

**TOWN OF CARLISLE  
HISTORICAL COMMISSION  
CARLISLE TOWN HALL – Heald Room  
66 Westford Street, Carlisle, MA 01741  
Wednesday, January 15, 2020 6:30 pm**

**Members Present:** Kathy Keller (co-chair) Annette Lee (co-chair), Eric Adams, Geoff Freeman, Edward Rolfe  
**Alternate Present:** Chip Dewing  
**Others Present:** Maureen Adema, Admin Asst., David Freedman, Alison Saylor, Mike Saylor, Madeleine Blake, Wanda Avril, *Carlisle Mosquito*

**7:00 pm Call to Order**

Kathy Keller, Co-Chair called the meeting to order and read the agenda stating items may be taken out of order.

**7:00 pm Allen “Chip” Dewing appointment**

Mr. Allen “Chip” Dewing was present for his first meeting as an Alternate Historical Commission member. Chip was appointed by the Board of Selectmen on January 14, 2020. He was sworn in by the Town Clerk earlier today. Chip is a returning member to the Commission; he is a long-time resident who served on the Historical Commission in the past.

The Commission members warmly welcomed Chip and acknowledged that having his experience and skill set is an asset to the Commission.

Chip is likely to attend most meetings, and although he is an alternate member, he will regularly participate in Commission business, discussions and projects.

**Ed Rolfe made a motion to approval and accept the appointment of Allen “Chip” Dewing from the Board of Selectmen on January 14, 2020 as an Alternate Historical Commission member, term January 15, 2020 through June 30, 2023. Annette Lee seconded the motion. Motion carried 5 to 0.**

**7:05 pm Open Space and Recreation Plan – Chair David Freedman**

David Freedman, Chair of 2020 Open Space and Recreation Plan Committee (OSRP). was present after accepting the invitation from the Commission to review his email of January 2, 2020.

Mr. Freedman stated that he is seeking input from Town Boards, Commissions, Town groups and the community for the 2020 update of the OSRP. The OSRP is updated every seven years. The OSRP is part of a state-wide effort to help towns protect their open spaces and make plans and decisions to protect natural resources and provide park and recreational spaces for residents. Mr. Freedman would like to have the Historical Commission communicate their input for the OSRP report by March 1, 2020. The Commission should identify priorities and concerns regarding open space and recreational spaces in Town they wish to identify as priorities. There are four questions crafted by the OSRP committee that should be answered, along with reporting any progress and/or update by the Commission since the last report in 2013.

The questions are:

1. *What changes would you recommend related to open space and recreation offerings in Town from the perspective of your committee/group?*

2. *What can your committee/group do to improve open space and recreation offerings in Carlisle?*
3. *If your board/committee/group made recommendations or developed initiatives for the 2013 OS&RP, what is the progress on each of these items?*
4. *In light of your progress, what changes would you make in your recommendation or initiatives for the next seven years?*

In the 2013, the Historical Commission's input consisted of the overall maintenance of the Town Common.

The members committed to working on the OSRP report during February and submitting to Mr. Freedman by March 1<sup>st</sup>.

#### **Commission comments, questions and concerns**

How many boards and commissions have been asked to submit a report?

*In 2005, there were 6 to 10 groups that reported, 2013 had 13 to 15 groups, the current OSRP committee asked for input for the 2020 report from about 20 Town groups, boards and commissions.*

Will this report be part of, or submitted to the Master Plan?

*Mr. Freedman will submit to the Master Plan the OSRP document for informational purposes but noted that the Master Plan and the OSRP are two independent documents.*

When will the OSRP be complete? *The OSRP will be complete in March 2020.*

Would this document support how CPC funds are allocated? *Possibly, having the vision of the Commission noted in this document would support a desired CPC project proposal application.*

The Commission discussed possible projects to be included in the submittal such as Center Park, Central Burial Ground, Green Cemetery and Town Common. Other possible thoughts were more walkable and bikeable areas and sidewalks/pedestrian footpaths in the Historical District.

Mr. Freedman stated he would be available for questions if needed.

#### **7:20 pm Friends of the Center Park, Inc., Alison Saylor**

Alison Saylor, President of the Friends of Center Park, met with the Historical Commission to speak to her vision for the park. Center Park is in the Historic District. Ms. Saylor informed the Commission that the Friends of Center Park recently received its nonprofit designation and now can raise money. She stated there are no funds available to spend at this time.

Ms. Saylor spoke of many ideas for additions to the park and how the park can be used. She suggested a large sign stating, "Center Park" held up by tall posts is needed so that residents are aware that is the park and is not a parking lot. She stated she can obtain materials for constructing the sign and an individual willing to construct the sign. She stated other ideas such as adding benches to the park, a gazebo, a fence along the property line, and a platform/plinth that would display outside art that would be changed periodically.

Ms. Saylor stated the park could be used in the winter for walks if low lighting could be installed on the existing shrubs.

She also spoke about installing a tool shed and a water source. This would make caring for the property an easier task.

Ms. Saylor has not received approval from the Friends of Center Park Board of Directors for any of the suggested projects yet; she said she is in the very early stages planning future projects.

**Commission questions, comments, concerns**

Many ideas mentioned may fall under zoning and would need HC approval after zoning approval. A property plot plan indicating where items/new additions to the park would need to be submitted for zoning approval.

A list of proposed projects, with visual aids, specs and materials showing what the proposed benches would look like and other items proposed to be added to the property should be presented to the Historical Commission for their consideration.

The Commission requires plans and documents to review when changes are proposed to properties in the Historic District. Plans will be required for specific items and a concept plan for the park. Without a Master Plan the Commission cannot determine what is in HC purview.

As soon as there is a definitive plan, paperwork, sample materials etc., the Commission will have this topic placed on a meeting agenda.

**7:30pm Land Use Staffing Discussion – Madeleine Blake, Chair Planning Board**

Madeleine Blake, Planning Board Chair requested a meeting with the Commission to discuss a staffing change idea that she is proposing prompted by the upcoming retirement of Town Planner, George Mansfield.

Ms. Blake met with the Board of Selectmen (BOS) in the late fall to float her new staffing structure. She stated the staffing structure is “just a concept” at this time and she is seeking input from all Town Land Use boards and commissions. The concept is to utilize more effectively an overlap in administrative support in Land Use Boards, Planning, Board of Health, Conservation and Historical Commission. Additionally, the concept would create a position for a Department Head/Manager for support staff.

Ms. Blake asked Town Manager, Tim Goddard, and the BOS to form a task force to look at restructuring the “Land Use” departments administrative support and create a new position for a Land Use Director. Ms. Blake requested that the Commission have one of the members volunteer to be part of the task force. She would like to have the Commission take part in developing a new structure for Land Use staffing in Town Hall.

**Commission questions, comments, and concerns**

Would this new structure add an unnecessary layer of supervision to the HC Administrative Assistant? The HC looks for specific knowledge, skills and experience in the Administrative Assistant (AA), this new staffing may omit what the HC seeks/requires from the AA, in lieu of what the Department Head will perceive as what should be done or required.

There may be a benefit in looking at how the staffing is structured.

Is there a plan for replacing the Town Planner, George Mansfield? *There has been a discussion about his replacement, possibly bringing in an interim individual this summer.*

The CHC should participate to help deploy the process.

**Commission Members/Abutters determination of voting eligibility**

Eric Adams reported to the Commission he has not received a determination on voting eligibility and process and procedure from Town Counsel. He will contact Town Counsel and have a report for the Commission for the next meeting.

### **Continued Public Hearing**

#### **19-07 Carlisle Police Station 41 Lowell Street, Certificate of Appropriateness –**

Vote continued to February 12, 2020, due to pending determination of voting eligibility, process and procedure from Town Counsel of abutters to projects seeking a Certificate of Appropriateness from the Historical Commission.

It was noted that the spec sheet for the new egress door has not yet been received from the TBA Architects. A follow-up email will be sent requesting the spec sheet.

### **Commission Mail**

Town Manager FY21 budgets email of 12-23-19.

No discussion as the Historical Commission does not have a budget

The Building Commissioner emailed the Commission a notification that chimney work was being performed at 7 Westford Street without Commission approval. The Building Commissioner spoke with the contractor performing the work. The Building Commissioner determined that the work being done did not require a building permit.

### **Reroof in kind replacement – 28 Concord Street**

#### **Contractor Ranch Roofing, Inc., owners Diane Sills and Emily Williams**

The Building Commissioner informed the CHC Administrative Assistant that a contractor seeking a roof replacement building permit submitted an application on January 13, 2020 for 28 Concord Street. The contractor erred when first submitting the application having the wrong address on the application, an address not in the district. If the correct address was on the application when the building application was first submitted, the Building Commissioner would have had the contractor meet/speak with the Historical Commission regarding a Certificate of Appropriateness for the replacement roof. The Building Commissioner stated that the contractor informed him that the roof was an emergency replacement due to the lost time of having the incorrect address on the “original” building permit application.

The Commission received a copy of the contract for the proposed work, contractor license, contractor proof of insurance and samples of the materials proposed to be used for the roof replacement for tonight’s meeting.

Neither of the owners of the property nor the contractor were present at the meeting.

After review of the submitted materials and discussion, the Commission stated the roof material and color were acceptable for the district and a building permit can be issued to replace the roof in kind.

There was no vote because the proposed work is in-kind and does not require a Certificate of Appropriateness or a vote of approval. The roof project is a re-roof in-kind.

Maureen will email the Building Commissioner and the contractor that a building permit can be issued to replace in-kind the roof at 28 Concord Street.

At a future meeting, a process and procedure will be discussed to assist the Building Commissioner to issue in-kind work in the Historical District.

### **CPC Application/Proposals for Town Meeting/FY21 Funds**

The deadline to submit CPC application is Friday, January 17, 2020. The Commission unanimously decided not to pursue CPC funds for the Central Burial Ground in this cycle. The Commission plans to develop a CPC application for the 2021 application cycle.

Other possible future projects for which the Commission may seek CPC funds were discussed, along with possible partnerships with other Town groups such as the Gleason Library and the Historical Society. The Commission will discuss possible collaboration with other entities on CPA applications in the future.

Geoff returned a 30-year-old plan of the Historical District to Chip Dewing, Chip was responsible for the original plan. Geoff suggested that the Commission seek CPC funds to commission a new plan of the district. The members agreed, Geoff, Chip and Eric will work over the next two days on preparing a CPC application and submitting it by the deadline on Friday, January 17, 2020.

### **Commissioners Updates/Input**

Co-Chair Annette Lee informed the members that she and Co-Chair Kathy Keller took part in the Master Plan group call with the Town consultant for the Master Plan and discussed options for the Historical Commission.

### **Admin. Updates**

- Confirmation of deadlines,
  1. CPC preliminary applications due Friday, January 17, 2020 to CPC Chair Luke Ascolillo. Geoff, Eric and Chip will work on the CPC application discussed this evening and submit the proposal to Luke Ascolillo on Friday, January 17, 2020.
  2. Historical Commission Annual Town Report submission due to Jennifer Gibbons, Town Manager's office February 21, 2020. Maureen will prepare a draft for the Annual Town Report submission. The Commission will review and finalize the document for submittal at the February 12, 2020 meeting.
  3. Open Space and Recreation Plan, March 1, 2020 to David Freedman. The Commission will have time set aside at the February 12, 2020 meeting to compose a document for the OSRP.

### **Other Business**

Co-Chair Kathy Keller asked the members for their thoughts on adding additional meetings and/or creating sub-committees to meet over the upcoming months to address Historical Commission business that falls outside the regular business of the Commission.

After a discussion with proposals of morning meetings, separate sub-committee meetings and additional meetings scheduled, the Commission decided to stay with the 2020 monthly meeting dates but start the meetings at 6:30pm instead of 7:00pm.

The Commission stated that applicants must submit documents when meeting with the Commission even if it is only informational.

### **Minutes**

**Eric Adams made a motion to approve the minutes of November 20, 2017 with amendments. Annette Lee seconded the motion. The motion carried 5 to 0.**

Next meetings: February 12, 2020 and March 18, 2020 at 6:30pm.

**Eric Adams made a motion to adjourn the meeting at 9:22pm. Ed Rolfe second the motion. The motion carried 5 to 0.**