



MANCHESTER-BY-THE-SEA
HISTORIC DISTRICT COMMISSION
Town Hall, 10 Central Street
Manchester-by-the-Sea, Massachusetts 01944-1399

MINUTES
MANCHESTER-BY-THE-SEA
HISTORIC DISTRICT COMMISSION
Meeting August 22, 2019

Members Present: Chairman John Round, Donald Halgren, Richard Smith, Tracy Gothie, Joseph Sabella, and Rosemary Costello.

Members Not Present: Robert Coppola.

Mr. Round called the Historic District Commission (“HDC”) to Order at 7:00 p.m. Mr. Round then introduced the Board members to those in attendance. It is noted that this meeting is being digitally recorded by the HDC clerk, and the typed minutes represent the permanent record of the Board. The format of the hearing was explained to those in attendance by the Chairman.

CONTINUED APPLICATION

Mr. Round introduced the application of **Remko Breuker and Henri DeGuillebon**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to construct a new addition to side and rear of existing residential structure, at **9 Washington Street**, Assessor’s Map No. 46, Lot 10, in District G, filed with the Town Clerk on April 18, 2019.

Mr. Round stated that Mr. Breuker is still working on the modifications to this proposed project and has requested that this application be continued to a future HDC meeting.

Mr. Smith made a motion to continue the application of **Remko Breuker and Henri DeGuillebon**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to construct a new addition to side and rear of existing residential structure, at **9 Washington Street**, Assessor’s Map No. 46, Lot 10, in District G, filed with the Town Clerk on April 18, 2019.

Ms. Costello seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, Mr. Smith, Mr. Sabella, and Ms. Costello voted unanimously in favor of continuing this application.

NEW APPLICATION

Mr. Round introduced the application of **Town of Manchester Town Common**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove and replace existing walkways and construct new walkways, remove five (5) trees based on poor condition, protection and pruning of remaining trees, new plantings and landscaping, grading changes for the proposed Honor Roll, new site lighting, relocation of existing teak benches, which will be cleaned and the addition of three (3) new teak benches—all benches will be secured to concrete pads, as well as safety and access improvements to the Town Common, at **10 Central Street**, Assessor's Map No. 45, Lot No. 23, in District G, filed with the Town Clerk on August 14, 2019.

Ms. Susan Brown, Town Planner and Nate Desrosiers, Department of Public Works ("DPW") Project Manager introduced themselves and presented this application. Ms. Brown explained that the revised plan shows three (3) sections of steps and the intent of the design was to reduce the amount of pavement on the Town Common to enhance the trees with a high tree canopy and create a nice pastoral setting, given its small space.

Mr. Round explained the HDC guidelines in regard to this particular project, including issues above grades, such as trees. The guidelines do make provisions for vegetation and the proposed overall layout in general. The HDC has previously voted to approve the Veterans' Memorial, which has also been approved by the Conservation Commission ("ConCom"), so the Veterans' Memorial is not on the HDC table this evening.

Ms. Costello asked where the project is in the design stage. Ms. Brown replied that the project is at the end of design development and have started the construction plan. ConCom did weigh in on the pavers and indicated that they must be permeable, at least within the buffer area.

Ms. Costello asked what material will be used for the stair and ramp railings, and Mr. Nate Desrosiers replied they will use painted galvanized material for the railings. Mr. Desrosiers explained that there will be three (3) sets of stairs with the landings in between. Mr. Round asked how the stairs will affect the grading. Ms. Brown replied that the slope is very steep, so the intent is to make it more manageable for people, especially during the winter, so the steps will allow for a gentler grade. The grade will be similar to the present grade, but the grade will be less along the walkway. Mr. Round asked how that will affect the land fill behind the Veterans' Memorial and voiced concern regarding its height of 16 feet. Ms. Brown replied that there will be planting in that area, so the landfill will not be visible. Mr. Desrosiers directed the HDC members to review the Landscaping Plan on Plan L-7 and the Grading Plan on Plan L-11, and explained that he tried to make the grading gradual along the path to the Veterans' Honor Roll.

Mr. Desrosiers explained that they will be relocating three (3) of the existing teak benches on the Town Common, and these benches will be cleaned, stripped and given new concrete pads. There will be three (3) new teak benches added and secured to new

concrete pads. The bench located on the corner of Central and Church Streets has not yet been added to the plans, and it has to be determined whether or not this bench is useful or problematic. The HDC members replied and agreed that this bench is very useful and would not like to see it removed. Mr. Sabella suggested that there not be too many benches on the Town Common.

Mr. Smith asked about the pavers' material. Ms. Brown replied that they are textured, mottled, gray, and quite attractive. Ms. Brown produced a paver for the HDC members to examine, and they were in favor of that type of paver.

Mr. Round asked for a description of the handicapped ramp. Mr. Desrosiers explained that it must be ADA compliant, and it will have a railing. The ramp will be close to the Handicapped Parking area, so people will have the option of using the path to go to the Town Common or up to the ramp. Ms. Brown explained that having a handicapped ramp extending from the Town Hall ramp to the Police Station ramp is something that will be considered in a future architectural design. Mr. Desrosiers added that this part of the project will require further funding. Ms. Brown stated that Manchester-by-the-Sea is planning to do a complete ADA self-assessment, and based on these findings other issues may arise from this.

Ms. Costello asked Ms. Brown to explain the irrigation plan. Ms. Brown replied that the Town of Manchester-by-the-Sea ("the Town") is considering a policy for the general public and we do not want that policy to affect this Town Common project. Mr. Desrosiers explained that we are not adding drainage, but the grading will facilitate the drainage on the pervious pavers.

Mr. Round asked Ms. Brown and Mr. Desrosiers to explain the Lighting Plan. Ms. Brown explained that the intent of the lighting is to make the lighting disappear into the canopy of the trees and not to provide "over-lighting." The lights and light fixtures are not landscape elements and not intended to be historic and will be similar to those at Harvard Yard. There will be four (4) light fixtures. Mr. Round commented that it will take quite a while for these light fixtures to disappear into the newly planted trees. Mr. Desrosiers explained that the proposed light fixtures are 16 foot LEDs that will downcast light and will be distributed around the Town Common. Mr. Smith commented that this choice of light seems an odd choice for the historic center of town.

Mr. Thomas Henderson, Tree Warden, asked why the existing light fixtures can't be worked into the plans, because they are so in keeping with the New England historic Town Common. Mr. Henderson added that in regard to the planting of trees, his idea would be to maintain the openness of the Town Common. The choice of trees that are planned for this central area are unusual trees for a traditional New England Town Common, and more suited for an arboretum. Cape Ann is a unique area, and it is important to consider planting trees that have stood the test of time and have thrived over the years. Ms. Brown stated that the hearings have been to determine which trees can be removed. The planting of new trees is still open to deliberation. Mr. Bruce Heisey, a resident of the Town and an electrician at Gordon College and by trade, stated that a lot of towns are now recommending down-lighting. Ms. Brown stated that Mr. Wolf will be

happy to work with Mr. Henderson on this project. Mr. Sabella stated that he also feels that too many new trees are being proposed for the Town Common.

Mr. Round and Ms. Costello raised the issue of finding alternative lighting possibilities that are more historic or traditional. Ms. Brown replied that Mr. Wolf will provide more lighting choices.

Ms. Gothie raised the issue of the need to maintain the trash cans in the center of town for many reasons, including that many people walk their dogs and need to put their trash somewhere.

Mr. Desrosiers stated that the plan is to get the first phase of this project (tree removal and utility work) bid this fall, so we can continue in the spring and have the project completed by July 4, 2020.

Mr. Smith made a motion to waive the public hearing on the application of **Town of Manchester Town Common**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove and replace existing walkways and construct new walkways, remove five (5) trees based on poor condition, protection and pruning of remaining trees, new plantings and landscaping, grading changes for the proposed Honor Roll, new site lighting, relocation of existing teak benches, which will be cleaned and the addition of three (3) new teak benches—all benches will be secured to concrete pads, as well as safety and access improvements to the Town Common, at **10 Central Street**, Assessor's Map No. 45, Lot No. 23, in District G, filed with the Town Clerk on August 14, 2019.

Mr. Sabella seconded the motion. Vote: Mr. Round, Ms. Gothie, Mr. Halgren, Mr. Smith, Mr. Sabella, and Ms. Costello voted unanimously in favor of waiving the public hearing on this application.

Mr. Halgren made a motion to continue the application of **Town of Manchester Town Common**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove and replace existing walkways and construct new walkways, remove five (5) trees based on poor condition, protection and pruning of remaining trees, new plantings and landscaping, grading changes for the proposed Honor Roll, new site lighting, relocation of existing teak benches, which will be cleaned and the addition of three (3) new teak benches—all benches will be secured to concrete pads, as well as safety and access improvements to the Town Common, at **10 Central Street**, Assessor's Map No. 45, Lot No. 23, in District G, filed with the Town Clerk on August 14, 2019, to a special HDC meeting on September 5, 2019.

Mr. Smith seconded the motion. Vote: Mr. Round, Ms. Gothie, Mr. Halgren, Mr. Smith, Mr. Sabella, and Ms. Costello voted unanimously in favor of continuing this application.

Documents Produced: Town of Manchester-by-the-Sea Improvements to the Town Common: Plan L-0 Cover Sheet Photograph of benches, pavers, light fixtures and

handicapped ramp. Plan L01 Legends, Notes, and Abbreviations. Plan L-2 Existing Conditions Plan Sheet One. Plan L-3 Existing Conditions Plan Sheet Two. Plan L-4 Site Preparation Plan. Plan L-5 Materials Plan. Plan L-6 Layout Plan. Plan L-7 Grading Plan. Plan L-8 Planting Plan. Plan L-9 through Plan L-11 Site Details. Each one page, 8.5" x 11", prepared by Wolf Landscape Architecture, Groton, MA, dated August 15, 2019.

ADMINISTRATIVE MATTERS

March 28, 2019, May 1, 2019, May 23, 2019, and June 27, 2019 HDC Minutes: The July HDC meeting was cancelled. Review and possible approval of the minutes.

There were no questions, concerns, suggested edits, or request for further discussion regarding the March 28, 2019 minutes. Therefore, the HDC members voted as follows:

Mr. Sabella made a motion to approve the **March 28, 2019** HDC minutes. Mr. Halgren seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Sabella, and Ms. Costello voted unanimously in favor of approving the March 28, 2019 HDC minutes

There were no questions, concerns, suggested edits, or request for further discussion regarding the May 1, 2019 minutes. Therefore, the HDC members voted as follows:

Ms. Costello made a motion to approve the **May 1, 2019** HDC minutes. Mr. Halgren seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, Mr. Smith, Mr. Sabella, and Ms. Costello voted unanimously in favor of approving the May 1, 2019 HDC minutes

There were no questions, concerns, suggested edits, or request for further discussion regarding the May 23, 2019 minutes. Therefore, the HDC members voted as follows:

Mr. Sabella made a motion to approve the **May 23, 2019** HDC minutes. Mr. Smith seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, Mr. Smith, Mr. Sabella, Ms. Costello voted unanimously in favor of approving the May 23, 2019 HDC minutes.

Ms. Costello had pointed out to the clerk that she was listed as present at the June 27, 2019 meeting, but was not present. The clerk changed the minutes accordingly. There were no further questions, concerns, suggested edits, or request for further discussion regarding the June 27, 2019 minutes. Therefore, the HDC members voted as follows:

Ms. Gothie made a motion to approve the **June 27, 2019** HDC minutes, as edited per Ms. Costello. Mr. Halgren seconded the motion. Vote: Mr. Round, Mr. Halgren,

Ms. Gothie, and Mr. Smith voted unanimously in favor of approving the June 27, 2019 HDC minutes.

Updated/Revised HDC Applications (Regular and Signage applications): Review, discussion, and vote to possibly approve or further revise the updated/revised applications. Revisions include the updated filing fees, add additional applicant information, and improve the appearance of the applications.

The HDC members had a brief discussion about the content of the revised applications and the number of copies required to be submitted by the applicants. It was decided to table this to a future HDC meeting.

The Antique Table: Ms. Costello raised the issue of the extra signage and advertisement at this restaurant. Mr. Round stated that he will stop by and unofficially inquire about this issue.

Veterans' Memorial: Mr. Halgren and Mr. Smith raised concern regarding the Veterans' Memorial's approval. Mr. Round explained that the Statute of Limitations had expired on the Commonwealth of Massachusetts level. However, according to the Manchester-by-the-Sea HDC Guidelines: All approved work must be completed within two (2) years from the issue date of the HDC Certificate.

Adjournment: Mr. Halgren made a motion to adjourn the meeting, and Mr. Smith seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Smith, Mr. Sabella, and Ms. Costello voted unanimously in favor of adjourning the meeting. Ms. Gothie had to leave for an appointment. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Adele Ardolino, Clerk
Historic District Commission
Manchester-by-the-Sea, MA