



Town of Carlisle

MASSACHUSETTS 01741

HISTORICAL COMMISSION

Minutes

In-Person and Remote Zoom Meeting Clark Room, Town Hall

Wednesday, February 15, 2023 7:00 pm

Members Present

Annette Lee, *Co-chair*, Chip Dewing, *Co-chair*, Krissy O'Shea (Zoom), Ben Herter, Sara Cassidy Smith

Alternate Member Present

Ed Rolfe (Zoom)

Alternate Member Absent

Jack O'Connor

Staff Present

Jennine Blum, *Administrative Assistant*

Others Present

Dana Booth, *Member at Large, Friends of Center Park*, Alison Saylor, *President, Friends of Center Park*, Mike Saylor, *319 Stearns St.*, Karen and Ali Yeyinmen, *7 School St.*, Wanda Avril, *Carlisle Mosquito*

7:03 p.m. Co-Chair Chip Dewing called the meeting to order.

7:03 p.m. Public Hearing for Certificate of Appropriateness No. 2022-11: 42 Lowell Street, Center Park, owned by the Town of Carlisle. This hearing is a continuation of the November 16, 2022 hearing.

The originally proposed work in the application submitted by Dana Booth includes installation of one sign (approximately 41 inches wide x 15 inches high, white with black lettering) to hang from a black metal bracket mounted on a tree.

Alison Saylor presented a number of designs for the sign which included the text "Carlisle Center Park" on one or two lines and "Public Welcome" beneath in smaller type. The sign background is white and the type "Carlisle Center Park" is black and "Public Welcome" is shown either as black type or as white type within a black rectangle with rounded ends. Some of the design options included variations of a branch with leaves graphic on either side of "Public Welcome". Two different black line borders were presented as well. The border is flat and will not create an inset area.

Sign substrate samples presented included .080 aluminum with rounded corners and one-half inch PVC which would be painted white with a matte finish. The lettering and border will be made of black vinyl.

The sign would be mounted perpendicular to the road and readable from both sides.

Dana Booth recapped that Gary Davis of the DPW and Jon Metivier, Building Inspector, approved mounting the sign on the tree using the proposed bracket. The sign maker, Charles Dahlgren of Evergreen Signs, Chelmsford, MA, offered to accommodate the preferences of the Historical Commission (HC). Dana stated that he would use fishing line attached to the sign bottom and anchored to the ground to stabilize it if needed.

The HC requested a thicker sign for aesthetic reasons which would also provide a better mounting surface. Concern was expressed about the edges of the half-inch PVC that don't appear to be solid. The HC requested that a 5/4-inch Azek board be used which more closely resembles wood and has solid edges.

Alison and Dana were asked to reconsider ground mounting the sign on one or two posts as there are many precedents in town for this. A photo of a Concord Academy sign hanging from a dark green post was shown to illustrate how the post blends into the surroundings. Dana and Alison reiterated their reasons for not wanting to mount the sign on a post – more maintenance required, more costly installation, more likely to be damaged from snowplowing, and it might interfere with sightlines. Mike Saylor added that the tree is perfectly positioned for the sign and the tree roots could be harmed in the process of installing the post.

After further discussion about the wording, fonts, font sizes, graphics and location, the consensus was that the simpler design including “Carlisle Center Park” on one line, “Public Welcome” in smaller type beneath, black lettering and the rectangular border with notched corners was preferred. The dimensions of the sign as discussed would be 44 inches wide by 16 inches high with the top mounted 91 inches from the ground. The HC felt it would be best to have a site visit to see a final-design mockup at actual size in position on the tree to get better get a sense of aesthetics, scale and readability. Alison agreed to bring a ladder as well and meet the HC at their convenience. The site visit will be arranged through Jennine Blum.

The HC also requested the following specs: font name, font weights, fonts sizes, border line weight, offset of the border and final sign dimensions, which will provide some data for any future requests for signage and any guidelines that might be established in the future.

The question was asked if CPA funds could be used for the design, fabrication, and installation of the Center Park sign. Alison was not keen on delaying the project further. The question was raised whether or not acknowledgement of CPA funding was required in a separate sign or as part of the Center Park sign.

Before the hearing ended, Dana Booth wanted to state that he was most grateful for Jennine Blum's suggestions and ongoing help and would like this statement entered into the records.

Co-chair Chip Dewing stated that barring any significant changes in the meantime, the HC should be in a position to vote on this at the next meeting.

Alison, Dana and the HC members all agreed to continue the hearing to the next meeting on March 22 beginning at 7:00 p.m.

Project Update Reports

Gleason Public Library. A contract was signed with Capeway Roofing and work is expected to start soon to replace asphalt shingles and install ridge vents.

Police Station ramp. No news reported.

93 Lowell St, chimney demo. Expiration date for the COA issued is coming up. Jennine will notify Caitlin and Sam Madden.

Minutes Approval

Ben Herter made a motion to approve the November 16, 2022 minutes.

Sara Cassidy Smith seconded.

Roll call vote: Annette Lee – Aye, Chip Dewing – Aye, Ben Herter – Aye, Sara Cassidy Smith – Aye, Krissy O’Shea – Aye.

All in favor (5 to 0).

Members Updates

Crosswalk signage. No news to report.

House plaques. The maximum sign size allowed as specified in the Zoning Bylaws is 9 inches x 24 inches. The question was raised if a case could be made that the signs, being a benefit to the public, would be eligible for CPA funds.

Sign bylaws, rules and regulations. There was a brief discussion about signage precedents and developing guidelines for future requests. Krissy O’Shea recalled that the HC had asked Coldwell Banker to change the background color of their proposed sign on the building from blue to white, but the sign on the post remained with a blue background. Ed Rolfe stated that defining criteria regarding our preferences for the Historic District is a good thing, but each application should be weighed on its own merits as was advised by Town Counsel to the Planning Board, which Ed has served on. He reminded the Committee that it’s the Planning Board’s responsibility to amend Zoning Bylaws. The HC can petition the PB to amend Zoning Bylaws, which would go to Town Meeting for approval.

Chip noted that the HC could include guidelines in its Rules and Regulations. Chip added that he reviewed Concord’s 14-page-long sign bylaws and will share his thoughts at a later date.

Sign examples in Carlisle and other towns. These were included in the packet and reviewed during hearing for Center Park.

Letter to Historic District property owners. The letter written by Annette and Chip was reviewed by members and suggestions were made to include a list of all members, web address, and mention that application is available online.

Rules and Regulations update project. Chip has volunteered to take this on and is looking for help from another member to do this.

Public Safety Facilities Task Force (PSFTF). Annette Lee read a letter written by John Lee to his fellow Historical Society members to call their attention to the ongoing discussions regarding the possibility of significant changes to the town center to increase parking and create access/roadway from the police station to Town Hall over the wetlands. Possible plans for additional police station parking include spaces in front and behind the building as well as behind and abutting the burial ground. While none of these proposals are certain, they would alter the town center significantly. He encouraged the HS members to educate themselves about the issues and follow the Select Board and PSFTF meetings and take responsibility to protect the town center.

The HC also feels a responsibility to weigh in on this discussion as these changes are within its purview. HC members will keep abreast of ongoing discussions.

Administrative Updates

Master Plan Implementation: HC Assignments

Items 3A, B and C. Members had varying opinions about the language that was used in the Master Plan as presented in the spreadsheet. Some members were supportive of the language, others were not, feeling it's ambiguous. Others wondered about the scope of deliverables.

After some discussion, the members felt it would be best to establish and prioritize goals in order to guide CPA funding to projects that are most important to Carlisle. To start the process the HC thought it best to review the Historic Properties Survey that was completed in 2010. Jennine will find the survey and send a link to the members so they can prepare for a future discussion.

The members agreed to take on a more proactive approach going forward and acknowledged that much of the time they operate in a reactive mode when dealing with applications from Historic District property owners.

Some members felt the HC could be impactful and has an obligation to take climate change into consideration when establishing guidelines and making recommendations for historic building preservation and homeownership. The HC Rules and Regulations could be developed further to discuss renewable energy and sustainable products.

Item 10. Sara Cassidy Smith spoke briefly about how the HC could use GIS layers. Recalling that each board would be asked to share administrative expenses, a member asked how much it would cost so that additional funds can be requested.

Resources. It's too early in discussions to determine what resources would be required to implement these plans.

2022 HC Annual Report.

Annette Lee made a motion to adopt the 2022 Annual HC Report.

Chip Dewing seconded it.

All in favor (5 to 0).

Historic District Map & Catalog printing quotes

Krissy's will get a formal quote from a printer who estimated that they could print the job for \$200 - \$250 less than the Alphagraphics quote. Jennine will send Krissy the low-res PDF of the document along with some additional specs. Jennine has one quote and is waiting for one other.

HC printed envelopes and letterhead quote

Mackinnon Printing, Acton, MA

Envelopes #10 - qty 50: \$155; 1000: \$213. Letterhead - qty: 500: \$124; 1000: \$156.

GPL window restoration

The CPC decided that the restoration of the wood windows could be rolled into the GPL's application for the interior renovation as the deadline for a new application has passed. There were unanswered questions regarding the status of the GPL's CPC application requesting historic funds. The Historical Commission is eager to be involved.

HC online application

Draft of content of the new online application was proposed by Jennine. The HC felt it was complete enough to move ahead and put online.

Nickles Room

All HC filing cabinets have been moved to the first floor beyond Gretchen Gallimore's desk. The files will be boxed up at some point.

Ben Herter made a motion to end the regular meeting and enter executive session to discuss potential nominees.

Sara Cassidy Smith seconded.

Roll call vote: Annette Lee – Aye, Chip Dewing – Aye, Ben Herter – Aye, Krissy O'Shea – Aye, Sara Cassidy Smith – Aye

All in favor (5 to 0)

Prospective Nominees

Ben and Krissy have been tasked with identifying two nominees to replace two full members and possibly add a third alternate. They're considering putting a letter in the Mosquito to drum up some interest. They have reached out to Kirsty Beasley and Sam Madden, both residents of the HD. Neither felt they could commit at this time. Other individuals who were suggested to be contacted include Frank Proctor, Caitlin Madden, Jon Merz, Melissa Suderman, and Winthrop Brown. To cast a broader net, it was suggested that an announcement be made at the FRS and/or the HC participate in the Route to Sustainability Day (April 22). Annette mentioned that she would check with the Historical Society members. It was also suggested that a member who knows the prospective nominee could make the initial contact.

Next Meeting

Wednesday, March 22, 2023

Adjournment

Annette Lee made a motion to adjourn the meeting at 9:48 p.m.

Sara Cassidy Smith seconded.

All in favor (5 to 0).

Documents and Samples Submitted

- February 15, 2023 Agenda
- 42 Lowell Street, Center Park
 - Application for Certificate of Appropriateness No. 2022-11
 - Presentation (design options, material choices)
- Carlisle Zonings bylaws for signage
- HC sign-related Rules and Regulations
- Examples of signs in Carlisle and other towns
- Letter to Historic District property owners
- Master Plan Implementation Spreadsheet – HC assignments
- HC 2022 Annual Report – Draft
- HC current application
- Proposed content for new HC application (online and hardcopy)
- November 16, 2022 Minutes - Draft