

**TOWN OF CARLISLE
HISTORICAL COMMISSION**

Minutes

**CARLISLE TOWN HALL – Heald Meeting Room
66 Westford Street, Carlisle, MA 01741
Wednesday, February 12, 2020, 6:30 pm**

Members Present: Kathy Keller, Co-Chair, Eric Adams, Geoff Freeman,
Edward Rolfe, Chip Dewing
Member Absent: Annette Lee, Co-Chair
Others Present: Maureen Adema, Admin. Asst.

6:30 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.

Chip Dewing will be an acting/voting member at tonight’s meeting.

28 Concord Street – Re-Roof

Kathy Keller, Co-Chair informed the members that she received a call regarding the installation of a new roof at 28 Concord Street. She, along with Co-Chair, Annette Lee did a site visit to view the roof and verify the color and materials used on the roof.

Kathy stated the site visit raised concerns about the re-roofing job done at the property in the past month, and roofing material inconsistency across the three roof surfaces; the house, the extension and the barn.

A registered letter dated February 8, 2020 and email sent February 11, 2020 were sent to the owners of 28 Concord Street requesting that they meet with the Commission this evening to discuss the roof work. There was no response from the homeowners.

The re-roof building permit was issued last month after the Commission determined that the request for a Certificate of Appropriateness and meeting with the applicant and/or property owners was not required. The Commission based this on the paperwork and materials submitted to review and discuss at the January 15, 2020 by the roofing contractor. The communication from the applicant stated the work was in-kind and an emergency roof repair was needed because of a leak.

Eric Adams stated he had the opportunity to speak with the owners of 28 Concord Street. They informed him that the roof repair was done due to a leak on the Concord Street side of the property. The whole roof was not replaced due to budget limitations. The owners

believe the material and color of the material used in this repair is compliant with the Certificate of Appropriateness received when before the Commission for the connector/addition.

The members reviewed the application and materials submitted for the January determination.

A discussion pursued about the difference between 3-tab shingles and architectural shingles. It was noted that older, slab shingles would not match the new architectural shingles.

There was also a discussion on how different factors such as weather, sunlight, height, manufacturer and “lot” can affect the color of a shingle.

Eric will research the Historical Commission property file before next steps are determined to address the re-roof job at 28 Concord Street.

2019 Town Report

A draft of the 2019 Town Report was reviewed by the commission. Co-Chair Kathy Keller asked that the completion of the landscaping/screening at the First Religious Society be added to the report. The hearings and Certificates of Appropriateness were reviewed for accuracy. Adjustments and amendments were made.

Ed Rolfe made a motion to approve and submit the 2019 Town Report with amendments and corrections. Kathy Keller seconded the motion. The motion carried 5 to 0.

Commission Members/Abutters determination of voting eligibility

Eric Adams discussed with Town Counsel how the HC members should handle situations when a project is seeking a Certificate of Appropriateness with members being abutters.

The application for the Carlisle Police Department project had three Commission members that are abutters hearing the application for a Certificate of Appropriateness. Having three members that are abutters to where a project is proposed is problematic because having a quorum is not possible if the three members recuse themselves due to the abutter situation.

Eric stated Town Counsel informed him of a form that could/would be used for any possible perceived or possible question of a conflict of interest. The form would be submitted to the Board of Selectmen for approval/decision on allowing the member to partake in the hearing. The form cannot be submitted to the Board of Selectmen in blanket catch all form annually or otherwise. Each perceived or possible conflict would have to be submitted per individual cases/projects. The Board of Selectmen ultimately states if the member can hear the proposed project seeking a Certificate of Appropriateness if there is a perceived conflict of interest.

The Commission has never had an issue or appeal of a decision based on a conflict of interest.

Ed Rolfe stated that the Commission could default to the Rule of Necessity if there is situation where the Commission does not meet the quorum requirement. Town Counsel should be aware of this option.

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

Co-Chair, Kathy Keller opened the Continued Hearing 19-07, Carlisle Police Station, 41 Lowell Street.

The Commission packets contained the requested information regarding the egress door received from Annika Nilsson Ripps, TBA Architects, Inc. earlier today. The members reviewed the new documents and information and reviewed the application and site plan for the project from the property/application file.

The applicant communicated that the door could not specifically be determined at this point in the project because the project is a public bid project. A discussion about how the Commission communicates that the egress door must be a door with 9 simulated divided lite (SDL) glass panels configuration on the top half of the door and panels on the bottom half of the door to match the existing front entry door.

The members determined that the required look and specs would be communicated in the Certificate of Appropriateness without specifying the manufacturer.

There was a discussion on what the Commission could mandate regarding landscaping of the site after the construction of project is complete. It was decided that hardscape and signage is in the purview of the Commission. A condition of the Certificate of Appropriateness will be that the applicant will meet with the Commission at the time any hardscape or signage is being designed and/or installed.

Ed Rolfe made a motion to issue a Certificate of Appropriateness for the Carlisle Police Station project, 83 School Street for the reconfiguration of the Carlisle Police Station to meet the goals of improving the booking area to prioritize officer safety and prisoner security and improve public access and service by defining public secured spaces while making them more accessible to the greater public. Exterior detailing will follow the long New England practice of diminishing and simplifying trim details on the at additions and outbuilding. Exterior fabric will be the same as the existing building, asphalt tab shingle roofing, cedar clapboard siding, eastern white pine trim and water table and concrete foundation wall. The construction includes an additional entrance/egress. The new egress door on the north face shall be a two-panel configuration on the bottom half of the door with 9 simulated divided lite (SDL) glass panels in the upper portion of the door to match the existing as close as possible. As represented in the project drawings dated November 2019, showing existing conditions and proposed site plan. The applicant to meet with the

Commission to discuss any hardscape or signage changes. Eric Adams seconded the motion. Motion carried. Kathy Keller, Geoff Freeman, Eric Adams, Ed Rolfe in FAVOR. Chip Dewing ABSTAINED, Vote 4, 0, 1.

Open Space and Recreation Plan (OSRP) Input Document

The Commission members discussed the four questions posed by OSRP committee. The Commission will submit the following to the OSRP for 2020-2027:

1. What changes would you recommend related to open space and recreation offerings in town from the perspective of your committee group?
The Historical Commission would like the ability to maintain and sustain open spaces with an ongoing maintenance plan to preserve the historic look and feel of the historic district. Open spaces would encompass of the Central Burial Ground, Center Park, the Common, and vistas in and around roadways in the historic district.
2. What can your committee/group do to improve open space and recreation offerings in Carlisle?
The Historical Commission is developing a plan to begin restoration of the Central Burial Ground.
If your board/committee group made recommendations or developed initiatives in 2013, what is the progress on each of these items?
The Historical Commission Initiatives for 2013 through 2019 hoped to see the creation of an ongoing maintenance plan for the Town Common. There has been no progress on this plan due to some confusion over who has jurisdiction over management of the Common.
3. In light of your progress, what changes would you make in your recommendations or initiatives for the next seven years?
The Commission recommends that the DPW consult with John Bakewell (arborist) annually to review the vegetation and trees on the Common and develop an ongoing maintenance plan.

Kathy Keller, Co-Chair will type the responses to the questions, send to members for approval and then forward to David Freedman, OSRP Chair prior to the due date of March 1, 2020.

Land Use Staffing Task Force

Tim Goddard requested via email that each board, commission and department in “land use” have two individuals be members of the Land Use Task Force. Co-Chairs, Kathy Keller and Annette Lee will partake, if there are no other members interested in being on the committee. They will provide updates on the Task Force. The Task Force is addressing the scheduled retirement of the Town Planner and the possible retirements of others in the Land Use Town departments, as well as reviewing possible changes to administrative structure in the in the Land Use functions within Town Hall.

CPC application – Historic District Map

Chip Dewing provide the members with a new quote and updated information for the Historical Commission CPC application for a new Historic District Map. The project will feature rendered portraits of buildings in the district and/or historic significance in the town.

Chip stated that the proposed map will be digitized and is intended to be working document which can be added to in the future. The new map will assist in determining property boundaries and placement of structures. The new proposed map will contain a legend and will need to sync with street addresses and may have a photographic catalog with brief histories of the properties.

The proposal/estimate is broken down into three phrases.

Phase 1, Concept Development, photograph and gather of information for map and create sketch of map.

Phase 2, Map Development, create map in digital format, portraits of significant structures will be created

Phase 3, Illustration of Historically Significant Structure, creation of 15 to 20 pen and ink portraits of chosen structures located throughout the district and town.

The new map will not contain a legend. All properties will be identified with their house number.

Review Historical Commission Rules and Regulations and Application

Postponed to March meeting

Admin. Updates

No Updates

Approval Minutes of January 15, 2020

Postponed to March meeting

Motion made by Ed Rolfe to adjourn the meeting at 9:02pm, Chip Dewing seconded the motion. The motion carried 5 to 0.

Next Meetings – March 18, 2020 and April 15, 2020.