

**TOWN OF CHARLESTOWN**  
**HISTORIC DISTRICT COMMISSION**  
**September 3, 2024 – 6:30 PM**  
**via Zoom**

**MEETING MINUTES**

In attendance - Board Members: Suzanne Fockler, Heather Hoge, Dave Gordon, Tom Kenny, Stephen Petaia, Commissioner Liaison Jackie Akers; Town Staff: Mary Culver; Linda Slicer was not in attendance.

The meeting was called to order by Mr. Gordon at 6:32 pm.

The minutes of July 10, 2024, were presented. A motion was made by Mr. Kenny and seconded by Ms. Hoge. Carried 5-0.

The minutes of August 7, 2024, were presented. A motion was made by Ms. Hoge and seconded by Mr. Gordon. Carried 5-0.

**OLD BUSINESS**

Permit #24-68, 217 Market St, Demo/Rebuild –After a brief review of the final plan, a motion to approve was made by Mr. Kenny and seconded by Ms. Hoge. The vote carried 4-0-1, with an abstention by Mr. Gordon as the applicant. The board asked Mr. Gordon to submit pictures of the windows and front door when the decision has been made by the homeowner.

Permit #24-75, 240 Frederick St, Shed – A motion to approve was made by Mr. Gordon and seconded by Mr. Kenny. Carried 5-0.

**NEW BUSINESS**

Permit #24-82, 218 Market St, Enclosed Porch - Not Approved; Proposed materials and design do not fit the nature of the Historic District. The board would like to discuss with the applicant at the next meeting.

**GENERAL DISCUSSION**

There was a brief discussion about the need to identify historically significant areas within the Historic District or multiple zones to initiate the process of drafting a set of Historic District guidelines. It was decided that during the next meeting, Ms. Culver and the board members will conduct a walking tour of the Historic District to make these determinations. Ms. Culver will share an aerial map with the board via email and will also inquire whether Cooperson & Associates can attend to provide their expertise.

Additionally, the board discussed the MAHDC training. The materials from the training in July have not yet been received for distribution. Ms. Culver will contact the facilitator to obtain the materials and to schedule the next training to coincide with the November meeting.

**PUBLIC COMMENT**

None.

There being no further business, **Mr. Kenny motioned to adjourn the meeting at 7:09 pm, seconded by Mr. Gordon. Carried 5-0.**

Respectfully submitted,

Mary Culver, Assistant Town Administrator