

APPROVED

**Braintree Historical Commission  
Meeting Minutes - Virtual ZOOM  
Monday, April 5, 2021  
7:00 PM**

**Members Present:**

Ronald F. Frazier  
Santina Giannino  
Robert S. Harris  
Kate Nedelman-Herbst  
Rayna Rubin

**Staff Present:**

Melissa M. SantucciRozzi, Director  
Kelly Phelan, Conservation Planner

**Remote Meeting Provisions**

*Due to the COVID19 Pandemic remote meetings have replaced physical meetings per the Governor's Order on March 3/12/20 as most recently amended. Said order suspended the provisions of the Open Meeting Law to promote public health and social distancing. This meeting was not conducted in an open, publically accessible space. Public access to the meeting and deliberations were achieved by adequate, alternative means that allowed the public to follow the proceeding in a third party communication technology known as ZOOM that is readily accessible to the public by the internet and the Telephone.*

**Call the Meeting to Order**

7:00 PM the Meeting was called to order with a Quorum via the Zoom Platform. Director SantucciRozzi, conducted a Roll Call vote for Attendance: Frazier – Y; Harris – Y; Rubin – Y; Herbst – Y; Giannino – Y. The Director states we have all members present and a quorum at 7:00 PM.

**Elm Street Cemetery – Topper Fence**

Vice Chair Frazier – reports that he met with the Director on a number of items and determined that the fence project was signed off by Derek Manning, and the Historical Commission had never approved signing off on it. Member Rubin suggests asking the contractor to finish the topper, but she recognizes they will want more money. Vice Chair Frazier indicates he thinks we need additional funding.

Director SantucciRozzi – confirms that the architect, the contractor and Derek Manning had signed off. She has provided an update memo in the packet, and she plans to reach out to the contractor to see if there was some discussion or reason this didn't happen. The Director clarifies that you can add up to 25% on a contract's value, but she is not sure this is allowed because the contract was signed off. She does feel, if the drawings showed the work and it was included in the price, it should be completed whether there is money or not.

Vice Chair Frazier – recalls that Derek made a comment that it was a difficult thing to accomplish, but when Vice Chair took the photograph there seemed to be plenty of space.

Director SantucciRozzi – comments that not having been involved and seeing a set of drawings and a contract and recognizing the work doesn't match up, she is a little dumbfounded. It was actually the architect, the contractor and Derek that signed off. Derek signed off in May 2020.

Vice Chair Frazier – confirms that the Director is going to check with the contractor to find out what they said from their perspective.

Director SantucciRozzi – states this becomes a contractual situation where we had drawings and we had a scope of service, and for some reason it wasn't completed. There would have to be some far-reaching reason and/or return of some payment. She would like to do a little more work to see if we could get this done with what we have. If not, we could re-approach the CPC for that additional section.

Member Harris – asks if the Accounting Office can tell the Director how much of that contract was paid. She confirms they can, but she wants to look at what we were actually billed for and whether there was a notation on reduction of services and/or price.

Director SantucciRozzi – states she can reach out to the Accounting Manager; she wants to review invoices to see what we were actually billed for to see if something was left out or if there was a notation regarding a reduction in services and price.

### ***Draft CPC Application – Elm Street Cemetery Additional Stone and Tomb Restoration***

Vice Chair Frazier – asks what form the application is in.

Director SantucciRozzi – has started to put together the application to submit to CPC. She has circulated prices that Vice Chair Frazier provided, and she reached out to Frank Drollette at Colonial Stone. He had priced 11 stones, and she asked him to price the three tombs. We can then determine if we want to split it into two smaller jobs or two different appropriation years. She has located some documentation relative to the plan that Barbara Donahue had prepared related to a full restoration, and she will provide an updated narrative to go with the application. She is gathering information, putting together the application, and it should be ready for the next Historical Commission Meeting. She will circulate it in advance. She wants to make sure we get decent prices. Then we can determine if we need to go out to bid or be able to break it up into two separate jobs.

Vice Chair Frazier – states that sounds good.

Member Harris – asks what the maximum bid is before.

Director SantucciRozzi – thinks it is \$25,000.

Vice Chair Frazier – states it was originally \$5,000 but it has increased over time because it is more practical to do it that way.

Director SantucciRozzi – states it has increased, and there might be two different limits depending on whether it is a consultant vs. physical work. She will have all of that information to go along with the draft application that she provides, so that members can decide how to approach this.

### ***Demolition Delay Bylaw – 405 Commercial Street***

Vice Chair Frazier – found out by going onto Braintree website that 405 Commercial Street was going to be demolished; the Historical Commission had never been notified of that by the Building Department. Vice Chair Frazier quickly moved to find out what was going on; in fact, it was being demolished. He talked with the Building Department; he tried to get inside the building, which is something that we

don't necessarily need to do, and he went down and photographed the property from all angles so we do have documentation on that building.

Director SantucciRozzi – states that was a very good catch. That demo permit was pulled in October; the Building Inspector ordered it to be taken down back in 2018, but they never followed up with the demo permit until October 2020. We were able to have some dialogue with the Building Inspector, and we are looking very diligently at the Building Permits ourselves. We need to make sure that communication is happening and we are informed.

Member Rubin – states that the Building Department should know; they were very much involved when we were developing the bylaws. She asks if the Building Department even gets a slap in the wrist because this is irritating to her. Is there any way to make it so that it is important to the Building Department?

Director SantucciRozzi – states those are all very good points, and one of her missions and goals as the Director is to improve communication between our department and other departments. On the actual application, there is nothing that asks when the structure was built; adding those types of things on the application will be helpful.

Member Rubin – asks if we can add them to the application.

Director SantucciRozzi – explains that those are things that she will be speaking to the Director of Inspectional Services about, as this will be helpful to the Inspectors, as well. There is an opportunity for dialogue and improvement there, and she looks forward to making some suggestions.

Member Rubin – suggests that Historical Commission provide something suggesting modification to application.

Member Herbst – explains that they spent so much time not only writing it but getting it implemented that it diminishes the serious nature of it at this point. It is a town bylaw and has to be handled like every other town bylaw.

Director SantucciRozzi – states it needs to be elevated and recognized as something that cannot be overlooked because there are other far-reaching situations that can result from this not happening. She will have a discussion with Building, and if members have any suggestions on a way to make this more prevalent in the Building Permit review portion on the demo side, please feel free to send her your thoughts and opinions.

### ***Historic Inventory***

Vice Chair Frazier – explains that he asked to have the Historic Inventory placed on the agenda, as it is still something we have funds appropriated for but have not been able to accomplish yet.

Director SantucciRozzi – advises that she does not have any updated information on this yet.

Vice Chair Frazier – suggests that we try and give that a push along. We should ultimately accomplish the whole town. There is no limit on how often we can go after funds for this. It is just getting people to do the work.

Director SantucciRozzi – This is on her list; she is working on review and consolidation of files. We will be posting for an Assistant Director in the next month or so; getting some additional staff to help with the office and the Boards will really help her to free up some time.

### ***Historical Signage at Armstrong Dam Site***

Vice Chair Frazier – states we really have no say over this since it is not in the Historic District. He is wondering what the thoughts are on this.

Director SantucciRozzi – states that the Conservation Planner, Kelly Phelan, is here and she had circulated some materials to the Commission; therefore, the Director will turn it over to Ms. Phelan, and then we can open it up for questions.

Conservation Planner, Kelly Phelan – states that the Commission is probably familiar with this project; it is the Armstrong Dam removal and restoration of the river channel, as well as construction of a public access trail along the river at the former Armstrong site. It is a public/private partnership with the Town, the property owner, some state agencies and even a federal agency. We are moving close to the construction phase, and she would like to get the Commission's input because there is an opportunity to incorporate some elements of the history of the site along the trail. She refers members to the Concept Sketch, Concept Drawing of the 1917 plaque and coins from the building built back into an archway provided in her email. She wanted the Commission's input on that, as well as other things that we could highlight in interpretive signage along the trail.

Vice Chair Frazier – one of the things he noticed was that it only talks about the Armstrong aspect on the plaque; it would be nice to get back to the early history of it when it was the paper mill and the rubber flooring works. If we could get it from the colonial period on, as to what was going on there, it would be nice.

Conservation Planner, Kelly Phelan – states that sounds like something that could go on a sign panel.

Member Rubin – really likes the idea of the archway; she thought that was very nice. She likes the concept physically.

Vice Chair Frazier – would like to get a little bit more of the history on the plaque because it was a very significant site in the Town of Braintree as far as business and industry and livelihood of a lot of people.

Member Giannino – asks if it will just be open space and a trail.

Conservation Planner, Kelly Phelan – states for now; however, at some point the owner will redevelop the site, but the river corridor and the trail will be in an easement to the Town so nothing will happen along the trail or the river.

Member Giannino – asks who the current owner is.

Conservation Planner, Kelly Phelan – advises that it is Hollingsworth Pond, LLC, but it is Messina.

Member Giannino – states that it looked really good, and it was good use of everything.

Member Rubin – suggests that maybe Vice Chair Frazier would be willing to help edit some text because that PAL report was very detailed. The information is there, but it needs to be pulled out. Maybe both Vice Chair Frazier and Member Harris could work together – two official historians of the Town.

Conservation Planner, Kelly Phelan – states that we may want to put an historic photo in the signboard looking from the same view of what it is now vs. what it was then.

Vice Chair Frazier – states that sounds good and asks if Ms. Phelan needs anything more from the Commission.

Conservation Planner, Kelly Phelan – states it is up to the members how involved they want to be.

Vice Chair Frazier – states it is important to know the history of it because most people have no idea of what happened there. Vice Chair Frazier asks the Conservation Planner about the Middle Street Project and what is happening there?

Conservation Planner, Kelly Phelan – it is going slowly but she got a plan back today. They are trying to fine-tune all the details out there with floodway and floodplain and a trail that is practical to build. She has a new plan that is pretty close to being finalized and permitted in the next few months, and then construction can start in the fall. We have grant money that expires at the end of the year, so she wants to get started in the fall.

Director SantucciRozzi – thinks there is an opportunity along the trail to have information. She thinks if the Conservation Planner works on her ideas and that shares this with the Historical Commission that would be a good plan. It is nice to incorporate the historic elements and the conservation elements and open these assets to the residents.

Conservation Planner, Kelly Phelan – advises that, when she has something, she will send it to the Commission for their feedback. History is not her strong suit so she would really like some feedback.

### ***Administrative Business – Approval of Meeting Minutes for February 1, 2021***

Vice Chair Frazier – provided his numerous corrections and lengthy discussion.

Member Rubin **Motion** for approval of the February 1, 2021 Minutes as corrected; seconded by Member Herbst. All in favor By Roll Call Vote: Frazier – Y; Harris – Y; Giannino – Y; Rubin; – Y Herbst – Y.

### ***Administrative Business – Commission Vacancies (2 Members)***

Director SantucciRozzi – has had numerous discussions about getting additional members, and she is pursuing those discussions diligently.

Vice Chair Frazier – states in the past the Mayor’s Office has done a Press Release.

Member Herbst **Motion** to adjourn the meeting; seconded by Member Giannino. All in favor By Roll Call Vote: Frazier – Y; Harris – Y; Rubin – Y; Giannino – Y; Herbst – Y.

Meeting adjourned at 7:40 PM

Respectfully submitted, Louise Quinlan, Planning and Community Development