



# Town of Sudbury

## Historic Districts Commission

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### MINUTES

**JANUARY 27, 2020 AT 7:30 PM**

**SILVA ROOM, FLYNN BUILDING, 278 OLD SUDBURY ROAD, SUDBURY, MA**

**Members Present:** Chair Fred Taylor, William Andreas, Linda Hawes, and Lee Swanson

**Members Absent:** Frank Riepe

**Others Present:** Director of Planning and Community Development Adam Duchesneau and Selectmen Bill Schineller

Mr. Taylor called the meeting to order at 7:30 PM.

#### **New Business:**

#### **Discussion and Vote to Submit May 2020 Town Meeting Warrant Article to Add Alternate Position(s) to the Historic Districts Commission**

Mr. Taylor noted this topic had been discussed in the past by the Historic Districts Commission (HDC) and there was some positive feedback.

Mr. Andreas noted the positions should be called “associate members” as opposed to “alternate members”. He was also not sure if an associate member would even need to vote.

Mr. Taylor laid out parameters of how associate members act in other communities.

Mr. Duchesneau noted the HDC needed to amend the Special Acts of 1963 to add associate members. Therefore, the HDC could also layout parameters as to when and how these associate members could act.

Ms. Hawes stated having two associate members would help the HDC to conduct its business.

Mr. Andreas felt having more opinions on the HDC would help the HDC as well.

Mr. Taylor advocated for allowing associate members to be able to vote when a regular member was not available to vote.

There was then discussion regarding as to what matters the associate members should be able to vote upon and their required experience.

Ms. Hawes noted the associate members would help to fill out the discussion on various topics.

Mr. Taylor motioned the HDC seek to add two associate member positions to the HDC under the parameters discussed by amending Chapter 40 of the Acts of 1963. Mr. Swanson seconded the motion. The vote was unanimous, 4-0.

There was then discussion regarding how to ensure this proposal could become a Warrant Article on the May 2020 Annual Town Meeting by adhering to the January 31, 2020 submission deadline.

### **Discussion and Vote to Approve Changes to Certificate of Appropriateness Application Form**

Mr. Taylor described the updates he was proposing be made to the Certificate of Appropriateness application form.

Mr. Andreas suggested removing the case number line item from the third page of the application form and as well as the “Approved/Disapproved” columns from the “Checklist for New Construction and Additions” on the last page of the application form.

Mr. Taylor motioned to approve the changes to the Certificate of Appropriateness Application Form as amended. Mr. Swanson seconded the motion. The vote was unanimous, 4-0.

### **Review of Historic Districts Commission Letter in Support of Town Hall Variance**

Mr. Taylor noted the Town Hall project was coming back before the HDC on February 6, 2020 and adjustments could still be made to the letter at that meeting.

Mr. Andreas felt a letter should not be issued until the plans for the project were finalized.

Mr. Taylor stated the item would be postponed until the HDC meeting on February 6, 2020.

### **Overview and Interviewing Process for New Members at February 6, 2020 Meeting**

Mr. Taylor noted Mr. Swanson’s reappointment was not taken up by the Board of Selectmen as there were a couple members of the public interested in applying for the position. As such, the Board of Selectmen had asked the HDC to interview those candidates who were interested before making a recommendation for someone to be appointed to the seat.

Mr. Taylor asked other HDC members to come up with questions for those being interviewed.

Mr. Duchesneau indicated he would contact the candidates and ask them to attend the meeting on February 6, 2020.

**Miscellaneous:**

**Approval of Minutes from January 16, 2020**

Mr. Andreas motioned to approve the minutes of January 16, 2020. Mr. Swanson seconded the motion. The vote was 3-0-1, with Mr. Andreas, Ms. Hawes, and Mr. Swanson voting in favor, and Mr. Taylor recused from the vote.

**2019 Annual Report**

Mr. Taylor motioned to approve the 2019 Annual Report. Ms. Hawes seconded the motion. The vote was unanimous, 4-0.

**Administrative Report/Update**

Mr. Duchesneau inquired if the HDC would be comfortable increasing their abutter notifications from those within 100 feet of a subject property to those within 300 feet. Mr. Duchesneau noted anyone within 300 feet of a property seeking a Certificate of Appropriateness would have standing to file an appeal against a decision by the HDC. The HDC members agreed to increase the abutter notification radius to those properties within 300 feet of subject properties.

Mr. Duchesneau also noted the HDC's decisions should respect the required 20-day appeal period before Building Permits were issued for any decision by the Commission. Additionally, Mr. Duchesneau also indicated Chapter 40 of the Acts of 1963 made reference to a 45-day window in which the HDC needed to act upon applications or a constructive approval could be enacted by Applicants. Mr. Taylor indicated he was aware of this provision and the HDC would be sure to stay on top of this timeframe requirement moving forward.

Mr. Taylor adjourned the meeting at 8:37 PM.