

**Historic District Commission
Wednesday, February 28, 2018
Philip Pane Lower Hearing Room**

Members Present: Harvey Steiner, Linda Sternberg, Lauren Soelch, Jonathan Merin, Petr Kuzmic, Elizabeth K. Hayes

Members Absent: N/A

Staff Present: Susan C. Jenness, Andrea Adams (Adopted March 28, 2018)

Steiner chaired.

1. Welcome to new Historic District Commission members; Petr Kuzmic, Lauren Soelch, Elizabeth K. Hayes, and Jonathan L. Merin

Steiner opened the meeting and invited each member of the Historic District Commission and town staff to introduce themselves to one another.

Steiner and Sternberg expressed how pleased they were to see the 4 new members at the table with them that night.

Each new member of the HDC introduced themselves, reviewed their back grounds and expressed how happy they were to be seated on the HDC.

2. Commission Election for Chairperson, Vice Chairperson and Secretary

Election for Chairperson- A brief discussion was held on electing a chairperson.

Motion: Steiner was nominated by Sternberg as Chairperson of the HDC. Hayes seconded the motion.

Vote: A unanimous vote was reached electing Steiner as the Chairperson of the HDC.

Election for Vice Chairperson- A brief discussion was held on electing a vice chairperson.

Motion: Soelch nominated Sternberg as Vice Chairperson of the HDC. Hayes seconded the motion.

Vote: A unanimous vote was reached electing Sternberg as Vice Chairperson of the HDC.

Election for Secretary- A brief discussion was held on electing a secretary.

Motion: Soelch nominated Merin for Secretary of HDC. Sternberg seconded the motion.

Vote: A unanimous vote was reached electing Merin as Secretary of the HDC.

3. Commission Discussion on modifying the night of the month for Historic District Commission meetings.

After a discussion between Adams, Senior Planner and the HDC, it was determined that the 4th Thursday night of each month would be the least likely to conflict with other meetings that are attended by the Planning Staff, who are also members of the Historical Preservation Coordination Team.

Motion: Sternberg made a motion that the HDC adopt the 4th Thursday night of each month at 7 PM as the new time to hold their monthly meeting. Merin seconded the motion by Sternberg.

Vote: A unanimous vote was reached adopting the 4th Thursday night of the month, commencing on the April HDC meeting.

4. Minutes-June 28, 2017 Meeting

After a brief discussion and recrafting some language, the minutes of the June 28, 2017 HDC meeting a motion was made adopting the minutes as modified.

Motion: Sternberg made a motion adopting the June 28, 2017 minutes as modified. Soelch seconded the motion.

Vote: A unanimous vote was reached adopting the June 28, 2017 meeting as modified.

5. Discussion- Historic District Annual Letter Packages to residents.

Some new language was inserted to the 2017 Annual Historic District Letter addressing the 2018 version to residential and commercial property owners of the district, as well as the residents. Other minor language corrections were made along with the insertion of the HDC web site address and the removal of the Preservation Agent who is no longer with the town.

6. 123 Mt Auburn Street Signage

Steiner explained that the barber shop at 123 Mt. Auburn St. had recently gotten new signage over the last few weeks. Adams explained that town staff had reported that they spoke with the owner of the shop. He agreed to come in to the Historical Preservation Office to file an Application for a Certificate of Non Applicability to apply for proper authorization to change the previously existing signs.

7. 106 Mt Auburn Street – status about existing and new violations

Steiner reviewed the most recent letter date January 17, 2018, written by Carissa Demore, Team Leader for Preservation Services for Historic New England. The letter provided deadlines that had been set for Tangredi to file the required material samples and plans to Historic New England no later than 5:00 PM, 30 days from the date of the letter sent by Demore.

Steiner reviewed a second letter dated February 21, 2018 written by Steve Magoon, Director of Community Development and Planning reporting on a site visit that took place on February 7, 2018 at 106 Mt. Auburn St.

The letter outlined the next steps required by Tangredi to resolve the existing violations, including windows that were not reviewed and permitted by the HDC prior to installation.

Motion: Sternberg made a motion to adjourn the meeting at 7:45 PM. Merin seconded the motion.

Vote: A unanimous vote was reached to adjourn the meeting.

The meeting was adjourned at 7:45 PM.