



## CHAPTER V – ACTION PLAN

An Action Plan has been prepared for Sudbury’s Historic Preservation Plan that reflects the strategies, recommendations, and priorities discussed in Chapter IV, *Recommendations*. The Action Plan is presented in the form of a matrix on the following pages.

Each of the recommendations included in Chapter V is listed in the matrix in same order as it appears in Chapter IV and under the appropriate topic or heading. For each recommendation, the matrix outlines the **Priority/Timeframe** for implementation, the entity with **Principal Management/Oversight** responsibility for implementation, and **Notes** with information pertinent to that recommendation.

Timeframes are presented as **Short Term** (1 to 2 years), **Mid Term** (2 to 5 years) or **Long Term** (more than 5 years). Recommendations of **High Priority** are noted as such. Most of these High Priority recommendations are gathered and presented in the Preservation Plan’s *Executive Summary*.

A number of recommendations are listed as **Ongoing** with respect to timeframe. For the most part, these Ongoing recommendations are best practices to be included in the regular activities of the responsible entity.



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Action Matrix				
Number	Recommendation	Priority /Timeframe	Principal Management/Oversight	Notes
Sudbury Master Plan				
1	Maintain an ongoing awareness of implementation initiatives associated with the Sudbury Master Plan. Provide information, input, and support for initiatives impacting historic resources when appropriate.	Ongoing	Historical Commission	Coordinate with the Planning Board
2	Be proactive in anticipating and planning in advance for upcoming implementation initiatives associated with the Master Plan.	Ongoing	Historical Commission, HDC	Coordinate with the Planning Board
3	Coordinate historic preservation initiatives with the Sudbury Master Plan.	Ongoing	Historical Commission, HDC	Coordinate with the Planning Board
Sudbury's Historic Preservation Program Certified Local Government				
4	Undertake and complete the application process for designation as a Certified Local Government in accordance with processes administered by the Massachusetts Historical Commission and the National Park Service.	<b>High Priority</b> / Short Term	Historical Commission & HDC with the Planning Dept	
5	Review obligations under the CLG program and organize the Sudbury Historic Preservation Program to meet program requirements both administratively and regarding implementation initiatives.	Short Term	Historical Commission & HDC with the Planning Dept	
6	Prepare a yearly report to be provided to the Massachusetts Historical Commission and Select Board on activities and accomplishments of the Town with respect to CLG designation and the Town's Historic Preservation Program as a whole.	Ongoing	Historical Commission & HDC with the Planning Dept	

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<b>Stewardship Working Group</b>				
7	Establish a Stewardship Working Group as recommended in the Sudbury Master Plan as the vehicle for engaging stakeholders in historic preservation Town-wide. Include land conservation entities as a means of better integrating historic and conservation interests.	<b>High Priority</b> / Short Term and Ongoing	Historical Commission, HDC, Conservation Commission, others	
8	Designate the Stewardship Working Group as the lead entity in implementation of a Town-wide interpretation and public engagement program as described later in this chapter.	Ongoing / Mid Term	Stewardship Working Group	
<b>Historic Properties Inventory</b>				
9	Undertake an ongoing program of inventory work on a biannual timeframe specifying work to be undertaken during each cycle including both new and updated inventory forms as determined appropriate.	Ongoing	Historical Commission	Ongoing, flexible relationship with the inventory consultant; CPC funding
<b>History of Suburbanization in Sudbury</b>				
10	Prepare a history of Sudbury's suburban growth from the 1940s (or earlier) to the present to record this important period while information is available and fresh.	Mid Term to Long Term	Historical Commission	Basis for future post-1940 inventory work; Potetnial for CPC & MHC funding
<b>Heritage Landscapes</b>				
11	Revisit the 2006 Heritage Landscape Report to reaffirm its findings and determine whether area inventory forms or cultural landscape reports should be prepared for identified priority Heritage Landscapes in Sudbury.	Mid Term to Long Term	Historical Commission	Potential for CPC & MHC funding
<b>Indigenous Cultural Landscape Study and Survey</b>				
12	Prepare a study of Sudbury's Indigenous Cultural Landscape with an archaeological survey component relating to Native American presence, use, and significance.	<b>High Priority</b> / Short and Mid Term	Historical Commission	Potential for CPC & MHC funding

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<b>Cultural Landscape Approach</b>				
13	Take a cultural landscape approach to the identification and assessment of historic resources and properties and post-contact archaeological resources. For each identified area or resource, identify its character defining features and work toward their preservation and enhancement.	Ongoing	Historical Commission and partners	Potential for CPC & MHC funding
<b>National Register of Historic Places</b>				
14	Prepare a thematic nomination of Sudbury's agricultural building and landscape history and resources to the National Register of Historic Places including assessment of post-contact archaeological resources.	<b>High Priority</b> / Short and Mid Term	Historical Commission	
15	Pursue the nomination of individual resources to the National Register as recommended in the Sudbury Survey Update 2020-2021.	Long Term	Historical Commission	
<b>Historical Commission</b>				
<b>Role of the Historical Commission</b>				
16	Make sure that the Historical Commission is kept aware of topics and issues being addressed by other boards, commissions, and committees that may impact historic resources.	Ongoing	Town Manager & Planning Staff	
17	Organize Historical Commission members and alternates to engage and maintain relationships with key Town boards, commissions, and committees and their activities.	Short Term & Ongoing	Historical Commission	
18	Proactively and positively engage in topics and issues being addressed by other Town boards, commissions and committees providing information and guidance on the treatment of historic resources.	Ongoing	Historical Commission	

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19	Provide the Historical Commission with access to a professional preservation consultant experienced in preservation planning and the architectural treatment of historic buildings who can be called in to provide guidance on an as-needed basis.	Ongoing	Historical Commission, Select Board & Town Manager	
20	Participate in periodic, ongoing training in historic preservation to enhance the qualifications and experience of all members of the Historical Commission and Historic Districts Commission.	Ongoing	Historical Commission and HDC with the Planning Board	As provided by MHC, Pres MA, and others
<b>Sudbury Master Plan</b>				
21	Acknowledge and maintain awareness of the importance of the Sudbury Master Plan as a primary venue for Town projects and initiatives.	Ongoing	Historical Commission	
<b>Route 20 Corridor Preservation Study</b>				
22	Support the Historical Commission's and Historic Districts Commission's active engagement in the visioning and planning for the Route 20 corridor with respect to historic preservation issues.	Ongoing	Historical Commission and HDC with the Planning Board	
23	Prepare a Route 20 Corridor Preservation Study to identify the capacity of historic properties for adaptive reuse and change in accordance with visioning and planning for the corridor.	<b>High Priority</b> / Short Term	Historical Commission with the Planning Board	Potential for CPC and MHC funding; To be prepared by a Historical Architect consultant
<b>Town Center Cultural Landscape Assessment</b>				
24	Prepare a Cultural Landscape Assessment of Town Center in support of proposed development and changes to Town Hall and the surrounding landscape.	<b>Priority</b> / Short to Mid Term	Planning Board in collaboration with the Historical Commission & HDC	

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<b>Hosmer House</b>				
25	Establish a Hosmer House Committee of the Historical Commission with authority to manage the day-to-day operations of Hosmer House.	Short Term	Historical Commission	
26	Pursue employment of a part-time Museum House Manager to lead day-to-day operations at Hosmer House.	Short to Mid Term	Historical Commission, Town Manager, and Select Board	
27	Prepare a combined Historic Structure Report/Cultural Landscape Report for Hosmer House and its surrounding landscape to document their historic features, guide their appropriate treatment over time, and undertake strategic planning for operations and management.	<b>High Priority</b> / Short to Mid Term	Historical Commission	Potential for CPC & MHC funding
28	Retain a consultant to assess the Hosmer House collections, prepare an assessment report, and provide ongoing guidance for their care and treatment.	<b>High Priority</b> / Short to Mid Term	Historical Commission	Potential for CPC funding
<b>Public Outreach</b>				
29	Focus on initiatives that will engage residents, support property owners, and create positive perceptions about historic preservation and Sudbury's Historic Preservation Program.	Mid Term & Ongoing	Historical Commission in collaboration with Stewardship Working Group	
<b>Demolition Delay</b>				
30	Prepare regulations related to the Demolition Delay Bylaw that outline a simplified and expedited review process for projects involving partial demolition.	Short Term	Historical Commission	
<b>Historic Districts Commission Design Guidelines</b>				
31	Prepare the HDC's proposed design guidelines as an educational resource for the maintenance, repair, and implementation of changes to historic buildings throughout Sudbury.	Short Term	HDC in collaboration with the Historical Commission	Using CPC funding

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Historic District Boundaries				
32	Consider the expansion of existing local historic districts to incorporate significant adjacent resources or the designation of new local historic districts where appropriate.	Long Term	HDC in collaboration with the Historical Commission	Requires consultation with property owners and approval of Town Meeting
33	Consider establishment of a Town-wide local historic district for designated historically significant buildings.	Long Term	HDC in collaboration with the Historical Commission	Requires approval of Town Meeting
34	Over the long term, revise the boundaries of the Sudbury Center, King Philip, and George Pitts Tavern Historic Districts to be the full parcel lines of properties rather than distance from the public right-of-way.	Long Term	HDC in collaboration with the Historical Commission	Requires consultation with property owners and approval of Town Meeting
35	Should conflict occur with respect to buildings straddling the historic district boundary, defer to a single review by the HDC with provision that the entire building be subject to review.	Long Term	Historical Commission, HDC	
Non-historic Building Review				
36	Substantially limit or exempt design review for non-historic residences in non-historic areas of the Wayside Inn Historic Districts as provided for in the districts' guidelines.	Short Term & Ongoing	HDC	
Single Property Historic Districts				
37	Invite the private owners of historic properties to participate in the Single Property Historic District program as a means of providing long-term protection of their historic properties.	Mid Term & Ongoing	HDC & Historical Commission	
Preservation Consultant				
38	Provide the Historic Districts Commission with access to a professional preservation consultant experienced in the architectural treatment of historic buildings who can be called in to provide guidance on an as-needed basis.	Mid Term	HDC, Select Board & Town Manager	



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Community Preservation Committee				
39	Continue to fund a variety of historic preservation projects that directly preserve historic resources, provide further documentation and understanding of historic resources, and raise public awareness and support for historic preservation.	Ongoing	CPC with Historical Commission & HDC	
40	Consider establishment of a small grants program available to private property owners as an incentive for the preservation and maintenance of historic buildings.	Mid Term	CPC with Historical Commission & HDC	
Municipal Bylaws and Regulations Zoning Bylaw and Subdivision Regulations				
41	Include additional language in Sudbury's Zoning Bylaw and Subdivision Regulations supporting the preservation and appropriate treatment of historic resources when new development is being planned.	Mid Term	Planning Board in with support of the Historical Commission & HDC	
42	Make Sudbury's historic resource inventory available through the Town's GIS system and make historic inventory forms available online.	Short Term	Information Technology & Planning Depts	
Demolition Delay Bylaw				
43	Revise language in the Demolition Delay Bylaw as needed to strengthen and clarify the review process and make it more effective with respect to full or substantial demolition.	Long Term	Historical Commission	Requires approval of Town Meeting
Demolition by Neglect Bylaw				
44	Consider adoption of a Demolition by Neglect Bylaw to help address the issue of loss of historic buildings, including barns, to intentional lack of maintenance.	Long Term	Historical Commission and HDC	Requires approval of Town Meeting

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Archaeological Resource Protection Bylaw				
45	Use an archaeological sensitivity map as a tool to increase awareness of potential archaeological resources when new residential or commercial development is proposed.	Mid Term	Historical Commission as an advisor to the Planning Board	See Indigenous Cultral Landscape Report Recommendation
46	Consider adoption of an Archaeological Resource Protection Bylaw to protect archaeologically sensitive areas when new residential or commercial development is proposed.	Mid Term	Historical Commission in consultation with the Select Board & Planning Board	Requires approval of Town Meeting
Public Awareness, Programming, and Education Preservation Advocacy Organization				
47	Create a local preservation advocacy organization to provide Sudbury with a non-profit partner that can address historic preservation issues through private sector initiatives.	Long Term	Local Residents and Advocates	Requires ability to raise funds privately
Communications -- Semi-annual Newsletter				
48	Publish a semi-annual newsletter to residents on preservation and conservation topics and make it available online, through email distribution, and through regular mail.	Mid Term	Historical Commission & Conservation Commission as leaders of the Stewardship Working Group	
Preservation/Conservation Awards Program				
49	Establish an annual Preservation/Conservation Awards Program to highlight and celebrate preservation and conservation initiatives and achievements by residents and entities in Sudbury.	Short Term	Historical Commission & Conservation Commission as leaders of the Stewardship Working Group	
Sudbury, A Pictorial History				
50	Republish the book Sudbury, A Pictorial History and make it available for purchase to residents and the general public.	Mid Term	Sudbury Historical Society	

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<b>Technical Assistance to Homeowners</b>				
51	Offer a program of professional technical support to the owners of historic properties providing analysis and advice on the maintenance and potential changes to historic buildings and historic building fabric.	Long Term	Historical Commission, HDC, & CPC	Potential for CPC funding
<b>Town-wide Interpretive Program</b>				
52	Develop a coordinated Town-wide interpretive presentation of Sudbury's natural and historic places to raise public awareness and encourage support for preservation, conservation, and stewardship.	<b>High Priority</b> / Mid Term	Stewardship Working Group	Potential for CPC funding
53	Designate the Stewardship Working Group as the lead entity in implementation of the Town-wide interpretation and public engagement program.	Mid Term	Stewardship Working Group	
<b>Municipal Policy, Management, and Capital Improvements</b>				
<b>Town Policy and Planning Leadership</b>				
54	Provide leadership in establishing municipal policies that enhance the historic character of the built environment and allocate the necessary resources toward their realization.	Ongoing	Select Board, Planning Board, & Town Manager	
55	Recognize the role of historic and cultural resources as character defining features in community identity, character, and local quality of life.	Ongoing	Select Board, Planning Board, & Town Manager	
56	Incorporate historic preservation values, principles, and processes into municipal policy, planning, and programs at all levels of municipal activity.	Ongoing	Select Board, Planning Board, & Town Manager	
57	Recognize this Historic Preservation Plan as a companion document to the 2021 Sudbury Master Plan, implementing its preservation strategies and recommendations.	Ongoing	Select Board, Planning Board, & Town Manager	

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58	Continue to take advantage of available state and federal programs that will support and help implement the Town's planning vision.	Ongoing	Select Board, Planning Board, & Town Manager	
<b>Conservation Lands</b>				
59	Support land conservation efforts that help preserve and connect historic landscapes and landscape resources.	Short Term & Ongoing	Historical Commission, HDC, & Sudbury Historical Society	
60	Incorporate historical and cultural values into the criteria used to assess and prioritize land for conservation initiatives.	Short Term & Ongoing	Conservation Commission, Sudbury Valley Trustees	
61	Use conservation lands and the Town's open space trail network as an interpretive venue, presenting the natural and historic landscape to residents and visitors.	Short Term & Ongoing	Stewardship Working Group	
<b>Maintenance of Town-owned Properties</b>				
62	Incorporate historic preservation principles, processes, and conservation treatments into capital planning projects, site management, and site maintenance. Sudbury should be a model for the stewardship of its historic buildings and landscapes.	Ongoing	Town Boards, Commissions, and Committees	
63	Collect a library of information on best practices in preservation treatments and maintenance practices for the types of resources and issues being addressed. Make the information available to planning and maintenance staff and encourage its use.	Short Term	Historical Commission & HDC through the Stewardship Working Group	
64	Retain historic preservation consultants on an as-needed basis for advice on preservation, conservation, and maintenance treatments. Retain professionals experienced in historic preservation to prepare construction documents for projects being undertaken.	Short Term & Ongoing	Permanent Building Committee, Facilities Dept & Dept of Public Works	

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65	Use contractors with proven experience in conservation and historic preservation methodologies for the various trades involved with work on historic buildings and landscapes.	Short Term & Ongoing	Permanent Building Committee, Facilities Dept & Dept of Public Works	
66	Provide preservation and conservation training to Town planning, parks, facilities, and maintenance staff through workshops, videos, and onsite consultations.	Mid Term & Ongoing	Planning Dept, Facilities Dept & Dept of Public Works	
<b>Historic Structure Reports</b>				
67	Prepare Historic Structure Reports for each of Sudbury's Town-owned historic buildings.	Mid & Long Term	Select Board, Planning Board, Stewardship Working Group, Facilities Dept	Potential for CPC & MHC funding
<b>Cultural Landscape Reports</b>				
68	Prepare Cultural Landscape Reports for each of Sudbury's Town-owned historic landscapes to document the properties and provide guidance for their future treatment.	Mid & Long Term	Select Board, Planning Board, Stewardship Working Group, Dept of Public Works	Potential for CPC & MHC funding
<b>Cemeteries</b>				
69	Continue to perform appropriate routine maintenance of Sudbury's historic cemeteries. Be careful that maintenance work does not damage historic features and is undertaken using historically appropriate techniques as outlined by the Massachusetts Historical Commission.	Ongoing	Dept of Public Works in consultation with the Historical Commission	
70	Continue to undertake the inventory, assessment, and phased conservation of cemetery headstones and other features. Obtain professional guidance and follow established conservation protocols.	Ongoing	Historical Commission and Stewardship Working Group	Potential for CPC funding
71	Prepare cultural landscape reports for Sudbury's historic cemeteries as has been recommended for other Town-owned historic properties.	Long Term	Historical Commission and Stewardship Working Group	

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72	Interpret Sudbury's historic cemeteries as part of the Town-wide interpretive presentation outlined earlier in this section.	Long Term	Stewardship Working Group	
Town Archives and Historic Documents				
73	As a long-term project, continue to address archival needs through inventory, curation, preservation, and digitization.	Long Term	Town Clerk, Goodnow Library, Town Departments, Historical Commission, Sudbury Historical Society	Potential for CPC funding
Other Historic Properties of Public Interest				
74	Collaborate in strategies supporting the preservation and maintenance of the First Parish Meeting House.	Mid Term	First Parish Meeting House, Stewardship Working Group, Sudbury Foundation	
75	Collaborate in strategies supporting the Sudbury Valley Trustees and other properties of special public interest in historic preservation issues associated with their sites.	Ongoing	Stewardship Working Group	