



# Town of Sudbury

## Historical Commission

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### MINUTES

**AUGUST 30, 2021**

### VIRTUAL MEETING

**Commissioners Present:** SHC Chair Chris Hagger, Vice-Chair Diana Warren, Steve Greene, Diana Cebra, and associate member Kathryn McGrath serving as full member for the meeting.

**Commissioners Absent:** Taryn Trexler, Jan Costa, and Marjorie Katz

**Others Present:** Prospective alternate member Chris Durall and Planning and Zoning Coordinator Beth Perry.

Chair Hagger opened the meeting at 11:00 a.m. Roll call was taken.

#### **I Section 106—Eversource: Consultant Support**

The hiring of a historic preservation consultant, Stacy Spies, for continued consulting services was discussed.

Vice-Chair Warren presented the Proposal for Consulting Services received from Stacy Spies which was based on a Scope of Work previously proposed and submitted to Ms. Spies. The Proposal was displayed during the meeting which outlined the following scope of work services:

1. Review and analyze the August 6, 2021 US Army Corps of Engineers letter to the Sudbury Historical Commission (SHC) and the new revised USACE Memorandum of Agreement regarding NAE-2017-01407 (MHC #RC.62384, ACHP Case #016522);
2. Draft a comment letter for the SHC to respond to the USACE August 6, 2021 letter and the revised draft Memorandum of Agreement;
3. Attend a SHC meeting to discuss the consultant's draft comment letter, and related SHC Section 106 consulting party issues regarding NAE-2017-01407, and;
4. After receiving input and guidance from the SHC, write the final letter draft to send the USACE.

Consultation fee: \$375 lump sum.

The lump sum fee of \$375 was determined to be too low considering the hourly rate, time to be committed to one SHC meeting, need to provide comments for the Section 106 process, need to highlight the 66 potentially eligible resources important to the SHC, and probability of future steps to be addressed. Discussion to increase fee to \$675, at \$75 per hour for up to a nine-hour

maximum. Also, discussion to add wording to number two at the end of the sentence: "...such comments to include, but not be limited to, comments concerning the sixty-six railroad features."

Draft procedures for *Contractor Oversight and Invoice Approval Guidance* had been distributed and were referenced. Discussion of any edits and/or changes to guidelines was delayed to the next meeting. These guidelines were aimed at providing clarification on the responsibilities of the SHC's lead and the improved tracking of invoices, particularly for continuing projects.

These topics were addressed in the following two motions:

- 1) Vice-Chair Warren made the motion to approve Ms. Spies' Proposal for Consulting Services with the following changes: consultation fee increased to: \$675, at \$75 per hour up to a nine-hour maximum, and to add wording: "such comments to include, but not be limited to, comments concerning the sixty-six railroad features" at the end of the sentence under number two, which will be communicated to Spies and accepted by Spies via email. Ms. Cebra seconded. Passed (5-0) Hagger--aye, Warren--aye, Cebra--aye, Greene -- aye, McGrath -- aye.
- 2) Chair Hagger made the motion that Vice-Chair Warren would serve as the SHC Contractor Lead with Spies on the Section 106 process, follow the draft procedures for Contractor Oversight and Invoice Approval Guidance, and provide copies of invoices to the Chair and Treasurer. Ms. Cebra seconded. Passed (5-0) Hagger--aye, Warren--aye, Cebra--aye, Greene--aye, McGrath--aye

## **II Date for Next Meeting(s)**

The date of the September meeting was still in flux between September 21 and September 22. The Department of Conservation and Recreation (DCR) is expected to attend this next meeting and had previously been given the September 22 date, but the date will depend on Beth Perry's availability as it is expected that materials will need to be presented onscreen. This will be decided by September 15, and commissioners should keep both dates open.

## **III Motion to Adjourn**

Chair Hagger made a motion to adjourn the meeting at 12:00 p.m. Greene seconded. Commission adjourned the meeting with a unanimous vote (5-0). Hagger--aye, Warren--aye, Cebra--aye, Greene--aye, McGrath--aye