

Historic District Commission
Town Hall, Room 121
Meeting Minutes, 20 March 2018

Meeting called to order at 7:33 PM. Attending: David Honn (DH), Anita Rogers (AR), Ron Regan (RR), Fran Arsenault (FA) and Maria Crowley (MC). Chingsung Chang (CC), Selectmen Representative), and David Shoemaker (DS) absent.

7:33 pm **Citizen's questions** – Paul, Frank, and Wendy stopped by to ask questions about the HDC process and requirements and have an interest in 39 School Street. DH went over the process and discussed some property specific questions about restoring a porch, adding a fence, and window preservation.

7:59 Minutes for February 27th approved unanimously.

8:00 Project spreadsheet review: 616 Mass Ave and 267 Central St were added. There was a problem with the public notice for 59-61 Windsor Ave where the Beacon failed to print the notice. The applicants were notified and the public hearing will be held on April 10th. DH noted that Habitat for Humanity is hosting a neighborhood meeting to present the plan for 43-45 School St at the South Acton Congregational Church on Thursday, March 22nd at 7 PM.

8:02 **Historic Plaques** – Application 1809. Brad Maxwell not present. Plaques for Town Hall and West Acton fire station. We reviewed the plaques at the last meeting that Brad has since submitted the application. AR made a motion for the approval of the plaques pending the confirmation of the location on the right side at top of first level. Vote approved unanimously.

DH made a motion for waiving the HDC application fee of \$15.00 for historic plaques. Vote approved unanimously RR – do we need to send an official letter to the town clerk? AR – we need to update the application document on the web site as it has the fee schedule on it. FA will investigate how to update that document, track down an editable version and how to get it updated on the web site. DH noted that we haven't changed the fees in a long time and that we should some time in a future meeting to discuss and vote on changes.

AR Also brought up at this time is that the meeting minutes aren't making it to the website. Via discussion it wasn't clear how the minutes get to the website, MC will discuss with Kimberly Bricker of the building department.

8:15 **616 Mass Ave.** – Application 1808. Thomas and Dorothy Curtis, not present.
DH read the work items from the application. Besides the usual items of shingle style, drip edge and ridge vent, one of the line items was milled aluminum vent pipe flanges. DH/AR discussed that we don't want milled aluminum exposed on the roof and would prefer dark colors. DH talked about lead sleeves that he used to cover vent pipes on his roof. AR is liaison and makes a motion – replace the roof shingles with a low profile CertainTeed Landmark architectural shingles, drip edge painted to match trim, aluminum pipe flanges to be painted a dark color, ridge vent to run from gable end to gable end. DH seconded, vote approved unanimously FA to do abutters notices.

8:35 **267 Central St** – Application 1807 Christian Science Society not present.
RR passed around image of a free-standing, vinyl clad and glass display case. It was determined that the case was not of any historical importance to the property or the West Acton Historic District. A motion for the removal of the case was made; AR seconded, vote approved unanimously.

8:40 **HDC Homeowner Letter Review**
The commission reviewed the old letter and made suggested changes that DH will use to update the letter. On a similar subject the idea of having a quarterly letter for residents in the HDC about what's going on and helpful suggestions. MC will look into how we could produce and put the letter on the web site.

9:10 **Town support staff scope of work.**
AR – We should get support for things that are legal requirements, such as getting abutters notices, sending out abutters' notices, notes. The commission discussed what work could be handed off and that we should discuss with Frank Ramsbottom about getting support.

9:25 Meeting adjourned.