

**Town of Chelmsford
Historic District Commission**

Minutes of Meeting of February 11, 2019

The Chairman, Cynthia Acheson called the meeting of the Historic District Commission (HDC) to order at 7:03 P.M. at the Town Offices, 50 Billerica Road. Present were Cynthia Acheson, Brenda Lovering, Jack Handley, Patrick Wood, Deb Taverna, Debra Belden, and Janet Askenburg.

Public Input – None

Scheduled Business

17 North Road - Mary Jo Metro and Daniel Abate attended the meeting to discuss the ongoing work at 17 North Road. A one-year extension was requested for completion of the work excluding the roof-top HVAC and screening of the HVAC. The work on the foyer and vestibule is in the final stages. The window on the south side cannot be completed until the weather is warmer. The next phase is the side of the building facing North Rd. The business will operate out of the parking lot side while work is completed. During this phase, the exterior and windows replacement will be completed. The storage container will leave when work is fully completed. The commission discussed the change from brick to granite post on the front sign. Ms. Metro emailed the commission over the summer and thought she had approval to proceed. The commission approved an extension to September 20, 2019 for completion of all work except the HVAC. The Historic District requested an update on the progress in June 2019. Ms. Metro asked that she be reminded to give the update in June. Ms. Metro and Mr. Abate asked about replacing the lights in the parking lot. The four current lights are on wooden posts with metal fixtures from the 1970's. The three new lights will be on aluminum posts with fixtures similar to the All Saints lighting. They were advised to return for consideration with the height, materials, and placement in the lot. Ms. Acheson also asked Ms. Belden to have the Building Department to check the height and size of the front sign to be sure it was built as approved.

Forefathers Burying Ground - David Boyle did not attend the meeting. The commission did vote to approve the signs as presented at the January meeting. Ms. Belden will notify him of the approval.

Facade and Signage Improvement Program – This has been moved to the March 2019 meeting.

New Business - None.

Unfinished Business

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

The Historic District received a letter from Americal Management, Inc. acknowledging receipt of the letter from the district. The Santander lease expires June 30, 2020 and they have been working on the resolution of issues. Currently, negotiations are pending regarding the lease. The parcel includes the bank site, parking lot, Fiske House, and Odd Fellows. The mold was mediated in the Fiske House.

Center Village Master Plan Implementation Committee – Update

The wayfinding signage and street furniture are here. The DPW will install in the spring. New brick sidewalks from the Carriage House to Cushing Place along with low street lamps will be installed, hopefully, by July 4, 2019. Paul Cohen is working on changing the sign for Exit 33 on 495 N to reflect Chelmsford Center.

Correspondence and Telephone Calls

No correspondence or calls were received.

Meeting Minute Approval

Minutes for November 7, 2018, December 3, 2018 (as amended) and January 7, 2019 were approved.

Next Meeting is scheduled for March 4, 2019.

Meeting adjourned at 8:05 P.M.

**Respectfully Submitted,
Deb Taverna**