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**TOWN OF ACTON  
HISTORIC DISTRICT COMMISSION**  
472 Main Street, Acton, MA 01720

**CERTIFICATE # 2537 (partial)**

Pursuant to Chapter 40C of the General Laws of Massachusetts and the Historic Districts Bylaw of the Town of Acton, the Acton Historic District Commission hereby issues a

**CERTIFICATE OF APPROPRIATENESS**

For the work described in Application #2537 requiring approval.

Applicant (or owner): Karen Koretsky  
Telephone 612-699-2607  
Address 39 School Street, Acton MA  
Email kpdillon@verizon.net

Location of Work 39 School Street, District: Center    West    South   X  

**Description of Proposed work:** This application includes a request to replace 4 broken / missing basement windows with black vinyl units installed in the masonry foundation wall. Windows to be operable (sliding) units and without grills. The request to also replace an existing wood DH window in the kitchen will be considered at a subsequent meeting and is not included in this COA. New basement windows are to be cased similarly to the existing with wood or cellular PVC material and applied historic sills are to be installed on the exterior in the locations where sills existed originally.

**Findings, conditions, requirements, recommendations:**

**Requirements:**

1. This partial COA does NOT include the approval of a replacement kitchen window. That selection has been postponed until a subsequent meeting
2. Since all the existing windows are black on the exterior these new units should also be ordered as black. The interior color can be per Owner's choice.
3. Since the preference is for an operable sliding window which will have a center divider, these basement windows should be ordered without any grills.
4. Where visible, the existing windows that have white casings and sills should be replaced with new windows that are trimmed similarly.

**Findings:**

1. The governing way is School Street.
2. Only two of the four basement windows are considered visible from School Street.
3. At this location the use of vinyl windows is considered acceptable since these are installed in masonry walls and are close to grade or in areaway wells.

When completed, the work outlined above must conform in all particulars to the Application, the Application's supporting photographs and the Commission's additional Requirements, approved on December 9, 2025.

The applicant may proceed with the proposed work provided all other approvals have been obtained, including a Building Permit where required. This Certificate is valid for work commenced within one year of the date of issuance. An extension or renewal of the Certificate may be granted at the discretion of the commission. If a property changes ownership during the time the Certificate is in force, a new owner who wishes to continue the authorized work must apply to have a new Certificate issued in his or her own name.

Application received October 28, 2025

Date of Public Hearing NA

Certificate approved by Anita Rogers  
for Historic District Commission

Date December 18, 2025

Copies to: Applicant, Building Commissioner, Town Clerk, Planning Board, Select Board, HDC File



TOWN OF ACTON  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 929-8833  
Fax (978) 929-3640

Historic District Commission

AGREEMENT ON TIME EXTENSION

The Historic District Commission and the Applicant, Karen Koretsky, for Application #2537 (filed 10/28/2025); requesting installation of new basement windows and a kitchen window.

Hereby agree, pursuant to Town Bylaw P, sec. 7.6, to extend the time by which the COMMISSION shall grant a CERTIFICATE until February 4, 2026.

Signed this date: 12.10.25

  
Vice Chair, Historic District Commission

  
Applicant

This agreement must be filed with the Office of the Acton Town Clerk.

Application # 2537

**TOWN OF ACTON**  
**HISTORIC DISTRICT COMMISSION**  
472 Main Street, Acton, MA 01720

**APPLICATION FOR CERTIFICATE**

**This information will be publicly posted on the Town of Acton website docushare.**

Pursuant to Ch. 40C of the General Laws of Massachusetts, application is hereby made for issuance of the following Certificate for work within a Local Historic District (please check one):

Cert. of Appropriateness (Building Alteration/Sign/Fence/Change of Ownership) Fee: \$10 ☒

Cert. of Appropriateness (Building Addition other than deck/New Bldg/Demolition) Fee: \$50 ☐

Cert. of Hardship (for either category of Appropriateness) Fee: \$10 or \$50 (as appropriate) ☐

Cert. of Non-Applicability ☐ No Fee ☐

**Fees waived for non-profit or municipal applicants.**

Applicant: Karen Koretsky

Telephone: 617-699-2607

Address: 39 School St. Acton

E-mail: kpdillon@verizon.net

Property owner and address:  
(if different from applicant)

Contact information: same as  
above

Location of Work:

District: Center ☐ West ☐ South ☒

39 No.

Street School St.

Description of Work: (See website Instructions regarding information that is here required)

Two of the basement windows were removed and only a plywood board is there. I am requesting permission to install 2 basement windows, a kitchen window, and 5 additional. color will be white (see attached)

The undersigned hereby certifies that the information on this application and any plans submitted herewith are correct, and constitute a complete description of the work proposed. By my signature below, I acknowledge that this application and all its data will be publicly posted on the Town of Acton website docushare.

Signature of applicant

Date:

10.23.25

Application received by

for HDC Date:

COA approved/CNA issued by

for HDC Date:

Historic District Commission

Acton, MA

October 24, 2025

To Whom it May Concern,

I am submitting an application form to receive your permission to replace and install some windows in my historical home at 39 School St. Please note that I will be painting the home in the Spring of 2026 and all window grids will be painted white.

**BASEMENT WINDOWS:**

The basement has 4 windows. Two have been sealed over on the inside with weather proofing and are secure. They have two dividers making them a three-pane window. Two (one on School St and One facing River) have been completely removed and only a thin piece of wood was inserted in their place. I wish to replace them with white vinyl windows (not wrapped) that also have three panes (series 4000 of Window World of Boston). My goal is to keep rodents and moisture out of the basement, allow light into the damp basement and improve the outward appearance.

**KITCHEN WINDOW:**

The kitchen window facing River street is warped, pulling from the frame and will not open. It has vertical wood dividers. I am requesting to replace it with a with a vinyl window (not wrapped) that has white diamond panes aligning with the Victorian Era of the home (series 4000 of Window World of Boston).

**MASTER BEDROOM:**

There are two four paned windows (one faces River St and one faces School) that are no longer operating, rattle and have cracked glass panes. I am requesting to replace them with a with a white vinyl window (not wrapped) that has four panes (series 4000 of Window World of Boston). This will help with temperature regulation, noise muffling from the street and train and make the room more secure and have access to fresh air.

**OFFICE:**

There are two four paned windows (one faces River St and one faces School) that are no longer operating, rattle and have cracked glass panes. I am requesting to replace them with a with a white vinyl window (not wrapped) that has four panes (series 4000 of Window World of Boston). This will help with temperature regulation, noise muffling from the street and train and make the room more secure and have access to fresh air.

**Living Room:**

There are two four paned windows (one faces River St and one faces School) that are no longer operating, rattle and have cracked glass panes. I am requesting to replace them with a with a white vinyl window (not wrapped) that has four panes (series 4000 of Window World of Boston). This will help with temperature regulation, noise muffling from the street and train and make the room more secure and have access to fresh air.

**DINING ROOM:**

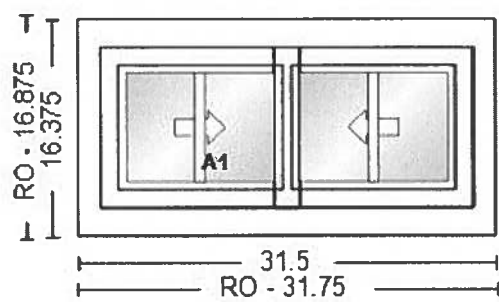
There are two four paned windows (one faces River St and one faces School) that are no longer operating, rattle and have cracked glass panes. I am requesting to replace them with a with a white vinyl window (not wrapped) that has four panes (series 4000 of Window World of Boston). This will help with temperature regulation, noise muffling from the street and train and make the room more secure and have access to fresh air.

**With Gratitude and Respect,**

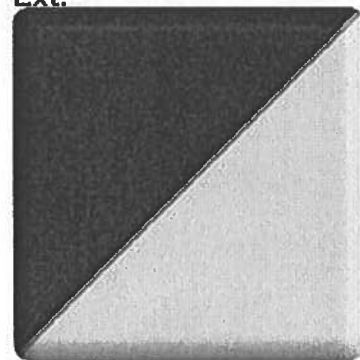
**Karen A Koretsky**

**39 School St**

**Acton, MA**



Ext.



Int.





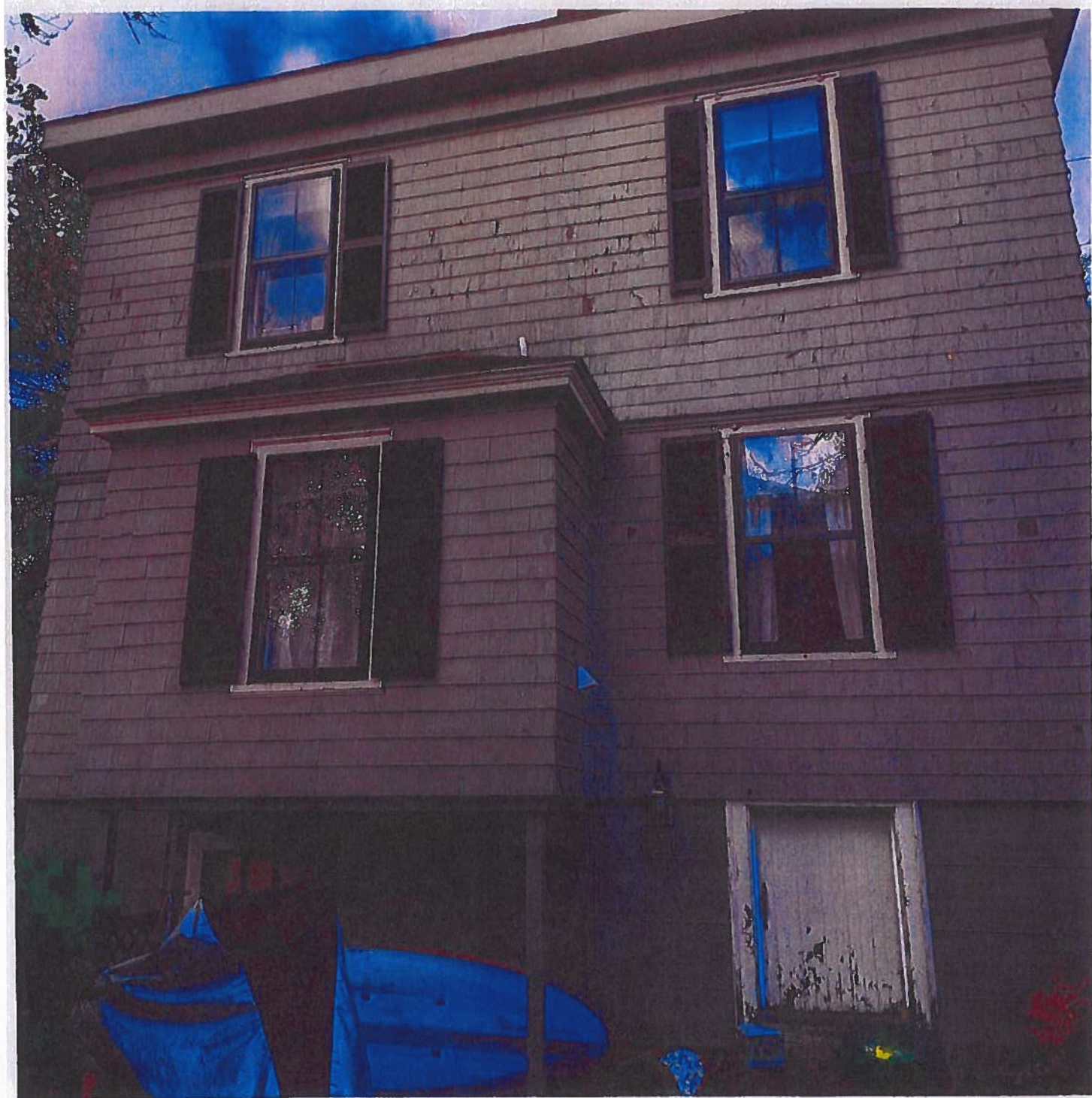














Basement window 39 School Street sent by owner 12/5/2025