



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

**MINUTES**  
**MANCHESTER-BY-THE-SEA**  
**HISTORIC DISTRICT COMMISSION**  
**Meeting January 24, 2019**

**Members Present:** Chairman John Round, Donald Halgren, Joseph Sabella, Robert Coppola, and Rosemary Costello.

**Members Not Present:** Tracy Gothie and Richard Smith.

Mr. Round called the Historic District Commission (“HDC”) to Order at 7:00 p.m. Mr. Round then introduced the Board members to those in attendance. It is noted that this meeting is being digitally recorded by the HDC clerk, and the typed minutes represent the permanent record of the Board. The format of the hearing was explained to those in attendance by the Chairman.

**CONTINUED APPLICATION**

Mr. Round introduced the application of **Antique Table Trattoria**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to approve the sign or signs outside the restaurant, at **7 Central Street**, filed with the Town Clerk on November 27, 2018.

Mr. Round asked Ms. Ardolino, the HDC Clerk, to give a summary of communications with the owners of the Antique Table. Ms. Ardolino reported that despite several e-mail and telephone conversations with co-owner Joao Dos Santos, the applicants have not submitted the application fee nor any of the requested specifications for the proposed sign(s). Mr. Dos Santos did confirm receipt of the e-mail containing the letter from the HDC and Guidelines. The applicants have not confirmed their attendance at tonight's meeting.

After a brief discussion, the HDC members decided that the clerk will contact the Building Inspector to find out if there is a Building Permit in place for interior construction and possibly find out the timeline for the renovations, and also check with the Board of Health for any information they can provide. The clerk will e-mail Mr. Dos Santos to request that they inform the HDC if they plan to attend and present their application at the February 28, 2019 HDC meeting.

There were no further questions, concerns, or comments from the HDC members, and there was no one present from the public for this application.

Mr. Round solicited a motion to continue.

Mr. Halgren made a motion to continue the application of **Antique Table Trattoria**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to approve the sign or signs outside the restaurant, at **7 Central Street**, filed with the Town Clerk on November 27, 2018.

Ms. Costello seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Sabella, Ms. Costello, and Mr. Coppola voted unanimously in favor of continuing this application.

### NEW APPLICATION

Application of **Coldwell Banker**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as many be necessary, to approve the sign or signs outside the real estate company, at **21 Central Street**.

Mr. Round acted as representative of Coldwell Banker and explained that Coldwell Banker has submitted several photographs of their various signage, which has been fairly consistent throughout the years. Mr. Round asked the HDC members if they felt it necessary for the owner of Coldwell Banker to attend the next HDC meeting to present their application for signage. The HDC members had a brief discussion and decided that the application and supporting documents are sufficient to make a decision on the appropriateness for this application and agreed that the signage meets the requirements for appropriateness in the Historic District.

There were no further questions, concerns, or comments from the HDC members, and there was no one present from the public for this application.

Mr. Round solicited a motion to waive the public hearing for the Coldwell Banker application.

Mr. Coppola made a motion to waive the public hearing for the application of **Coldwell Banker**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as many be necessary, to approve the sign or signs outside the real estate company, at **21 Central Street**.

Ms. Costello seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Sabella, Ms. Costello, and Mr. Coppola voted unanimously in favor of waiving the public hearing on this signage application.

Mr. Round solicited a motion to approve the Certificate of Appropriateness for Coldwell Banker.

Ms. Costello made a motion to approve the application of **Coldwell Banker**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as many be necessary, to approve the sign or signs outside the real estate company, at **21 Central Street**.

Mr. Coppola seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Sabella, Ms. Costello, and Mr. Coppola voted unanimously in favor of approving this signage application.

### **ADMINISTRATIVE MATTERS**

**November 29, 2018 HDC Minutes:** The HDC members stated that they had read and reviewed the November 29<sup>th</sup> minutes. The HDC members had no questions, comments, or suggested revisions.

Mr. Round solicited a motion to approve the November 29, 2018 minutes, as written.

Mr. Halgren made a motion to approve the November 29, 2019 HDC minutes.

Ms. Costello seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Sabella, Ms. Costello, and Mr. Coppola voted unanimously in favor of approving these minutes, as written.

**Sidewalk Sandwich Signs and Flags:** The HDC members discussed the use of sandwich signs and flags in the Historic District. Historically, sandwich signs are not allowed to be placed on town public property. The HDC members decided that sandwich signs and flags are subject to HDC approval via Certificates of Appropriateness. The clerk will ask the Building Department's advice on the use of sandwich signs and flags, and report back to the HDC members.

**Open Meeting Law:** Mr. Round, Ms. Costello, and Ms. Ardolino, the clerk attended this session. Ms. Ardolino explained that it is a violation of the Open Meeting Law for a quorum of members to discuss anything in person, via e-mail, telephone, etc. Any issues must be discussed at the meetings. Minutes also must be discussed at the meetings. Also, be mindful that e-mails are considered a matter of public record and must be produced upon request.

Communications between two or three people who are working on a project for the Board is acceptable; however, these communications are also a matter of public record.

**Elm Street Sign:** Mr. Round explained that this sign has been the topic of discussion for the HDC for the past few years. In an effort to resolve questions and issues about the Elm Street Sign, Ms. Ardolino, the HDC clerk and Ms. St. Pierre, the Town Clerk worked on a Summary of Facts document with supporting documents, including applications, approvals, and minutes that reflected the discussion and approval, as well as acknowledgement that the signage may change from time to time, as the merchants change. This information was provided to the HDC members for their review.

In summary, the Elm Street Sign is owned by the Town of Manchester-by-the-Sea. It has submitted applications that have been approved by the Board of Selectmen, which included approval by the Police and Fire Departments regarding traffic and safety; the Zoning Board of Appeals; and the Historic District Commission. Since these approvals, all merchants listed on that sign have come before the HDC for approval and were approved, including PT for Life and Nest.

After a brief discussion by the HDC members, Mr. Round concluded that the Elm Street Sign is a legal sign.

Mr. Round, Mr. Sabella, and Ms. Costello questioned if future approval of additional signs to the Elm Street Sign should go before the Board of Selectmen or the Historic District Commission. The HDC clerk will investigate and report back to the HDC members, as well as add the proper procedure to the Summary of Facts document.

**Rosedale Cemetery and Crowell Chapel:** Mr. Sabella explained that he has been working on adding the Rosedale Cemetery and the Crowell Chapel (5.76 acres) to the Massachusetts Historic Register for a few years, which will make these properties eligible for state and federal funding. The CPA funds, which supported the renovation of the Crowell Chapel (\$750,000), are now diminishing. The Rosedale Cemetery and Crowell Chapel requires maintenance and will also require improvements over the coming years. The Manchester Historic Museum is in support of this project.

Mr. Sabella continued to explain that he met with Greg Federspiel, who suggested discussing this topic at the HDC meeting. If the HDC members agree, then draft a letter to the Board of Selectmen requesting their support.

Mr. Round stated that Rosedale Cemetery and Crowell Chapel are separate properties, but added that he agrees with this proposal and feels that this project is in keeping with the spirit of what the HDC does for the Town of Manchester-by-the-Sea.

Mr. Round made a motion to support the initiative of adding the Rosedale Cemetery and the Crowell Chapel to the Massachusetts Historic Register and will provide a letter of support to the Board of Selectmen.

Mr. Sabella seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Sabella, Ms. Costello, and Mr. Coppola voted unanimously in favor of supporting this project.

**Signage in the Historic District:** Status update to be continued to the next HDC meeting.

**House Markers:** A separate meeting with the House Marker Committee to follow this HDC meeting.

There were no further questions, issues, or concerns to discuss.

Mr. Round solicited a motion to adjourn.

Mr. Sabella made a motion to adjourn. Mr. Halgren seconded the motion. Vote: Mr. Round, Mr. Halgren, Mr. Sabella, Ms. Costello, and Mr. Coppola voted unanimously in favor of adjourning the meeting. The meeting was adjourned at 7:52 p.m.

Adele Ardolino, Clerk  
Historic District Commission  
Manchester-by-the-Sea, MA