

**CITY OF METHUEN**  
**METHUEN HISTORIC DISTRICT COMMISSION**  
SEARLES BUILDING, SUITE 217  
41 PLEASANT STREET  
METHUEN, MA 01844  
(978) 983-8560

**APPLICATION FOR CERTIFICATE**

Please refer to the official Historic District Commission meeting schedule for meeting dates (typically held the fourth Thursday of the month) and their associated submission deadlines.

Please submit the following, to the Department of Economic and Community Development, 41 Pleasant Street, Suite 217 by the appropriate submission deadline:

- A **\$25.00 application fee** in the form of a check payable to "City of Methuen"
- **One original and ten (10) copies—ELEVEN (11) TOTAL** of:
  - The completed application.
  - Secured to each copy of the application: Photographs, material and color samples, manufacturer's illustrations, plans and elevations, shop drawings, site or plot plan, and any other applicable exhibits needed to best inform Commissioners of your proposed actions. **Sign applications** must include dimensions, accurate color samples (paint chips), materials, location, method of display, an image of the proposed sign at an appropriate scale in its proposed location, and an image of any existing signs. Note whether the sign is new or replaces an existing sign.

**Applications will not be accepted if incomplete, missing copies, or with unpaid fees.**

- If your application requires a public hearing (please inquire at the Department of Economic and Community Development), your application must also include:
  - A certified Historic District Commission abutter's list obtained and paid (\$35.00) on-line through City of Methuen's website at [www.cityofmethuen.net](http://www.cityofmethuen.net), under Assessing Department.
  - Pre-addressed, stamped envelopes, for each of the abutters and the applicant. If the City of Methuen, 41 Pleasant Street is listed as an abutter, no stamp is required on the addressed envelope. **DO NOT INCLUDE A RETURN ADDRESS.**

Applicants, or their representatives, are expected to be present at the meeting during which their application is discussed. Otherwise, the application is subject to removal from the agenda. Application decisions may require more than one meeting.

If any change in use of occupancy or location, or increase in square footage, height, or enclosed space (including garages) is proposed, certification that a ZONING VARIANCE has been issued by the Methuen Zoning Board of Appeals is required. The Commission will NOT hold a hearing on the Application before that certification is issued.

Name of Applicant/Contact: Ashley Haseltine

Site Location of Application: 192 Broadway Methuen, MA 01844

Business Name (or N/A): Methuen Memorial Music Hall, Inc.

Applicant Mailing Address: P.O. Box 463

City, State, Zip: Methuen, MA 01844

Telephone/Fax #'s: 978-685-5914 /

E-mail: ashley.haseltine@mmmh.org

Check type of Certificate applying for:

☒ **CERTIFICATE OF APPROPRIATENESS** for work described and exhibits filed.

☐ **CERTIFICATE OF NON-APPLICABILITY** for the following reason(s):

- ☐ Not visible from public street, way, place or body of water
- ☐ Reconstruction similar to original following fire or other disaster
- ☐ Maintenance, repair, or replacement, using same design, materials, colors
- ☐ No architectural features involved
- ☐ Proposed work complies with guidelines
- ☐ Other

☐ **CERTIFICATE OF HARDSHIP**, financial or otherwise described herein and not a substantial derogation from intent and purposes of law.

**DESCRIPTION OF PROPOSED WORK.** Proposed project and current site conditions:

The plan is to upgrade our electrical service from our current 200 amps to a 400 amps service. This will also include moving the current connection to the pole from the south end of the building, right near our main entrance, to the north side where it is away from any entrances. We also plan to install an energyefficient LG heat pump system in the Hall for heating and cooling. We will maintain our existing boiler system as a backup. Work is expected to be completed before our Spring 2026 season.

Proposed Start Date:	January 2026	Proposed Completion Date:	Phase 1 - April 2026
Name of Contractor:	CoolAir Company		
Contact Person:	Bill Guptill		
Address:	1 Spring Ln		
City, State, Zip:	Dracut, MA 01826		
License #:	1307		
Telephone/Fax #'s:	978-494-1562	/	
E-mail:	sales@coolaircompany.com		

Electrician  
Name of Architect: Gate City Electric  
Contact Person: Greg Louis  
Address: P.O. Box 3554  
City, State, Zip: Nashua, NH 03061  
Mass. Reg. #: 943MR & 2858 A1  
Telephone/Fax #'s: 603-886-0200 /  
E-mail: glouis@gatecityelectric.com

**DOCUMENTATION ATTACHED:**

- ☒ Photographs  
☐ Materials and/or Color Samples  
☒ Manufacturer's Illustration  
☐ Plans and Elevations  
☒ Shop Drawing(s)  
☒ Site or Plot Plan  
☐ Abutters List  
☐ Stamped envelopes, pre-addressed to abutters  
☐ Other

**Failure to submit the appropriate materials, substantial information, and/or application fee will result in rejection of this application as incomplete.**

**CERTIFICATION:**

The applicant hereby certifies that this application is complete and accurate, to the best of his/her knowledge, and that no material misrepresentation is made herein.

Applicant(s): Ashley E. Haseltine 12/10/25  
Signature(s) Date  
Contractor: [Signature] 12/10/25  
Signature Date  
Electrical Contractor: Greg Louis 12/11/2025  
Signature Date  
Digitally signed by Greg Louis  
DN: C=US, E=glouis@gatecityelectric.com, O=Gate  
City Electric, CN=Greg Louis  
Date: 2025.12.11 11:45:15-05'00'

**To be completed by Historic District Commission only**

Application #:

Notice of Meeting Date:

Meeting Date(s):

Determination Date:

Fee Paid:

\$

\_\_\_ **CERTIFICATE OF APPROPRIATENESS**

\_\_\_ **CERTIFICATE OF NON-APPLICABILITY**

\_\_\_ **CERTIFICATE OF HARDSHIP**

**DETERMINATION:** \_\_\_ **APPROVED** \_\_\_ **DENIED**

**Special Conditions, Requirements, Recommendations:**


**Commission Member Signatures:**

Y N	Y N
Y N	Y N
Y N	Y N Alternate
Y N	Y N Alternate
Y N	Y N Alternate

**DETERMINATION COPIES TO: H.D.C. FILE    APPLICANT    BUILDING COMMISSIONER    CITY CLERK**

Form revised 4.12

Overhead feed from the utility

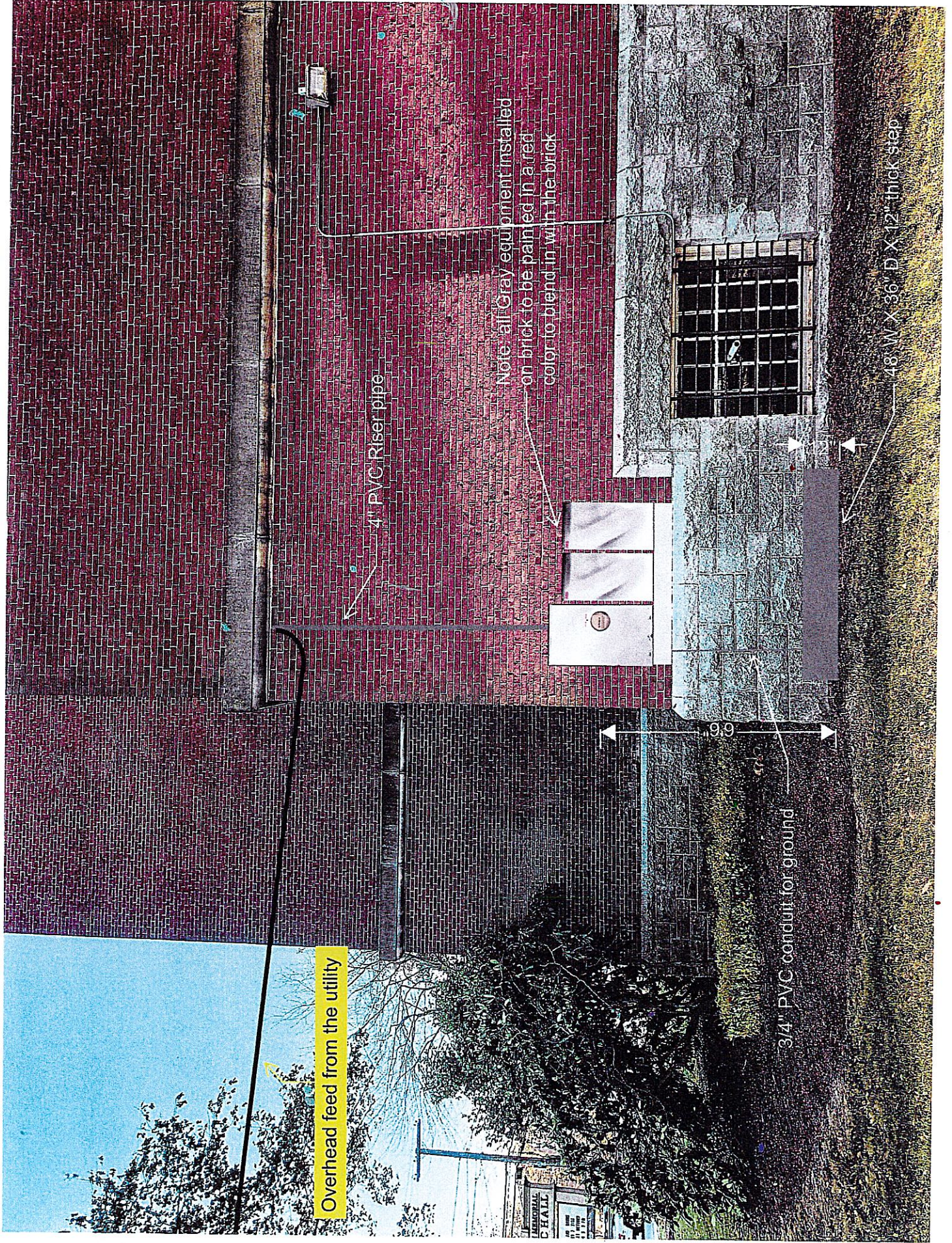
4" PVC Riser pipe

Note: all Gray equipment installed on brick to be painted in a red color to blend in with the brick

3/4" PVC conduit for ground

48" W X 36" D X 12" thick step

9.9



Final Height TBD Apx. 16' above finished ground

PLEASE NOTE:  
Final install may  
appear slightly  
different but this is  
a general idea of  
what it will look like

