

**CONCORD HISTORICAL COMMISSION**  
**Public Meeting Minutes**  
**September 16, 2019, 7:00 P.M.**  
**First Floor Hearing Room, 141 Keyes Road**

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Historical Commission held a public meeting in the First Floor Meeting Room at 141 Keyes Road, Concord starting at 7:00 P.M.

Commission Members Present: Melissa Saalfield, Nancy Nelson, Bob Gross, Thomas Beardsley  
Michael Capizzi, and Alan Bogosian

Others Present: Susan Bates

Annette Bagley

Staff: Alan Castillo

Ruben Karapetyan

Heather Gill, Senior Planner

Ms. Saalfield called the meeting to order at 7:00 P.M.

**Preservation Awards – Discussion with Annette Bagley**

Annette Bagley provided the Commission with a timeline for the nomination period, and explained that projects completed between 2016 and 2019 would be eligible. Ms. Bagley reviewed the categories, and the process for reviewing applications. Ms. Bagley stated that the awards ceremony will be in May at the Trinitarian Church. Ms. Bagley stated that she hopes the awards ceremony will be an elevated event from years prior, with a wine and cheese reception. Ms. Nelson asked who was on the review panel. Ms. Bagley stated that Valerie Kinkaid, Betsy Idleheart, herself, and one or two historical commission members will make up the panel. She explained that the panel would make a recommendation to the Commission, who would have the final vote. The Commission discussed ways to get the word out more broadly.

**CPC Application – First Parish Church – Discussion with Holly Cratsley**

Holly Cratsley, of the First Parish Church explained that she will be submitting an application to the CPC for funding towards the repair of the clock and repainting of the clock tower. Ms. Cratsley explained that the clock's face and hands need to be re-gilded, the tower needs painting and the dome needs work as well. Ms. Cratsley briefly presented on the separation of church and state and the Acton CPA case. Ms. Cratsley provided a history of the church, which was originally the town meeting house. Ms. Cratsley explained the structure burned down, and when it was rebuilt, town meeting voted to purchase the clock for the clock tower. She explained that the town paid for the electricity to run the clock and provided the light bulbs for it up until about twenty years ago. Ms. Saalfield asked what the cost of the project will be. Ms. Cratsley stated that they will be requesting \$60,000 - \$75,000 in CPA funding. Ms. Cratsley indicated that the bell itself is in good shape, and that there is no religious iconography on the clock, the clock tower or the weathervane. Ms. Cratsley stated that she is requesting a letter of support from the Historical Commission.

Ms. Nelson moved to submit a letter of support for the First Parish of Concord's CPA application for the restoration of the clock and belfry. Mr. Bogosian seconded the motion and ALL OTHERS VOTED IN FAVOR. The motion passed (5-0).

**Commission Charge – Oral History Program Amendments**

Ms. Saalfield explained that we are looking to revamp the program and find new interviewers. Mr. Gross talked about getting students that are trained in oral history to conduct the interviews.

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**Commission Membership – Vacancy**

The Commission discussed the need for an associate member.

**Discussion: Demolition Review Bylaw Amendments**

Mr. Capizzi introduced two students from UMass Amherst, Alan Castillo and Ruben Karapetyan. Mr. Capizzi explained that he asked them to review the bylaws in other towns and come up with a recommendation on Concord's bylaw. Mr. Castillo and Mr. Karapetyan presented a document that suggested edits to the demolition review bylaw. The two students presented each Commission member with a folder of documents, and explained that they researched the bylaws of 30 communities, and tried to pick historic towns comparable to Concord. The students presented their demolition delay analysis, and suggested edits, which included changes to the definition of building or structure; definition of total demolition; and the definition of historical significance. The students also presented on enforcements and fines found in other town's bylaws. The Commission thanked the students for all of their work on this.

**Updates**

Ms. Nelson summarized a recent meeting on the Wheeler Harrington House, the issues, the process historically, how the town plans to move forward, the tenants and the historic landscape. She stated that staff is working on drafting an application and formal process for permitting work at the house.

**Minutes**

The minutes will be reviewed at the next meeting.

Mr. Gross moved to adjourn. Ms. Nelson seconded the motion and all others voted in favor.

**The meeting was adjourned at 9:00 P.M.**

Minutes Approved: 10-10-2019

Respectfully submitted by:  
Heather Gill  
Senior Planner