

Historic District Commission
Town Hall, Room 126
Meeting Minutes, 24 July 2018

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

7:33 pm **Citizen's questions – RR** – If someone wanted to raise the grade of their property in the district would they need to get approval? DH – it falls under landscaping so technically no, but if someone was going to build a big mound for septic in the front yard we may have something to say about it.

7:37 Minutes for 7/10 RR brought a paper copy for review and made updates on a copy that he will update a digital copy and send to DS.

7:45 **Project spreadsheet review/Chair Update:** DH the town hall flag pole lights application was submitted on 6/18 but not put in spreadsheet, we need a number 1820. DH – Maybe an illegal fence installed near Micheala's property. There was a "quicky" siding project net to the Habitat for Humanity property on Saturday morning. Mostly on the River St. side, maybe some Azak trim boards on the side bottom. The siding appears to be wood aside from the trim mentioned. DH – opinions: should we send a letter and have them come in for a post project approval? Consensus is that other people have to go through the process, so even if someone sneaks and does something we would approve it isn't fair to the people that follow the process. DH – we got an application for a CNA for a back door at 38 Windsor, RR can you do the paperwork? Yes. RR I took care of the CNA for 106 Main St. 39 School will be COA, FA will have the certificate completed and submitted by 3/25. MC – certificate for 34 School was completed on 7/24. 270 Central St. fence, FA completed. 81 River porch – MC completed, 100 Main St. – FA completed, 616 Mass Ave 1808 AR completed. 5 Chadwick FA completed, historic plaques for town buildings FA completed. Christian Science center display box removal – RR completed, 59/61 Windsor Ave FA completed, 96 Main St. RR completed. Acton Bikes FA completed. 497 Main St. FA completed. MC – Micheala wanted to accelerate abutters list process and it was determined if we got signatures for all abutters that they were aware of the project and didn't want a public hearing (the reverse of the usual send in if you want

a hearing) but it was determined that the abutters notices never went out. DH – Lets have JB bring a write up of the process to all parties so that everyone knows their role and what to do. RR – I get the abutters list from the assessor's office, write up the notice letter and send it all to Frank Ramsbottom to have the building department print and mail. I follow up a few days after to see if the letters were sent. FA – I get the abutters list, print the letters and write out the envelopes myself and drop them off at the building department to send.

8:25 **HDC Boundary Signs.** – FA got a list of addresses from DS but hasn't contacted anyone about putting the sign on their property in places where the state won't let us put them on the road.

8:26 **HDC Newsletter.** – MC has a sample newsletter printed that she passed around. DH we should have the ideas for the first year's content in place. MC people will need to opt-in so we will first need to mail out a card. DH the first newsletter could be paper. FH will collect a mailing list of HDC and HC properties. DH – there is a total of about 800 properties. FA people get confused about the difference between HC and HDC so we should probably include that in the mailing. We can have a "What's under our jurisdiction" simple section with visuals like windows vs. swing set.

8:45 Meeting adjourned.