



**Landmark Preservation Board  
Thursday, April 15, 2021**

Meeting Minutes

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**CALL TO ORDER**

Chair Don Radke called the meeting to order at 8:30 a.m.

**ROLL CALL**

Members Present: Tom Cantwell, Cynthia Carter, Bob Haley, Dan Leary, Julia Marshall, Don Radke, Jeff Romano and Lisa Tonzi

Staff: Kate Auwaerter

**APPROVAL OF MINUTES**

J. Romano made a motion to approve the minutes of April 1, 2021, which was seconded by C. Carter. The minutes were approved unanimously as submitted.

**OLD BUSINESS**

*No Old Business*

**NEW BUSINESS**

CA-21-09 213 Scottholm Terrace. Brian Haynes (owner) presented the application to replace the roof on 213 Scottholm Terrace. The original roof is a 4-ply built-up, stone ballasted roof. It was recapped c. 2009 just before the sale to the present owner. B. Haynes explained that the roof is leaking, which is causing damage to the cedar paneling on the cantilevered sections of the roof. The application calls for the removal of the pebble ballast and the metal edge around the roof and the installation of an EPDM roof with new flashing around the skylight and other roof penetrations. A new metal edge will be installed around the roof perimeter.

C. Carter made a motion to approve the application as submitted, which was seconded by L. Tonzi. In discussion, J. Marshall stated that she was not opposed to the EPDM roof as a replacement for the original roof. However, she noted that adding additional roofing material may require altering the profile of the metal edge, which is an important feature of the original roof. Commission members also questioned whether building code would allow the addition of the EPDM on top of the existing roofing layers. D. Leary recommended that the applicant have a qualified roofer or architect make a test cut of the roof to determine the condition of the existing roof and decking materials and to identify the source of the leaks. With the owner's agreement, C. Carter and L. Tonzi withdrew their motion and the application was tabled pending more information about the condition of the roof from a qualified expert.

CA-21-10 217 Highland Avenue. Miriam Perez (owner) presented the application to install temporary, black chain link fencing and gates at the property for the duration of the construction at the house. On the east side of the house, a gate and fence will be connected to an existing pole at the corner of the house and will cross the driveway to connect to an existing wood stockade fence located along the east property line. The second gate and section of fencing will be located on the west side of the house and will run to the neighbor's wood stockade fence on the west property line. In addition, the application calls for the removal of two unused chimneys located on the east and west sides of the roof.

In discussion, the board established a one-year time limit for the temporary fencing, which was acceptable to the applicant. In regard to the chimneys, M. Perez explained that her roofing contractors had suggested she

remove the chimneys because they are no longer needed. The board recommended against removing the chimneys and instead recommended that the brick be repointed, reflashed and capped with stone or concrete caps. This was acceptable to the applicant. J. Marshall made a motion to approve the temporary fencing for one year and to deny the removal of the chimneys. This was seconded by T. Cantwell. The motion passed unanimously.

### **DISCUSSION**

Oakwood Cemetery: Oakwood Cemetery is a Protected Site as well as listed in the National Register of Historic Places. K. Auwaerter reported to the board that the condition of the cemetery – in particular the administration building and the former chapel – is of increasing concern. She noted that the Oakwood Cemetery Association owns and manages the cemetery and that there is an active advocacy group for the cemetery, the Historic Oakwood Cemetery Preservation Association (HOCPA). K. Auwaerter suggested that it would be appropriate for the board to reopen dialogue with the cemetery association and HOCPA in hopes of establishing priorities and a plan for the long-term preservation and stewardship of this important historic landscape.

### **ADJOURN**

The meeting was adjourned at 9:20 AM.