

**Town of Chelmsford
Historic District Commission**

Minutes of Meeting of January 7, 2019

The Chairman, Cynthia Acheson called the meeting of the Historic District Commission (HDC) to order at 7:00 P.M. at the Town Office, 50 Billerica Road. Present were Cynthia Acheson, Brenda Lovering, Jack Handley, and Deb Taverna.

Public Input – David Boyle, Chelmsford Cemetery Superintendent, attended. He would like to replace 3 signs at Forefathers Burying Ground. The signs have deteriorated over time and the replacements would be in kind. He will attend the February 2019 meeting as part of scheduled business for consideration of his request.

12-14 Chelmsford Street (Sweetser Building) -Mr. Murphy asked for an extension on placing the new lighting on the building. The HDC approved an extension to June 30, 2019. Mr. Murphy advised that he has a new tenant and was reminded that the new tenant would need to attend an HDC meeting for signage and anything in the windows. Mr. Murphy will attend the HDC meeting in May to discuss the screening of rooftop equipment.

Scheduled Business

2 Central Square – Exterior Alterations and Improvements

Richard McLaughlin is the contractor working on 2 Central Square. He is scraping and replacing rotten wood. Trim has been made to match the existing trim. He did pull a permit, but attending an HDC meeting was overlooked. He has replaced a side door that had plywood over the rotted door. The new door is a Craftman style of composite fiberglass. The granite step is too low for today's building codes – it will be replaced by a larger piece of granite. A brick walkway from the driveway to the side-door will be built – 3 feet wide by 12-14 inches deep. The HDC moved to approve the new side door and the brick walk. Two new lighting fixtures at the front of the building and one at the side door were approved. The replacement of four rear windows were approved to be completed by January 1, 2020. The replacements will be 6 pane windows. Two air conditioning units were approved on the left side of the building and will be screened from view – also to be completed by January 1, 2020.

17 North Road – Metro Financial Strategies, Inc. – Exterior Alterations

Ms. Acheson read minutes relating to this property from December 5, 2016. The screening of roof equipment and all window have not been completed. The agreed upon date for completion was January 1, 2019. HDC will contact the owners to request they attend a meeting to discuss

the progress of the work. The request will be sent by return receipt. A representative may also attend the meeting if the owners prefer.

Former Odd Fellows Hall – 41-44 Central Square – Update

The letter from the HDC was sent. There has been no response.

Center Village Master Plan Implementation Committee – Update

The next meeting is scheduled for January 10, 2019. On the agenda to be discussed are the state grant of \$50,000 to help businesses promote their businesses. The signs for the Center are completed – the DPW will install.

Correspondence and Telephone Calls

No correspondence or calls, except 2 Central Square, were received.

Meeting Minute Approval – None

Next Meeting is scheduled for February 4, 2019.

Meeting adjourned at 8:37 P.M.

Respectfully submitted,

Deb Taverna