



Message

Wed, Jan 18, 2012 9:57 PM

From: **Angus Jennings**  
To: **Dan O'donnell**  
Cc: Jack Mangan <jp\_mangan@yahoo.com> john cunniffe <jm0920@comcast.net>  
Subject: CPC proposal re Historical Commission.

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Dan,

Please notify the Community Preservation Committee that, at their meeting this evening, the Historical Commission voted 5-0 (2 members absent) to support the proposal for Historical Preservation Planning Support, and to co-sponsor the proposal (if possible, understanding deadline has passed).

Tuesday Feb 7 is the date most convenient evening for members of the Commission to attend the CPC hearing to discuss the proposal, if that can be accommodated. Please advise.

Thanks,  
Angus

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Angus Jennings AICP  
Director of Land Use Management

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Community Preservation Committee  
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odonnell@westfordma.gov

## Westford Community Preservation Funding Application

### Fiscal Year 2012 Project Submission Form

#### Basic Project Information:

Submission Date: January 13, 2012 \_\_\_\_\_

Project Name: Historical Preservation Planning Support \_\_\_\_\_

CPA funds requested: \$39,600 \_\_\_\_\_

#### Applicant:

Name: Angus Jennings \_\_\_\_\_

Address: Director of Land Use Management, Town Hall \_\_\_\_\_

Phone: 978-692-5524 \_\_\_\_\_

Email: [ajennings@westfordma.gov](mailto:ajennings@westfordma.gov) \_\_\_\_\_

Sponsoring board/committee(s): The Historical Commission has met on two occasions to discuss this concept preliminarily, and will consider formally sponsor this proposal at their January 18 meeting. If the Commission votes to sponsor the proposal, additional information will be submitted to the CPC. If not, the proposal will be withdrawn.

Additional responsible parties – i.e. Property owner, consultant (if applicable): Chris Kluchman, Town Planner \_\_\_\_\_

Project manager/contact person: Jack Mangan, Historical Commission

#### Purpose: (please select all that apply)

- Open Space
- Affordable Housing
- Historic Preservation
- Recreation

**Project location/address:** \_\_\_\_\_ N/A

Assessor information: (map/block/lot id) as applicable:

Ownership/care and custody information:

N/A

Deed restrictions required: N/A

- Conservation
- Housing
- Historic Preservation

**Budget:**

Complete budget (attach as necessary)

\$39,600

The assumptions underlying this proposed budget are as follows. The specific hours and billable rate may vary from these assumptions, but in any case the total proposed budget is anticipated to be sufficient to provide the support requested.

CPC Proposal: Historical Preservation Planning Support

**Budget Assumptions**

<u>Wks/Year</u>	<u>Hrs/Wk</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
44	10	440	90	39600

Percent of total budget requested from Community Preservation funds:

100%

Other funding sources (committed/applied/planned):

N/A. However it should be noted that part of the consultant scope of work would include investigation and pursuit of grant funding to support specific initiatives. While additional funding cannot be relied upon, there is potential that the CPC funding requested here could be leveraged to secure additional funding for historical preservation activities.

Anticipated annual income/expenses:

Income: only potential, as noted in prior response.

Expenses: no incremental costs other than direct costs proposed here. The selected consultant will be provided work space on an as-needed basis for work to be completed locally, and will be provided access as needed to printer/copier in the Permitting Department, but will be required to provide any other equipment needed (laptop, cell phone etc).

Recurring expenses (i.e. Maintenance):

N/A

Taxpayer impact:

No budgetary impact.

**Timeline:**

Proposed Start Date: August 2012 \_\_\_\_\_

Proposed Completion Date: June 30, 2013\_\_\_\_\_

**Endorsement by applicable boards/commissions/community groups:**

- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission
- Historic Commission *(as noted, to be considered at January 18 meeting)*
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other

**Project Description and Goals:**

**Please describe project.** In proposal, please include how this project impacts Westford's citizens and addresses Westford's current and/or future needs? How does this project preserve Westford's character and meet its preservation goals? Why should this project be funded this year? (Use as many additional pages as necessary)

A key Action Item in the 2009 Comprehensive Master Plan is to expand the Westford Historical Commission's role in town planning, with a supporting Action Item to consider hiring a part-time preservation planner who could also serve as staff for the Historical Commission.

Given budgetary realities, no additional staffing to support the Historical Commission is budgeted for FY13 nor anticipated for at least the subsequent fiscal year and probably beyond. Town planning staff have the interest and capability to offer support, but do not have adequate time in the context of other responsibilities, especially on a dedicated basis, to invest significant time in Historical Commission policy initiatives. This lack of dedicated staffing support was identified within the Master Plan process as an impediment to advancing proactive planning efforts toward historical preservation activities, and in fact current planning staff and members of the Commission agree that existing Commission functions, such as related to the Demolition Delay Bylaw and the Scenic Roads Bylaw, could be improved if more time was available.

This is a proposal for CPA funding to enable the Commission to retain, through a competitive RFP process, a consultant to provide dedicated support to the Commission over the course of FY13. The Director of Land Use Management met with the Commission at their September and October 2011 meetings to discuss this concept and there was support for the idea, although the Commission has not approved a specific scope of work for which a consultant would be retained. The goal in submitting this proposal is to advance these prior discussions, solicit input from the Community Preservation Committee, and work with the Historical Commission to refine a proposed work scope concurrent with the CPC deliberation process. This approach was discussed at the December 6, 2011 CPC Community Needs Forum, and it was generally agreed that it made sense to advance the concept for discussion, and for potential funding support either at the 2012 Annual Town Meeting or for a future funding round.

On the basis of my experience serving as Director of Land Use Management for nearly two years, and in working on several community planning and policy issues, I offer my suggestions for work items that I believe would be responsive to the community's current and future needs and preserve Westford's character and advance its preservation goals, as follows:

**Dedicated Resource.** Commit a dedicated number of hours per month to Historical Commission support throughout the term of the contract.

**Meeting and Action Support.** Attend Historical Commission meetings and assist with follow-up actions as directed by the Commission.

**Permitting Liaison.** Serve as primary liaison between landowners/applicants, the Historical Commission, the Town Planner, municipal staff and others as needed on permitting applications related to the Demolition Delay Bylaw, the Scenic Roads Bylaw, and others as directed by the Commission. (*Note: "Make the demolition delay bylaw more effective" was included as an Action Item within the 2009 Master Plan, and the Master Plan also recommends to "provide incentives for owners of historic structures to seek alternatives to teardowns and substantial alterations to older historic structures" (pg. 46).*)

**Maintenance Protocols.** Assist the HC as needed to work with Town Manager's office to establish maintenance protocols for Town-owned properties under the care of the HC.

**Neighborhood Planning.** Westford is widely recognized as a "town of villages," and both the natural and built environment varies widely among the several "villages" – Brookside Village, Forge Village, Graniteville, Nabnasset, Parker Village, and Westford Center. Given the importance and complexity of land use and planning issues, a dedicated neighborhood planning process gives the town the ability to pursue neighborhood consensus on issues and public policies such as housing, open space, historic preservation/adaptive reuse, and infrastructure. This is particularly true in villages experiencing or anticipating neighborhood change such as the introduction of 129 new residential units to the Forge Village neighborhood through the Abbot Mill renovation. Another example is the lack of a plan for the future of the Westford Anodizing property at Broadway and North Main. The Historical Commission could play an important role in facilitating a public planning process to ensure that these villages' historical resources are central to consideration of future change. The support of a dedicated consultant as proposed here would enhance the capacity of the Commission and town planning staff to undertake such a neighborhood planning process in FY13. (*Note: this work item would advance the following Action Item within the 2009 Master Plan: "Work with neighborhood groups to encourage pride in ownership of historical property."*)

**Policy Initiative(s).** In addition to the Action Items, the text of the 2009 Master Plan references several potential policy initiatives such as creating "a scenic overlay (zoning) district with a no-disturb buffer along designated roads" (pg. 46); establishment of "development review guidelines for preserving and enhancing existing architectural and historic character and resources" (pg. 46); and creation of one or more Neighborhood Conservation District and/or Local Historic District. There may also be value to

designate additional Scenic Roads, and/or propose amendments to the Demolition Delay Bylaw.

**Investigate Funding & Grants.** Keep Historical Commission apprised of grant opportunities of potential interest. Prepare one or more grant applications, or provide support to Commission for same, as directed. (*Note: this was included as an Action Item within the 2009 Master Plan.*)

### **Conclusion**

This proposal is justified for funding based on the potential for positive initiatives that could go forward in FY13 with this support, but which cannot otherwise be realistically anticipated.

If this proposal is funded, the Director of Land Use Management and/or Planning staff will provide support to the Historical Commission including but not limited to: preparation of a work scope; selection of a consultant through the procurement process; contract terms and execution; administrative support for processing invoices throughout the term of the contract; operational support to consultant (i.e. access to short-term work space, Town Hall printing etc); coordination of consultant activities among other municipal staff as needed; collaboration on consultant work products as needed; oversight of consultant work; and preparation of periodic progress reports to the Historical Commission and CPC.

In the context of existing responsibilities, planning staff also anticipates supporting and participating in specific policy or planning initiatives undertaken pursuant to this proposal, and assisting in facilitating participation of other public entities such as the Planning Board.

If this application is submitted outside of the usual funding cycle, please explain why.

N/A

**List of Attachments:** (including but not limited to photos, plans, maps, quotes, costs, estimates, letters of endorsement)

2009 Comprehensive Master Plan online at:

[http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA\\_masterplan/index](http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_masterplan/index)

### **Applicant Signatures/Date**

 1/13/12

For Community Preservation Committee Use Only

Date received: \_\_\_\_\_

Copies distributed on: \_\_\_\_\_

Is sufficient data/detail provided? \_\_\_\_\_

Is timeliness an issue? \_\_\_\_\_

Is additional information required? \_\_\_\_\_

Project interview date: \_\_\_\_\_

Public hearing date: \_\_\_\_\_

Committee vote:

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_

Date \_\_\_\_\_

Recommendation from Committee:

Recommended for Town Meeting consideration:

Spring \_\_\_\_\_

Fall \_\_\_\_\_

Special \_\_\_\_\_

Year \_\_\_\_\_