



Town of Sudbury

Community Preservation Committee

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MINUTES

DECEMBER 1, 2021

VIRTUAL MEETING

Members Present: Chair Sherrill Cline, Vice Chair John Hincks, Dave Henkels, Mara Huston, Lynne Remington, Jennifer Roberts, Kirsten Roopenian, and Diana Warren

Members Absent: Jean Nam

Others Present: Director of Planning and Community Development Adam Duchesneau

At 7:03 PM, Ms. Cline called the meeting to order.

Public Hearing for Applications Submitted for May 2022 Annual Town Meeting

Ms. Cline opened the public hearing by reading the legal notice into the record.

Town Clock Restoration

Combined Facilities Director William Barletta presented the proposed project requesting \$16,000 under the Historic Resources category. He noted the clock was owned by the Town and located in the steeple of First Parish church. The project would consist of restoration and preservation of the clock face, including painting and repairing the face and hands of the clock. The numerals will be gold leaved. He noted the unique and historic aspects of the clock. He noted that the mechanism of the clock was serviced by an expert in antique clocks on an annual basis.

Ms. Roopenian asked if the outside frame portion was also getting repainted and Mr. Barletta indicated it would all be restored.

Ms. Roberts asked if the system for the clock was functioning. Mr. Barletta confirmed the clock was functioning and operational.

Mr. Duchesneau confirmed there were no questions from the public.

Historic Districts Design Guidelines

Historic Districts Commission member Taryn Trexler presented the proposed project requesting \$35,000 under the Historic Resources category. She reviewed the history and purpose of the Historic Districts and the Historic Districts Commission in Sudbury. She discussed the process of applying to the Historic Districts Commission for a Certificate of Appropriateness which is necessary for a homeowner to proceed with changes to a home in a Historic District to any aspect of the home which is visible from the street. She stated that the existing guidelines were written by volunteers and do not provide the level of detail that would provide homeowners and Commissioners with more information. She indicated the funding would be used to hire a consultant to update the existing design guidelines for the Town's local historic

districts. Ms. Trexler stated the project would ensure predictability and uniformity for property owners seeking to modify or update their historic dwellings, but also noted the final product would be a great resource for homeowners both inside and outside of the historic districts. She noted that the guidelines would also support the Sudbury Historical Commission in its demolition delay process. Finally, she noted that the preparation of design guidelines was listed as a short term goal in the recently completed Master Plan.

Ms. Trexler then discussed the phases of the project which would be as follows: Phase I - Research and Evaluation, Phase II - Content Development, Phase III - Graphic Design, and Phase IV - Final Product within one year.

Ms. Trexler noted a letter of intent/pre-application had been submitted to the Massachusetts Historical Commission seeking a \$25,000 matching grant. She then indicated that after discussions with consultants regarding the proposed project, she would like to increase the funding request to \$50,000.

Ms. Roopenian inquired if there were any notifications to new homeowners informing them their property was located in a local historic district. Mr. Duchesneau stated the Planning and Community Development Department checked the Town Crier every week and sent letters of awareness to all new homeowners in local historic districts. Mr. Duchesneau also indicated the Building Permit process was another way people were informed about the need to first obtain approval from the Historic Districts Commission for their projects.

Mr. Hincks asked if the new/updated design guidelines would add to or delete unnecessary topics that are currently in place. Ms. Trexler stated the new design guidelines would enhance what is already existing.

Ms. Warren noted the design guidelines were not regulations or bylaws, they were only guidelines. She asked whether the Historic Districts Commission had discussed the table of contents/scope of the project. Ms. Trexler said that had not yet been done.

Ms. Warren asked how the requested Community Preservation Act funding amount had been determined. Ms. Trexler stated the originally requested amount had been estimated based upon the cost of past Historical Commission projects. Since then, she has learned that it is hard to get qualified consultants to bid on projects if the contract amount is too low. She has spoken with several consultants she is familiar with to get advice and was told that a \$50,000 amount would result in a more robust product including better graphics.

In response to questions from Mr. Henkels, Ms. Trexler discussed the cost to other towns for their guidelines and noted the differences and similarities of each town to Sudbury.

Mr. Duchesneau confirmed there were no questions from the public.

Sudbury Housing Authority Funding Allocation

Sudbury Housing Authority member Steven Swanger explained the funding request was for 10% of the FY23 Community Preservation Act estimated revenue to be allocated to the Sudbury Housing Authority. He noted the Sudbury Housing Authority currently owns 92 units of affordable housing. The Sudbury Housing Authority is in the early stages of a development project which includes three components. The first is evaluating four Sudbury Housing Authority owned single-family homes to determine whether they could be demolished and duplexes built on the properties. The second is a parcel at Frost Farm. The third

is a 5.5 acre parcel of land on Nobscot Road owned by the Boy Scouts which is a potential project in partnership with the Sudbury Housing Trust for a mix of homeownership and rental units. The Sudbury Housing Authority is awaiting the results of feasibility studies on these properties. The feasibility studies were funded in part by a \$50,000 grant from the Sudbury Foundation. The requested funds will be added to a development fund which the Sudbury Housing Authority has been accruing to use in conjunction with state and bank mortgages for the construction of the affordable housing.

Mr. Duchesneau confirmed there were no questions from the public.

Regional Housing Services Office Membership Fee

Mr. Duchesneau stated the proposed \$30,000 funding request would cover a portion of the annual membership fee to the Regional Housing Services Office. He indicated the total membership fee would be around \$75,000 for FY23, but the \$30,000 of requested funding would cover the Town's portion of the fee. The other portion of the membership fee would be paid by the Housing Trust. He elaborated on the benefits Sudbury receives from the Regional Housing Services Office.

Ms. Huston noted the funding request was the same request which had been approved in previous years.

Mr. Duchesneau confirmed there were no questions from the public.

Open Space & Recreation Plan and Athletic Fields Needs Assessment Updates

Mr. Duchesneau stated the proposed \$100,000 funding request would be used to update the Town's Open Space & Recreation Plan and conduct an Athletic Fields Needs Assessment and Master Plan. He noted the Open Space & Recreation Plan had expired in 2013 and the timeline for completion of an updated plan would be approximately one year. He described the importance of and benefits of a current Open Space and Recreation Plan.

Mr. Duchesneau noted that the original Needs Assessment was essentially a supply and demand study of the current fields and their uses and users. The proposed plan would provide planning information regarding the trends of users and uses for the fields. The properties that Sudbury has to plan for include Broadacres, Davis Field, and Feeley Fields.

Mr. Duchesneau stated he was budgeting \$40,000 of this request to update the Open Space & Recreation Plan and \$40,000 to update the Athletic Fields Needs Assessment. The other \$20,000 would be used to complete the ADA Self-Evaluation Assessment which was a requirement of updating the Open Space & Recreation Plan. These estimates were based on input from consultants and looking at other town's costs. The Open Space and Recreation Plan update would include GIS and trail mapping. In response to a question from Ms. Roberts, Mr. Duchesneau stated it was not yet clear whether the Town would hire one consultant for all three components. That would have to be discussed further when the RFQ was written.

Mr. Hincks wanted to know how the studies would take into account needs by users that didn't have a formal organization – such as dog walkers. Mr. Duchesneau stated that community input would be sought.

Ms. Cline asked if all of the conservation land would be mapped out with trail markers as part of this update to the plan. Mr. Duchesneau stated the funding for the trail mapping may need to come from a different source.

Ms. Warren inquired whether Sudbury's historical character and landmarks will be specifically addressed in the Open Space Plan. Mr. Duchesneau noted that the historical component is a detail that would be worked on with the consultant and incorporated into the updated Open Space & Recreation Plan. He noted that there are criteria which such a Plan must include to be accepted by the State. He also confirmed that the Plan would review existing protected parcels and state how each parcel can be used – i.e. active vs. passive public use, etc.

Mr. Duchesneau confirmed there were no questions from the public.

Mr. Henkels asked if there was an estimated amount of grant money which the Town had been missing out on due to the expiration of the Open Space & Recreation Plan. Mr. Duchesneau stated that number was unknown but there had been some missed grant opportunities due to having an expired plan.

Approval of Meeting Minutes: November 17, 2021

This item was tabled to a future meeting.

Administrative Report

There were no topics discussed under this item.

Mr. Henkels made a motion to adjourn the meeting. Ms. Roberts seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

The meeting was adjourned at 9:00 PM.