



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 August 26, 2021

Commissioners Present: Chairperson Rosemary Costello, John Round, Donald Halgren, Richard Smith, and Joseph Sabella.

Commissioners Not Present: Tracy Gothie and Robert Coppola.

Ms. Costello, the Chairperson, called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 6:35 p.m. Ms. Costello then introduced the Board Commissioners to those in attendance and explained the HDC meeting procedures. Ms. Costello 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 APPLICATION

Ms. Costello 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 Choate, Hall & Stewart, LLP and John Harden, architect at Olson Lewis + Architects, introduced themselves as representatives of Quay, LLC explained as follows: This house was constructed in 1847. The owner obtained the oldest photograph he could find of the original house. The proposed project involves recreating all the windows to their original state, as best we can. Ms. Costello asked when the two chimneys (located on the roof of the north and middle of the house) are

removed, will a false chimney be constructed, and Mr. Harden replied there will not be any chimney replacement. Only the chimney visible from Ashland Avenue (south-east side) will remain and this chimney (with a plaque that refers to one of the families who lived there) was added to the structure, as well as other changes, sometime over the course of this home's 100-year history. There is only one fireplace on the first floor (Exterior Elevations A2.01).

Ms. Costello asked if the windows will be replaced, and Mr. Harden replied that all the windows will be replaced with new Marvin double-hung historic spec windows, custom crafted to match in detail the Gothic style existing windows (Exterior Elevations A2.02). There was fine detailed filigree in the eaves that over time didn't survive, but we intend to preserve and bring back as much of the house's original details as possible. Ms. Costello pointed out that not all the original windows are 6/6, but some seem to be 2/2. Mr. Harden replied that the Gothic pointed arched windows have very small, divided lights, the larger windows on the first floor have large lights, but the upstairs windows are not visible in this photo. Some of the windows that are custom will not have mullions, but any windows that will have dividers will be simulated divided light historic spec windows—internal and external dividers, like our window projects at 2 School Street, 11 Central Street, and 29 Central Street.

Mr. Smith asked what the house will look like after the project is completed. Mr. Harden replied that the changes we mentioned on the south rear elevation where there will be no bay window (west side), but double-hung windows, you will not see the two interior chimneys poking through the roof. You will just see one chimney. The intent is for the house to look like the original style—the paint color may be different, but everything will be new. Any changes we make would impact the rear of the house where there is much less detail and preserve the front of the house. The single window that is above the left-hand pointed arched windows on the first floor is currently a modern bay window. Mr. Round stated that he assumes that the opening was modified to accommodate that bay window and asked if there are any other windows in the house to your knowledge at this point where the openings were modified from the original design, and Mr. Harden replied not that he knows of based on what is exposed at the moment. There were a couple of interesting things we found when we began to open walls: The owners did insulate this house from the inside and the basement was quite well excavated, which is what probably preserved this house. We are proposing a couple of new slider windows and door openings on the back of the house (north side, the front of the house faces south) to accommodate the new floor layout.

Mr. Round pointed out that Olson Lewis consulted members of the Manchester Historical Museum to obtain the original photograph of this house. Mr. Round stated that he would like to see these windows return to the original design from 1847 and added that he is not clear if the proposed windows should be 2/2 or 6/6 and suggested that Mr. Harden reach out to an historic expert for advice. Mr. Smith inquired about the 4/4 windows, and Mr. Harden replied that they were originally doors, flush with the floor. Mr. Harden stated that there is something odd about this building in its symmetry and the fact that it has two doors off the front piece—it is almost as if someone imagined that two

families could live in this house, and this scheme is repeated inside with two existing stairwells exactly back-to-back.

Mr. Smith stated that the HDC is not going to approve the "intent" but only approving the "result" of this proposed project. The HDC members will need more details and perhaps will have to continue this application. Mr. Stein stated that the application is for the plans we submitted. Mr. Smith replied that the plans submitted does not specify everything. Mr. Harden explained that this project is sort of a "Pandora's Box" as we peel things off, they fall apart. The goal is to restore and return this house to the way it originally was, without rotting wood, so it will be preserved for the next 100 years. We would like to hear the HDC's feedback on other materials that might weather better and longer, but still preserve the look of the home. Mr. Round suggested that there are a lot of good composite products available now.

Ms. Costello explained that she agrees with Mr. Smith regarding missing some of the detailed information. Mr. Smith explained that he is completely in support of this proposed project and suggested giving provisional approval. Mr. Smith added that he is hesitant to give free rein to details the HDC would be asking for precise answers to other homeowners with the same project. It is likely that this project is going to run into some issues that are going to require certain departures from this proposed project's plan. Mr. Zaiger replied that if there were any departures to the plan, we would need to return to the HDC, as the project progresses, including windows, gutters, etc.

Mr. Round suggested caveats for provisional approval: (1) The applicant speak with Mr. Robert Booth, an architectural historian who the Manchester Historical Museum works with. Mr. Booth is doing house histories here in Manchester (has done approximately 50 house histories) and he is quite familiar with the types of materials and types of structures that were used anywhere from 1700 to present. Mr. Booth can give insight about the materials on this house—what is original and what is not. Also, regarding the windows and how the divided lights look for the design of this particular house, and the HDC will provide Mr. Booth's contact information. (2) Mr. Round added that if there are exceptional or unexpected types of challenges, the applicant has already volunteered to return to the HDC for approval. The HDC understands that the applicant and representatives are feeling your way through this project, but we would like to be kept informed. The HDC will also be interested in Mr. Booth's comments. Mr. Zaiger agreed and added that they are thrilled to do this project and we will keep the HDC informed. Mr. Smith asked Mr. Zaiger and Mr. Harden for a timeline. Mr. Zaiger replied that he hasn't spoken to the construction team recently to get a sense of a schedule, thinks within a couple of months they should have a better sense of the status and will check in with the HDC. Mr. Harden stated that at that point they will be able to return to the HDC with more information about window type, muntins, types of boards and other specifications.

Ms. Costello explained that the HDC is flexible regarding their meeting schedule, to assist with an urgent matter. Ms. Costello encouraged the applicant and his representatives to take Mr. Round's information about Mr. Robert Booth and reach out to

him. For a reasonable fee, Mr. Booth can do the whole history of this house for you and provide you with a nice little plaque for the house.

This application was noticed as a public hearing. Therefore, no need for a motion to waive the public hearing.

Mr. Round made a motion to approve a Certificate of Appropriateness on 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. **Conditions of Approval:** (1) Subject to a review and consultation with Mr. Robert Booth as to the materials and designs of the period and what fits, including siding, windows, etc. and provide the HDC with a hard copy report of Mr. Booth's findings and suggestions. (2) Subject to any other findings of significance and/or if there are exceptional or unexpected types of challenges over the course of the project to be left to the applicant to inform the HDC. (3) a follow-up presentation by the applicant to the HDC in a formal meeting, which will include updated plans and the detailed specifications of all materials to be use for the project.

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

Documents Produced: Exterior Elevations A2.01 and A2.02.

NEW APPLICATIONS

Ms. Costello introduced the application of **Frances and Hubert de Lacviver** for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove a brick chimney and add a window to match existing on the second floor, at **52 Central Street**, Assessors Map No. 44, Lot No. 17 in District G, filed with the Town Clerk on August 3, 2021.

Neither the applicants nor their representatives were present at this meeting. There were e-mail and telephone communications with the applicants' representatives Peter Jensen and the architect Eric Gjerde. The e-mail communications included the agenda with the Zoom information.

Ms. Costello introduced the application of **Joshua and Kennon Anderson** for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to raise and increase the pitch of the roof to construct a master suite with a dormer at the attic level, at **4 Bennett Street**, Assessors Map No. 28, Lot No. 51 in District G, filed with the Town Clerk on August 12, 2021.

Mr. Brian Stein introduced himself as the representative of the applicants and explained this proposed project as follows: This project was before the HDC four years ago by a different owner who asked for various things, along with a couple of gable dormers on the same side that we are now requesting to add a dormer. HDC couldn't find

any drawings but found minutes that said that project was approved. The Andersons have owned this house (circa 1700s) for a couple of years. There is a third-floor bedroom within the roof, not much head height. The proposed project involves creating a master bedroom suite in the attic. The plan is to raise the roof and increase the pitch from a 7 pitch to a 10-12 pitch (increased slope) and the eave line will come up about 1 foot. The peak of the roof is 42" higher than existing. A Nantucket type dormer (two gables with an infill shed roof—3 pitch shed—going back to the point of the gables where they intersect the roof line) will be added on the Central Street side, which will allow head height at the stairs (not moving stairs) and add space to the third floor to accommodate a bathroom on one end and a bedroom with closet space. The plan is to add a “Nantucket-type” dormer that has two gable dormers on each end with a shed dormer infill in between with double-hung windows that match portions of the existing windows. The detailing will match the rest of the existing house. The chimney will have to be extended to 42" higher, given the added height of the roof and we will match the look of the chimney as it is today as much as we can. There have been some window replacements over the years. They plan to do simulated divided lights with space bars in between, fixed muntins on the inside and outside and a clad from either Marvin, Anderson, or Pella.

Mr. Stein displayed a 3-D overlay of the new dormer and roof line on the existing structure from the eastern side of the Route 127 area. It will be hardly visible from the harbor for 3 seasons, due to the leaves on the trees and not visible from the street, because of its elevation. Ms. Costello asked if the window light dividers would not be black, and Mr. Stein replied that they will not be black, but white.

Mr. Smith remarked that the entire top (roof) of this building will be stripped off, and Mr. Round added that this is a major construction project. Ms. Costello explained that because we have had experience with one of your former clients ripping the roof off, discovering the rafters were rotten, and then the whole building disappeared. Mr. Stein replied that this roof structure is okay, but they are rebuilding the roof itself to add this dormer, given the existing construction of the roof. They are keeping the third-floor framing and just replacing the roof framing. To get this dormer to look right, the ridge height needs to be higher, but we need it for height inside as well.

Ms. Costello asked Mr. Stein what the neighbors across from 4 Bennett Street have said. Mr. Anderson stated that he has spoken to these neighbors (Kurt and Donna) and they are in support of the project.

Mr. Round stated that this application should be noticed as a public hearing. Mr. Smith stated that this is a major change and not particularly historic.

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

This application will be noticed as a public hearing.

Documents Produced: Existing First Floor Plan (No Proposed Changes), Existing 2nd Floor Plan (No Proposed Changes), Existing Attic Floor Plan, Proposed Attic Floor Plan, Existing South Elevation, Proposed South Elevation, Existing East Elevation, Proposed East Elevation, Existing North Elevation Proposed North Elevation, Existing West Elevation, Proposed West Elevation. Four (4) color photos of 4 Bennett Street house and neighborhood.

ADMINISTRATIVE MATTERS

HDC Minutes: Review and approval of January 28, 2021 and April 22, 2021 minutes.

Mr. Halgren made a motion to approve the January 28, 2021, and April 22, 2021.

Mr. Round seconded the motion. **Vote:** Ms. Costello, Mr. Round, Mr. Halgren, Mr. Smith, and Mr. Sabella unanimously approved these minutes.

The February and March minutes had been previously approved.

No Dogs Allowed Sign at Town Common: The HDC members had a brief discussion about this sign and that it should be taken down. Mr. Round explained that he had a discussion with Mr. Greg Federspiel, who will tell the DPW to take this sign down. However, the sign remains in place. Mr. Sabella stated that an HDC application must be filed regarding any proposed signage.

Policy for Windows/Divided Lights: The HDC members had a discussion to adopt a standard policy. Mr. Smith stated that the HDC rulings have not been consistent, we are often unclear about what the requirements are, and we are not being fair to applicants. Mr. Smith agreed to revise the Windows section of the HDC Guidelines.

Adjournment: Mr. Halgren made a motion to adjourn the meeting. Mr. Sabella seconded the motion. **Vote:** Ms. Costello, Mr. Round, Mr. Halgren, Mr. Smith, and Mr. Sabella voted in favor of adjourning this meeting. The meeting was adjourned at 8:07 p.m.

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