



# Town of Sudbury

## Community Preservation Committee

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### MINUTES

JANUARY 19, 2022

### VIRTUAL MEETING

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

**Members Absent:** None

**Others Present:** Peter Benton of Heritage Strategies, LLC and Director of Planning and Community Development Adam Duchesneau

At 7:04 PM, Ms. Cline called the meeting to order.

#### **Historic Preservation Plan Discussion with Peter Benton of Heritage Strategies, LLC**

Peter Benton of Heritage Strategies, LLC was in attendance to provide an overview of the work he was conducting to prepare the Town's Historic Preservation Plan. He discussed his phased plan to gather information for the Historic Preservation Plan. Mr. Benton stated the Massachusetts Historical Commission would like to see him work with the Historic Districts Commission, Historical Commission, and the Community Preservation Committee.

Mr. Benton indicated the project's work program had started in October of 2021 which involved field work, but the entire scope of work consisted of four parts.

Phase I included background research and assessment, which had been submitted to the Historical Commission, the Director of Planning and Community Development, and the Massachusetts Historical Commission in January of 2022.

Phase II, which was occurring in January and February of 2022, included outreach to other Town boards, committees, and commissions; town employees; and other stakeholders.

Phase III, which would commence in March and April of 2022, would transition to recommendations, and Phase IV (June of 2022) would involve a draft of the proposed plan.

Mr. Benton stated he had researched the projects Community Preservation Committee had funded thus far. He noted that the Historic Preservation Plan could include the projects the Community Preservation Committee is interested in funding in the future and, conversely, the type of projects other entities might bring to the Community Preservation Committee for funding.

Mr. Benton noted he was working to facilitate collaboration between numerous Town boards, committees, and commissions. He was working to understand how historic character is part of the community identity and quality of life in Sudbury. Mr. Benton also indicated there would also be a public

forum and survey to gather feedback from the community. He wanted to know what role the Community Preservation Committee wanted to play in the Historic Preservation Plan.

Mr. Hincks raised question about clarifying the scope of the role of various entities working toward the historic and cultural identity goals in the Master Plan. Mr. Benton stated that he is trying to get the various entities in town with overlapping interests to build bridges, increase communication, and stop working in “silos”. He noted, for example, that there are at least four entities that manage Town owned property and that it would be beneficial for these entities to work in a coordinated fashion toward the preservation of historical and cultural resources.

Mr. Henkels inquired if this might lead to potential financing of historic structures in disrepair that the Town is responsible for. Mr. Benton stated one scope of work item which is mandated by the Massachusetts Historical Commission grant is to look at Town-owned properties.

Mr. Benton noted that the Historic Preservation Plan would be beneficial to planning the Boston Post Road/Route 20 corridor and of use to owners of historic properties.

Mr. Benton said he was looking into documenting the archeological sites and consulting with the Mass Historical Commission for information on that topic.

Ms. Warren said she had suggested that the Historic Preservation Plan recommend that a town wide Archeological Reconnaissance Survey be conducted. She commented that archaeological resources in the town should be identified in addition to historical resources. She noted there is a Massachusetts statute that makes it illegal to publicly divulge information about archeological sites and that is why Mr. Benton has to consult directly with the Massachusetts Historical Commission for access to archaeological information on Sudbury’s resources.

Ms. Roberts asked to what extent this Historic Preservation Plan would incorporate recommendations for the adaptive reuse of the Boston Post Road/Route 20 corridor. Mr. Benton stated he had more research to conduct for that area to determine what adaptive reuse may be possible, but he will be making specific suggestions such as zoning regulations.

### **Deliberation and Potential Vote on Applications Submitted for May 2022 Annual Town Meeting**

#### *Historic Districts Design Guidelines*

Ms. Warren expressed her concerns regarding the lack of specificity about what the project entails - what the scope of work is - which had not been defined in the application or correlated to the cost to justify the funding level. She noted the lack of specificity in the subsequent information submitted by the Applicant in response to questions about defining the scope of the project. She stated that the application had referred to two municipalities’ guidelines projects for \$20,000 and \$25,000 and that the referenced municipal project for \$50,000 was two projects in one for additional deliverables in addition to providing guidelines. Ms. Warren also said that projects referred to as guidelines were not standard and could cover a broad range of topics in addition to providing guidelines and therefore understanding the type of project was necessary to justify the cost. She stated that both the 2019 application for a Historic Properties Survey and 2020 application for a Historic Preservation Plan had defined the scope of work in detail.

Ms. Warren stated she would like to see the Historic Districts Commission resubmit their application for the next cycle of funding to give the Historic Districts Commission the opportunity to discuss and define the scope of the project and its deliverables and determine the appropriate funding level.

Ms. Roopenian noted Mr. Benton endorsed the application which had been submitted. She did not feel there was any reason to not have the application move forward to the May 2022 Annual Town Meeting.

Mr. Hincks asked if there was a need for this project in order to give homeowners better clarity regarding which guidelines would apply to their properties. Mr. Benton stated he felt a good set of design guidelines would be a good tool for the Historic Districts Commission and for historic property owners within and outside historic districts. He also recommended a good set of guidelines with visual examples would be helpful. Mr. Benton suggested these guidelines would be a recommendation of the Historic Preservation Plan and would be complementary to it.

Ms. Huston and Ms. Roberts felt that the project was adequately explained and would be further refined as the project moved forward. They both stated they supported the project and felt that even if the funds were excessive, the remaining amount could always simply be reverted back into the Community Preservation Act fund.

Ms. Remington and Ms. Nam concurred with Ms. Warren that there was a lack of information, details, and clarity on the estimated cost and the project.

Ms. Cline indicated she believed the Applicant had defined the project with as much or more specificity as had been approved by the Community Preservation Committee on similar and recent projects and supplied appropriate examples.

Ms. Trexler, the Applicant, thanked the Community Preservation Committee for its consideration of the project.

Ms. Roopenian made a motion to bring forth the Historic Districts Design Guidelines CPC application to the May 2022 Annual Town Meeting to seek \$50,000 of funding for the proposed project. Ms. Huston seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Nay, Ms. Remington – Nay, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Nay.

## **Review and Approval of May 2022 Annual Town Meeting Warrant Articles and Reports**

### *Bruce Freeman Rail Trail Design and Construction North of Mass Central Rail Trail Warrant Article*

Mr. Henkels made a motion to approve the wording of the Bruce Freeman Rail Trail Design and Construction North of Mass Central Rail Trail Warrant Article and Report. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

### *Bruce Freeman Rail Trail Design and Construction South of Mass Central Rail Trail Warrant Article*

Ms. Roopenian made a motion to approve the wording of the Bruce Freeman Rail Trail Design and Construction South of Mass Central Rail Trail Warrant Article and Report. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

#### *Open Space & Recreation Plan and Athletic Fields Needs Assessment Updates*

Ms. Huston made a motion to approve the wording of the Open Space & Recreation Plan and Athletic Fields Needs Assessment Updates Warrant Article and Report. Ms. Roopenian seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

#### *Historic Districts Design Guidelines*

Ms. Remington made a motion to approve the wording of the Historic Districts Design Guidelines Warrant Article and Report as amended. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Nay.

#### **Review and Approval of FY23 Administrative Budget**

Ms. Cline reviewed the proposed FY23 Administrative Budget with the Community Preservation Committee members.

Mr. Hincks made a motion to approve the FY23 Administrative Budget. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

#### **Approval of Meeting Minutes: December 1, 2021, December 9, 2021, and January 5, 2022 if prepared**

Ms. Remington made a motion to approve the minutes of December 1, 2021. Ms. Roopenian seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

Ms. Remington made a motion to approve the minutes of December 9, 2021. Ms. Roopenian seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Abstain, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

#### **Administrative Report**

Mr. Duchesneau noted the invoice for the 2022 Community Preservation Coalition dues had been received and he requested the Community Preservation Committee take a vote to authorize payment of the invoice in the amount of \$4,350.00.

Mr. Henkels made a motion to approve payment of the 2022 Community Preservation Coalition dues. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Mr. Hincks – Aye, Mr. Henkels – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, Ms. Roopenian – Aye, and Ms. Warren – Aye.

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

The meeting was adjourned at 9:03 PM.