



**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**  
**Virtual/Online Meeting February 25, 2021**

**Members Present:** Chairman Rosemary Costello, John Round, Donald Halgren, and Joseph Sabella. Robert Coppola joined the meeting at 8:00 p.m.

**Members Not Present:** Tracy Gothie, and Richard Smith.

Ms. Costello called the Historic District Commission (“HDC”) to Order at 7:05 p.m. Ms. Costello then introduced the Board members to those in attendance and explained the HDC meeting procedures. It is noted that this meeting is a virtual/online meeting and is also being digitally recorded by Ms. Ardolino, 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 Chairperson.

**NEW APPLICATIONS**

Ms. Costello introduced the application of **Kitfield-Holt House**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to replace all windows in the house, like-for-like, with Jeld-Wen Windows and Doors, by Dean Associates Architects Inc., at **24 Bridge Street**, Assessors Map No. 21, Lot No. 21 in District G, filed with the Town Clerk on February 11, 2021.

Ms. Geraldine ("Gigi") Gowdy introduced herself as the interior designer/project manager representing her clients and the applicant Kitfield-Holt House and explained that this house, including the windows have fallen into disrepair. The windows are not functioning property and need to be replaced, but they are trying to match the windows exactly with white wood windows with mullions and customized and non-customized windows. Otherwise the house will not be changed. Ms. Costello asked if the stained glass windows in the cupola will be preserved, and Ms. Gowdy replied that as the mullions fell out of the cupola, they were replaced by the stained glass, so in reviewing historical pictures of the house, there is no historical value to the stained glass. Ms. Gowdy shared these photos with the HDC Commissioners. The all wood Jeld-Wen windows will be purchased from Moynihan Lumber. Some of the windows are 6/6 and some are not, so we are trying to match the windows exactly as possible to preserve the windows' continuity and attractiveness—including matching the windows over the door

to match the windows to the right and left of the door (6/6). Mr. Round explained that all the windows in this house seem to be 8/8 or 6/6, except for the narrow windows that will remain single pane. The windows with the big panes should remain keeping with the style of the house, and Ms. Gowdy replied that this is the plan, but she will remind the contact at Moynihan Lumber.

Ms. Gowdy stated that the balcony, which was a strange add-on, will remain and we are doing pane windows over that balcony area and will be repairing and restoring the top third floor window, but not replacing it because it doesn't need to open. All the mullions for each windows will be fixed mullions, not snap-on. Mr. Round asked about the one single pane window labeled basement and whether or not the windows will be all-weather, and Ms. Gowdy replied that is an interior side light for a door, not an exterior window and all the windows will be all-weather, no storm windows. All the windows that open will have inside screens. The first floor bedroom window (16-1/2" x 84")—the panes will have to match the proportions of the windows just above it. The long skinny windows on the second floor are the bathroom windows. Mr. Round suggested that the side windows be 2/2/2, and the front windows should be 3/3/3.

There were no further questions, comments, or concerns by the HDC Commissioners, the applicant, or the public.

Mr. Halgren made a motion to waive the public hearing on this application. Mr. Round seconded the motion. **Vote:** Ms. Costello, Mr. Round, Mr. Halgren, and Mr. Sabella voted unanimously in favor of waiving the public hearing on this application.

Mr. Round made a motion to approve the application of **Kitfield-Holt House**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to replace all windows in the house, like-for-like, with Jeld-Wen Windows and Doors, by Dean Associates Architects Inc., at **24 Bridge Street**, Assessors Map No. 21, Lot No. 21 in District G, filed with the Town Clerk on February 11, 2021. **Conditions:** Approved based on the suggested changes regarding the mullions in the front windows.

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

Ms. Costello introduced the application of **Kitfield-Holt House**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to construct a one (1) freestanding sign, with raised black lettering on a white field stating the building name and address, eight (8) equal black panels with carved 22kt gold leaf lettering listing individual businesses, at **24 Bridge Street**, Assessors Map No. 21, Lot No. 21 in District G, filed with the Town Clerk on February 11, 2021.

Ms. Gowdy explained as follows: This property was a mixed use of business (2<sup>nd</sup> and third floors) and residential on the first floor, when architect Steven Holt owned this property and had his office here. Ann Kitfield, Mr. Holt's daughter, is a one of my clients. This property was originally owned by the Kitfield family.

Ms. Gowdy explained the proposed sign project as follows: Mr. Joe Bouchard, the owner of Salem Signs, has created signs in Manchester-by-the-Sea and is familiar with the HDC's signage criteria. Mr. Bouchard had stated that he has been successful using composite material as opposed to wood because it looks like painted wood, but it is more durable. The black letters on the white sign will have a traditional font and will be raised to give the appearance of hand carved wood with 24 K gold. Each panel on the sign will be exactly the same. There will be two columns to support the sign, like the two columns on the front exterior of the house. The total height of the sign from the ground up is 42 inches. There will be two lights on the ground—soft lighting, up lighting, angled up with no wash. Ms. Costello suggested that since this house is located in a residential area, there should be a timer or cut-off time for the lighting to turn off, since it isn't likely that the proposed businesses will not be operating at night. The sign will be located in the center between the front façade of the house (perpendicular, not parallel) and the walkway. Mr. Halgren suggested that the sign should be rectangle without filigree, and Ms. Gowdy agreed to square off the proposed sign, drop it down a few inches, and omit the "curves and wings." Ms. Costello suggested checking with the DPW regarding safety and required measurements regarding the sign's location on the property. Mr. Round added that the sign cannot be located close to the corner at Ashland Avenue.

Mr. Halgren asked if any of the offices have tenants. And Ms. Gowdy stated that they already have office tenants, including Lanse Robb of LandVest and Charlie Silva of This Old House. We are hoping to attract tenants from other creative industries.

There were no further questions, comments, or concerns by the HDC Commissioners, the applicant, or the public.

Mr. Halgren made a motion to waive the public hearing on this application. Mr. Round seconded the motion. **Vote:** Ms. Costello, Mr. Round, Mr. Halgren, Mr. Sabella, and Mr. Coppola voted unanimously in favor of waiving the public hearing on this application.

Mr. Halgren made a motion to approve the application of **Kitfield-Holt House**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to construct a one (1) freestanding sign, with raised black lettering on a white field stating the building name and address, eight (8) equal black panels with carved 22kt gold leaf lettering listing individual businesses, at **24 Bridge Street**, Assessors Map No. 21, Lot No. 21 in District G, filed with the Town Clerk on February 11, 2021. **Conditions:** The sign will be rectangular in shape, soft ground lighting, and no wash.

Mr. Round seconded the motion. **Vote:** Ms. Costello, Mr. Round, Mr. Halgren, Mr. Sabella, and Mr. Coppola voted unanimously in favor of approving this application.

## ADMINISTRATIVE MATTERS

**HDC Minutes:** The February 25, 2021 HDC minutes will be reviewed and ready to vote upon at the March 25, 2021 HDC meeting.

**Sotheby's Real Estate Office, 21 Central Street:** Ms. Costello stated that Mr. Coppola did a nice job of investigating and sent us some photos. Mr. Halgren stated that he went by during the day and didn't feel that the lighting was unattractive, but would be interested in what other Commissioners have to say. Mr. Round said it is the illumination question, not the property advertisements, which is very important in the real estate business.

Mr. Coppola asked if there are any lighting restrictions in town regarding what time business lights have to be turned off, and Mr. Round replied no. Mr. Coppola added that he thought the window at Sotheby's was nicely done and suggested that if there is a problem with their lighting, a gentle conversation would most likely resolve the matter. Mr. Coppola suggested that there be consistency with the business signs and illuminations.

Mr. Sabella referred to page 26 of the HDC Guidelines where it states that colored lights are not appropriate. Ms. Costello explained that the lights in the Sotheby's window is sort of a shade of purple. There is nothing in the HDC Guidelines that discourages back-lighting. The Zoning By-Laws state "No illumination." Mr. Round suggested asking Sotheby's to turn down the lighting in the office. Ms. Costello explained that the lighting in Sotheby's reminds her of feature lights in a fashion/clothing store, and the issue is the quality of the lighting. Mr. Halgren added preferably warmer lighting.

Mr. Sabella suggested making an amendment regarding lighting to the HDC Guidelines. Ms. Costello asked about the process for amending the Guidelines. Mr. Round replied that the amendment must be sent to Mr. Federspiel and the Board of Selectmen for review. The Selectmen would manage the amendment by acceptance not make a decision of approval—they just need to know what is changing. Whenever the merchants in town have a concern or problem they go to Mr. Federspiel, so he can gauge the reaction/response of the merchants in general.

The HDC Commissioners reviewed the Lighting and Signage section of the HDC Guidelines and discussed the possible solutions to the lighting issues of business windows. Ms. Costello read part of the Low Output section: "The MHDC recommends a light quality equivalent to warm incandescence." Maybe that is what our complaint is in this case. Mr. Halgren suggested that the HDC request that Sotheby's minimize the lighting in the room/office facing Central Street.

Mr. Round suggested having a conversation with Sotheby's regarding the lighting. Prior to this conversation, we need to know what time the lights are turned off and request that they turn down the lighting in the office/room facing Central Street. Ms. Costello replied that she will call Sotheby's.

Mr. Sabella suggested using the wording "reduce the output of lighting." Mr. Sabella also made reference to the Town of Marblehead's Historic District is warmly illuminated, but does not have bright lighting, and suggested that the Town of Manchester-by-the-Sea have the same type of lighting in its Historic District.

Ms. Costello stated that she will talk to Mr. Federspiel to determine if the HDC needs to do an amendment of the Guidelines in this regard. Mr. Round suggested that it would be a small amendment. We just need to add to the bullets to make sure it is covered in the jurisdiction to that the HDC has the right to comment

There were no further questions or comments on behalf of the HDC members.

**Adjournment:** Mr. Halgren made a motion to adjourn the meeting. Mr. Round seconded the motion. **Vote:** Ms. Costello, Mr. Round, Mr. Halgren, Mr. Sabella, and Mr. Coppola voted unanimously in favor of adjourning this HDC meeting. The meeting was adjourned at 8:42 p.m.

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

These Minutes were approved by the members of the Historic District Commission on April 22, 2021.

N.B. These minutes are not verbatim. They are the clerk's interpretation of what took place at the meeting.