

Chelmsford Historic District Commission
Town of Chelmsford
50 Billerica Rd. Chelmsford, Ma 01824
Meeting Minutes
August 1, 2022
Approved September 12, 2022

Members Present: Brenda Lovering, Debra Belden, Deb Taverna, Janet Askenburg

Members Absent: Jack Handley, Lisa Grasso, Donna Ready

All documents referenced in these minutes are available for review at the Community Development Office, 50 Billerica Rd., Chelmsford Town Offices Building. This meeting was hand recorded via the Recording Secretary.

Call to Order

The meeting was called to order at 7:00PM by Mrs. Lovering.

Public Input

No one came forward at this time.

New Business

1 Billerica Road : Fiske House –General Discussion, Additional work, Christian Zouzas

Mr. Zouzas provided an application for several projects, which will be voted on individually.

Fence:

He will be reproducing the fence that went around the property. The material will be PVC/Aztec. Some sections will be different sizes, based on the contour of the land. The new fence will also go around the whole property, and will follow the property boundary. There will be three gates, one on each side. The fourth side near the bank will have an opening. The fence that was taken down was made in the 1980's, and was not the original fence. A worker for the roof actually leaned on the fence, and it broke. Ms. Belden reminded Mr. Zouzas that he did not follow the proper process for the District, and the fence was not previously approved. This is a state requirement, not the Town's requirement. Mr. Zouzas stated he thought he made it clear the fence needed to be removed. Ms. Taverna prefers to see the fence replaced with wood, because it is in the district. Mr. Zouzas explained that his goal is to put a fence in that will last many years, and not deteriorate in 10-15 years. The end posts have been made. Ms. Lovering advised that Aztec will also show wear after ten years.

Mr. Zouzas expects the fence to be ready for installation by next week. He and his workers are doing the installation. The corners will be curved, like the original. It will look historic. Mr. Zouzas was confident the Commission would accept the new fence, and he stated that if the Commission did not like the fence, he would remove it.

Mrs. Lovering confirmed that the fence will look like wood, and will need maintenance. Mr. Zouzas stated he intends to keep it maintained, and reiterated that the old fence was a safety issue.

Motion: by Ms. Askenburg to accept the fence for the Fiske House, as presented, using Azec material, and to be built exactly as it was in the 1970's. Seconded by Ms. Taverna. **Motion carries, unanimous, 4-0.**

Windows:

The second request is to replace the windows with Anderson Vinyl windows. Photos were shown. Existing windows are all screwed and nailed shut and cannot be opened. Some panes are falling out of the frames.

The new windows will be 6 panes over 6, and will match what was there. There are 38 windows in the building that will be replaced. This is being designed to be a residence for his daughter. Ms. Lovering noted that these are new windows, not replacement windows. They will look exactly the same as what is there. The windows are all different sizes, which will be matched. The contractors spent 2 days taking measurements. The grids are built right into the glass, and are not removable. The windows are needed to get an occupancy permit. Interior is wood, exterior is a composite material that doesn't rot. Outside will be white

If he orders them today, they won't be in until November.

Wood trim on the outside will remain intact.

Motion: by Ms. Askenburg to accept the proposed 6 over 6 windows for 38 windows in the Fiske House, leaving the exterior wood trim, as presented. Seconded by Ms. Taverna. **Motion carries, unanimous, 4-0.**

Exterior Columns:

The wood columns will be exterior plaster and skim coated. The existing ones are rotting. Holes were recently filled in multiple places to keep animals out. This will all be removed. Archways over the doors will be painted, they are not rotted. The exterior plaster is called Durarock. The original columns were plaster, but after the fire, the bank replaced them with wood. Mr. Zouzas has used the material before, and it has lasted the past 25 years.

Motion: by Ms. Askenburg to accept the column replacement for the Fiske House with exterior plaster and skim coating, as presented. Seconded by Ms. Belden. **Motion carries, unanimous, 4-0.**

Cobblestone, loam, reseed, bushes along the back.

There will be bushes along the back of the property near the Oddfellows building only. The other three sides of the property will be left open. Instead of pavement for parking, there will be cobblestones, to replicate what was there in the 1700's. The parking area will not be gated. This work has already begun. Other cobblestones will be along the flower borders, and for a patio. And maybe some under the fence. The patio would be on the side near the bank. The front and side yards will be grassed. Shrubs will be hemlocks or arborvitae. Mr. Zouzas is considering one Red Maple Tree along the central square side, and two on the Oddfellows side, one on each corner. He doesn't want to cover the house. He prefers smaller trees. Would consider fruit trees. Ms. Lovering suggested a dog wood tree.

Motion: by Ms. Askenburg to accept a minimum of three trees, and loam & seed for the Fiske House, as presented. Seconded by Ms. Belden. **Motion carries, unanimous, 4-0.**

Motion: by Ms. Belden to accept the cobblestone ground cover for the parking area, the patio area, and border areas, as presented. Seconded by Ms. Askenburg. **Motion carries, unanimous, 4-0.**

Siding

Mr. Zouzas plans on replacing siding in front and back with hardyboard. The existing siding is deteriorating in areas. There are five sections of clapboard between the columns, and sections in the back will need replacement over time. Outdoor lighting will remain the same. Half of the window shutters were rotted, the other half are being repaired. Mr. Zouzas is looking for duplicate wood shutters to replace the rotted ones. Shrubs will screen the air conditioning units, as required. The shutters will be black to match the roof.

Mr. Zouzas has not fully decided on the colors of the columns and fans over the doors. Mr. Zouzas stated that he prefers black to make the entrance “pop” . The Committee agreed it has no issues with the colors.

Motion: by Ms. Belden to accept the replacement of the rotted wood shutters with new wood shutters, and to repair the remainder to all look the same. Seconded by Ms. Taverna. **Motion carries, unanimous, 4-0.**

Mr. Zouzas was reminded to contact Ms. Belden with any other issues, concerns or changes.

Mr. Zouzas added that the tree that was pruned is diseased, and is dying.

18-20 Chelmsford Street (Sargent Property) – Exterior Changes

Mrs. Sargent presented the Certificate of Hardship and the Application of Appropriateness. Their attorney could not be present tonight.

The goal is to tear down an existing carriage house and build a structure as a two family home with garage space. A site visit is welcome. Their architect is Maureen Giatano.

A Public Hearing is required, and would be advertised to be held in September.

The Markham building next door is for sale.

Motion: by Ms. Belden to accept the applications submitted for 18-20 Chelmsford St., with the required Public Hearing to be scheduled for September 12, 2022, at 7:15PM. Seconded by Ms. Taverna. **Motion carries, unanimous, 4-0.**

The Public Hearing process was described. Atty. Robbins will handle abutter notifications, and posting. At the Hearing., materials will be discussed in further detail, as their architect is versed in historic matters. The new building will be a little bigger than the existing building. The Sargent’s will also have a hearing with the Planning Board. Brian Milicsi is the engineer.

This matter is continued to September 12, 2022.

Payment of \$25.00 was received. Public Hearings are \$50.00. The applicant will be notified when another payment is needed.

28 Westford St., Window Replacement

Property Owner Doug Swaffer and Power Home Remodeling Representative Matt Elliot were present. Thirty windows are to be replaced. The new windows will be a little smaller. The remaining spaces will be

filled with more vinyl trim and PVC coated aluminum. There are several styles of windows in the home currently. All new windows will be uniform, one over one panes. Photos were shown. The current vinyl windows, two in front and three in back will remain. All other wood windows will be replaced. Some are missing glass, and others are broken. The wood is starting to show weather wear.

A sample window was brought in to show. The new windows are the brand Pella, and are guaranteed to last for 50 years. There will be no grids in the windows.

Ms. Tavern explained the Committee's design standards say the windows should be wood. Mr. Elliot stated the windows over 35 inches will have double locks, those less than 35" will be one lock, as that is how the manufacturer makes them.

The home is 2700 SF, and has been owned by Mr. Swaffer since 2018. The home was originally built in 1881. The exterior siding is clapboard.

Mr. Elliot argued that the previous hearing approved a vinyl fence, and these windows are the same concept. An Anderson window would be twice the cost of their Pella product. The installation process was described, which allows for less disturbance. The current wood frame is used in the installation. All trim remains, on inside and outside.

Ms. Lovering stated she prefers to see wood, but understands the need to replace.

Mr. Elliot explained that wood window replacements on a job this size would be over \$100,000.00.

Ms. Askenburg agreed there is a need to be flexible, and retaining wood trim is helpful.

Most of the windows are currently one pane over one pane.

Planned proposed improvements to the porch were described.

The Committee agreed that an allowance can be made because of cost. Mr. Swaffer hopes to have this done by the end of August. He will obtain a building permit.

The Applicant provided payment for this application. Ms. Belden will complete other paperwork within a week.

Motion: by Mrs. Taverna to approve the Pella replacement windows for the building at 28 Westford St. as presented. Work must be completed by January 1, 2023. The Committee is also waiving the public hearing and abutter notification requirement. Seconded by Mrs. Askenburg. **Motion carries, unanimous, 4-0.**

10 Billerica Rd., All Saints Church, Access Ramp installation

Research into this matter shows that the proposed ramp was previously approved in October, 2021. No further discussion is needed.

Discussion: Lexy Lattimore, new CCA Director

Ms. Lattimore was unable to attend tonight's meeting. This will be continued to the September meeting. The goal is to have a general discussion about the Commission's process, review standards and required approvals.

Old Business

10-12-14 Chelmsford St.: Sign Installation

The Commission was advised that the Pizza business is for sale, and the sign will not be needed.

10-14 Chelmsford St-Sweetser Building-Building Inspector follow-up (Placeholder-continued until September)

No discussion.

Chelmsford Public Garden

Ms. Lovering and Ms. Taverna recused themselves from this discussion, as they are also members of the Garden Club.

This is a request for a stone bench in memory of Joe Erikson's father-in-law's wife, no name was provided. The bench would be installed on the left side of the Garden by the back entrance, as there are no benches on that side. The backless bench will be made of gray Chelmsford granite, with the same measurements as the other bench, and will be made by the same company. The bench will be inscribed.

The bench is a donation to the garden club, in memory of this person.

There were not enough members available to have a quorum for a vote. Discussion will be continued to September 12, 2022, for a vote.

41-44 Central Square – Odd Fellows Project LLC (Update-Continued discussion)

Ms. Belden reported that the renovation is proceeding, everything looks great. The developer wants to finish the apartments first, and then the restaurant. Mr. Handley may have a sample of the deck material. The developer is researching glass companies for the appropriate glass for the building.

10 North Rd.: Roof Replacement

Discussion tabled. No one was present to speak for the applicant, and no application has been received.

59-61 Central Square: Sign Installation

This is the building that holds Brickhouse Pizza. There is now a second unapproved sign. There is another business in the building which also has an unauthorized sign.

Mr. Handley will be asked to research who the owner of the building is. Discussion continued to September 12, 2022.

Center Village Master Plan Implementation Committee – Update

This Committee will not be meeting until next week.

Ms. Lovering reported that she attended the Select Board's Listening Session for Chelmsford Center in June. She suggested installing a bench in front of the barbershop. The suggestion for additional trees on the Westford St. side of the Town Common was referred to the Tree Committee.

Sheila Pichette is the newest member of the Center Village Master Plan Implementation Committee.

Massachusetts Historical Commission – Certified Local Government – Update

Ms. Taverna is still awaiting resumes from Commission members.

Correspondence and Telephone Calls

Ms. Askenburg had the Open/Closed signs; Ms. Grasso and Ms. Ready had previously agreed to deliver them. Ms. Askenburg will bring the signs to the next meeting.

Meeting Minute Approval

June 6, 2022

Motion: by Ms. Askenburg to approve the Meeting Minutes of June 6, 2022, as presented. Seconded by Ms. Belden. **Motion carries, unanimous, 4-0.**

The Minutes for June 21, 2022 are still pending

Meeting Schedule

The next regular meeting will be held on September 12, 2022.

Process for signing time sheet for the Recording Secretary was clarified.

Eric Homburg's check was returned by the bank. Ms. Taverna will send a letter requesting a replacement check.

Adjournment

Motion: by Mrs. Askenburg to adjourn the meeting at 8:47 PM. Seconded by Ms. Belden. **Motion carries, unanimous, 4-0.**

Respectfully submitted,
Vivian W. Merrill

Supporting documents:
-Application for Requests
-Draft Minutes