercolor rendering, but the Town will receive a donation of picture of the watercolor rendering.

Eric Adams stated a frame should be made for the watercolor. He knows a good frame maker.

The Commission would like the Carlisle Mosquito to do a feature article on District Map project.

Town Report Approval/ Vote

Geoff Freeman made a motion to approve the 2020 Historical Commission Annual Report to be included in the 2020 Town of Carlisle Town Report with edits and amendments. Ed Rolfe seconded the motion.

Roll Call Vote, Annette Lee – Yes, Ed Rolfe – Yes, Eric Adams – Yes, Geoff Freeman – Yes, Kathy Keller – Yes. Motion carried 5 to 0.

Project Update Reports

- **21-23 Bedford Street**
No update

Old Business

- **28 Concord Street** – photo of front entrance/door install.
Co-Chair Kathy Keller asked Maureen to contact the owners requesting photos of the work done at 28 Concord Street per the condition of the Certificate of Appropriateness issued in December 2020.
- **49 Concord Street** – application of HVAC/Mechanical placement
No update /no new information
- **Gleason Library CPA support**
No update/ no new information

Minutes Approval/Vote

Annette Lee made a motion to accept the minutes of January 20, 2021 as amended. Geoff Freeman seconded the motion. Roll call vote, Annette Lee - Yes, Ed Rolfe - Yes, Eric Adams -Yes, Kathy Keller-Yes, Geoff Freeman -Yes. Motion carried 5 to 0.

Members Updates/Input

- Kathy Keller asked the members if they would support Madeleine Blake, Planning Board to meet with the Commission to discuss the Marijuana Ban in the district. The Commission agreed to the meeting. Ms. Blake will be invited for either the March or April meeting.
- Kathy Keller asked the members to review the draft Open Space Recreation Plan (OPRP) sent by David Freedman. The OPRP draft will be on the March agenda to review for support/approval.
- Kathy Keller informed the members that she, along with Jack Troast met with Dan Gaines, Woodward Villages to discuss the preservation of the stone walls at Woodward Villages. Mr. Gaines was agreeable to doing what could be done to preserve the stonewalls. Kathy would like to invite Mr. Gaines to a meeting, to forge a relationship with the contractor.

Ed Rolfe stated the preservation of the stonewalls is a charge of the Commission as per the two hats the Commission wears, Historic District and Historical Commission. He also stated the Planning Board missed the opportunity to include the Commission in the conditions of construction of the Woodward Villages, i.e., restrictions on the stonewalls.

The members agreed to inviting Mr. Gaines to a meeting. Mr. Gaines will be invited to the April meeting.

- Kathy Keller informed the Commission that the Town is planning to replace the shed in the Town Hall parking lot. The knowledge of this project was received after the agenda was posted for this meeting. At the discretion of the Co-Chairs, within Open Meeting Law regulations, the Co-Chairs will allow a brief discussion to determine if the shed replacement requires a Certificate of Appropriateness from the Commission.

A discussion occurred about the Town Hall shed replacement. The Commission stated the purview of the Commission is the approval of any building or structure within the Historic District which in any way affects an exterior architectural feature of the building or structure that are viewable from a public street or public way.

The Commission viewed the location of the current shed installed at the Town Hall parking lot on Google Maps via the share screen feature from ZOOM.

After a discussion, the members agreed the shed in the Town Hall parking lot is not visible from a public way. It was stated that the shed replacement at Town Hall would not require a hearing for a Certificate of Appropriateness because it can not be viewed from a public way in the Historic District.

The determination is based on the Historical Commission Rules and Regulation's purview/charge.

Admin Updates

There are no hearings scheduled for March.

Next Meetings

March 24th and April 21st

Adjournment

Motion made by Eric Adams, at 9:57 pm to adjourn. Geoff Freeman seconded the motion. Roll call vote, Geoff Freeman – Yes, Annette Lee -Yes, Ed Rolfe – Yes, Eric Adams - Yes, Kathy Keller – Yes. Motion carried 5 to 0.

Documents

50 School Street



Scanned from a Xerox Multifunction

First Religious Society - CPA Support



FRS Project



Preservation



FRS CPC

Application for CPA Restriction and Agreement Presentation 2.24.21

Garden Club Rotary Restoration



Garden Club Rotary Restoration Present.



Garden Rotary Presentation.msg