

TOWN OF CARLISLE HISTORICAL COMMISSION

Minutes

Remote Meeting

Pursuant to the Governor's Executive Order Concerning Open Meeting
Wednesday, April 22, 2020 7:00 pm

Members Present:

Kathy Keller (co-chair) Annette Lee (co-chair), Eric Adams, Geoff Freeman, Ed Rolfe

Alternates Present:

Chip Dewing, Jack O'Connor

Others Present:

David Freedman, Wanda Avril, Carlisle Mosquito, Maureen Adema, Admin. Asst.
and other interested individuals.

7:01 pm Co-Chair Kathy Keller called the meeting to order.

Ms. Keller read the ZOOM meeting procedures and protocols.

Ms. Keller stated items may be taken out of order.

Appointment

Historical Commission members to oversee construction at 21-23 Bedford Road

The commission spoke to the need of a communication channel for the long-term project at 21-23 Bedford Road. It was proposed that Geoff Freeman and Chip Dewing be appointed as the liaisons for the project.

Eric Adams as owner/contractor of the 21-23 Bedford Road project recused himself from the vote.

Geoff Freeman and Chip Dewing recused themselves from the vote.

Appointment 21-23 Bedford Road Vote

Alternate Jack O'Connor will be a voting member for appointment.

Ed Rolfe made a motion to appoint Geoff Freeman and Chip Dewing as liaisons for the Adams and Beasley Associates construction project at 21-23 Bedford Road. Annette Lee seconded the motion. Roll call vote, Lee-Yes, Rolfe-Yes, O'Connor-Yes, Keller-Yes. Motion carried 4 to 0.

Geoff stated the meetings will be recorded and minutes shared with the Commission.

There was a discussion and agreement that all members must be included in Commission business, concerns and other items that the Commission may take an interest in.

Approval of Minutes

Postponed to next meeting.

Black Brook Farm Discussion

David Freedman, Carlisle Conservation Foundation member attended the meeting to inform the Commission about the proposed purchase of Black Brook Farm by the State Department of

Conservation and Recreation (DCR). The purchase would put a Conservation Restriction on the property. Black Brook Farm is a 14-acre farm located on Lowell Street that is contiguous with Great Brook Farm State Park.

Owners of the property, Tammy and Tom Erickson have received offers to purchase the property; the offers appear to indicate that the potential buyers would like to subdivide the property and demolish the structures on the property.

Mr. Freedman asked the Historical Commission members if they could pursue funding to protect the house and barn through a Historic Preservation Restriction after the Conservation Restriction is approved.

Co-chairs Kathy Keller and Annette Lee stated they met with the Ericksons and reported their concerns regarding the house and barn not being protected.

The Commission agreed in principle to support a restriction. Additional information and discussion are needed for the Commission to pursue funding for a Historical Restriction. The Commission would have to take into consideration what acting on this would mean for other structures in Town. Points of concern and consideration, are who would hold the restriction, is it inside and outside of the buildings, is an annual inspection required, would an appraisal need to be done, if funds are found to support seeking a Historical Restriction, Town Meeting would determine/approve the use of the funds and restriction.

Kathy stated the funding could possibly be accessed through the Community Preservation funds via the historic allotment. She also stated the property could be declared a stand-alone historical district.

Annette stated the property has a great history and the history should be considered. The Commission should have the Ericksons' in to discuss.

The deadline on the purchase agreement with the DCR is June 30, 2020. The offer to purchase the restriction by the State is \$500k.

Historic District Map, CPC application – Chip Dewing

Chip Dewing informed the members that the Historic District Map proposal the Commission is hoping to have done with CPC funds is still being working on. He stated, he had not yet received a revised proposal for the work because Edgar Stewart, the contractor assigned to the project has experienced health issues recently.

Chip said, he and Geoff Freeman have discussed ways to reduce the cost of the proposed map. One way to reduce cost would be to revise the sketches changing the map to a bird's eye view rendering of the district with focus on the Town Center, First Religious Church, Town Green and surrounding properties which capture the spirit of the Town. Chip did not know what the cost difference would be between the first proposal and this one and will not know until he is able to reconnect with Mr. Stewart.

Chip provided a "red" marked up plan of the proposed updates/changes for the new map prior to the meeting utilizing the current district map. The plan was made available via email to the Commission members. He stated the new map will provide good and accurate information and capture the spirit of Carlisle with the renderings.

The scope of the project to be revisited are:

1. Revise map, to include changes to the District in the past 30 years. These include, but not limited to, the new construction such as Town Hall, house across from library, Center Park, and Library addition.
2. Photos of all 37 properties in the District as seen from a public way. These photos will be included on the map and used to create a “book” as a reference resource for the Historical District Commission and the Town at large.
3. An aerial view for the map either by sketch or drone photo.

Members Updates

Annette Lee informed the members that she and Kathy Keller have forged a working relationship with the Historic Society. They have had discussions regarding preservation for historical buildings in Town. They have reached out to the Preservation Massachusetts Organization in the hopes of receiving assistance in funding and/or guidance in preservation for the Hearse House/Green Cemetery, Summer House (Gazebo) and Wilson Memorial Chapel via the Preservation Massachusetts Circuit Rider Program.

Admin. Updates

There are two applicants/addresses that have requested a response/direction from the Commission regarding the Historical Commission District processes and procedures due to monthly meeting disruption caused by COVID-19.

- 11 East Street. A discussion for the proposed project was scheduled in March. The meeting was cancelled due to COVID-19. The applicant would like to move directly to a hearing for the Certificate of Appropriateness because of time loss. The application and supporting documents have been submitted electronically. The application fee has not been paid. The application has not been recorded with the Town Clerk.
- 49 Concord Street. The owner of 49 Concord Street emailed the Co-chairs with an Algorithm suggesting an allowable avenue for an informal discussion with the Historical Commission members by a prospective applicant in place of attendance at a meeting for a discussion.

Tom Harrington, Town Counsel was forwarded a copy of the Algorithm to review. Mr. Harrington communicated that the proposed Algorithm would not meet the Open Meeting Law Regulations and therefore cannot be utilized by the Commission.

Tom Harrington also provide information on an option available to permitting boards during the COVID-19 Pandemic.

Chapter 53 of the Acts of 2020 last week, stated boards and commissions are not required to open public hearings on any newly filed permit applications until 45 days after expiration of the State of Emergency. The Historical Commission can conduct public hearings remotely if it wants to but can defer if it prefers. Many of the procedural issues regarding publishing notice and preparation of abutters’ lists could be avoided entirely if the Commission were to suspend opening new hearings until after Town Hall has opened again and the State of Emergency in lifted.

Mr. Harrington stated a formal vote on how the Commission will proceed is recommended.

The Board of Selectmen and Board of Health are meeting remotely on a weekly basis, along with other Town officials to discuss the best practices to adhere to Town business. Currently, Town Hall is closed. There is not an official date for the reopening of Town Hall.

The Town Election and Town Meeting have been moved out to June.

Historical Commission Meetings/Agendas State of Emergency/COVID 19 – Discussion

The Commission members discussed the options and best practices for meeting the Historical Commission's obligations and other business during the State of Emergency and Restrictions of COVID 19.

The Commission agreed that shorter more frequent remote meetings is best, instead of one long regular remote monthly meeting. Having one topic, discussion or hearing per meeting would be best practice during the time period of the COVID-19 pandemic restrictions when the Commission must meet remotely.

The Commission added and confirmed they would meet on the following dates: April 29th, May 6th and May 20th. The hope is to move back to the approved and regular meeting schedule in June. The Commission will work within the guidelines and restrictions from the Town regarding meetings. The above-mentioned meetings will be scheduled via ZOOM through the Town Administrator's office.

The April 29, 2020 meeting will have 11 East Street on the agenda for a discussion. The members agreed a discussion is what is expected of all applicants. The hearing date for the Certificate of Appropriateness for the project will be determined after the discussion.

The May 6, 2020 meeting is scheduled to discuss Long-Term Initiatives and projects.

The May 20, 2020 meeting will be the regular monthly meeting.

Ed Rolfe made a motion to reschedule and/or add to and/or cancel the previous approved scheduled 2020 Historical Commission meetings during the COVID-19 pandemic meeting restrictions, allowing for more frequent and/or shorter meetings to conduct Commission business. Eric Adams seconded. Roll call vote, Lee -Yes, Rolfe -Yes, Adams – Yes, Freeman-Yes, Keller-Yes. The motion carried 5 to 0.

Eric Adams made a motion to continue the practice of discussion prior to public hearing for a Certificate of Appropriateness asking that applicants submit an application and complete supporting documents prior to the discussion meeting. Ed Rolfe seconded. Roll call vote, Lee -Yes, Rolfe -Yes, Adams –Yes, Freeman-Yes, Keller-Yes. The motion carried 5 to 0.

Kathy Keller made a motion that the Commission may choose not to hear new applications for Certificate of Appropriateness per Chapter 53 of the Acts of 2020 which states Town Board and Commissions are not required to open public hearings on any newly filed applications until 45 days after expiration of the State of Emergency, to revisit the motion in 60 days, if the State of Emergency is not lifted. Annette Lee seconded. Roll call vote, Lee -Yes, Rolfe -Yes, Adams – Yes, Freeman-abstained, Keller-Yes. The motion carried 4 yes 1 abstained.

Maureen will email applicants/addresses with the information from tonight's meeting about the Historical Commission meeting schedule and Town Counsel's statement on the Algorithm and

request a remote ZOOM meeting to be scheduled for the meetings agreed upon tonight from the Town Administrator.

Next meeting dates are April 29, 2020, May 6, 2020, and May 20, 2020.

Ed Rolfe made a motion to adjourn the meeting at 8:41pm. Eric Adams seconded the motion. Roll call vote, Lee - Yes, Adams - Yes, Freeman - Yes, Rolfe - Yes, Keller -Yes. Motion carried 5 to 0.