

**Methuen Historic District Commission**  
**July 23, 2009 at 7:00 P.M.**  
Great Hall – Searles Building  
41 Pleasant Street  
Methuen, MA 01844

**MEETING MINUTES**

**1. Call to Order of Regular Meeting**

Chairman Dufresne called the meeting to order at 7:05 PM. *At this time, there was not a quorum.*

**2. Roll Call**

Raymond Dufresne, Chair	Present	Joseph Fisichelli	Absent
Joseph Bella	Present	Christine Metzemaekers	Present
Peter Cameron	Absent	Katherine Robinson, Alternate	Arrived @ 7:20pm
Robert Fabino	Absent	Ralph Belmonte, Alternate	Absent

**Others in Attendance**

Alene Reich, Historic Planner, City of Methuen

*With no quorum in place, the Commission decided to address “discussion” items, that would not require a vote.*

**3. Discussion of Sign Guidelines**

Alene Reich reported that links to example guidelines were provided since the last meeting. Commissioners will look over the examples and our current guidelines to evaluate potential updates and improvements.

**4. Discussion of Farmstand**

Reich reported on a request to hold a temporary farmstand in the Historic District. Commissioners were in favor of the idea, noting the agricultural history of Methuen.

**5. Discussion of Violations**

Reich reported on two cases in which notices were sent to property owners regarding violations in the Historic District. The Methuen East Little League made exterior changes to their clubhouse without proper permits and review. The 254 Broadway LLC erected a fence and signs without review.

*Commissioner Robinson arrived, quorum established.*

**6. Acceptance of May 28, 2009 Minutes**

MOTION by Commissioner Metzemaekers to accept the minutes of the March 26, 2009 meeting. Seconded by Commissioner Bella. UNANIMOUS AFFIRMATIVE VOTE.

**7. New Business**

**a. Application: Certificate of Non-Applicability:** Festival of Trees for Park Street Stone Wall.

Commissioners reviewed an application for restoration work completed on stone walls on Park Street. Commissioner Robinson moved to accept the application. Commissioner Robinson also suggested that the Chair should review future applications from the Festival of Trees since the quality of the work complies with the guidelines. MOTION by Commissioner Metzemaekers to approve application. Seconded by Commissioner Bella. UNANIMOUS AFFIRMATIVE VOTE. MOTION by Commissioner Metzemaekers to allow for the Chair to make decisions on Festival of Trees applications. Seconded by Commissioner Bella. UNANIMOUS AFFIRMATIVE VOTE.

Reich and Chairperson Dufresne established that the Chair would notify the Festival of Trees of the decision on future review.

**b. Application: Certificate of Non-Applicability:** Repaving at 17 Park St.

Chairperson Dufresne confirmed that the Historic District Commission does not review repaving. Application dismissed.

**c. Application: Certificate of Non-Applicability:** Trim Replacement at St. Andrew's Church

Commissioners reviewed an application to replace trim and complete additional minor repairs. MOTION by Commissioner Robinson to approve application. Seconded by Commissioner Metzemaekers. UNANIMOUS AFFIRMATIVE VOTE.

**8. Announcements**

The Commission reviewed for Commissioner Robinson the discussion items from the beginning of the meeting.

MOTION to adjourn by Commissioner Robinson. Seconded by Commissioner Bella. UNANIMOUS AFFIRMATIVE VOTE.

Meeting Adjourned at 7:40 PM.

Respectfully submitted, Alene Reich