

**Historic District Commission  
Town Hall, Room 126  
Meeting Minutes, November 12, 2013 Final**

NOV 26 2013

TOWN CLERK  
ACTON

**Meeting called to order at 7:30 PM. Attending Kathy Acerbo-Bachmann (KAB), David Honn (DH), Pamela Lynn (PL), Ron Regan (RR) and Anita Rogers (AR).**

**7:30 PM Citizens' questions:**

**HDC received two potential requests for a public hearing concerning Application 1345. The questions revolved around the issue of an indeterminate lot line plus the HDC's view of approving a chain link fence within the district.**

**7:37 PM Approved Minutes by Consent: October 22, 2013.**

**7:39 PM Acton Center Traffic Study RFP: Discussion**

**Cory York presented a RFP and explained that there will be a separation of the plan versus pricing later. The RFP seeks to protect the character of the historic district. He intends to take all previous studies into account. A public hearing will be held after which the consultants will come back with an initial plan.**

**KAB inquired when CY expected HDC comments to be submitted. She also asked about subcontractors particularly inclusion of a landscape architect.**

**DH suggested inclusion of archival sources including local histories and photos within the RFP. Under the Project Team DH also recommended adding a landscape architect with historical preservation experience. KAB echoed that such expertise would be advantageous from the beginning.**

**KAB inquired when MHC would review this proposal. Cory did not know when but recognized that this step will be required.**

**AR agrees landscape should appear several times.**

DH suggested considering a utility consultant particularly with regard to a poorly placed utility pole.

**8:00 PM**      **Appl. 1351: Porch and Garage, 615 Massachusetts Avenue**

The applicant Robena Reid provided photos from her computer.

KAB explained that the garage is minimally visible from the public way. KAB explained that it is necessary to go through the public hearing process prior to a demolition.

KAB inquired whether the applicant had plans to replace the structure. The applicant is concerned about the structure being an immediate hazard.

The applicant requested that a public hearing be held for a Certificate of Appropriateness for demolition of the garage and granted an extension through January 14<sup>th</sup> 2014 to accomplish this process.

The Commission turned to discussion of the front porch. KAB explained the difference between a COA and CNA for the porch. A CNA would be granted if the project was a replication of the existing elements. If a contractor could not replace the existing elements, then the applicant will need to return to obtain a COA.

KAB explained that DS would issue a CNA for the front porch. DS has already issued a CNA for the back porch.

**8:30 PM**      **Discussion: Letter of Support for Acton Women's Club,  
504 Main Street**

AR recused herself as a Commission member and rejoined the table as representative of the applicant.

KAB explained the purpose of a letter of support to the CPC on behalf of the applicant.

AR shared several drawings highlighting issues involved with the roof at the back of the structure.

RR requested clarification of the purpose of an HDC letter to the CPC.

DH will write a letter to the CPC on behalf of the HDC.

At KAB's request AR explained her current thinking about the best way to deal with the roof of the addition. She proposed a flat roof in-fill. AR is continuing to work on the windows and shutters on the addition.

KAB indicated that the application will require a public hearing likely to be scheduled for 8 pm January 14<sup>th</sup>.

8:45 PM      Appl. 1352: Venting, 460 Main Street

The applicant Adam Smith and DH, the liaison, reviewed the proposed location of the vent approximately 50 – 60' from the street. Its specification is code driven. An existing fence will likely obscure much of the venting but the piping may be higher than the fence. The applicant has considered screening with evergreen landscaping.

RR asked whether the venting could be placed inside a box.

DH moved to accept application 1352 requiring that the vent pipe which is facing Newtown Rd. be screened with an evergreen species of the owner's choice and that the plant be high enough to fully obscure the vent pipe.

Accepted unanimously pending abutters notification.

9:15 PM      Appl. 1349: Porch, 30 Windsor Avenue

RR recused as a member and rejoined the Commission as an applicant.

AR explained the structural issues with the joists that are not visible. The issue is why the porch is sagging and that will need to be determined. DH asked about the decking which is tongue and groove so there will need to be a little pitch.

The goal is to put the decking back exactly as it is currently. The intent

is to remove the concrete which was not original in order to have the remaining steps be even. DH and AR suggested that the pitch of the walk could be raised two inches and leave the steps as is.

AR felt a CNA was appropriate trying to keep the steps as close to the original as possible. KAB felt the project would be a COA is he was to rebuild the steps.

AR moves to approve application 1349 to repair and/or replicate as necessary at 30 Windsor Ave. with posts and porch details to remain identical to the existing details with adjustment as necessary. Also approved adjustment to existing stair risers to be equal to each other for safety reasons. Seconded by DH.

Accepted unanimously pending abutter notification.

The meeting was adjourned at 9:19 PM.

Respectfully submitted,

Pamela Lynn  
Secretary

