

**HISTORIC DISTRICT COMMISSION**  
WORK SESSION  
Town Hall  
Provincetown MA

**WEDNESDAY, DECEMBER 28, 2018**

Members Present: Thomas Biggert (TB), Chairman, Pilgrim Monument Rep; Marcene Marcoux (MM), Vice Chair, Chamber of Commerce Rep.; John Dowd (JD), PBG Rep.; Christopher Mathieson (CM), PAAM Rep; Hersh Schwartz, Alternate.

Excused Absences: Laurie Delmolino, Historical Commission Rep.; Michela Carew-Murphy, Alternate.

Others Present: Martin Risteen, former HDC PBG rep.

TB called the meeting to order at 10:34am.

**1. New and Old Business**

Outstanding Decisions

TB asked for the paperwork on the 53 outstanding decisions to be written and filed; said he felt the regulatory side of the HDC'S mandate is wanting attention.

MR said he had (13) decisions to be read today, as well as a list of decisions to be written with plans attached as well as those which have been completed and are in need of stamps and signatures; said he has been working with Ellen Battaglini, Permit Coordinator to get on the same page.

Master List of Filed Decisions

MM spoke about the enormous amount of work that has been done in filing decisions and of the process flow that involves reviewing and deliberating applications and conducting site visits prior to approving, writing and filing the decisions. MM added that Recording Secretary Jody O'Neil (JON)'S work on the creation and maintenance of a Master List of filed decisions in Microsoft Excel, and at a cost \$245.00 for the year, has been very helpful in maintaining an accurate record of 110 filed decisions dating back to 2017. Each case is identified numerically and features address, author of the decision, date decision was filed and the pertinent details of the application in short-hand.

TB said there has been push-back from Town staff on the need for the Master List and that it would be sorted out before work on it would continue.

Window Restoration Services

MM said research had yielded alternative approaches when applicants state that certain window types cannot be repaired and that these companies repair and restore original windows to their historic properties; Seekircher Steel Window Corp. and Hopes Co. in NY do steel work while Big Glass of Ct. takes original wooden windows and makes them energy-efficient. HS said Fire Rock and Manhattan Steel Co. in NYC also work at refurbishing and restoring steel windows and doors.

## 2. Deliberations on Pending Decisions: VOTES MAY BE TAKEN

Decisions by MM, read by MM:

- a) **HDC 19-093**; 18 Cottage St. TB made a motion to approve the decision of December 19, 2018. HS seconded the motion and it passed, 5-0-0; TB, HS, MM, JD, CM.
- b) **HDC 19-110**; 157 Commercial St. TB made a motion to approve the decision of December 19, 2018. HS seconded the motion and it passed, 5-0-0; TB, HS, MM, JD, CM.

Decisions by TB, read by TB:

- a) **HDC 19-077**; 42 Commercial St. TB made a motion to approve the decision of November 7, 2018. JD seconded the motion and it passed, 5-0-0; TB, JD, MM, CM, HS.
- b) **HDC 19-076**; 72A Commercial St. TB made a motion to approve the decision of November 7, 2018. MM seconded the motion and it passed, 5-0-0; TB, MM, JD, CM, HS.

Decision by JD, read by JD:

**HDC 18-284**; 560 Commercial St. TB made a motion to approve the decision of July 18, 2018. MM seconded the motion and it passed, 5-0-0; TB, MM, JD, CM, HS.

Decisions by MR, read by CM:

- a) **HDC 19-034**; 8 West Vine St. CM made a motion to approve the decision of August 1, 2018. TB seconded the motion and it passed, 5-0-0; CM, TB, MM, JD, HS.

JON pointed out that 19-034 had been given the i.d. for the address at 411 Commercial St. as printed on the September, 5, 2018 agenda resulting in irregularities that appeared on the December 4, 2018 edition of the master list of filed decisions and noted by Permit Coordinator, Ellen Battaglini. The error has since been corrected.

- b) **HDC 19-026**; 51 Commercial St. CM made a motion to approve the decision of August 1, 2018. TB seconded the motion and it passed, 5-0-0; CM, TB, MM, JD, HS.
- c) **HDC 19-012**; 93 Commercial St. CM made a motion to approve the decision of October 17, 2018. TB seconded the motion and it passed, 5-0-0; CM, TB, MM, JD, HS.
- d) **HDC 19-044**; 14 West Vine St. CM made a motion to approve the decision of October 3, 2018. MM seconded the motion and it passed, 5-0-0; CM, MM, TB, JD, HS.

- e) **HDC 19-050**; 6A Cook St., U3. CM made a motion to approve the decision of October 17, 2018. MM seconded the motion and it passed, 5-0-0; CM, MM, TB, JD, HS.
- f) **HDC 19-087**; 200 Commercial St. CM made a motion to approve the decision of December 5, 2018. TB seconded the motion and it passed, 5-0-0; CM, TB, MM, JD, HS.

MR indicated that **HDC 17-127**; 307 Commercial St. has been on his list, but was read and approved at the meeting of January 18, 2017 and is ready to be filed.

The total number of decisions filed today by MM is (11).

Notes on Pending Decisions:

- a) **HDC 18-056**; 53 Commercial St. has appeared on MR'S list to do, but was filed on Nov. 30, 2017.
- b) **HDC 19-087**; 200 Commercial St. needs additional signatures.
- c) **HDC 19-047**; 122 Commercial St. MR said the decision has been written but asked if new plans are on file.
- d) **HDC 18-107**; 509 Commercial St. MM has written the decision but needs revised plans.
- e) **HDC 19-030**; 347 Commercial St. MM has written the decision but needs revised plans.
- f) MR said he will have the following decisions ready to be read and voted on at the next meeting: **HDC 19-068**; 466 Commercial St. and **HDC 19-073**; 83 Commercial St.
- g) MR said the following have been stamped but are pending signatures: **HDC 17-150**, 535 Commercial St.; **HDC 17-217**, 3 Cudworth St.; **HDC 17-294**, 48 ½ Bradford St.
- h) MR has the following (15) decisions on his list to be written:

**HDC 18-272**, 7 Bradford St.; **HDC 19-007**, 170 Commercial St.; **HDC 19-039**, 8 Cottage St.; **HDC 19-046**, 12 Mechanic St.; **HDC 19-049**, 521 Commercial St.; **HDC 19-057**, 553 Commercial St., UA; **HDC 19-060**; 6A Cook St., U1; **HDC 19-084**; 361 Commercial St.; **HDC 19-092**, 111 Commercial St.; **HDC 19-094**, 19 Standish St.; **HDC 19-095**, 286 ½ Bradford St.; **HDC 19-097**, 259/263 Commercial St.; **HDC 19-099**, 518 Commercial St.; **HDC 19-100**, 5 Fishburn Ct.; **HDC 19-110**, 157 Commercial St.

The HDC thanked MR for all his hard work on researching and writing decisions.

### HDC Advisory Board

TB said he had spoke with MM about the HDC formulating an advisory committee which people in the community could be asked to serve on without a particular mandate but in an advisory capacity. Among those who TB suggested might well serve the HDC in this capacity were MM, historian David Dunlop, interior designer, Ken Falk and Steven Jerome, an architectural historian on Greek Revival homes. TB also said that recommendations would be open to the public.

TB made a motion to create an advisory board to the HDC with details to be outlined going forward. HS seconded the motion and it passed, 5-0-0; TB, HS, MM, JD, CM.

TB announced today as MM'S last-last meeting and the board expended its gratitude and appreciation for Ms. Marcoux's 14 years of service on behalf of the HDC and the Town.

TB made a motion to adjourn the meeting at 12:30pm. CM seconded the motion and it passed, 5-0-0; TB, CM, MM, JD, HS.

Respectfully Submitted,  
Jody O'Neil