

**Belmont Historic District Commission  
MEETING MINUTES**

Tuesday, February 9, 2021  
Meeting Held Remotely via Zoom

**Staff Present:** Christine Zale

**Commission Members Present:**

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| <input checked="" type="checkbox"/> Lisa Harrington, Co-Chair                | <input checked="" type="checkbox"/> Carol Moyles             |
| <input checked="" type="checkbox"/> Tracy Marquis, Co-Chair (joined at 8:24) | <input checked="" type="checkbox"/> Sue Pew                  |
| <input checked="" type="checkbox"/> Michael Chesson                          | <input checked="" type="checkbox"/> Michael Smith, Alternate |
| <input checked="" type="checkbox"/> Lauren Meier                             | <input checked="" type="checkbox"/> Carl Solander, Alternate |
| <input type="checkbox"/> Terry McCarthy                                      | <input type="checkbox"/> Nushin Yazdi, Alternate             |

**Community Members Present:** Nick Portnoy, builder 605 Pleasant St; Elizabeth Kenrick, landscape architect, 504 Concord Ave; Stephen Knight, homeowner, 504 Concord Ave; Steve Hart, architect, 504 Concord Ave, Diane Miller, architect 515 Concord Ave; Mahesh Jayakumar, homeowner 515 Concord Ave; Anusha Ramachandran, homeowner, 515 Concord Ave

**1. 7:03 PM Meeting Called to Order.**

Lisa Harrington presiding; C. Solander Minutes

**2. New Public Hearing**

Case # 21-02: 605 Pleasant Street – Replacing all double hung windows with historically accurate wood inserts.

- L. Harrington opened the public hearing
- Builder N. Portnoy described the project, which is to replace non-original wood windows with new wood windows. This is an addition to a previously approved project for renovations to the home.
- C. Solander asked if the windows are all the same style and same lite pattern, which N. Portnoy confirmed they are.
- M. Smith asked whether N. Portnoy had any knowledge of the original lite pattern on the original windows. N. Portnoy said he had an old photo which he could consult.
- General agreement that the 6 over 2 pattern of the existing and proposed windows is desirable.
- M. Smith made a motion to approve, M. Chesson seconded and the motion passed unanimously.
- L. Harrington closed the public hearing.

Case # 21-03: 504 Concord Ave, Request second one year extension on previous approvals to make site improvements and architectural work.

- L. Harrington opened the public hearing
- Homeowner S. Knight gave an overview of the history of the project which is ongoing.
- S. Hart described the various parts of the project that are part of the application for extension. He affirmed that nothing in the design has changed since the previous submission.
- The commission affirmed that a 1-year extension will need to be applied for in a year from this date (Feb 9) if work has not commenced by that time.

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DATE: April 12, 2021  
TIME: 5:23 PM

- L. Meier made a motion to approve. M. Smith seconded and the motion passed unanimously.
- L. Harrington closed the meeting.

Case # 21-04: 504 Concord Ave, construct multiple additions and to revise a previously approved landscape plan  
(Case is resubmission of case 19-08)

- L. Harrington opened the public hearing
- S. Hart described the scope of work.
- S. Hart clarified that the design has not changed since the previously approved design.
- L. Meier made a motion to approve. M. Smith seconded and the motion passed unanimously.
- L. Harrington closed the meeting.

### **3. Public Meetings**

- a. 515 Concord Ave; Proposed Addition & Renovation Project
  - D. Miller described the parameters of the project.
  - M. Smith reviewed guidelines for additions and stated that the proposed design seems like it is significantly changing the character of the house.
  - C. Solander stated that the scale of the house seems transformed in the proposed drawings.
  - C. Solander raised the question about whether making the windows more uniform is desirable.
  - General discussion of design issues, massing, height of the roof, the garage as subservient to the main house.
  - M. Smith will meet with homeowners in person and discuss the design and view the house.
  - Discussion of whether ZBA approval is also required. D. Miller stated they are waiting on a topographical survey to establish whether the basement is a story.
- b. 41 Willow Street; Proposed art studio in barn
  - C. Zale stated that the homeowner had approached community development about this project last year and was referred to the HDC.
  - L. Meier stated that the property is on the demolition delay list.
  - C. Solander confirmed that it was included as an inventoried property on the 2016 historic resources survey.
  - L. Meier stated that the HDC must make a determination about the historic significance of the building in order to establish whether the accessory building bylaw applies.
  - Certificate of Appropriateness is not necessary since it is not in a district, however the design does need HDC approval if the bylaw applies.
  - L. Meier stated that the commission needs to review the inventory form in order to make a determination.

### **4. New Business:**

- a. Upcoming projects for HDC review
  - Women's Club: No updates
- b. Demolition Delay List Projects: No updates
- c. Records Retention- Lauren
  - Discussion of length of time that records need to be kept. The same regulations that apply to town government apply to HDC records.
  - L. Meier stated that inventory forms need to be kept permanently.

- M. Smith stated that files on individual properties and submissions are only required to be saved for one year.

## 5. Continuing Discussions:

### a. Property Updates

- Clay Pit Pond Eagle Scout Project; Alexander Wong: No update

### b. Administrative Matters

- GIS Map
  - a. C. Zale confirmed that adding demolition delay and historic district layers to town GIS map is possible.
  - b. L. Meier stated that properties listed on state & national registers and MACRIS should also be included.

### c. CPC Request

- Compile catalogue of historic structures and buildings for potential CPA funded projects – temp. subcommittee meetings
  - M. Chesson stated that up to 5% of CPC funds can be used for administrative costs. The remainder has to be used for the grant purpose.
  - L. Meier stated that the use of CPA funds can be non-profits as well as municipal. McLean, Habitat are examples.
  - L. Meier questioned whether drafting this catalog is something that can be hired out since it requires close oversight and input from the HDC.
  - L. Harrington stated that the important municipal buildings require particular skill and funding could be useful in routine repairs and maintenance.
  - L. Meier stated that historic landscapes should be included.
  - C. Solander suggested that the catalog should simply start as a list of buildings & landscapes that HDC is interested in making sure receive proper funding and oversight for repairs, maintenance and upgrades.
  - L. Meier stated that buildings and landscapes on the national registry qualify for CPA funding.
  - Sign design; Mike Chesson
  - M. Chesson presented 2 sign options with different background colors that were discussed at the at the last CPC meeting for signs.
  - The purpose for the signs is to announce that CPA funds were used in a project.
  - Discussion of the nature of the sign- whether it is permanent or only up during construction.
  - No commission members supported the permanent installation of signs on buildings.

### d. Work Plan

- Police Station: M. Smith provided a general update on progress.
- Municipal Light Building :
  - L. Harrington provided an update. Draft RFP is almost complete & a list of capable firms is being compiled
- Richardson Farm National Register Nomination: Mike Chesson & Lauren Meier
  - Paperwork is delayed, likely forthcoming after the end of the academic year.
- Realtor Education: Terry McCarthy & Sue Pew: No update.

- ON HOLD: these projects are still on hold
  - General Bylaws/Historic Districts: Lauren Meier
    - a. Bylaw is not up to date. Needs to be split in half and resubmitted. Districts need to be defined separately from the bylaws that create the commission.
    - b. Will not be voted on at Town Meeting this year.
    - c. C. Solander stated he would help L. Meier with this research once we are able to restart.
  - CPC Historic Resources edits and additions: Lauren Meier & Mike Chesson. No update.

## **6. Minutes**

- December 8, 2020 –M. Smith moved to approve Minutes; C. Moyles second; approved unanimously.
- January 12, 2021 – discussion of missing “d” on page 3. C. Solander moved to approve Minutes as amended; T. Marquis second; approved unanimously.
- L. Harrington will transmit amended approved Minutes to C. Zale for posting.
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## **7. General Housekeeping**

- T. Marquis is relocating and will be leaving the commission.
- T. Marquis forwarded request to the BSA for candidates.
- Discussion of making C. Solander permanent member so new member enters as alternate.

Meeting adjourned 9:37.

Respectfully submitted by Carl Solander