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**MINUTES OF PUBLIC MEETING AND PUBLIC HEARINGS  
NEWTON UPPER FALLS HISTORIC DISTRICT COMMISSION**

**DATE:** November 9, 2023

**PLACE/TIME:** Fully Remote  
7:00 p.m.

**ATTENDING:** Jeff Riklin, Chair  
Scott Aquilina, Member  
Laurie Malcom, Member  
Judy Neville, Member  
Paul Snyder, Member  
Barbara Kurze, Staff

**ABSENT:** Daphne Romanoff, Member  
John Wyman, Alternate

The meeting was called to order at 7:00 p.m. with J. Riklin presiding as Chair. Voting permanent members were S. Aquilina, L. Malcom, J. Neville, and P. Snyder. B. Kurze acted as recording secretary and the meeting was recorded on Zoom.

**Violation of the Historic District Ordinance at 48 Pettee Street**  
**Request for Certificate of Appropriateness to Remediate Violation at 48 Pettee Street**

The owners installed HVAC equipment and conduits on the right side of the house; this project was not reviewed or approved by the commission. Michael Oneil presented a proposal to change the installation of the conduit so that it ran above the foundation, alongside the downspout on the right side, and under the eaves. The conduit would be painted to match the new siding. The proposed configuration might change slightly depending on how the conduits could be run on the inside.

**Materials Reviewed:**

APPLICATION LINK: <https://newtonma.viewpointcloud.com/records/808944>

PDF file: Compiled 48 Pettee mini splits

Assessors database map

Photos

Photo marked up to show proposed conduit locations

MHC Form B

Commissioners said that the project should have come to the commission for review and approval. L. Malcom moved to confirm the violation. J. Neville seconded the motion. There was a roll call vote and the motion passed, 5-0.

Commissioners said that the proposed remediation was appropriate and looked good; the existing installation would not have been approved. Since the siding was being replaced, this was a great opportunity to address the violation. Commissioners wanted the owner to confirm the conduit plan before doing the work. J. Riklin noted that this could also be an opportunity to upgrade the electric. L. Malcom moved to approve the remediation plan with conditions. J. Neville seconded the motion. There was a roll call vote and the motion passed, 5-0.

**RECORD OF ACTION:**

**DATE:** November 13, 2023

**SUBJECT:** 48 Pettee Street – Confirmation of Violation of the Historic District Ordinance

At a scheduled meeting and public hearing on November 9, 2023, the Newton Upper Falls Historic District Commission, by vote of 5-0,

**RESOLVED** to confirm that there is a violation of the Historic District Ordinance at 48 Pettee Street, as the owners installed HVAC equipment and conduits on the right side of the house without Commission review and approval.

Voting in the Affirmative:

Jeff Riklin, Chair  
Judy Neville, Member

Scott Aquilina, Member  
Paul Snyder, Member

Laurie Malcom, Member

**RECORD OF ACTION:**

**DATE:** November 13, 2023

**SUBJECT:** 48 PETTEE ST - Certificate of Appropriateness

At a scheduled meeting and public hearing on November 9, 2023 the Newton Upper Falls Historic District Commission, by roll call vote of 5-0,

**RESOLVED** to **grant** a Certificate of Appropriateness for the project as submitted at 48 PETTEE ST to remediate the HVAC equipment and conduits that were confirmed to be in violation of the Historic District Ordinance at 48 Pettee Street by changing the installation of the conduits to run along the foundation, up the side of the house along the downspout, and along the soffit with the requirement that the conduits will be painted to match the siding of the house.

Voting in the Affirmative:

- Jeff Riklin, Chair
- Scott Aquilina, Member
- Laurie Malcom, Vice Chair
- Judy Neville, Member
- Paul Snyder, Member

Voting in the Negative:

Abstained:

Recused:

**1268 Boylston Street, Unit B – Request for Certificates of Appropriateness to Remediate Violations**

The reviews of the remediation plans for the fence and mini-splits and conduits were continued from previous meetings. Matthew Opperman presented a remediation plan for the fence to scallop the left panel of the fence section facing Boylston Street to soften the look of the fence and provide symmetry with the right panel. He was still working with his contractor on how to address the conduits and planned to come back in December. He thought they could work on a remediation plan similar to what was presented for 48 Pettee Street.

Materials Reviewed:

Fence application: <https://newtonma.viewpointcloud.com/records/794768>

Description of proposed remediation

L. Malcom and J. Neville said the added scallop would work to soften the look of the fence, and it would weather over time. J. Riklin said scalloping each panel facing the front would be the better solution. S. Aquilina moved to approve the remediation plan to scallop the last panel on the left facing Boylston Street. P. Snyder seconded the motion. There was a roll call vote and the motion passed, 4-1. J. Riklin voted in the negative.

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**RECORD OF ACTION:**

**DATE:** November 15, 2023

**SUBJECT:** 1268 BOYLSTON ST B - Certificate of Appropriateness

At a scheduled meeting and public hearing on November 9, 2023 the Newton Upper Falls Historic District Commission, by roll call vote of 4-1,

**RESOLVED to grant** a Certificate of Appropriateness for the project as submitted at 1268 BOYLSTON ST B to approve the remediation plan for the fence that was confirmed to be in violation of the Historic District Ordinance. The remediation plan is to scallop the last panel on the left facing Boylston Street so that there is symmetry with the existing scalloped panel on the right.

Voting in the Affirmative:

- Scott Aquilina, Member
- Laurie Malcom, Vice Chair
- Judy Neville, Member
- Paul Snyder, Member

Voting in the Negative:

- Jeff Riklin, Chair

Abstained:

Recused:

**88 High Street – Certificate of Appropriateness**

Cheng Zhang presented an application to add an ERP vent to the left side of the former garage, painted to match the siding. He wanted to amend the previously approved design for the transom windows; the existing trim board was attached to a large header board which would require extensive work to remove. They proposed keeping the existing trim board and had two options for the transom lites over the door: 1) replace the transom per the previously approved plans; or 2) keep the existing transom lite.

Materials Reviewed:

Application: <https://newtonma.viewpointcloud.com/records/807158>

Assessors database map

Photos and Elevations for Option 1  
 Photos and Elevations for Option 2  
 Vent product specs  
 MHC Form B

Commissioners agreed that the vent painted to match the siding was appropriate. The option to keep the existing trim board over the former garage door opening and the existing transom lite over the entry door was appropriate. J. Riklin moved to grant a Certificate of Appropriateness for the application as submitted. L. Malcom seconded the motion. There was a roll call vote and the motion passed, 5-0.

**RECORD OF ACTION:**

**DATE:** November 15, 2023

**SUBJECT:** 88 HIGH ST NUF - Certificate of Appropriateness

At a scheduled meeting and public hearing on November 9, 2023 the Newton Upper Falls Historic District Commission, by roll call vote of 5-0,

**RESOLVED** to **grant** a Certificate of Appropriateness for the project as submitted at 88 HIGH ST NUF to amend the previously approved plans to add an ERV vent to the left side of the former garage and paint it to match the siding, and to keep the existing trim board over the former garage door opening and the existing transom lite over the entry door.

Voting in the Affirmative:

- Jeff Riklin, Chair
- Scott Aquilina, Member
- Laurie Malcom, Vice Chair
- Judy Neville, Member
- Paul Snyder, Member

Voting in the Negative:

Abstained:

Recused:

**Administrative discussion:**

Minutes: The September 2023 draft meeting minutes were approved.

Administrative approval of vents, HVAC conduits, composite decking: Commissioners agreed that it was appropriate for staff to approve ducts, vents, HVAC conduits, and composite decking and stair treads. Any projects that were questionable would be submitted to the commission for review and approval. Staff would report all administrative approvals to the commission at the next meeting. J. Riklin moved to allow Staff to approve ducts, vents, HVAC conduits, and composite decking and stair treads with conditions. P. Snyder seconded the motion. There was a roll call vote and the motion passed, 5-0.

**RECORD OF ACTION:**

**DATE:** December 8, 2023

**SUBJECT:** Newton Upper Falls Local Historic District – Administrative Approval of Duct, Vent, HVAC Conduit, and Composite Decking and Stair Treads Projects

At a scheduled meeting and public hearing on November 9, 2023, the Newton Upper Falls Historic District Commission, by vote of 5-0,

**RESOLVED** to allow administrative approval of composite decking and stair treads with the following requirements:

1. Applicants may be required to submit a product sample or a place where the product can be looked at.

2. If there are any concerns about the appropriateness of the product, the chair may require the application to go to a meeting for full commission review.
3. Staff will report all administrative approvals to the commission at the next regularly scheduled meeting.

Voting in the Affirmative:

Jeff Riklin, Chair

Judy Neville, Member

Scott Aquilina, Member

Paul Snyder, Member

Laurie Malcom, Member

The meeting was adjourned at 8:30 p.m.

Recorded by B. Kurze