



**HISTORIC DISTRICT COMMISSION  
MEETING MINUTES  
TUESDAY, MAY 14, 2019, 5:00PM**

**CONVENE:** Chairman Keith Lescarbeau calls the meeting to order at 5:04pm.

**ROLL CALL:** Keith Lescarbeau-Chairman, Robert Shields-Vice Chairman, Kristen Connell-Secretary, Moira Hintsa, Gaia Charren, Judy Kenower

**ALSO PRESENT:** Michael DeLuca, Director of Community Development  
Brent Wiegand, Planning Technician  
Heidi Petrone, Clerk to the Commission

**ADMINISTRATIVE MATTERS:** None

**CONSENT AGENDA**

**1C: APPROVAL OF MEETING MINUTES:** April 9, 2019

A Motion is made by J. Kenower, seconded G. Charren, to **APPROVE** the **CONSENT AGENDA**. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, M. Hintsa-**AYE**, G. Charren-**AYE**, J. Kenower-**AYE**)

**PUBLIC HEARING**

**2PH: 3 ATLANTIC AVENUE:** Convert office space to a 3 bedroom single family residence  
*Owner:* Atlantek Property Management

K. Lescarbeau explains that this structure was originally a home that was converted into a business and now the applicant wants to convert the structure back to a home.

Steve Lawrence, the builder for the applicant, explains the majority of the work will take place on the inside of the structure. The work to be done on the outside is removing the handicap ramp and the back stairs landing. Also, awnings and dormers will be added along with flower beds where the handicap ramp was.

A Motion is made by K. Connell, seconded by J. Kenower, to close the public hearing and **APPROVE** the **APPLICATION**. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, M. Hintsa-**AYE**, G. Charren-**AYE**, J. Kenower-**AYE**)

**NEW BUSINESS**

**3NB:** None

**OLD BUSINESS**

**4OB: DISCUSSION:** HDC Preservation Awards Program

The category winners were decided based on votes by the Historic District Commission (HDC) members.

The Historic Preservation Award category had 3 high vote recipients. Since this is the inaugural award it was decided to have that the nominee with the highest votes will receive the award and the other 2 nominees will receive Honorable Mention certificates.

For all categories it was decided the owner of the property will receive the framed certificate and others involved in the project (i.e. contractors, developers, etc.) will receive a non-framed certificate.

H. Petrone will design a draft certificate and send out the HDC members for consideration, contact the Middlebridge School about hosting the ceremony, develop a draft guest list, and handle other event planning activities. M. Hintsa will draft a letter to the award recipients.

There are no actions taken, no motions made.

**50B: Extension of time for COA: Coast Guard House**

John Revens, the attorney for the Coast Guard House, and Bob Leonard, the owner of the Coast Guard House, explain the request for the extension. The project received an approval from the Historic District Commission (HDC) in July of 2017 and received approval from the Coastal Resources Management Council (CRMC) in January of 2019. All the required permits have been obtained, final engineering of the plans is currently being completed, and the goal is to start construction later this year. Because of the length of time it took to receive all required permits for the project the approval from the HDC is about to expire.

There are no comments from the public.

A **MOTION** is made by Gaia Charren, seconded by M. Hints, to **GRANT THE EXTENSION OF TIME**.

R. Shields asks if there is documentation from the State Historic Preservation and Heritage Commission (HPHC) stating the structure will not lose its Historic Designation once the project is completed. K. Lescarbeau, who has worked with the applicant through the entire CRMC process, explains that as part of CRMC's approval process the SHPS reviewed the plans for the project and gave their approval. There is no document with such a statement that R. Shields is looking for. J. Revens states that the removal of the historic designation to the building was never part of any discussions with CRMC or the HPHC. R. Shields states he would like to continue this matter until such a document can be obtained. He wants to ensure that the designation of the building as historic is not lost. M. DeLuca explains that the approval for the project has already been given and the applicant has been working diligently towards completion of the project. What R. Shields wants was not part of the original approval and should not be a factor in granting the time extension.

Motion **PASSES** 5 to 1 (K. Lescarbeau-**AYE**, R. Shields-**NAY**, K. Connell-**AYE**, M. Hints-**AYE**, G. Charren-**AYE**, J. Kenower-**AYE**)

**REPORTS FROM STAFF / COMMISSION:**

K. Connell asks if there is an update on the Tax Credit status. M. DeLuca explains he has reached out to Rep. McEntee for a status update and he has not heard back from the Senator. M. DeLuca will contact Rep. McEntee again for an update. K. Connell asks for information so individuals can reach out to the appropriate Senators/Representatives since she is not sure what should/needs to be said in a communication to such individuals. M. DeLuca will forward the information to the HDC. He will also find out if the bill has a new bill number associated with it.

**AGENDA ITEMS FOR NEXT MEETING:**

A precursory discussion of an application to the HDC for 55 Rodman St, Serpa, ensued with a brief history of the structure and the plans to demolish said structure explained.

**ADJOURNMENT:**

A **MOTION** was made by R. Shields, seconded by M. Hints, to **ADJOURN** the **MEETING**. Motion **PASSES** 6 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, M. Hints-**AYE**, G. Charren-**AYE**, J. Kenower-**AYE**)