

SUDBURY HISTORIC COMMISSION (SHC)
March 19, 2019 Meeting Minutes

Present: Diana Warren, Jan Costa, Margi Katz, Fred Taylor, Fred Bautze, Bill Johnson, Taryn Trexler
Absent: Chris Hagger
Guests: Diana Cebra, Bill Barletta, Joe Tamposi, Jake Tamposi

(Action items are bolded).

Facilities management Hosmer House – Bill Barletta

The SHC requested a procedure for managing and maintaining the physical aspects of Hosmer House (HH), including a formalized inspection process. In the past, there was more commission presence at the HH, especially since the SHC meetings were held at the HH. Currently, the facilities management team is frequently present at the house, but all identified a need for Bill Barletta and his team to take on a building management role. In addition to assessing the physical exterior house aspects, the Facilities team will check on conditions for the interior house items, such as the paintings (correct temperature, humidity, etc.) and furnishings. Bill Barletta has a small amount of funds available for capital improvements. As needs are identified, e.g. new roof, electrical system etc., these would be added to the capital plan.

Action items:

- **Bill Barletta will set up a protocol for someone from facilities to be there on a regular basis, such as every other day, 4 or 5 days per week, or every day with severe or cold weather. Estimated timeframe: few days / by April 16 SHC meeting.**
- **Bill Barletta will set up a shared calendar so that the SHC can keep all informed as to house events, i.e. when the house is open to the public. Bill Barletta will send this shared calendar to Chris Hagger and Diana W.**
- **Bill Barletta will do a five-year assessment for the Hosmer House. In addition, Bill Barletta will outline plans for a formal yearly inspection.**
- **Fred Bautze will obtain a history of the house's physical needs and status from Lyn MacLean and provide to Bill Barletta.**
- **Diana Warren will establish a contact sign-in list/ process for commissioners & others to record their presence at the house and for Facilities to leave HH inspection comments.**
- **Bill Barletta will send Chris Hagger and Diana Warren his contact information, as he will be the next contact (after Art Richards) for physical house issues, and Diana Warren will post beside HH key pad.**

Hosmer House events

Various Hosmer House (HH) events were discussed, including the HOPEsudbury rental, Lyn Maclean's appreciation party, Memorial Day, and the holiday open house. For the moment, the appreciation party is tentatively scheduled for April 24, but it is anticipated that the date will be pushed out. Re: the holiday open house, Jan Costa previously distributed the SHC procedure manual, the fire protocol, the 2017-2018 holiday open house responsibilities and task list, including project management tracking sheets. It was suggested that docent and decorator outreach begin now for the holiday open house. The decorating clubs and organizations typically finalize their annual internal plans for selected event participation in June.

The group discussed participation for a May 5th HH opening with a historic commission display to coincide with the Historic Society's house tour. If the house is to be open then, a volunteer(s) are needed. The initial response from the HH team was that May 5th was not feasible. If this changes, Margi will reach out for docent participation.

- **Fred Bautze will respond to HOPEsudbury and confirm the date re: their one day use of the house. Fred Bautze will reach out to Lyn MacLean to discuss the holiday open house events.**
- **Margi Katz will contact Pat Howard regarding docent participation for Memorial Day.**
- **It was requested that Margi Katz, Fred Bautze and Bill Johnson meet and then report at the April SHC meeting the status of their plans for overseeing HH events, such as Memorial Day, July 5 and the December Holiday Open House.**

484 North Road – Demo Delay Bylaw site visit

The Building Inspector has received an application for demolition for 484 North Road. The prospective owners, Joe Tamposi and Jake Tamposi, indicated that they did this to start a dialog. This house is on the Sudbury historic properties list and the Massachusetts Historical Commission's database of historic properties. To comply with the

demolition delay bylaw, a site visit is required. It was suggested that the commissioners also drive by 787 Concord Rd afterwards, as this house's proposed addition (back left corner) comes under the demolition bylaw. This house is also on the Sudbury historic properties list and the Massachusetts Historical Commission's database of historic properties. The prospective owners of 484 North Rd. invited the commissioners attending the site meeting to visit the interior.

- **A 484 North Rd. site visit is scheduled for April 2 at 12:30.**
- **Diana Warren will get back to Joe Tamposi and Jake Tamposi regarding any interior site review.**

25 Pinewood Avenue – Demolition Bylaw

- **Diana Warren will reach out to the homeowner for status on development plan.**
- **The public hearing, per demolition by law, will be held on April 16.**

Open Meeting Law Review

Diana Warren reviewed in detail Melissa Rodrigues's February 20, 2019 email on open meeting law to the commission. This email had previously been sent to all members of the historic commission. From this email, "A public body member may lawfully email a quorum of the public body only to discuss scheduling a meeting, distribute a meeting agenda, or to distribute reports or documents to be discussed a meeting, provided that no opinion of a member of the public body is expressed..." A quorum for the commission is defined as four or greater members.

Vacant Commissioner Position

Diana Cebra's SHC candidacy is expected to be reviewed and acted upon by the Sudbury Board of Selectman at their March 26, 2019 meeting.

Upcoming Meeting with the Town Manager

It was reported that the town manager will be communicating with Northern Landscape, thanking them for their past services and indicating that the town will absorb these services beginning spring 2019.

- **Diana Warren will follow up with the town manager on this letter.**
- **Diana Warren and Chris Hagger will be meeting with Melissa Rodrigues and town counsel to discuss various historic structures, such as Frost Farm, the Hosmer House, Loring Parsonage, Stone Tavern among others.**

Sudbury Master Plan

Fred Taylor and Diana Warren participated on a recent Sudbury bus trip sponsored by the Master Planning Committee. Diana Warren suggested the development of a SHC preservation master plan.

Historic Survey Books

The three volumes of the home surveys recently distributed represent structures surveyed from 1995 forward and they do not include all surveyed homes. Structures in older surveys need to be redone.

- **Diana Warren will add the old home surveys to April 16 SHC meeting agenda.**

US Secretary of Interior Standards for Preservation

These were distributed.

- **Diana Warren asked all to read this document.**

Stone Tavern Barn

Diana Warren indicated that the SHC is opposed to the demolition or removal of the Stone Tavern Barn, consistent with its general position on historical structures. Taryn Trexler requested talking points.

- **Diana Warren will be presenting prepared Historical Commission comments at the April 1 ZBA meeting.**
- **Diana Warren will work with Taryn Trexler and provide talking points.**

Loring Parsonage

Diana Warren and Chris Hagger met regularly with the Loring Parsonage renovation workgroup. The four areas of historic commission interest in the Loring Parsonage work are: 1) the trim, 2) the paneling, 3) the paint, and 4) the fireplaces.

Diana Warren went on a site visit last week focused on fireplaces. She presented pictures of the various 10 Loring Parsonage fireplaces for meeting review. Some of the fireplace hearths have been damaged and are incomplete prior to the current renovation effort. When possible: the commission's first preference is to restore the hearths; followed by removing the broken bricks, replacing with comparable bricks and trim floors. All Loring hearths, with the exception of second floor left rooms front and back, will retain current hearth depths. For those rooms where the carpeting goes to the fireplace, there is not a recommendation to preserve the fireplace.

- **To be recommended to the Loring Parsonage renovation workgroup on Thursday:**
 - **Red room: replace the brick and make it complete**
 - **1st floor back left: leave as is**
 - **1st floor back right: would like to see the mantel revealed and can the brick be put back?**
 - **1st floor hearth: Franklin stove would be left intact, and broken bricks and mortar will be replaced with comparable bricks and mortar.**
 - **1st floor "EI": leave intact**

Regarding the paint analysis, the commission consensus was not to continue to pursue this analysis due to the high cost estimates.

- **Diana Warren will ask for the color boards for paint chips to be displayed in Bill Barletta's office for SHC members to view when convenient, including perhaps prior to the site visits on 4/2.**

Diana Warren discussed the Vesda fire suppression system with representatives from the Sudbury Historical Society. It was reported that there will be a request for \$63,000 from CPC funds for this system, and this will go to town meeting.

Subcontracting Procedure for Gravestone Restoration

- **Margi Katz will contact Liz Radowski and Elaine Jones for history on this project and will report back to the commission at the April meeting.**

Other items

Diana Warren indicated that the SHC should expect to receive a demolition application for Frost Farm., i.e. "demolition by neglect."

- **Frost Farm will be added to the April 16 meeting agenda.**
- **Jan Costa will get an update from Barbara Bahlkow on the Frost Farm developments.**

- **Diana Warren will invite Melissa Rodrigues to the May SHC meeting.**

- **Per discussion with Fred Bautze, Mark Thompson will run a new cable to the Hosmer House in the spring to restore internet and phone service.**

Diana Cebra and Taryn Trexler provided an update from the March 19 Massachusetts History Commission workshop.

- **They will forward workshop materials when available.**

Jan Costa indicated that the SHC's financial reports have been put on the same distribution cycle as that for all the town department's and as a result, the most updated results may not be available for SHC meetings.

Next SHC Meeting: April 16, 7:00

- **Jan Costa will reserve the meeting room.**
- **Diana Warren will develop the draft agenda.**

List of documents distributed at the meeting

US Secretary of Interior Standards for Preservation