

Town of Chelmsford
Historic District Commission
50 Billerica Rd., Room 204
Chelmsford, MA
Meeting Minutes: January 5, 2026
Approved February 2, 2026

Present: Brenda Lovering, Donna Ready, Lisa Grasso

Not Present: Deb Belden, Deb Taverna, Janet Askenburg

Supporting documents for this meeting can be obtained by contacting the Community Development Office. This meeting was hand-recorded by Recording Secretary Vivian Merrill.

Call to Order

The meeting was called to order by Chair Lovering at 7:00PM.

Public Input

No one was present at this time.

New Business

Temporary Signage-Chelmsford Sub Shoppe

Lucas Breaganca is requesting to hang a sign on the window advertising a special at the restaurant. He had the sign he used for his Halloween promotion, and explained the differences.

He was advised that signs are not allowed on the windows.

He then requested to post the sign for two weeks outside on a pole style stand. Mr. Breaganca was given an Open/Closed sign that is allowed by the Commission.

The proposed temporary sign will be 2x5 feet, and it could be displayed from 11AM-9PM. He would probably bring it in by 7:30PM. The sign still needs to be designed and printed. The proposed dates for the sign would be from January 19, 2026-February 2, 2026.

He would come back for future requests.

Motion: by Ms. Ready to approve the request from Chelmsford Sub Shoppe to display a 2'x5' temporary sign on a pole stand outside the premises at 14 Chelmsford St., from 11AM-9PM, for a period from January 19, 2026 to February 2, 2026. Seconded by Ms. Grasso. **Motion carries, unanimous, 3-0.**

Mr. Breaganca will submit a revised application & \$25.00 application fee to the Town Treasurer's Office.

Continued Business

Open sign at Thai Restaurant by the CCA

Discussion continued to the February Meeting.

Design Guidelines Review/Update/Discussion

Discussion continued to the February Meeting.

Correspondence and Telephone Calls

Nothing new has been received.

Meeting Minute Approval

December 1, 2025

Vote to approve was Tabled, as there is not a quorum available to approve.

Meeting Schedule

Next Meeting: February 2, 2026.

Mrs. Ready said the Annual Holiday Prelude & Tree Lighting was great and well attended. She thanked the organizers.

Adjournment

Motion: by Ms. Grasso to adjourn the meeting at 7:15 PM. Seconded by Ms. Ready. **Motion carries, unanimous, 3-0.**

Respectfully submitted,
Vivian Merrill
Recording Secretary

Supporting documents:
-Application for Sign Request
-Draft Minutes