

METHUEN HISTORIC DISTRICT COMMISSION

2025 NOV -5 AM 10:04

Thursday, October 2, 2025 @ 7:00 pm
Sanborn Hall at the Quinn Public Safety
Building
90 Hampshire Street
Methuen, MA 01844

1) Call to order

Chair Lussier called the meeting to order at 7:00 pm., noting the presence of a quorum.

2) Roll Call

Thomas Lussier, Chair	Present
Dianne Moore	Present
John Hadley	Present
Joseph Bella	Present

Others in attendance: Casey Dowgiert, i3 Architects, PLLC

3) Acceptance of Meeting Minutes: Commissioner Moore moved to approve May 22, 2025 minutes. Commissioner Bella second the motion. **Unanimous affirmative vote.**

4) New Business:

a. PUBLIC HEARINGS:

- i) **10 Ditson Place #25-12:** Certificate of Appropriateness – St. Basil Salvatorian Center, siding, gutters and other exterior repairs and improvements.

MOTION by Commissioner Hadley to table the application until next meeting on 10/30/2025 and Commissioner Moore seconds the motion. It's a **UNANIMOUS AFFIRMATIVE VOTE.**

- ii) **26 Pleasant Street #25-13** Certificate of Appropriateness – Josh Ferry, 26 Pleasant St. Methuen, replace two doors

Chairman Lussier opens the meeting to the applicant. The applicant reviews proposed work which is to replace two doors; one is the parish and classroom door. The replacement will be aluminum steel, Shows sample of black aluminum frame with safety glass.

Chairman Lussier asked about the materials and the existing windows which the applicant states are aluminum. Lussier asks if they come in different colors. Applicant stated that they do but the black was standard.

Commissioner Moore states that she doesn't have an issue with the black. The applicant states that he prefers the black door for cost reason.

Chairman Lussier opens meeting to the public for comment. Asks those speaking in favor of a Certificate of Appropriateness, noting one the applicant. To those speaking unfavorably, seeing and hearing none. Moves to close the public hearing @ 7:10 and opens discussion with commission members.

MOTION by Commissioner Moore to approve the application with the following conditions.

- Aluminum frame with safety glass with frame and door being black.

Hadley seconds the motion. It's a **UNANIMOUS AFFIRMATIVE VOTE @ 7:12 pm.**

iii) **26 Pleasant Street #25-14** Certificate of Appropriateness – Sister Maryalcyce Gilfeather- Signage

Chairman Lussier opens the meeting to the applicant at 7:13. The applicant reviews proposed work which is changing the sign not the structure even though they would like to update it. Chairman Lussier asks what they would want to do. Chairman Lussier and Commissioners state that maintenance can be ok as long as they don't change anything structurally and it doesn't appear different in design.

Commissioner Hadley asks about the M at the top. Chairman Lussier asks if they would change it and the applicant states yes; they would like to and paint it.

Discussion amongst the commission and applicant regarding replacing the top of the structure with PVC and take off the circle as it serves no purpose.

Commissioner Moore will ask Dan Gagnon if he would like the circle for historical records. She will call the applicant to let her know prior to them starting work.

Chairman Lussier opens meeting to the public for comment. Asks those speaking in favor of a Certificate of Appropriateness, noting one the applicant. To those speaking unfavorably, seeing and hearing none. Moves to close the public hearing @ 7:33 and opens discussion with commission members.

MOTION by Commissioner Moore to approve the application of the sign is approved with the additional approval of the maintenance and cleaning up of the sign with the PVC.

Hadley seconds the motion. It's a **UNANIMOUS AFFIRMATIVE VOTE @ 7:35 pm.**

+

5) Old Business

i) **Enforcement**

- a. Casey Dowgiert updated the enforcement spreadsheet with past and current violations that have not been resolved to date.
- b. Each violation line item was reviewed and discussed on whether it was still a violation and if an enforcement letter should be sent out.
- c. MOTION by Commissioner Moore that the Commission adopts the Violation Log and to be part of the monthly meeting minute and that violations letters to be sent per the following:
 - **Letter 1 Notice of Violation and property/ business owner has 15 days to rectify violation or provide follow-up with the City of Methuen.**
 - **Letter 2: Second Notice at 30 days that you are still in violation and that fines will be issued if there is a Third Notice.**

- **Letter 3: Third and Final Notice that fines will start on date of notice per the City of Methuen statutes.**

Hadley seconds the motion. It's a **UNANIMOUS AFFIRMATIVE VOTE @ 9:01pm**

6) Other Business

- i) Sign-off 2 Charles Street- Casey Dowgiert updated the commission that the project is complete and received their Certificate of Occupancy from the City of Methuen.
- ii) 255 Broadway Signage Approval with new lighting-resign approval letter: Casey Dowgiert updated that she had approved it open gov. and stated that per the conditions as long as the lighting that wasn't approved was submitted the sign permit/ project could move forward. The new sign has no lighting proposed.

7) Adjournment:

MOTION to adjourn by Commissioner Moore. Seconded by Commissioner Bella. **UNANIMOUS AFFIRMATIVE VOTE.** Meeting Adjourned at 9:09PM.