

**Town of Brookline**  
**Preservation Commission**  
**Subcommittee for Local Historic District Design Guidelines**

Minutes of the April 8, 2021 Meeting  
Held remotely via Zoom software

Attendees

Elton Elperin (Chair), Richard Panciera (Vice-chair), David Jack, Elizabeth Armstrong, John Spiers

Staff: Tina McCarthy

**Major Topics of the Discussion**

- The Design Review Process page – discussion of 10 day letter process and Ms. Armstrong’s review of MGL 40C, the updated online application process, subcommittees, and circumstances surrounding and administration of Certificates of Hardship
- The Local District Application Process page – discussion of wording and graphics
- General Guidelines page – discussion of wording of siding and windows bullets, and review and replacement of single pane steel casement windows
- New statement regarding historic preservation and energy issues - the subcommittee discussed its appropriate placement in the Design Guidelines, and the Preservation Commission’s purview
- Walls and Trim page – discussion of wording and necessity of artificial siding bullet, addition of composite being not acceptable, composite materials in general and its possible hazards and recyclability, removal of specific list of materials, and wording of shutters bullet
- Plan for going over windows section
- Discussion of list of stucco contractors and repair/replacement options for stucco