



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 July 29, 2021

Commissioners Present: Acting Chairperson John Round, Tracy Gothie, Richard Smith, Joseph Sabella, and Robert Coppola.

Commissioners Not Present: Rosemary Costello and Donald Halgren.

Mr. Round, the Acting Chairperson, called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 6:33 p.m. Mr. Round then introduced the Board Commissioners to those in attendance and explained the HDC meeting procedures. Mr. Round also explained that if the HDC Commissioners approve an application and agree to waive the public hearing on an application, the abutters of the applicant's property will receive a Waiver of Public Hearing by US mail and then there is a 10-day appeal period. Once the appeal period is over, the applicant will receive the Certificate of Appropriateness. This process takes approximately two weeks. 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.

CONTINUED APPLICATIONS

Mr. Round introduced the application of the **Manchester Public Library**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to install low-output up-lighting at the front exterior and cupola, low-output lighting at the walkway to the Children's Room entrance, and various garden landscaping and plantings around the library building, at **15 Union Street**, Assessors Map No.45 , Lot No. 30 in District G, filed with the Town Clerk on June 28, 2021.

Mr. David Lumsden introduced himself as the representative of the Manchester Public Library's application and explained the proposed project as follows: This library was constructed in 1887 prior to electricity being brought to the Town of Manchester-by-the-Sea. The Manchester Public Library would like the HDC approval for the exterior lighting of the library, which will enhance the beauty of this building (one of the architectural masterpieces of this town) after dark and provide safety to people visiting the library area after dark. Specifications: Low voltage LED lighting, coordinating with the lighting at the First Parish Church, resulting in enhancing the beauty of downtown Manchester-by-the-Sea. LED lighting will replace the existing lighting on the library's

sign and entrances. The MBTS Library lights will stay on the same time the lights on the First Parish Church remains on in the evening (11:30 p.m., on a timer). The areas of the library building that will be illuminated are a tree, front, ramp, and the cupola.

Mr. Lumsden explained that the other part of the library project is to landscape the gardens and library green in keeping with the architectural era of the MBTS Library building.

Mr. Round explained that the plantings are not under HDC jurisdiction, but the lighting project is directly relevant.

There were no further questions or comments from the HDC Commissioners or the public.

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

Mr. Smith made a motion to approve this application for a Certificate of Appropriateness. Mr. Sabella seconded the motion. **Roll Call Vote:** Mr. Sabella, Ms. Gothie, Mr. Smith, Mr. Coppola, and Mr. Round voted unanimously in favor of approving this application for a Certificate of Appropriateness.

Documents Produced: Photos of proposed lighting and proposed gardens.

Mr. Round 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 install two (2) Mitsubishi 36k BTU P-Series Outdoor Condensers to support the indoor heating and air-conditioning units, at **24 Bridge Street**, Assessors Map No. 21, Lot No. 21 in District G, filed with the Town Clerk on July 8, 2021.

Ms. Gigi Gowdy introduced herself as the representative of this application and explained as follows: The HVAC professionals will be placing both condensers in the least intrusive location respective to their functionalities and will provide both heating and air-conditioning for the building, 52" tall, 14" wide (slender), white, and "whisper" quiet (52 decibels), and will be located on the exterior of the building. The installation will have negligible visual impact on the site. Condenser #1 will be located in the corner of the rear of the building on the parking lot side and only visible from the building's parking lot. Condenser #2 located on side rear half, Ashland Street side, behind a large mature tree and located on the 2nd floor roof of the porch over the walkway.

Mr. Round raised concern that Condenser #2's proposed location is obviously visible from Ashland Street and part of Bridge Street. Mr. Round added that he doesn't have an issue with Condenser #1. Condenser #2 would be less intrusive if it were relocated to below the porch.

Ms. Gowdy explained that Option 2 would be to take Condenser #2 and move it to the back southwest corner, next to Condenser #1, facing the back of the house. Mr. Smith and Mr. Round agreed. Ms. Gowdy stated that she already asked the HVAC professional if this option is possible and he said yes. Ms. Gowdy e-mailed a photograph of Condenser #1 to Mr. Round, and he shared it on Zoom.

Mr. Smith suggested that Ms. Gowdy provide an updated definitive plot plan and graphics demonstrating that the revised proposed project involves placing Condenser #2 on the southwest corner of the roof, inches away from the wall. This must be received within ten (10) days of this July 29th meeting.

There were no further questions or comments from the HDC Commissioners or the public.

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

Mr. Smith made a motion to approve this application for a Certificate of Appropriateness. **Contingent Upon:** Ms. Gowdy provide an updated definitive plot plan and graphics demonstrating that the revised proposed project involves placing Condenser #2 on the southwest corner of the roof, inches away from the wall. This must be received within ten (10) days of this July 29th meeting. Ms. Gothie seconded the motion. **Roll Call Vote:** Mr. Smith, Mr. Coppola, Ms. Gothie, Mr. Sabella, and Mr. Round voted unanimously in favor of approving this application for a Certificate of Appropriateness.

Documents Produced: Plot plan, photographs, specifications, and graphics of the two (2) Condensers.

Mr. Round introduced the application of **George Noble**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to replace four (4) windows with double-hung Fibrex windows. Grille Style: Two windows GBG grill pattern, all sash. No grille on the other two (2) windows, at **10 Bridge Street**, Assessors Map No. 44, Lot No. 14 in District G, filed with the Town Clerk on July 12, 2021.

Mr. Jamie Morin, the Construction Supervisor from Renewal by Anderson introduced himself as the representative of the applicants on this application and explained as follows: The proposed project involves replacing four (4) windows with Fibrex (wood composite) windows. Two (2) windows are located in the rear of the house and are not visible from the street, another window (small on the house addition) is located on the side of the house, the fourth one facing the front of the house. These windows will have grids between the glass and 6/6 like the existing windows.

Mr. Round explained that this house is located on the harbor, and because it is on the harbor it has the unique property that both the front and the back are public views. The HDC Commissioners are not concerned about the side windows, but we are concerned about the front and back windows. Mr. Coppola suggested a removable grille on the inside for cleaning purposes and a permanent fixed grilles on the outside for a better appearance. Mr. Coppola suggested making a policy regarding simulated divided lights.

Mr. Morin responded that he will consult with the sales representative on this project, who will reach out to the owner and change to all four (4) windows to simulated

full divided light windows. Mr. Round added that all four (4) windows should also be 6/6.

There were no further questions or comments from the HDC Commissioners or the public.

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

Mr. Smith made a motion to approve this application for a Certificate of Appropriateness. **Contingent Upon:** All windows will be simulated full divided light, 6/6 windows. Ms. Gothie seconded the motion. **Roll Call Vote:** Mr. Sabella, Ms. Gothie, Mr. Coppola, Mr. Smith, and Mr. Round voted unanimously in favor of approving this application for a Certificate of Appropriateness.

Documents Produced: Photographs, graphics, and specifications of the proposed Anderson Fibrex windows.

NEW APPLICATION

Mr. Round introduced the application of **Quay, LLC** for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to restore the exterior of this home to its original historic state, at **9 Ashland Avenue**, Assessors Map No. 21, Lot No. 23 in District G, filed with the Town Clerk on July 22, 2021.

Adam Zaiger, Esq. from the law firm of Choate, Hall & Stewart and stated that he is representing Quay, LLC and Mr. Flammia is the manager. Mr. Zaiger explained the proposed project as follows: There has been exploratory interior demolition work going on for a few months to determine what kind of renovations are feasible for this structure and have determined that this beautiful building can be restored. Mr. Flammia obtained an 1845 photograph from the Manchester Historical Society. Currently, this property is in utter disrepair. The intent is to fully restore this building to its original state. Any HVAC installation will be in the rear of the building and not visible from the street. All windows installed will be consistent with what was done at 11 Central Street and 9 School Street by our contractor—Marvin Historic Windows with simulated divided lights. John Harden from Olson + Lewis is working with us on this project.

Mr. Smith pointed out that without final detailed plans and specifications, the HDC cannot act on an application. Mr. Zaiger replied that this proposed project involves all like kind replacements. Mr. Smith replied that the HDC Commissioners require exact specifications of the project.

Mr. Round stated that this application will require a public hearing, because this will be a major project and the neighborhood needs to know this. In the meantime, Mr. Zaiger will provide the HDC with a detailed proposal of this proposed project. The HDC Commissioners understand that the restoration of a structure is "feel as you go along," because you do not know what obstacles will be discovered. Mr. Zaiger agreed and stated that he will provide some plans/elevations from Olson + Lewis.

Mr. Round stated that Quay, LLC's reputation precedes you. The work that has been done on some of the other structures in town has been excellent. Mr. Zaiger replied that we expect this project to be equal or better than the other projects we have done in town.

Mr. Smith made a motion to hold a public hearing on this application. Mr. Coppola seconded the motion. **Roll Call Vote:** Mr. Sabella, Ms. Gothie, Mr. Smith, Mr. Coppola, and Mr. Round voted unanimously in favor of holding a public hearing on this application on August 26, 2021.

Documents Produced: 1845 photograph of the 9 Ashland Avenue house.

ADMINISTRATIVE MATTERS

HDC Minutes: Review and approval of January 28, 2021 and April 22, 2021 minutes. Deferred to the August 26, 2021 HDC meeting.

Dog Sign on the Town Common: Mr. Sabella explained that Ms. Costello sent him a photograph of the "No Dogs Allowed" sign. Mr. Sabella stated that the Town Common is located in the Historic District, and the HDC was not made aware of the sign prior to its being installed. Mr. Round explained that the HDC cannot discuss this issue without an application filed with the Town Clerk. Mr. Round asked Mr. Sabella to arrange for the CPC to submit an HDC signage application.

Window Divided Lights Policy: Mr. Smith suggested adding review of this policy to the August 26, 2021 HDC meeting agenda.

Posting the Most Recent HDC By-Laws on the Manchester-by-the-Sea Website: Mr. Smith suggested that these By-Laws be posted. Mr. Round stated that he will take care of this issue through Mr. Federspiel's office.

Mr. Smith made a motion to adjourn. Mr. Sabella seconded the motion. **Vote:** The HDC Commissioners voted unanimously in favor of adjourning this HDC meeting.

Mr. Round made a motion to adjourn this meeting at 8:09 p.m.

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