

# TOWN OF CARLISLE HISTORICAL COMMISSION

## Minutes

### Remote ZOOM Meeting

Pursuant to the Governor's Executive Order Concerning Open Meeting  
Wednesday, January 20, 2021 7:00 pm

#### **Members Present:**

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

#### **Alternate Present:**

Chip Dewing

#### **Alternate Absent:**

Jack O'Connor

#### **Others Present:**

Martha Feeney-Patten, Gleason Library Director, Edgar Stewart, Wanda Avril, Carlisle Mosquito,  
Maureen Adema, Admin. Asst.

**7:00pm Co-Chair Kathy Keller called the meeting to order.**

**Ms. Keller read Governor Bakers' Covid-19 order.**

**7:00pm**

#### **Gleason Library – CPA Application discussion**

Martha Feeney-Patten, Gleason Library Director was logged into the meeting and screen shared photos and a narrative for a CPA application the library maybe submitting for window restoration and brick work.

Ms. Feeney-Patten requested to meet with the Historical Commission to inform the members of the need for proposed work at the Gleason Library and to request support for a CPA application for the proposed work.

The proposed work would consist of work on the exterior walls. The brick on the southwest corner needs to be replaced. Ms. Feeney-Patten stated the brick should be investigated to determine the cause of why the brick is failing. The cause may be moisture. The existing bricks should be treated with an application of an appropriate protective coating.

Ms. Feeney-Patten stated the second part of the CPA application would be to restore the original windows of the Gleason Library. The glazing putty has dried out and should be tested for asbestos. The window sashes and frames should be reglazed, scraped, primed, and repainted.

Ms. Feeney-Patten stated the window work is a tune up to the work done in 2010. There are 6 to 8 windows and the large glass arch window proposed for restoration work. She believes the work would be about \$10,000.

Ms. Feeney-Patten is waiting to hear back on quotes for the work.

There will be no change to the historic façade of the building. The materials and paint colors will meet requirements of a historic restoration.

The members had no objections to the proposed work.

Ed Rolfe stated the Commission requires a cost for a project prior to voting on support for the use of CPC funds.

Kathy Keller told Ms. Feeney-Patten to continue working on getting quotes for the proposed work and communicate the quotes to the Commission when received, so a vote can be taken regarding the project.

*Presentation attached*

### **District Map Project Update**

Edgar Stewart was logged into the meeting and uploaded documents via the ZOOM share screen feature for the members to review

Shared on the screen is where the project is to date and gives a sense of what the project will provide to the Commission and Town. Stewart showed a version of the map and photographs of all the properties and how the aerial rendering of the town center has taken shape.

Edgar stated the map will be an 8 ½ x 11-inch booklet, folded in half, with a map key. Each property will have its own page consisting of a structure photo, address, and a brief description of the property.

There was a suggest of adding more description on each property page, there is plenty of room on each page. Geoff Freeman stated this resource will be invaluable and useful as a reference for the Commission.

The members discussed having Chip and Geoff work offline with Edgar Stewart to finalize the District Map Project.

**Eric Adams made a motion to have Commissioners Chip Dewing and Geoff Freeman work with Edgar Stewart on finalizing the Historical District Map. The project is slated to be completed in late March. Ed Rolfe seconded the motion. Roll Call Vote, Annette Lee-Yes, Ed Rolfe-Yes, Eric Adams-Yes, Kathy Keller-Yes, Geoff Freeman. Motion carried 5 to 0.**

### **Historical Commission Rules and Regulations (HCRRs)**

The Commission members discussed updating the Historical Commission Rules and Regulations. The goal of updating the HCRRs is to better communicate what is the expectation of new and replacement construction in the district.

Terms like “in kind” or “like for like” will not be allowed to be stated for proposed work. All proposed work/changes in the district will require a review by the Commission.

The past year had many situations of problematic roof replacements. Roofs will not be approved as “like for like”. Procedures prior and post roof replacements were discussed.

Maureen will send the members an electronic copy of the Rules and Regulations from the Town Website dated 9.18.2018. The Commissioners will review the document for the next meeting and propose changes.

The HCRRs discussion will continue next month, where decisions/changes regarding the HCRRS will be determined.

The Historical Commission District Certification Application will also be updated.

### **Project Update Reports**

- 21-23 Bedford Street

Eric Adams reported that the 21-23 Bedford Street construction is moving ahead. The siding is complete, and one coat of primer has been applied. The cupola is complete. Work will continue with interior work currently hanging blueboard. The septic is installed and inspected/recorded with the Board of Health.

### **Old Business**

- 28 Concord Street – photo submission of front entrance/door install - *no update*
- 49 Concord Street – application of HVAC/Mechanical placement - *no update*

### **Minutes Approval**

**Geoff Freeman made a motion to accept the minutes of December 16, 2020 as amended. Ed Rolfe 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.**

### **Admin Updates:**

- Annual Report Town review/submittal vote February 24, 2021.
- 50 School St – Hearing for replacement windows scheduled on February 24, 2021.

### **Next Meetings:**

February 24, 2021, March 24, 2021

**Motion made by Geoff Freeman to adjourn at 8:31 pm. Ed Rolfe 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:**

#### **Gleason Library Presentation**



Gleason Library CPA 1.20.21.msg