



**Arlington Historic District Commissions
Final and Approved Minutes**

March 11, 2021 8:00 PM
Conducted by Remote Participation

Commissioners Present: N. Aikenhead, M. Audin, D. Baldwin, C. Barry, M. Bush, B. Cohen, A. Frank Johnson, S. Makowka, B. Melofchik, C. Tee

Commissioners Not Present: J. Worden

Guests: None

- 1. AHDC Meeting Opens 8:00pm**
- 2. Approval of draft minutes from January 14, 28 and February 25. C. Greeley advised of correction regarding approval of 1/14/21 minutes to include unanimous approval excluding B. Melofchik who abstained. Motion to approve – D. Baldwin, C. Barry seconded. Roll call for all 3 minutes: N. Aikenhead - y, M. Audin - y, D. Baldwin - y, C. Barry - y, M. Bush - y, B. Cohen - y, A. Frank Johnson - y, S. Makowka - y, B. Melofchik - y, C. Tee – y. All in favor.**
- 3. Appointment of Alternate Commissioners – none required**
- 4. Communications**
 - a. J. Worden was not able to attend but final communication to BOS on Warrant Article will be submitted on letterhead soon – M. Bush said as of last week at Arl. Coal and Lumber – wood gutter was \$19 per linear foot and fiberglass was \$13 per linear foot. M. Audin said we have better control of profile with fiberglass gutters.**
 - b. CONA Application for 17 Russell Street for fiberglass gutter replacements – S. Makowka (applicant) pointed out that there is an error on this agenda item which should be listed as a COA not a CONA application. It will be on the agenda for formal hearing in 2 weeks.**
 - c. S. Makowka indicated that 23 Maple Street (Town of Arlington) requested a reissue/extension of a COA from 2007 for window replacements. Certificate is no longer active and not all work was done at the time. What they want to do now is continue work by replacing windows on back of house. He would like to extend the old certificate under the same criteria contained in the original approval if Commission concurs. He confirmed that any new windows will match other ones replaced on the house already consistent with Commission guidelines. No objections. He noted that the side door in back is also being replaced with like materials and design under a CONA.**

- d. **C. Greeley advises that there was no record of an approval for the Draft Minutes from the 11/19/2020 AHDC mtg and these will be on the upcoming 3/25 agenda for Commissioner approval.**
- e. **CONA Application from C. Tee for tree damage repairs at 41 Jason Street.**
- f. **S. Makowka advised that he responded to Finance Committee and our budget is staying at the same level for next year. He suggested that the Commission should consider increasing the current Executive Secretary’s stipend from \$225 to \$260 per month. C. Barry moved to increase stipend to \$260/month – seconded by A. Johnson. M. Bush proposed a one-time bonus of a couple of months salary in recognition of the considerable amount of extra effort and burden caused by the Commission moving to a two times per months meeting schedule during the pandemic. D. Baldwin concurred. B. Cohen suggested \$500 one-time bonus for workload over past year. C. Barry approved amendment to his motion to include \$500 one-time bonus. A. Johnson seconded amended motion. Roll call vote – N. Aikenhead - y, M. Audin - y, D. Baldwin - y, C. Barry - y, M. Bush - y, B. Cohen - y, A. Frank Johnson - y, S. Makowka - y, B. Melofchik - y, C. Tee – y. All in favor.**
- g. **S. Makowka said Whittemore Park reconstruction preserved the elements J. Robinson and he had fought for and the HC is taking the lead on the interpretive elements and their April meeting will be with consultants and Planning Dept. and discussion open to the public.**
- h. **B. Cohen added that she received communication from the Central School and she will need to follow up with them on their request. The signage is still on the radar hopefully as well.**
- i. **M. Bush said he had an inquiry from S. Doctrow about energy efficiency things and found the minutes were not online – C Greeley indicated she is working with Town to reformat this information per new Town website requirements.**

5. New Business

6. Old Business

- a. **Avon Place and Central Street Historic District vacant commissioner seats – *no report***
- b. **Report from Streetscape sub-committee – D. Baldwin reported that now that Covid seems to be subsiding the Town Manager has asked him for an update on where the sub-committee stands at this point and hoping to get something to BOS over the summer. D. Baldwin brought new commissioners up to speed on what the sub-committee is actually doing: treatment of sidewalks, planting strip, signage, etc in Districts. D. Baldwin will share something to bring all up to speed.**
- c. **Update on Design Guideline changes. Discussion of M. Bush’ work on revising the Design Guidelines per feedback from other Commissioners as circulated for review. The Commission reviewed redlines of proposed changes. B. Cohen questioned whether list of Commissioner names needs to be up front since the list is changes with time. A. Frank Johnson noted a correction regarding for her name. M. Audin suggested reworking to say: “As Approved by” – however there was disagreement on**

doing this and an alternate suggestion was made to simply say “Commissioners As Of March 2021” since people can refer to the minutes to see who approved and didn’t approve.

General Design Guidelines - Regarding metal casements, this section was revised to clarify only the significant ones need to be preserved but the run of the mill ones can be replaced with architecturally equivalent substitutes. Regarding language in the windows section, S. Makowka suggested that the proposed phrase “wood windows should generally be retained” might be confusing to the reader. A. Frank Johnson suggested using the qualifier “ordinarily” would better reflect Commission intent and everyone liked that change.

Siding – The proposed changes articulate where the Commission has allowed artificial siding for code reasons on property lines. Suggestion that term “non-flammable siding material” be used instead of “HardiPlank” in last sentence (where approved, non-flammable siding material shall be installed).

Masonry & Stucco – S. Makowka asked whether edit was for new construction only or did it have a broader application? M. Bush clarified that change meant to apply to new construction or substantial additions. Decision made to change the language to say “new installations” not “new construction”. Discussion about use of brick and or stone veneer with agreement that section should read “may be used only with a specific exemption”.

Gutters – A question was raised about the inclusion of a rationale for the change in the revised section. A number of Commissioners felt adding the rationale was appropriate because approving artificial materials is a departure from our normal protocols. Until appropriate alternatives become available. M. Bush indicated that language about requiring gutters in new construction is a restatement of our existing position. S. Makowka reiterated that the listing of approved manufacturers did not in any way preclude approval of additional vendors upon review of their products by the Commissions.

Raised beds/planters – Discussion of treatment of rear raised beds/planter structures – one option is to continue a formal hearing but say it will be perfunctory to the extent you meet these guidelines and it will probably be approved. An alternative was suggested treat them as “temporary” structures suggested but concern about the definition of temporary which can be dicey. Discussion of impact on corner lots with agreement that, per existing Commission policy, both sides facing the street are considered front yards. M. Audin said we need to be careful to make things clearer to people they need to talk to us about this stuff – we can’t set a bunch of criteria people can’t walk around and remember follow through is by building dept. not us. Discussion is about what happens when it is behind the front façade. M. Audin commented – any structure in front yard of a building falls under a certain characteristic that we want to control – what is a front yard needs to be defined better. Consensus of Commissioners is that there was rear yard raised beds would be approved and requiring a formal hearing was unnecessary. S. Makowka suggested language starting with “Similar to the Commissions’ treatment of fences, planters behind the front façade of the main structure will be treated as non-jurisdictional and eligible for a CONA”. Final language: “similar to the Commissions’ treatment of fences, planters and raised beds behind the street-facing facades are treated as non-jurisdictional and are eligible for a CONA.”

Walls – no additional discussion.

D. Baldwin moved we accept the revised guidelines inclusive of the changes discussed and incorporated tonight, seconded by C. Barry. M. Bush asked B. Melofchik if her concerns have been addressed and she affirmed they have indeed. Roll call vote – N. Aikenhead - y, M. Audin - y, D. Baldwin - y, C. Barry - y, M. Bush - y, B. Cohen - y, A. Frank Johnson - y, S. Makowka - y, B. Melofchik - y, C. Tee – y. All in favor.

7. Review of projects

8. Meeting Adjourns. A. Johnson moved to adjourn at 9:23 pm, seconded by D. Baldwin. Roll call vote – N. Aikenhead - y, M. Audin - y, D. Baldwin - y, C. Barry - y, M. Bush - y, B. Cohen - y, A. Frank Johnson - y, S. Makowka - y, B. Melofchik - y, C. Tee – y. All in favor.