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**Belmont Historic District Commission
MEETING MINUTES**

Thursday February 28, 2019, 7:00PM
Town Hall, Conference Room 1
455 Concord Ave, Belmont, MA

Commission Members Present:

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|---|--|
| <input checked="" type="checkbox"/> Lisa Harrington, Co-Chair | <input checked="" type="checkbox"/> Sue Pew |
| <input checked="" type="checkbox"/> Lauren Meier, Co-Chair | <input checked="" type="checkbox"/> Carl Solander |
| <input checked="" type="checkbox"/> Michael Chesson | <input checked="" type="checkbox"/> Michael Smith, Alternate |
| <input checked="" type="checkbox"/> Kathy Fahey | <input type="checkbox"/> Nushin Yazdi, Alternate |
| <input type="checkbox"/> Tracy Marquis | <input type="checkbox"/> Richard Cheek, Emeritus |
| <input checked="" type="checkbox"/> Terry McCarthy | <input type="checkbox"/> Lydia Ogilby, Emeritus |

Staff Member(s) Present

- ☒ Spencer Gober, Staff Planner, Office of Community Development

Community Members Present: Rebecca Verner, Steve Hart, Joe White, Angelo Firenze

1. 7:03 PM Meeting called to order.

2. Public Hearings

- a. 504 Concord Ave. Case #19-01, scope: request 1 year extension on approval to make site improvements including reconstruction of stairs to front entrance of residence and subterranean garage / grotto.
 - M. Smith asked whether there had been changes since the work was approved last year.
 - R. Verner confirmed that the project has been on hold and has not changed.
 - A motion was made by L. Harrington and seconded by L. Meier to extend for one year the Certificate of Appropriateness. The motion passed unanimously.
- b. 504 Concord Ave. Case #19-02, scope: request 1 year extension on approval from 2005 to install an architectural balustrade on the roof of the main residence and over the front porch.
 - L. Meier asked whether the Certificate of Appropriateness had lapsed. S. Hart confirmed that the work was approved in 2005 and was not completed.
 - S. Hart confirmed that this is a new application for a lapsed Certificate of Approval.
 - S. Hart presented drawings for the addition of a balustrade at the roof of the residence.
 - L. Meier asked whether the proposed balusters are wood or synthetic.

- S. Hart confirmed that the synthetic balusters are resin but the railings, posts, and other components are wood.
- C. Solander asked whether all components would be painted the same. S. Hart confirmed that it would.
- K. Fahey confirmed that samples of the balusters had been examined by the HDC for another property in the district.
- A motion was made by T. McCarthy and seconded by M. Smith to approve this new application for a Certificate of Appropriateness. The motion passed unanimously.

3. Continuing Discussions

a. McLean Barn

- S. Gober presented a memo from Office of Community Development which outlines his discussion with the Glenn Clancy about work to be executed by the town on the barn.
- The work was done prematurely without the proper review by various commissions having oversight, including the HDC.
- L. Meier provided background on the issue and various agreements in place regarding the property.
- L. Harrington confirmed that the quality of the work was fine.
- L. Meier stated there are 3 action items:
 - A formal inspection by HDC once the weather improves.
 - HDC should send a memo to DPW stating that no further work should take place until the LMC (Land Management Committee for Lone Tree Hill) and HDC have inspected the site and reviewed and approve any further work. MHC (Massachusetts Historical Commission) should be copied on the memo.
 - Organize the sorting and stockpiling of salvaged brick.
- It was decided that L. Meier and S. Gober will compose the memo to DPW which also outlines the steps forward. This will be reviewed at the next HDC meeting.
- L. Harrington provided an update on the progress of design for the barn preservation.

b. Veteran's Memorial

- A. Firenze presented changes to the lighting plan for the walking path and memorial. The revised plan includes only ground-mounted lights around the memorial. The lights on the walking path have been eliminated due to budgetary constraints.
- J. White stated that the lights are footpath lighting and will not be overly bright.
- L. Meier stated that it would be good if the lights are not on too late.
- J. White stated that the flag lights should stay on as long as the flag is raised, but that the other lights should be put on a timer. Ideally the flag would be lowered every night.
- No objections to the revised lighting scheme were raised by the HDC.

c. Work Plan HDC Projects Update

i. Design Guidelines Subcommittee

- L. Meier outlined the subcommittee's proposal to combine a review of the website organization with a review of the guidelines. No one was opposed.
- L. Meier stated the subcommittee would present a general proposal for reorganization of the guidelines and some general philosophical changes to certain areas at an upcoming HDC meeting.

ii. General Bylaws

- L. Meier had no updates.

iii. Historic Preservation Tools

- K. Fahey stated that more specific purpose and use for this compiled information should be defined.
- L. Harrington and L. Meier suggested this could become a help page on the website that directs interested parties to resources rather than rewriting information that already exists in other sources.

iv. Inventory form Revisions

- S. Gober stated that a homeowner called to inform him of an error on his inventory form. A number of errors have been identified and editing of the forms needs to be assigned to a commission member.
- 40 forms with numbering errors were already corrected by MHC. S. Gober to confirm that these corrected versions are already uploaded on the website.
- M. Chesson will verify and mark up 10 remaining possible errors that have been identified.

v. Mapping and Website Development

- L. Meier reiterated that this task will be rolled into the design guidelines subcommittee scope.

vi. McLean Barn

- Was previously discussed.

vii. Municipal Light Building

- S. Gober provided an update regarding the condition of the building and plans to study renovation and reuse.
- L. Meier stated that the building is not eligible for MHC grants.

viii. Pleasant St Signs

- L. Meier suggested looking at signage in other towns for precedents.
- T. McCarthy volunteered to scout and photograph signs in other towns.
- S. Gober confirmed that both historic district signs are currently not in place and were damaged.
- L. Meier suggested that the signs should be paid for by the town and not private donations. And that Pleasant St is a state route and Mass DOT may have oversight over placement of signage.

ix. Police Station

- M. Smith has received construction documents for the renovation and will distribute to various parties for review.
- M. Smith stated there will be funding requests made at Town Meeting.
- L. Meier presented a letter from MHC to MAAB regarding accessibility variances. The letter states that the building “meets the criteria for eligibility for listing in the National Register of Historic Places.”
- L. Meier suggested that follow-up with MHC is necessary to determine whether this constitutes a formal determination of eligibility and if not, what would be required. This inquiry should also include the Homer Building, which was similarly mentioned in a previous letter from MHC.

d. Lone Tree Hill LMC Updates

- Search for facilitator

4. New Business:

a. CPC Appointment and Draft Letter.

- L. Harrington stated that she would like another commission member to take over the HDC’s CPC appointment.
- L. Meier suggested T. Marquis might be interested and is a good candidate.
- L. Meier stated that the Draft Letter should be made more clear and state the requirements that the secretary standards be followed. The standards should list preservation, rehabilitation, restoration, and reconstruction in that order.

b. Incinerator Site

- L. Meier presented draft letter to the selectmen regarding the incinerator site and possible future uses of the site.
- S. Gober suggested that Glenn Clancy be copied on the letter because of his involvement with MEPA.
- No objections were raised to the draft letter.

c. Property Address Visibility for Emergency Services

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- S. Pew detailed a recent meeting where emergency services complained about the visibility of house numbers.
- L. Meier suggested that the design review subcommittee could poll emergency services about requirements and include requirements in the design guidelines for house numbering.
- d. L. Meier described a table of municipal historic properties that she has been working on. This table will be reviewed at the next meeting and eventually distributed to inform municipal employees about the town historic properties.

5. Minutes

a. Review and approval of minutes

- Minutes from 09/11/2018 were approved as amended.
- Minutes from 11/08/2018 were reviewed.
- Minutes from 12/11/2018 were approved as amended.

b. Assignment of Minutes

- L. Harrington will take minutes at the meeting on 03/12/2019

The tentative date for the next HDC meeting will be March 12 at 7:00 PM in Town Hall, Conference Room 2.

Respectfully submitted,
Carl Solander