



**MANCHESTER-BY-THE-SEA**  
**HISTORIC DISTRICT COMMISSION**  
**Town Hall, 10 Central Street**  
**Manchester-by-the-Sea, Massachusetts 01944-1399**

**MINUTES of the MANCHESTER-BY-THE-SEA HISTORIC DISTRICT COMMISSION**  
**March 30, 2023**

**Location:** Town Hall Room 7 and Virtual by Zoom

**Commissioners Present:** Chairperson Rosemary Costello, John Round, Richard Smith, Don Halgren by Zoom, Joe Sabella by Zoom

**Commissioners Not Present:** Tracy Gothie, one vacant seat.

Guest: Alison Moreland

**Staff Present:** Helene Shaw-Kwasie, HDC Clerk

Chair Costello called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 6:00 p.m. by Zoom and in Town Hall. She introduced the Board Commissioners and explained the HDC meeting procedures, the application procedures, and the format of the meeting. She noted that at this evening’s meeting the Commission would be hearing an Application for Certificate of Appropriateness for an Entry Panel System for Cala’s Restaurant. The meeting was recorded and the typed minutes represent the permanent record of the Board.

Tonight was Don Halgren’s final meeting after more than 20 years as a member of the HDC. Ms. Costello suggested that we celebrate when the weather is warmer.

**APPLICATION FOR CERTIFICATE OF APPROPRIATENES**

Application of Michael Smith for a **Certificate of Appropriateness** for **Cala’s Restaurant** to install a non-permanent weather panel system, an Entry Panel System, for the entry way to cut down on the blasts of cold air that enter the building when patrons enter and exit during the colder months. The Entry Panel System created by Integrity Awnings consists of temporary welded fabric panel comprised of 6061 aluminum T6 tubing and Serge Ferrari outdoor fabric. It is a temporary structure and can be removed at any point. The application for Cala’s Restaurant located at 7 Beach Street, Assessor’s Map15, Lot 45014 in District G was filed with the Town Clerk on March 15, 2023.

Ms. Monica appeared via Zoom representing Cala’s Restaurant in their application for an Entry Panel System at 7 Beach Street. She noted that Cala’s is applying to install a non-permanent weather panel system for the entry way to cut down on the blasts of cold air that enter the building when patrons enter and exit during the colder months and make it more energy efficient. The Entry Panel System will be seasonal, bolted and anchored. It will be black canvas with a steel frame. The width of the canvas is the same as the width of the door. The inside door also opens out. It will not impinge upon the sidewalk. Mr. Round suggested that it be used October 15 to April 15.

Members suggested that Cala’s run it past the police department to see if it is a problem.

Upon motion made by Mr. Halgren and seconded by Mr. Round, it was voted by roll call vote with Chairperson Rosemary Costello, John Round, Richard Smith, Don Halgren, Joe Sabella voting in favor to waive the public hearing,

Upon motion made by Mr. Halgren and seconded by Mr. Round, it was voted by roll call vote with Chairperson Rosemary Costello, John Round, Richard Smith, Don Halgren, Joe Sabella voting in favor to approve the Application of Michael Smith for a **Certificate of Appropriateness** for **Cala’s Restaurant** to install a non-permanent weather panel system, an Entry Panel System, for the entry way to cut down on the blasts of cold air that enter the building when patrons enter and exit during the colder months. The Entry Panel System created by Integrity Awnings consists of temporary welded fabric panel comprised of 6061 aluminum T6 tubing and Serge Ferrari outdoor fabric. It is a temporary structure and can be removed at any point. The application for Cala’s Restaurant located at 7 Beach Street, Assessor’s Map 15, Lot 45014 in District G was filed with the Town Clerk on March 15, 2023.

**Conditions for Approval:** The application is approved as presented with the dates October 15 to April 15 being the window of use.

The Commission has determined that the proposed work is insubstantial in its effect on the Historic District. Pending no applicable written objection to the Commission’s decision and after a lapse of 10 days from the date of the notice of waiver of public hearing, it will proceed with the issuance of a Certificate of Appropriateness to the above-named owner.

Alison Moreland

Ms. Costello introduced Alison Moreland, a potential Commission member who will be meeting with the Select Board on April 18. Ms. Moreland gave a brief synopsis of her work and volunteer history. She said she has lived in Manchester since 2013 when she bought the Carsman property on Bennett Street. She works for non-profits and volunteers for Habitat for Humanity and the Salem YMCA.

Administrative:

Minutes of January 26, 2023

Upon motion made by Mr. Smith and seconded by Mr. Round it was voted by roll call vote with Chairperson Rosemary Costello, John Round, Richard Smith, Don Halgren, Joe Sabella voting in favor to approve the Minutes of January 26, 2023 as amended.

#### Correspondence

Email was received from Susan Wadia-Ells regarding lights in the windows at Sotheby's. Ms. Costello said the Building Inspector has said that they are not lighted signs, they are displays on the inside of the windows. She said signs are not enforceable by the Building Inspector because he enforces only zoning matters.

Mr. Halgren said the displays are lit late into the evening, as late as 10 or 11 p.m.

Ms. Costello said they are supposed to close when the bars and restaurants close.

Mr. Smith said the lights are ok until sunset. He read from the Guidelines regarding signage placed inside a window.

Messrs. Round and Smith suggested adding language that the Commission prefers that they turn them off at 8 p.m. at the latest.

#### Boo Bird

Boo Bird has not come before the Commission for sign approval.

#### Update on Rosedale etc

Members discussed the Massachusetts Historic Commission Survey and Inventory of Towns. Members discussed the upcoming Annual Town Meeting Warrant. Mr. Round said Article 5 # 11 requests \$15,000 for a consultant to begin the process. Ms. Costello said for Fall Town Meeting the Commission can apply for the survey by a qualified consultant.

Ms. Costello said we are both the Historic District Commission and the Historic Commission. The local historic district stops before the National Register stops. The National District is larger than the local district. There are some historic homes in other parts of Manchester as well as in the HDC.

#### Guidelines

Members discussed the revisions to the Guidelines which Mr. Smith is working on. Regarding inflatable balloons on Union Street, Mr. Smith said they are under free standing structures. Mr. Halgren requested that Mr. Smith use the word inflatable; add: "inflatable or cartoon like displays are discouraged."

Mr. Smith will add: "Historic markers issued by the historic museum are excluded." As it is already covered. He will strike reference to temporary signage.

Ms. Costello suggested that the Commission be flexible and go case by case.

Mr. Smith will make the changes and send them to the chairman for the next meeting.

Regarding the section on Windows, Mr. Smith had previously submitted a revised page for the Commission’s review. It was the consensus of the Commission that Windows section be approved as written with the exception that we are striking “vinyl or ... are not permitted”.

There being no further business to come before the Commission and upon motion made by Mr. Halgren and seconded by Mr. Smith, it was VOTED by roll call vote with Chairperson Rosemary Costello, John Round, Richard Smith, Don Halgren, Joe Sabella voting in favor to adjourn. Adjourned at 7:00 p.m.

Submitted,

Approved by the HDC on May 25, 2023

Helene Shaw-Kwasie  
Clerk

Documents used at this meeting:  
Minutes of January 26, 2023  
Revision to Guidelines  
Application of Cala’s