

SUDBURY HISTORICAL COMMISSION MEETING

Tuesday, June 19th, 2018

Those Present: Barbara Bahlkow, Chris Hagger, Bill Johnson, Diana Warren, Jan Costa, Lyn MacLean, Fred Bautze
Guests: Liz Radoski, Diana Cebra, Roberta and David Cerul

The first order of business was to select and approve a Vice Chair for the Sudbury Historical Commission. Chris stated that this position is needed to serve as back up to the Chair and would serve for the next 6 months until the end of 2018 at which time another SHC member could be chosen. Chris also stated that it would be advantageous to the SHC to have several SHC members serve in successive SHC positions to understand the administrative requirements of overseeing the SHC and running its public meetings. At a prior SHC public meeting, only 2 SHC members (Jan and Diana) had expressed interest in this position. At this meeting, Jan deferred further consideration of her interest in the position and Diana indicated continued interest in the position. Lyn expressed interest in this position at this meeting and Diana graciously deferred further consideration of her interest in the position. Chris made a motion for Lyn to be Vice Chair of the SHC through the end of 2018 and it was passed by a 7-0 vote.

Barbara Bahlkow informed the SHC that she has resigned as a SHC commissioner effective August 2, 2018 after many years of very loyal and helpful support to the SHC. Barbara, in a volunteer role, will continue to be involved in Hosmer House gift shop fundraising activities. The SHC reviewed her past responsibilities and made the following assignments: Fred – Support Memorial Day open house by obtaining the list of “in memoriam names” from the Selectman’s office and identify/contact family members of these people regarding Memorial Day display in the Hosmer House, Lyn – Will take inventory and purchase supplies in the future for Hosmer House – Barbara will do this year’s annual inventory of the Hosmer House and purchase all supplies needed, Jan – Agreed to take over the management of the SHC Policy & Procedures Manual, including the update and creation process, will document the Holiday Open House procedures for the Manual and will coordinate SHC volunteers for the 2018 Hosmer Holiday Open House and Bill – Will keep the HH calendar updated and will take the lead on completing the HH Safety and Security Procedure Book. Handling of future HH Rentals was not assigned at this point in time. Barbara provided Chris with her initial research into how other groups in Sudbury had developed bylaws for

Barbara reviewed the SHC participation at the upcoming Minuteman Fair on September 29th, 2018. SHC members felt that SHC members know their roles for this event and no additional support or discussion was needed.

Barbara reviewed the SHC participation at the upcoming July 4th HH Open House. The SHC reviewed and agreed that the Open House would be from 11am to 3pm. Fred is handling the SHC publicity for this event. The SHC discussed setting of times for future HH Open Houses. It was agreed that in order to meet any future HH Open Houses publicity deadlines that fall between our public meetings, Fred would have the ability to adjust the publicity wording/opening/closing times in order to meet a publicity deadline.

Jan discussed plans for the 2018 HH Holiday Open House and the recent very successful decorator meeting. Jan indicated that the decorators are very enthusiastic over this future HH Holiday Open House and the theme will be "Hosmer Winter Wonderland." Jan stated that someone needs to be identified to oversee the docent group for this Open House.

Diana W. reviewed her research into developing a list of Town owned historic properties that the SHC is responsible for. There is no current accurate list for this and it will require further support by Diana and assistance from the Town to develop such a list. Chris indicated that development of this list is critical to the SHC preservation responsibilities in order to determine where to prioritize our preservation efforts. As examples, Chris brought up the status of the Carding Mill preservation which is pending a meeting between the Town Manager, SHC, Sudbury Conservation Commission and the Wayside Inn which has expressed interest in utilizing the Carding Mill. Chris will continue to try to help organize this meeting. Chris also raised the subject of the town owned Frost Farmhouse which is a colonial revival farmhouse and is listed/described in our building inventories. Chris has driven by this structure and it appears that the exterior is undergoing major renovation work that appears to be destroying the original exterior fabric of the structure and the SHC has had no recent involvement with this structure.

Chris reviewed with the SHC that there is a large backlog of preservation efforts for the Commission as outlined in our April 30th meeting minutes. In order to help with this backlog, Chris did some initial research to determine if the SHC can add alternate members. It appears that Sudbury Town Article 11 that established the Sudbury Historical Commission references acceptance of the provisions of Section 8D of Chapter 40 of the General Laws of the Commonwealth of Massachusetts. Section 8D states in part that "Alternate members may be appointed in like manner (town manager appointment subject to selectmen approval) as provided for in this section not exceeding in number the principal members." The SHC seemed supportive of this concept and Chris will verify this with the Sudbury Town Manager. There was also limited discussion of the potential to develop a Friends of Hosmer House 501 (c) 3 as the Sudbury Library and Senior Center have done. It was agreed to put this on hold until a future SHC meeting. Jan/Diana W./Chris will look further at this option for a sustainable approach to the Hosmer House management and will confer with the Sudbury Town Manager. Barbara provided Chris with her initial research into how other groups in Sudbury had developed bylaws setting up 501 (c) 3 organizations.

There was discussion related to the topic of potential format changes to SHC meetings. The SHC now meets in Town meeting rooms to accommodate ADA requirements. The SHC decided the following: at this time there is no interest to video tape the SHC meetings, the SHC will consider the use of setting up a conference speaker phone in the future for important public hearings to accommodate a commissioner who cannot attend, will experiment with allocating time per agenda item to keep meetings within the schedule and will have the preparer of the treasurer's/fundraiser's report to send these out (if possible) ahead of a SHC meeting so that these reports will not need to be read out at meetings but SHC members can ask questions.

Chris, Jan and the SHC database intern attended the recent statewide Massachusetts History Conference. Chris and Jan reviewed some of the information learned from this conference including the

ability for Commissions/House Museums to submit requests/proposals for grant money from various state funding sources and the ability to collaborate with other local Historical Commissions.

There was a discussion of the SHC database support intern position. Lyn has worked with the Town to extend the contract with our database intern for the next year up to \$3000/year. Lyn asked Chris to arrange for our database intern to meet with the available SHC members on a future Saturday when she is planning to be at the Hosmer House to review her work efforts to date and answer questions she may have.

Chris had placed an item on the agenda for each SHC member to discuss 1-2 goals they are working on to accomplish in 2018. The SHC needed more time to think about this and Chris will place it on the agenda for next month.

The SHC voted 7-0 to approve the May 15th, 2018 SHC Meeting Minutes. Chris will finalize and send out the meeting minutes to SHC members and select Town Officials and will ask that these be posted on the SHC website.

The SHC agreed to meetings on the following 2018 dates: July 17th, August 21st and September 25th.

Jan reviewed the Treasurer's report and requested that all outstanding bills/receipts need to be submitted to her asap. Based on the review of the Treasurer's report, Fred made a motion for the SHC to ask the Town to purchase (using SHC funds) a laptop computer for use at the Hosmer House. The motion passed 7-0. Barbara reviewed the Fundraiser's report.

Chris reviewed with the SHC that the Sudbury Town Planner had agreed to prepare a building inventory for 92 Butler Road. She had also offered to develop a second building inventory form. The SHC had previously voted to recommend that the second building form be used for 70 Butler Road. Lyn wanted the SHC to reconsider this and asked the SHC members to look at both 70 Butler Road and 21 Crystal Drive prior to the next SHC meeting. Chris indicated that 21 Crystal Road had an addition on one end and appeared to need restoration which are the reasons that the majority opinion recently gave for approving demolition of similar structures on July and August Roads. Chris will put this on the agenda for the next meeting.

Lyn updated the SHC on the Haynes Garrison site. The Town of Sudbury will replace the fence and the State DOT will install the new sign at the appropriate location nearby. Lyn also updated the SHC that the Revolutionary War Cemetery Kiosk has been repaired.

There were items considered under the "Topics not reasonably anticipated within the 48 hours of meeting posting". Mr./Mrs. Cerul addressed the SHC and requested approval to repaint certain historic sign markers in Sudbury. Since the SHC did not have jurisdiction in these areas, she was referred to the Sudbury Historic District Commission and the State DOT who may have this jurisdiction. Lyn offered to follow up with Mr./Mrs. Cerul to provide the necessary contact information.

Diana W. and Lyn attended a very recent meeting (June 15th, 2018) of the Sudbury Centre Improvement Advisory Committee (SCIAC) regarding potential further changes to the Town Centre. Both Diana and Lyn expressed concern over the proposed changes recommended by the SCIAC as the Town Centre property is located in front of the Hosmer House and is one of the most historical and defining aspects of Sudbury's early history, in particular, the gathering of Sudbury Minute Men the morning of April 19, 1775 to march to the Battle of Concord. The following motion was offered and passed on a 7-0 vote: "The SHC is opposed to the Sudbury Center Improvement Advisory Committee changes to the Sudbury Historic District Town Common. The Sudbury Historical Commission recommends that the Sudbury Board of Selectmen not approve the addition of granite slabs, the construction of a drinking water fountain and an additional approximate 70 feet in length of the north-south asphalt walkway on the Town Common as such additions would be historically inappropriate and not appropriately preserve the historical character and the period of significance of the Town Common." It was agreed that Lyn as Vice Chair would send this motion in a letter to the Board of Selectmen's office.

A motion was offered and passed on a 7-0 vote as follows: "The SHC approves Liz Radoski to approve payment at completion of the contracted work for the Wadsworth Cemetery headstone restoration."

List of documents and other exhibits used at meeting: Barbara's assignments, SHC Treasurer's Report, Hosmer Holiday Open House 2018 material