SUDBURY SELECT BOARD
TUESDAY FEBRUARY 15, 2022
6:30 PM, ZOOM

Item #	Time	Action	Item
	6:30 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Citizen's comments on items not on agenda
		MISCELLANEOUS	
1.		*VOTE*	Vote whether or not to allow the newly created Precinct 6 polling location to be Town Hall, 322 Concord Rd; vote whether or not to change the polling location for Precinct 3 from Town Hall to Fairbank Community Center Gym, 40 Fairbank Road; vote whether or not to approve "Warrant Posting Locations" as updated by the Town Clerk and vote whether or not to post the updated precinct descriptions in the Warrant Posting Locations. (~15 min.)
2.		*VOTE / SIGN*	As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 12, vote to approve a Change of Manager for American Legion Post 191, Inc. d/b/a American Legion Sudbury, 676 Boston Post Road, from Spencer Goldstein (deceased) to John L. Poff, as requested in an application dated January 24, 2022. (~15 min.)
3.	7:15 PM	*VOTE*	Vote to open a joint meeting with the Finance Committee (FinCom) and Capital Improvement Advisory Committee (CIAC) to discuss Annual Town Meeting capital articles and Town Capital Budget with Town Manager Hayes and Town staff. Town Manager Hayes, Town staff, and other Annual Town Meeting article submitters to present.
4.		*VOTE*	Vote to close joint meeting with FinCom and CIAC and resume Select Board meeting.
5.			Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update. (~15 min.)
6.			Vote to review and possibly approve the open session minutes of 1/10/22.

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.

Item #	Time	Action	Item
7.			Citizen's Comments (cont)
8.			Upcoming agenda items
			CONSENT CALENDAR
9.		*VOTE / SIGN*	Vote to sign the Annual Town Election Warrant for March 28, 2022, which must be posted and delivered to residents by March 21, 2022.
10.		*VOTE / SIGN*	Vote to approve and sign the Intermunicipal Agreement (IMA) for the purchase of COVID19 Antigen Rapid Tests.
11.		*VOTE*	Accept a $1,300 donation from the Sudbury United Methodist Church to the Sudbury Senior Center Donation Account.

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

1: Election Polling and Warrant Posting Location Changes

REQUESTOR SECTION
Date of request:

Requestor: Beth Klein, Town Clerk

Formal Title: Vote whether or not to allow the newly created Precinct 6 polling location to be Town Hall, 322 Concord Rd; vote whether or not to change the polling location for Precinct 3 from Town Hall to Fairbank Community Center Gym, 40 Fairbank Road; vote whether or not to approve "Warrant Posting Locations" as updated by the Town Clerk and vote whether or not to post the updated precinct descriptions in the Warrant Posting Locations. (~15 min.)

Recommendations/Suggested Motion/Vote: Vote to designate Fairbank Gym, 40 Fairbank Rd, as the polling location for Precinct 3 and Vote to designate Town Hall, 322 Concord Rd, as the polling place for Precinct 6. Vote to approve "Warrant Posting Locations" as updated by the Town Clerk and to vote that the new precinct descriptions shall be posted in the public locations listed in the "Warrant Posting Locations" document.(~15 min.)

Background Information:

As the final step of the 2020 Reprecincting project, the Select Board shall give notice by mail to every household which is now in a different precinct, advising the voter that their precinct has changed and what their new precinct is, and post the description of the polling place in each precinct. Pursuant to "MGL Chapter 54, sec. 24. "…*the selectmen of towns divided into voting precincts, shall, twenty days at least before the biennial state or annual or biennial city election and ten days at least before any special election of a state or city officer therein, designate the polling place for each voting precinct… When a polling place in a voting precinct is changed from one location to another, …the selectmen in any town shall cause printed descriptions of such polling place to be posted in such public places in such precinct as they determine and shall give notice by mail to each residence of one or more registered voters therein.*"

After the new Sudbury precincts were finalized, it made sense to have Precincts 4 and 6 vote at Town Hall and Precinct 1,2,3, and 5 vote at Fairbank Community Center. (See the new precinct map). Every household, whether or not they are affected, will receive notice of the change upon receipt of the Annual Town Census, which will be mailed out before the end of February. The map changes will also be posted in three public places in each precinct as shown in the "Warrant Posting Locations" document. Links on the Town website will also be available to help voters locate their precinct and polling place as well on the election warrant.

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:		
Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

WARRANT POSTING LOCATIONS

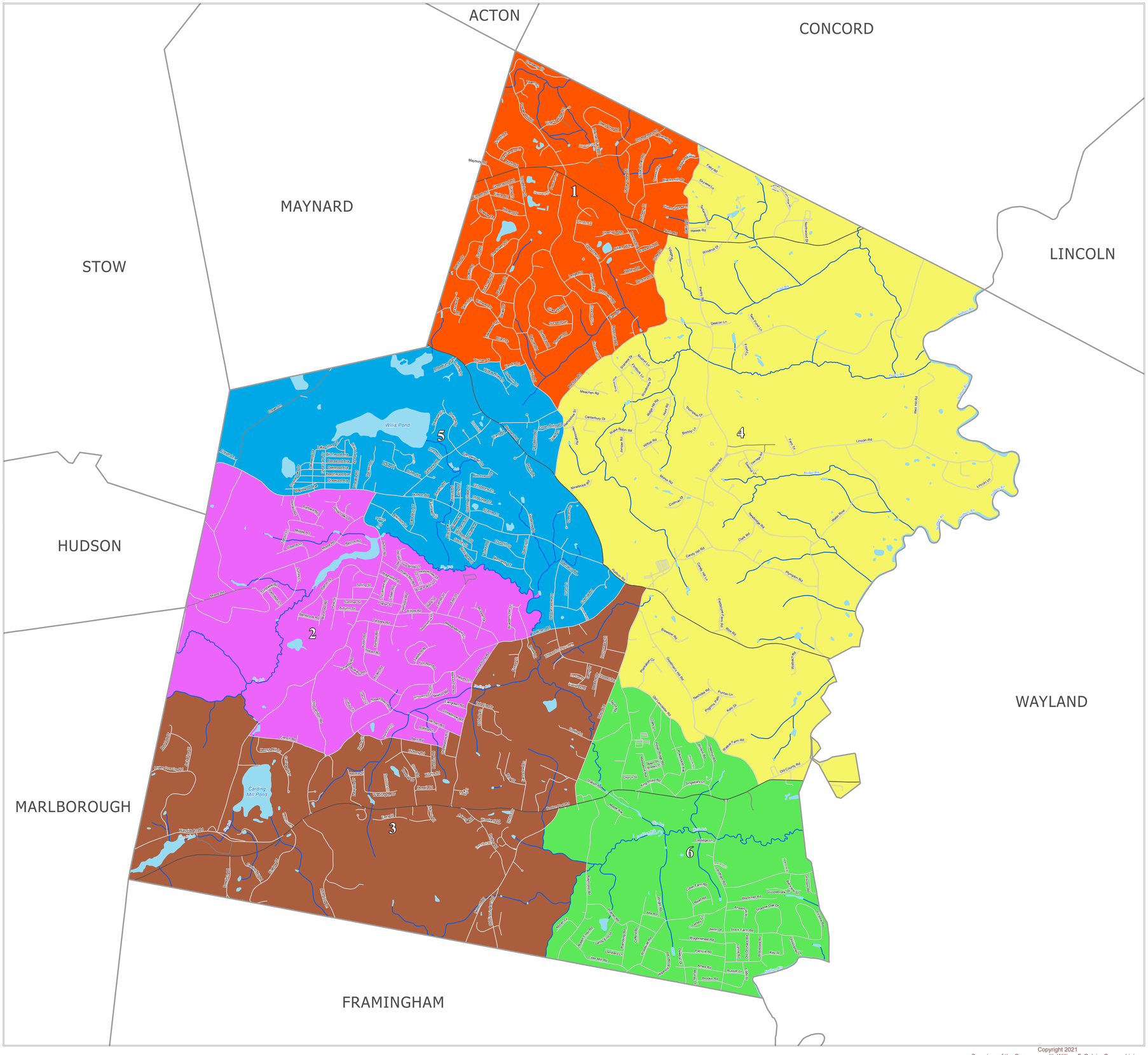
Precinct 1	Poor Farm Conservation Land (Corner of Willis & Marlboro Rd.) St. John's Evangelical Lutheran Church, 16 Great Road (Post on bulletin board near rest rooms) Haynes School, 169 Haynes Road
Precinct 2	Curtis Middle School, 22 Pratt's Mill Road Hop Brook Marsh Conservation Land, 325 Dutton Road Haynes Meadow Conservation Land (Peakham & Blueberry Hill)
Precinct 3	Orchard Hill Assisted Living, 761 Boston Post Road Post Office, Route 20 – Shaw's Plaza (515 Boston Post Road) Longfellow's Wayside Inn, Wayside Inn Road
Precinct 4	North Fire Station, Route 117 (Great Road) Lincoln-Sudbury Regional High School, 390 Lincoln Road Town Hall, 322 Concord Road
Precinct 5	Congregation Beth El, 105 Hudson Road Fairbank Community Center (Senior Center), 40 Fairbank Road Fire Headquarters, 77 Hudson Road
Precinct 6	Goodnow Library, 21 Concord Road Loring School, 80 Woodside Road Sudbury Farms, Route 20 (439 Boston Post Road)

Rev. 2/2022

G:\warrants\instructions\warrant posting locations

Attachment1.a: WARRANT POSTING LOCATIONS_2022 (5084 : Election Polling and Warrant Posting Location Changes)

Town of Sudbury



Map Prepared for the Town of Sudbury
Courtesy of William F. Galvin, Census Liaison
Secretary of the Commonwealth

2020 Population - - 18,934

Minimum 5%		Target Population		Maximum 5%
2,998		3,156		3,314

Precinct Boundaries
Sudbury

Precinct		2020 Population	Variance
1		3,305	4.72
2		3,071	-2.69
3		3,221	2.06
4		3,053	-3.26
5		3,237	2.57
6		3,047	-3.45

Population is based on the official U.S. 2020 Census block-level data.

Boundaries effective December 31, 2021

Legend
- Municipal Boundary

Geographical Features
- Major Road
- Local Road
- Railroad
- Other Municipal Features
- Streams, Rivers
- Coastal Water, Lakes, Ponds, Major Rivers

0.5 0.25 0 0.5 Miles

Copyright 2021
Secretary of the Commonwealth William F. Galvin, Census Liaison

Attachment:1.b: Sudbury 2021 - Final Map (5084 : Election Polling and Warrant Boundary Location Changes)

Part I **ADMINISTRATION OF THE GOVERNMENT**

Title VIII **ELECTIONS**

Chapter 54 **ELECTIONS**

Section 24 **DESIGNATION OF POLLING PLACES**

[Section impacted by 2020, 45, Secs. 1 and 1A, as amended by 2020, 92, Secs. 1 to 3, effective March 23, 2020; 2020, 92 Secs. 15 to 17 effective June 5, 2020; 2020, 115, Secs. 6 and 11, effective July 6, 2020; and 2021, 5, Secs. 1 and 2, effective March 16, 2021 and 2020, 255, effective December 31, 2020 as amended by 2021, 5, Secs. 4 to 8, effective March 16, 2021, relating to elections in order to address disruptions caused by the outbreak of COVID-19.]

Section 24. The aldermen in cities, except where city charters provide otherwise, and the selectmen of towns divided into voting precincts, shall, twenty days at least before the biennial state or annual or biennial city election and ten days at least before any special election of a state or city officer therein, designate the polling place for each voting precinct and cause it to be suitably fitted up and prepared therefor. In a city or town which has provided voting booths such booths may be placed in the public ways of such city or town, provided said ways are left reasonably safe and convenient for public travel. It shall be in a public, orderly, and convenient portion of the precinct; provided, however that if the aldermen or selectmen determine that the public convenience would be better served, the aldermen may designate a polling place in an adjacent precinct of a city, and the selectmen may designate a polling place in another precinct of a town or may house all polling places in a single building within the town. In any city or town, if the polling places for two or more precincts are located in the same building and the total number of registered voters in any such two or more precincts does not exceed three thousand, only one set of election officers need be appointed for such precincts, but separate ballot boxes and voting lists for each precinct shall be used. If, in a town of five precincts or less, all of which are located in one building, the selectmen so vote, only one warden need be appointed to supervise all such precincts, and the number of inspectors shall be determined by the selectmen, without disturbing the balance between the political parties. There shall, however, be one clerk appointed for each such precinct.

Alcoholic beverages shall not be sold in any portion of a building which is designated as a polling place, during voting hours or while ballots are being counted therein. When the polling places have been designated in the city of Boston, the board of election commissioners of said city may post in such places as it may determine a printed description of the polling places designated and may give further notice thereof; and when the polling places have been designated in any other city or in any town, the aldermen of such city in at least five public places in each precinct thereof, and the selectmen of such town in at least three public places in each precinct thereof, shall forthwith post a printed description of the polling places designated and may give further notice thereof. When a polling place in a voting precinct is changed from one location to another, the board of election commissioners in the city of Boston, the aldermen in any other city or the selectmen in any town shall cause printed descriptions of such polling place to be posted in such public places in such precinct as they determine and shall give notice by mail to each residence of one or more registered voters therein.

Attachment1.c: General Law - Part I Title VIII Chapter 54 Section 24- (5084 : Election Polling and Warrant Posting Location Changes)

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

2: American Legion Post 191 Change of Manager 2019

REQUESTOR SECTION
Date of request:

Requestor: American Legion Post 191, Inc. d/b/a American Legion Sudbury

Formal Title: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 12, vote to approve a Change of Manager for American Legion Post 191, Inc. d/b/a American Legion Sudbury, 676 Boston Post Road, from Spencer Goldstein (deceased) to John L. Poff, as requested in an application dated January 24, 2022. (~15 min.)

Recommendations/Suggested Motion/Vote: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 12, vote to approve a Change of Manager for American Legion Post 191, Inc. d/b/a American Legion Sudbury, 676 Boston Post Road, from Spencer Goldstein (deceased) to John L. Poff, as requested in an application dated January 24, 2022. (~15 min.)

Background Information:
Please see application attached.

Financial impact expected:$75 Application Fee

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: John Poff, American Legion Post 191

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make $200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY) 125000008

ENTITY/ LICENSEE NAME American Legion Sudbury Post 191 Inc.

ADDRESS 676 Boston Post Road

CITY/TOWN Sudbury **STATE** MA **ZIP CODE** 01776

For the following transactions (Check all that apply):

- ☐ New License
- ☐ Transfer of License
- ☒ Change of Manager
- ☐ Change of Officers/ Directors/LLC Managers
- ☐ Change of Location
- ☐ Alteration of Licensed Premises
- ☐ Change Corporate Name
- ☐ Change of Ownership Interest (LLC Members/ LLP Partners, Trustees)
- ☐ Change of Class (i.e. Annual / Seasonal)
- ☐ Change of License Type (i.e. club / restaurant)
- ☐ Change of Category (i.e. All Alcohol/Wine, Malt)
- ☐ Issuance/Transfer of Stock/New Stockholder
- ☐ Other
- ☐ Change Corporate Structure (i.e. Corp / LLC)
- ☐ Pledge of Collateral (i.e. License/Stock)
- ☐ Management/Operating Agreement
- ☐ Change of Hours
- ☐ Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2022 JAN 24 A 10: 33

Attachment2.a: American Legion Change of Manager 2022_SBpdf (5086 : American Legion Post 191 Change of Manager 2019)

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

AMENDMENT-Change of Manager

☐ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
American Legion Sudbury	Sudbury	125000008

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Jim Wiegel	Finance Officer		

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name: John L. Poff

Residential Address: 1 Woodridge Road, Marlborough, MA 01752

Email: Phone:

Please indicate how many hours per week you intend to be on the licensed premises: 30

Last-Approved License Manager: Spencer Goldstein

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* ◉ Yes ○ No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? ○ Yes ◉ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
Sep 2012	Present	Contracts Director	DoD, DCMA Boston	Angela Butler-Franco
Aug 1988	Sep 2011	Sergeant Major	United States Army	BG Harold Greene

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ○ Yes ◉ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature: Date: 01/18/2022

Attachment2.a: American Legion Change of Manager 2022_SBpdf (5086 : American Legion Post 191 Change of Manager 2019)

APPLICANT'S STATEMENT

I, John L. Poff the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory

of American Legion Sudbury
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

(1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;

(2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;

(3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;

(4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;

(5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;

(6) I understand that all statements and representations made become conditions of the license;

(7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;

(8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and

(9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

(10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: _____ Date: 01/18/2022

Title: Post Manager

Attachment2.a: American Legion Change of Manager 2022_SBpdf (5086 : American Legion Post 191 Change of Manager 2019)

ENTITY VOTE

The Board of Directors or LLC Managers of American Legion Post 191 Inc. (Entity Name)

duly voted to apply to the Licensing Authority of Sudbury (City/Town) and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on Sep 16, 2021 (Date of Meeting)

For the following transactions (Check all that apply):

- [x] Change of Manager
- [ ] Other

"VOTED: To authorize John L. Poff (Name of Person)

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint John L. Poff (Name of Liquor License Manager)

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

Corporate Officer /LLC Manager Signature

POFF, John L.

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

PHILIP MCKENZIE

(Print Name)

Attachment2.a: American Legion Change of Manager 2022_SBpdf (5086 : American Legion Post 191 Change of Manager 2019)

American Legion
Change of Manager Application

Department Feedback

Department	Staff	Date	Comments
Building Department	Andrew Lewis	1/26/22	Building Dept. has no issue with this.
Fire Department	Asst Chief Choate	1/25/22	FD is ok.
Health Department	Bill Murphy	1/25/22	The Health Dept. has no issues with this application.
Police Department	Chief Nix	1/25/22	The Police Department does not have an issue with the change

Town Counsel (Brian Riley) reviewed the application on 1/25/22 and found no issues.

Attachment2.b: Amer Legion_com 2022_Staff Feedback (5086 : American Legion Post 191 Change of Manager 2019)

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

3: Open joint meeting with Finance Committee and CIAC

REQUESTOR SECTION
Date of request:

Requestor: Chair Roberts

Formal Title: Vote to open a joint meeting with the Finance Committee (FinCom) and Capital Improvement Advisory Committee (CIAC) to discuss Annual Town Meeting capital articles and Town Capital Budget with Town Manager Hayes and Town staff. Town Manager Hayes, Town staff, and other Annual Town Meeting article submitters to present.

Recommendations/Suggested Motion/Vote: Vote to open a joint meeting with the Finance Committee (FinCom) and Capital Improvement Advisory Committee (CIAC) to discuss Annual Town Meeting capital articles and Town Capital Budget with Town Manager Hayes and Town staff. Town Manager Hayes, Town staff, and other Annual Town Meeting article submitters to present.

Background Information:

Financial impact expected:

Approximate agenda time requested: 60 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

ATM 2022 ARTICLES

#	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	IN MEMORIAM RESOLUTION										
	FINANCE/BUDGET										
1	Hear Reports	Select Board								Majority	
2	FY22 Budget Adjustments	Select Board								Majority	
3	FY23 Budget	Town Manager						Tax Levy	$110,291,427	Majority	
4	FY23 Capital Budget	Town Manager						Tax Levy	**$1,036,274**	Majority	
5	FY23 Transfer Station Enterprise Fund Budget	Town Manager						Enterprise Fund	$300,124	Majority	
6	FY23 Pool Enterprise Fund Budget	Town Manager						Enterprise Fund	$462,620	Majority	
7	FY23 Recreation Field Maintenance Enterprise Fund Budget	Town Manager						Enterprise Fund	$209,796	Majority	
8	FY22 Snow & Ice Transfer	Town Manager								Majority	
9	Unpaid Bills	Town Accountant								**Four-fifths**	
10	Chapter 90 Highway Funding	DPW Director						State		Majority	
11	Stabilization Fund	Select Board						Free Cash	$49,479	Majority	
12	FY23 Revolving Fund Spending Limits	Finance Director						Spending Limit		Majority	
13	Capital Stabilization Fund	Town Manager						Free Cash	$500,000	Majority	
	MISCELLANEOUS										
	GO Sudbury! Taxi and Uber Transportation Programs for FY23	Select Board						Free Cash	$100,000	Majority	
	Funding of Operations for Passive Recreation Requirements of the Sewataro/Liberty Ledge Property	Select Board						Free Cash	$155,000	Majority	
	Funding of a Land Use Consultant for the Sewataro/Liberty Ledge Property	Select Board						Free Cash	$100,000	Majority	
	Fairbank Community Center Audio-Visual Equipment Funding	Select Board						Free Cash	$300,000	Majority	
	Fairbank Community Center Furniture, Fixtures, Equipment Funding (FF&E)	Select Board						Free Cash	$200,000	Majority	
	24 Hudson Road - Release of Easement	Select Board								**Two-thirds**	

Attachment3.a: ATM ARTICLES UPDATE FOR 2022 - 2-10-22 (4998 : Open joint meeting with Finance

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

ATM 2022 ARTICLES

#	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	Transfer of Tax Possession Parcel to the Park & Recreation Commission	Select Board									
	Bruce Freeman Rail Trail Phase 2D - Acquisition of Land	Select Board									
	Bruce Freeman Rail Trail Phase 2D - Grant of Easements	Select Board								Two-thirds	
	Street Acceptance - Huckleberry Lane	Select Board								Two-thirds	
	Amend General Bylaws - Enable Electronic Voting at Town Meeting	Town Clerk									
	Sudbury Public Schools HVAC Repairs and Replacements	SPS School Committee						Free Cash	$455,000	Majority	
	Noyes Elementary School - Classroom Sinks Replacement	SPS School Committee						Free Cash	$130,000	Majority	
	Lincoln-Sudbury Regional High School Chain Link Fence Replacement	LS School Committee						Free Cash	$139,443	Majority	
	Amend the Process for Creating New Local Historic Districts	Historic Districts Commission									
	Amend Zoning Bylaw, Article IX: Insert Section 2328. Fences	Planning Board								Two-thirds	
	Amend General Bylaws, Article V (F) Stormwater Management	Planning Board								Two-thirds	
	ADA Transition Plan Recommendation	Combined Facilities Director						Free Cash	$200,000	Majority	
	Filtration Systems for Atkinson Pool	Combined Facilities Director						Free Cash	$160,000	Majority	
	On-call Architectural & Engineering "House Doctor" Services	Combined Facilities Director						Free Cash	$100,000	Majority	
	Authorization to Proceed with DPW Facility Solar Project	Combined Facilities Director									
	Additional Funding: Construction of Fire Station No. 2 Housing/Living/Office Area	Fire Chief						Free Cash	$1,500,000		

Attachment3.a: ATM ARTICLES UPDATE FOR 2022 - 2-10-22 (4998 : Open joint meeting with Finance

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

ATM 2022 ARTICLES

#	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	Backhoe Loader	Public Works Director						Free Cash	$150,000	Majority	
	6-Wheel Combo Body Dump Truck w/Plow	Public Works Director						Free Cash	$285,000	Majority	
	Skid Steer	Public Works Director						Free Cash	$130,000	Majority	
	~~DPW Administrative Vehicle~~	~~Public Works Director~~	~~in TM Capital~~					~~Free Cash~~	~~$45,000~~	~~Majority~~	
	~~3/4 Ton Pickup Truck w/Plow~~	~~Public Works Director~~	~~2 vehicles in TM Capital~~					~~Free Cash~~	~~$170,000~~	~~Majority~~	
	Roadside Mower	Public Works Director						Free Cash	$140,000	Majority	
	Townwide Drainage and Roadway Reconstruction	Public Works Director						Debt	$3,500,000	**Two-thirds if Barrowed**	
	~~Townwide Walkway Improvements~~	~~Public Works Director~~	~~in TM Capital~~					~~Free Cash~~	~~$50,000~~	~~Majority~~	
	~~Town-wide Roadway Improvement and Maintenance~~	~~Public Works Director~~	~~Not approved in TM Capital~~					~~Free Cash~~	~~$500,000~~	~~Majority~~	
	Old Framingham Road/Nobscot Road Walkway Extension Project - Easements	Public Works Director									
	Old Framingham Road/Nobscot Road Walkway Extension Project	Public Works Director						Free Cash	$700,000	Majority	
	CPC ARTICLES										
	Community Preservation Act Fund - Bruce Freeman Rail Trail Design and Construction North of Mass Central Rail Trail	CPC						CPC	**$500,000**		
	Community Preservation Act Fund - Bruce Freeman Rail Trail Design and Construction South of Mass Central Rail Trail	CPC						CPC	**$300,000**		
	Community Preservation Act Fund - Historic Districts Commission Design Guidelines	CPC							**$50,000**		

Attachment3.a: ATM ARTICLES UPDATE FOR 2022 - 2-10-22 (4998 : Open joint meeting with Finance

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

ATM 2022 ARTICLES

#	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	Community Preservation Act Fund - Libby-Dickson Conservation Restriction Monitoring	CPC						CPC	**$9,454**		
	Community Preservation Act Fund - Open Space & Recreation Plan and Athletic Fields Needs Assessment & Master Plan	CPC						CPC	**$100,000**		
	Community Preservation Act Fund - Regional Housing Services Office (RHSO) Membership Fee	CPC						CPC	$30,000	Majority	
	Community Preservation Act Fund - Sudbury Housing Authority Acquisition, Creation, Preservation, and Support of Affordable Rental Housing	CPC						CPC	$276,000	Majority	
	Community Preservation Act Fund - Town Clock Restoration	CPC						CPC	$16,000	Majority	
	Community Preservation Act Fund - Return of Unspent Funds	CPC						CPC	**$53,878.25**		
	Community Preservation Act Fund - General Budget and Appropriations	CPC						CPC	**$2,766,000**		
	PETITION ARTICLES										
	Hire Land Use Consultant for Liberty Ledge/ Sewataro Property	Len Simon						Free Cash	$200,000	Majority	
	Creation of Sustainability Director position	Alex Vai						Free Cash	$130,000	Majority	

Attachment3.a: ATM ARTICLES UPDATE FOR 2022 - 2-10-22 (4998 : Open joint meeting with Finance

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, Massachusetts 01776
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Email: townmanager@sudbury.ma.us

Henry L. Hayes, Jr.
Town Manager

February 11, 2022

Select Board
Town of Sudbury
Massachusetts

Dear Honorable Select Board Members:

Here is a list of Articles, please know that these items are not in the order that they may appear in the Annual Town Meeting Warrant. The anticipation is that the Select Board, Finance Committee and Capital Improvement Advisory Committee will hear presentations and engage with the submitters of the projects. Thank you for having provided questions in advance of this meeting, it will help to facilitate the efficiency of the meeting. The items in blue have been identified as in-depth briefing requests by the meeting participants.

LINCOLN-SUDBURY REGIONAL HIGH SCHOOL (1)

1. Lincoln-Sudbury Regional High School Chain Link Fence Replacement

SUDBURY PUBLIC SCHOOLS (2)

2. Noyes Elementary School Classroom Sinks Replacement
3. **Schools HVAC Repairs and Replacements**

COMBINED FACILITIES DIRECTOR (4)

4. **Filtration Systems for Atkinson Pool**
5. **Americans with Disabilities Act Transition Plan Recommendations**
6. **On-Call Architectural & Engineering "House Doctor" Services**
7. Authorization to Proceed with the DPW Facility Solar Project

TOWN MANAGER ARTICLES (1)

8. **FY23 TM Capital Operating Capital Budget (multiple functional areas represented)**

COMMUNITY PRESERVATION COMMITTEE (2)

9. **Bruce Freeman Rail Trail Design and Construction North of Mass Central Rail Trail**
10. **Bruce Freeman Rail Trail Design and Construction South of Mass Central Rail Trail**

FIRE CHIEF (1)

11. **Additional funding: Construction of Fire Station No. 2 Housing/Living/Office Area**

PUBLIC WORKS DIRECTOR (8)

12. Chapter 90 Highway Funding
13. Backhoe/Loader
14. 6-Wheel Body Dump Truck w/Plow
15. Skid Steer
16. Roadside Mower

Attachment3.b: SB Info - Capital Night list - Meeting 2022 Feb 15 (4998 : Open joint meeting with Finance Committee and CIAC)

17. **Town-wide Drainage and Roadway Reconstruction $3.5M debt**
18. **Old Framingham Road/Nobscot Road Walkway Extension Project $700**
19. Old Framingham Road/Nobscot Road Walkway Extension Project - Easements

SELECT BOARD ARTICLES (3)

20. **Fairbank Community Center: Audio-Visual Equipment**
21. **Fairbank Community Center: Furniture, Fixtures and Equipment**
22. **Bruce Freeman Rail Trail Phase 2D - Acquisition of Land (row 25 of the Articles spreadsheet)**

Sincerely,

Henry L. Hayes, Jr.
Town Manager

Attachment3.b: SB Info - Capital Night list - Meeting 2022 Feb 15 (4998 : Open joint meeting with Finance Committee and CIAC)

LINCOLN-SUDBURY REGIONAL HIGH SCHOOL (1)

1. Lincoln-Sudbury Regional High School Chain Link Fence Replacement

Attachment3.c: LINCOLN (4998 : Open joint meeting with Finance Committee and CIAC)

COMBINED FACILITIES DIRECTOR (4)

4. **Filtration Systems for Atkinson Pool**
5. **Americans with Disabilities Act Transition Plan Recommendations**
6. **On-Call Architectural & Engineering "House Doctor" Services**
7. Authorization to Proceed with the DPW Facility Solar Project

Attachment3.d: COMBINED FACILITIES DIRECTOR (4998 : Open joint meeting with Finance Committee and CIAC)

SUDBURY PUBLIC SCHOOLS (2)

2. Noyes Elementary School Classroom Sinks Replacement
3. **Schools HVAC Repairs and Replacements**

Attachment3.e: SUDBURY PUBLIC SCHOOLS (4998 : Open joint meeting with Finance Committee and CIAC)

Atkinson Pool Filtration Replacement

The existing sand filtration systems have exceeded their useful life and are in need of replacement. The lap pool and dive well pool filtration systems are critical components in maintaining the pools in proper healthy working order. Pool cleanliness must be maintained at all times for the pools to remain in operation.

Critical contaminant levels must be monitored and managed through the filtration system. Failure to maintain health regulation levels would result in pool closure.

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

Atkinson Pool Filtration Replacement

The pool filtration systems use metered chlorination injection to clean and treat the water in each pool. Some of these systems are over 30 years old and require repeated costly maintenance with parts becoming more expensive and difficult to source.

This presents the risk of systems failure requiring pool closure which would have an enormous impact on the Park and Rec Dept. revenue as well as deprive the community and schools of a well used and beneficial town asset.

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

Americans with Disabilities Act Transition Plan Recommendations
$200,000

In 2021 as part of the on-going effort to assess the current level of Americans with Disabilities Act (ADA) compliance in programs, services and activities and Town-owned facilities The Institute for Human Centered Design was contracted to prepare an ADA Self Evaluation and Transition Plan on the Town's behalf to identify deficiencies, compile a prioritized list of recommendations for corrective actions and provide associated costs.

The Self Evaluation found many key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. This article would provide funding to begin addressing identified recommendations in schools, Town buildings and public spaces.

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

On Call Architectural and Engineering-House Doctor-Contract $100,000

The Town anticipates a number of future building and/or facility projects requiring architectural and/or engineering services. In an effort to mitigate risk and provide predictability during the planning, design and construction of these projects, the Town is seeking the services of an architectural and/or engineering firm that can provide specialty services on an as-needed basis to support the delivery of these projects.

For some projects, the services required may only be a feasibility or other study. Types of projects and services under consideration are for facility repairs, upgrades, renovations and additions at various school and municipal buildings including but not limited to sustainability and accessibility measures.

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

Noyes Classroom Sinks Replacement
$130,000

The sinks and sink bases in 31 Noyes classrooms are original to the 1970 building. The sink bases are made of wood and have deteriorated to the point of not being able to be repaired. Being 50 year old wood they have absorbed moisture and are unable to be properly cleaned.

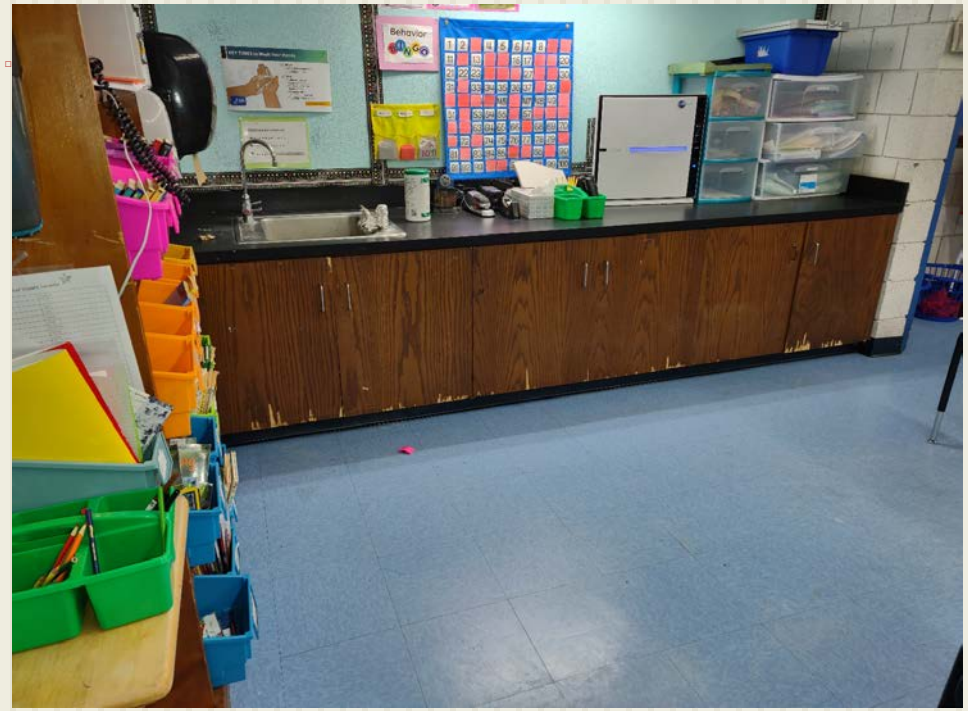
The existing sinks do not meet current ADA requirements and were identified in the recent Town Wide ADA Self Evaluation and Transition Plan as Priority 1 Program Access Barriers.

As a pilot project we replaced one classroom sink and base with a wall mounted accessible stainless steel sink that is able to be properly cleaned and maintained.

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

Noyes Classroom Sinks Replacement
$130,000

The sink bases are no longer a programmatic need and contents can be stored separately.



The sink bases are made of wood and have deteriorated.

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

Schools HVAC/Heating Repairs & Replacements
$455,000

This is a request for the combined repair and replacement of individual HVAC and heating repairs and replacements in several schools.
These items are critical to maintaining heat and ventilation requirements.

- Noyes 31 classroom window air conditioning units $180,000
- Curtis HRU-2 Unit Replacement $95,000
- Curtis RTU-5 Unit Replacement $75,000
- Nixon Boiler #3 Heat Exchanger Replacement $30,000
- Noyes Main Heating/Circulation Pump Replacement $25,000
- Curtis Univent Room 148 Replacement $50,000

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

Schools HVAC/Heating Repairs & Replacements
$455,000

Noyes Main Heating Circulator Pump

Nixon Boiler #3 Heat Exchanger

Curtis RTU-5 AC Replacement

Attachment3.f: CIP FY23 _ FAC and SPS combined (4998 : Open joint meeting with

TOWN MANAGER ARTICLES (1)

8. **FY23 TM Capital Operating Capital Budget (multiple functional areas represented)**

Attachment3.g: TOWN MANAGER ARTICLES (4998 : Open joint meeting with Finance Committee and CIAC)

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

FY23 TOWN MANAGER'S CAPITAL OPERATING BUDGET

ARTICLE 4

$1,036,274

FY23 TM's Capital Operating Budget

- Developed and recommended to Town Manager by staff
- All three cost centers: Town, SPS, LSRHS
- Includes
  - Items less than $100,000 in one year or
  - less than $200,000 over multiple years
- Items over $100,000 submitted as their own articles

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

3

Capital Bylaw

Section 2: The CIAC shall study capital proposals which involve major tangible items with a total project cost of more than $100,000 in a single year or over $200,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization. The CIAC shall make a report with recommendations to the Finance Committee and the Select Board on these proposals.

Capital Funding Sources

- **Funding sources can include:**
  - **tax levy;**
  - **free cash;**
  - **special one time revenue sources (grants, gifts, etc.);**
  - **overlay surplus;**
  - **stabilization funds;**
  - **capital exclusions, debt;**

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

FY23 TM Operating Capital Budget

$1,036,274

Project Name	Department		Cost	Suggested Funding
Electronic Voting Handsets for Town Meeting	Town Clerk	$	22,845	Tax Levy
Fire Thermal Imaging Cameras	Fire	$	50,000	Tax Levy
Fire Station #3 Roof Replacement	Facilities	$	80,000	Tax Levy
Schools ceiling tile replacement	SPS	$	45,000	Tax Levy
Loring Dishwasher	SPS	$	50,000	Tax Levy
2023 Chevy Silverado or equivalent (replace DPW 14)	DPW	$	85,000	Tax Levy
2023 Ford Explorer or equivalent (replace DPW E1)	DPW	$	45,000	Tax Levy
2023 Chevy Silverado or equivalent (replace DPW PR3)	Parks & Gnds	$	85,000	Tax Levy
2023 Ford Explorer or equivalent (replace FIRE CAR 2)	Fire	$	60,000	Tax Levy
2023 All Terrain Vehicle	Police	$	20,000	Tax Levy
Paging, Clocks, and Bell Systems	SPS	$	25,000	Tax Levy
UHF Repeater	Police	$	25,000	Tax Levy
Interior Painting of Schools	SPS/Facilities	$	50,000	Tax Levy
Sand and refinish all Schools Gymnasium floors	SPS/Facilities	$	80,000	Tax Levy
Walk-in Refrigerators at Schools	SPS/Facilities	$	50,000	Tax Levy
School Door Repairs and Replacements	SPS/Facilities	$	50,000	Tax Levy
Town-wide Walkway Design/Construction Improvements - FY23	DPW	$	50,000	Tax Levy
Document Scanning - FY23	Info Systems	$	50,000	Tax Levy
Buildings & Grounds -2012 Ford F350 Pickup Truck	LSRHS	$	35,036	Tax Levy
Gehl Skid Steer (currently 2006)	LSRHS	$	34,598	Tax Levy
Replace Firewall (renewal date 2023)	LSRHS	$	43,795	Tax Levy

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Electronic Voting Handsets

- Town Clerk: $22,845 (initial request FY22)
- Purchase Electronic Voting System
- Includes 800 Handsets
- Service Life of Handsets- 8-10 years

Fire Thermal Imaging Cameras
$50,000

- Current Equipment Purchased in 2011
- Requested FEMA (AFG) funding the past three Grant Cycles, Project not funded.
- Service life: 7-10 years
- Current Manufacture no longer in business, no replacement parts or battery's available.
- Five new units to be purchased.

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Fire Station #3 Roof Replacement
$80,000

Fire Station #3 was built in 1960, the original roof was replaced in 1980. It has exceeded its useful life and is now unable to be maintained to the extent required to prevent water infiltration into the apparatus bay and living spaces.

Areas are continually patched at more expense and with less effect. If not addressed, expect continued degradation to the building and interior living spaces due to unpreventable water infiltration.

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Schools Ceiling Tile Replacements
$45,000

The five school buildings contain over 434,000 square feet of space, most of that space has suspended ceilings with acoustical tile.

Even with no damage or disturbance the best ceiling tiles will discolor, sag and distort over time.

Ceiling tiles in schools are subject to a number of issues in addition to age.

We must have the means and ability to replace damaged and worn tiles as needed as well as perform comprehensive replacements.

Large projects are best undertaken by vendors during school vacation weeks and summer vacation shutdown.

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Loring School Dishwasher Replacement
$50,000

The Loring School dishwasher is 18 years old and has exceed its useful life and is crucial to food service in providing meals to students.

The ongoing investment in maintenance and repairs to keep this aged equipment in operation is no longer viable.

Service Life: 10-15 year

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Pickup Truck with Plow – Unit 14

- **DPW: $85,000**
  - **Purchase a new Ford F250 with Plow**
  - **Replaces 2015 Chevrolet 2500 (86,254 mi)**
  - **Service life: 10 years**

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Ford Explorer – Unit E1

- **DPW: $45,000**
- **Purchase a new Ford Explorer Hybrid Administrative Vehicle for Engineering Division**
- **Replaces 2013 Ford Explorer (miles: 70,500)**
- **Service life: 10 years**

Pickup Truck with Plow – Unit PR3

- **DPW: $85,000**
- **Purchase a new Ford F250 with Plow**
- **Replaces 2015 Chevrolet 2500 (55,545 mi)**
- **Service life: 10 years**

Fire Car 2

- Fire: $60,000
- Purchase a new Emergency Response Vehicle/Command Vehicle
- Replaces 2015 Ford Explorer (75,000mi)
- Service life: 7-9 years
- Current unit to be placed in reserve/backup status
- Up Grade of Communications Equipment

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

All Terrain Vehicle

- **Police: $20,000 All Terrain Vehicle**
- **Includes trailer for transportation**
- **Encountered circumstances whereby we were unable to access areas with traditional police vehicles**
- **Forward thinking for servicing pending rail trails**
- **Service life is approximately 10-12 years**

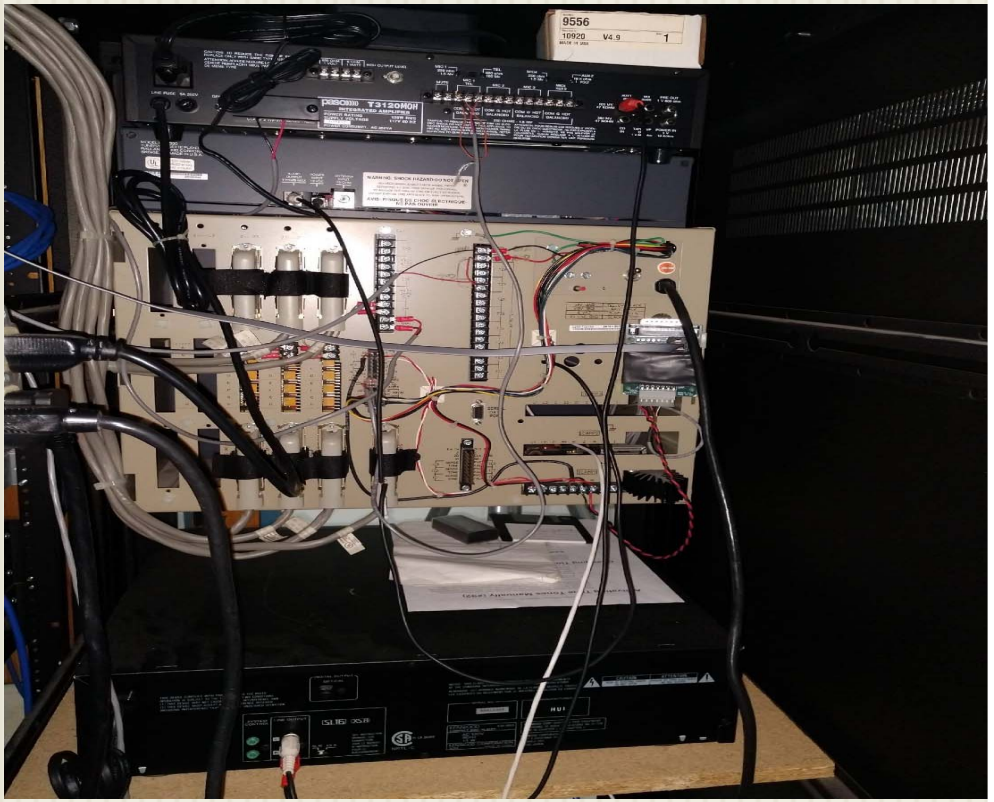
Paging, Clocks and Bell Systems
$25,000

This is a continuation of the previous capital projects to replace aging schools PA/Clock/Bell systems.

These systems were installed with the old phone systems 20+ years ago when schools were built or renovated and new parts are no longer available.

New phone systems have been installed in all 5 schools, however PA System/Clocks/Bells remain in need of replacement.

Service Life: 10-15 years



UHF Standalone Repeater

- **Police: $25,000 Purchase/installation of UHF Repeater**
- **Located at the police which allows for functionality independent of communications infrastructure**
- **Benefits both the Police and Fire Department's**
- **Service life is approximately 10 years**

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Schools Interior Painting
$50,000

-

This is for painting in all schools and intended to keep up with the extra ordinary we r on painted finishes.

This would provide for the continued attention to the most worn areas in a timely manner in order to properly maintain the school learning and working environmen

All painting projects must take place within buildings during limited periods of scho vacation weeks and the summer vacation shutdown. Painting is done during these periods as larger projects and smaller room by room projects, typically by outside vendors.

School custodial staff does also perform painting and this would support materials f r that work as well.

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Sand and Refinish All School Gymnasium Floors
$80,000

The existing schools gym floors have not been sanded down, relined and refinished in over 20 years. Maintenance has been by lightly sanding the surface and applying a coat of finish over the existing multiple coats. In one case over 25 coats of finish has been applied.

The gym floors need to be completely sanded down to bare wood and have any deficient flooring pieces repaired or replaced. The floors would then be relined for current play needs and coated with a modern gym floor finish able to be maintained by staff for the life of the finish.

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Sand and Refinish All School Gymnasium Floors

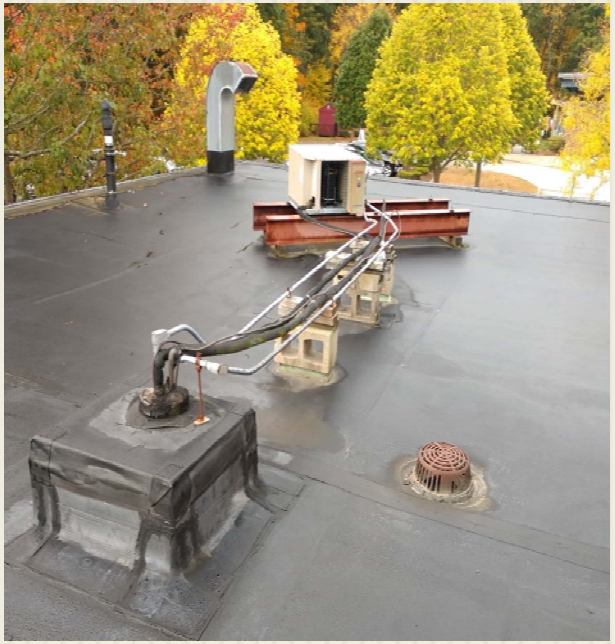
The multiple coats of existing gym floor finish are delaminating and the wood floor pieces need to be sanded flush.

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Nixon and Noyes Refrigeration Replacements
$50,000

This would replace the aged 25+ year old kitchen walk-in refrigeration equipment at Nixon school and the walk-in freezer equipment at the Noyes school.

It has reached the end of its useful life and has become unreliable and subject to frequent maintenance issues and very costly repairs.



Service Life: 10-15 years

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Schools Door Repairs and Replacements
$50,000

This will allow for the planned replacement of the most worn and unreliable doors and entrance units among all schools.

Doors are subject to disproportionate wear in schools and the school buildings contain many hundreds of doors.

Door issues are a daily occurrence and we must have the ability to repair and replace them as they become unreliable, problematic, a potential safety issue and prior to failure.

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Walkway Design & Construction

- **DPW: $50,000**
- **New, extend or rehabilitate portions of walkways at various locations throughout Town**
  - **Plan/Design**
  - **Engineering/Permitting**
  - **Construct**
    - **In-house Public Works Team, or**
    - **Contracted Services**

(multi-year, $250,000 total ask through FY27)

GHR
9/8/202

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Scan / Archive Paper Documents

- **Info Systems: $50,000 (2021, recurring 5 years)**
  - **Reduce storage needs through digitizing paper files**
  - **Project's 3rd year**
  - **Digitize any document larger than 11" x 17"**
  - **Archiving software (Manages Digitized Paper Files)**
  - **Reduce foot traffic through offices**
  - **Increase search speeds**
  - **Electronic Records are stored according to the methods recommended by the Massachusetts State Archive Division.**

(multi-year, $250,000 total ask)

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

LSRHS – Replace Pick-up Truck

- **LSRHS: $40,000** (trade-in anticipated) **($35,036/Sudbury)**
- **2012 Ford F350 Pickup Truck**
- **Buildings & Grounds use**
- **Service Life: 10 years**

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

LSRHS - Gehl Skid Steer

- **LSRHS: $39,500** (trade-in anticipated) **($34,598/Sudbury)**
- **Replace 2006 model Bobcat**
- **Buildings & Grounds use**
- **Transport materials / equipment and plowing capacity**
- **Service Life: 10 years**

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

LSRHS Replace Firewall

- **LSRHS: $50,000** (FY23 need) **($43,795/Sudbury)**
- **Project is due for replacement (2023)**
- **Ensure continuity of data security**

Maintains school building compliance with CIPA (Children's Internet Protection Act)

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

Sustaining a SAFE, SECURE, SERVICED AND STRONG SUDBURY!

Attachment3.h: CIP FY23 Town Manager Capital Budget - 2022 Feb 10 (4998 : Open joint meeting with

COMMUNITY PRESERVATION COMMITTEE (2)

9. Bruce Freeman Rail Trail Design and Construction North of Mass Central Rail Trail
10. Bruce Freeman Rail Trail Design and Construction South of Mass Central Rail Trail

Attachment3.i: COMMUNITY PRESERVATION COMMITTEE (4998 : Open joint meeting with Finance Committee and CIAC)

Town of Sudbury
Community Preservation Committee
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

RECEIVED
10/13/21

PROJECT SUBMISSION FORM

Applicant: Henry Hayes, Town Manager

Submission Date: October 13, 2021

Group or Committee Affiliation (if any): Planning and Community Development
Town Manager

Applicant Address:

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Applicant Email & Phone Number:

hayesh@sudbury.ma.us
978-639-3381

Purpose (please select all that apply):

X Open Space & Recreation
___ Community Housing
___ Historic Resource

Project Manager Email & Phone Number: suedmeyerb@sudbury.ma.us
978-639-3387

Project Name: Bruce Freeman Rail Trail Project

Project Description: See attached.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023	~$14 million	$500,000	Municipal, State and Federal Funds: Design ~$1.2 million, Construction ~$13 million
2024			
2025			
2026			
2027			
Total			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Please see attached.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Board of Selectmen and Town Meeting votes have prioritized completion of this project. The Conservation Commission, Park & Recreation Commission, Planning Board, and BFRT Design Task Force ultimately have input into any final design of a rail trail. Creation of a rail trail and accessories is a priority consistent with the recommendations in the Master Plan.

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Bruce freeman Rail Trail Project

CPA Project Submission Form
Attachment

October 13, 2021

Project Description:

The Bruce Freeman Rail Trail (BFRT) will be a 4.4 mile multiuse path running north-south along a former rail corridor in Sudbury and connecting to the Trail in communities in the north and proposed extensions to the south. Town Meeting has funded the BFRT Design through 100% Design with CPA and general funds. This project is funded through state and federal funds to start construction in 2022. This proposal requests CPA funds which may be used for elements of the final design, construction details that may not be covered by MassDOT (potentially rest area structures, signs, and amenities like art installations), graphic design of the interpretive signs, design for recreational facilities to tie into the BFRT area, and construction oversight by the Town's consultant. The placeholder amount indicated at this stage is $500,000 until we have resolved the question of what items in BFRT construction will be paid for by MassDOT.

Part of this request is a response to MassDOT indicating, during the 75% Design review process, they may not fund construction of some of the trail accessories proposed for the project. With this question outstanding and a desire to create the full trail accessories currently proposed, we request CPA funds to cover project construction costs which will potentially not be covered by MassDOT. Construction oversight by the Town consultants and graphic design of the interpretive signs along the corridor, and potentially design of recreational facilities to tie into the BFRT area will also be supported by this funding.

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

The following **CPC general** criteria apply to this project:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Are consistent with the town's Master Plan, Open Space and Recreation Plan, Land Use Priorities Committee Report, Town-wide Comprehensive Facility Study, Community Housing Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the town;
- Receive endorsement by other municipal boards or departments.
- Preserve the essential character of the town as described in the Master Plan;
- Leverage additional public and/or private funds.

The following **Open space** criteria are applicable to this project:

- Provide opportunities for passive recreation and environmental education;
- Provide connections with existing trails or potential trail linkages;
- Preserve (or develop for recreation) a parcel identified in the 2009-2013 Open Space and Recreation Plan.

The following **Recreation** criteria are applicable to this project:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Sudbury residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Promote the creative use of railway and other corridors to create safe and healthy non-motorized transportation opportunities.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Sudbury Bruce Freeman Rail Trail, Phase 2D
Community Preservation Committee
Public Hearing

November 17, 2021

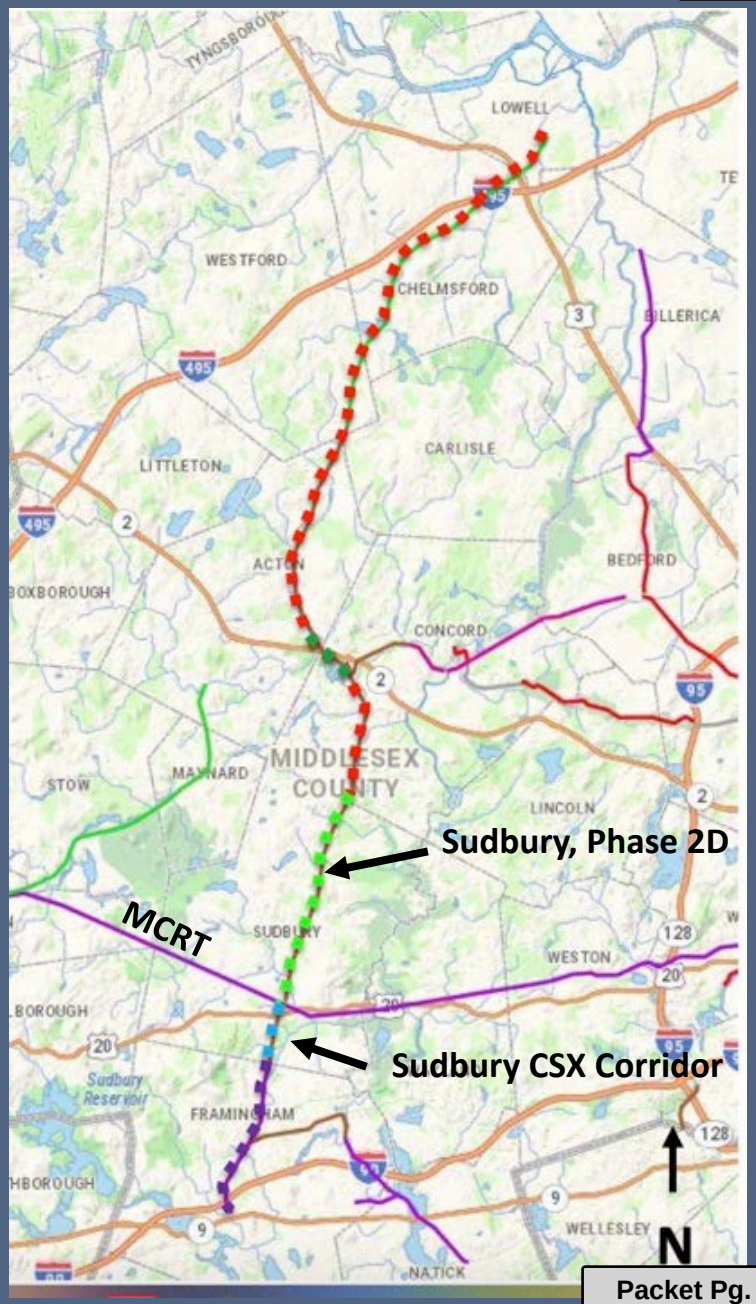
Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

BFRT Context

-Local and regional priority

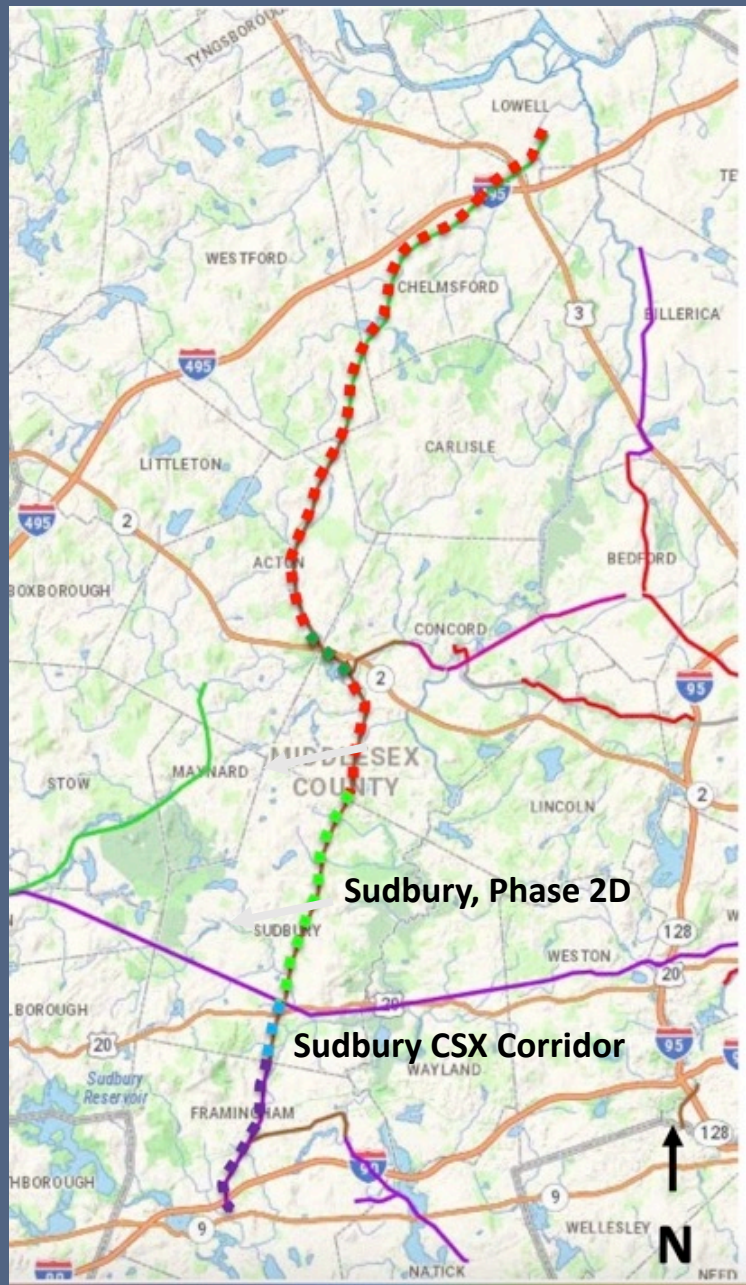
-25-mile route through 8 Towns along the old New Haven Rail Line

-Lowell, Chelmsford, Westford, Carlisle, Acton, Concord, Sudbury, and Framingham



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

BFRT Context



Bruce Freeman Rail Trail Full Corridor with Status

	BFRT Segments
	Completed and Open Lowell, Chelmsford, Westford, Carlisle, Acton, and Concord
	In Construction-Acton and Concord including Bridge over Route 2
	In Design and Permitting Phase, post 75%. On the TIP for Construction Funding in 2022, Sudbury Concord TL to near Station Road off Union Ave (4.4 Miles)
	Sudbury-owned Section of former CSX Corridor, Purchased 2020 Concord –Framingham TL to near Station Road (1.4 Miles)
	Framingham Section of CSX-owned Corridor Negotiations with CSX for purchase of right-of-way are ongoing (3.4 Miles)

Basemap: Bicycle Trails MassGIS/DCR (2004)

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Project Schedule

- Project remains on schedule for 6/25/2022 Advertisement
- 100% Submission – Mid January 2022

- Environmental Permits
  - Chapter 91 complete – Jurisdictional, but exempt from permitting as a minor modification
  - Draft permits reviewed by MassDOT and F&O preparing final versions
    - MEPA ENF – Submitted to MEPA on November 15.
    - NOI – Revised Final Draft to DOT soon, DOT to file end of Nov.
    - Army Corps Pre Construction Notification, likely December
- Right-of-Way –
  - Lease agreement coordination between Town Counsel and MassDOT underway
  - MBTA Agreement under final review by MBTA
  - Title research for TEs and private crossings underway
  - Next steps – Preliminary ROW Plan Approval
    - Appraisals for TEs
    - Negotiations with property owners
    - Final Lease Agreement(s) with Rail Division
    - Town Meeting Approval

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

For Project Updates and More Information

https://sudbury.ma.us/pcd/?p=354

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Project Summary

The Bruce Freeman Rail Trail (BFRT) will be a 4.4-mile multiuse path running north-south along a former rail corridor in Sudbury and connecting to the Trail in communities in the north and proposed extensions to the south. Town Meeting has funded the BFRT Design through 100% Design with CPA and general funds. This project is funded through state and federal funds to start construction in 2022. **This proposal requests CPA funds which may be used fo elements of the final design, construction details that may not be covered by MassDOT (potentially rest area structures, signs, and amenities like art installations), graphic design of the interpretive signs, design for recreational facilities to tie into the BFRT area, and construction oversight by the Town's consultant. The placeholder amount indicated at this stage is $500,000 until we have resolved the question of what items in BFRT construction will be pai for by MassDOT.**

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

75% Plan MassDOT Comments Question of Funding Accessory Items

- Participating items questions (Different PM and Different District from Concord)
  - Connector paths (Davis Field and Parkinson/Ti-Sales Field)
  - Parking lot (Broadacres Farm Recreation Parcel)
  - Bathroom(Broadacres Farm Recreation Parcel)
  - Pavilion(Broadacres Farm Recreation Parcel)
  - Hydration stations (Davis Field, Broadacres Farm, Hudson Road)
  - Kiosk, interpretive and other signs
  - BFRT granite piers, granite historic markers, mile markers

Resolution on the question is ongoing, but we have advanced to the 100% Design Phase and do not expect schedule impacts. Some of the funding requested from CPA could cover items the state and federal funding may not cover.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Project Design Funding

Current Request
$500,000

CPA funds used on Design

- $330,000 (25% and Preliminary Bridge), 2014 ATM, Article 32
- $150,000 (portion of 75%), 2016 ATM, Article 42

Other Town Meeting Appropriation

- $650,000 (remaining 75% and all of 100%)

Outstanding Requests – apart from MassDOT construction project

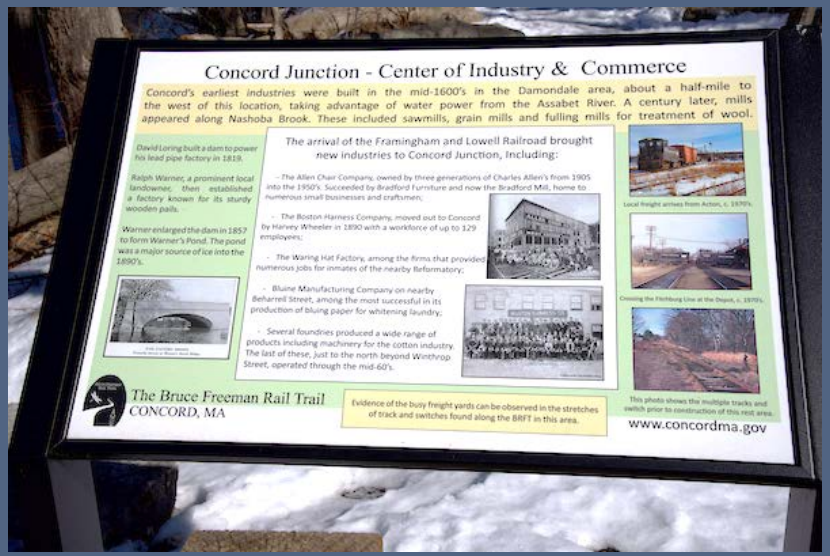
- Graphic Design Consultation
- Hardscape and artistic design
- Connection of Rail Trail Parking and Trail Head to Featherland Park Recreation (if funds allow)

Project Construction Funding

- Approx. $12.5 million Funded by MassDOT and FHWA
- Construction oversight by the Town consultants (TBD) for MassDOT construction
- Construction costs for accessories which are not be covered by MassDOT (including electric charger station conduit) (TBD)
- Installation of trail-side art and additional interpretation (apart from MassDOT project)

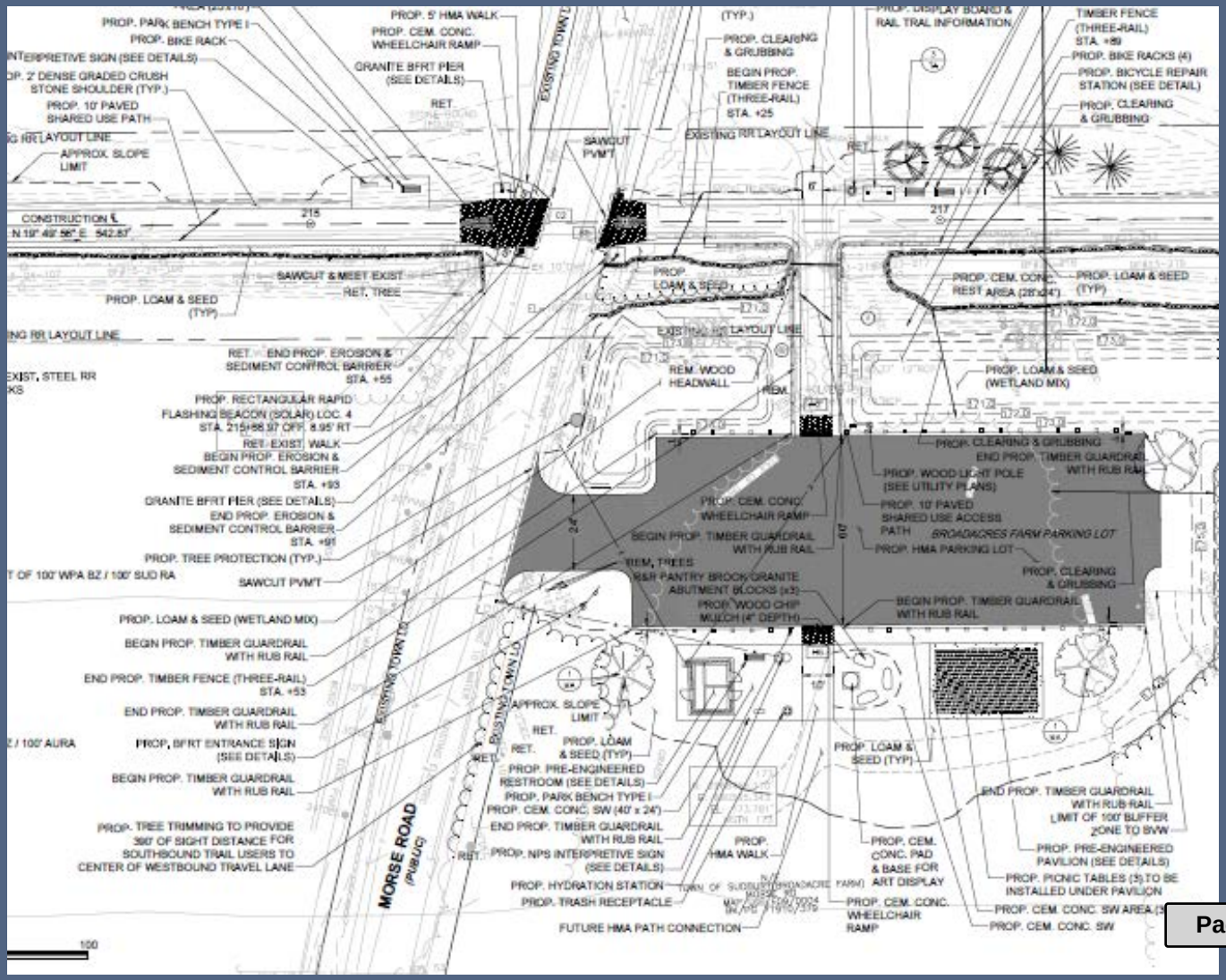
Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Kiosks and Interpretive Signage - NPS Standard and Granite Pier



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Broadacres Parking Lot with Proposed Restroom and Pavilion



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Informational Kiosks at Gateways

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Wayfinding Signage - Granite Pots and Mile Markers

Gateway Pillar:

Station Pillar

Granite Mile Markers

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Amenities at Broadacres Parking Lot- Bathroom

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Bike Repair Station

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Hydration Station

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Bike Racks – Match BFRT Concord

-

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

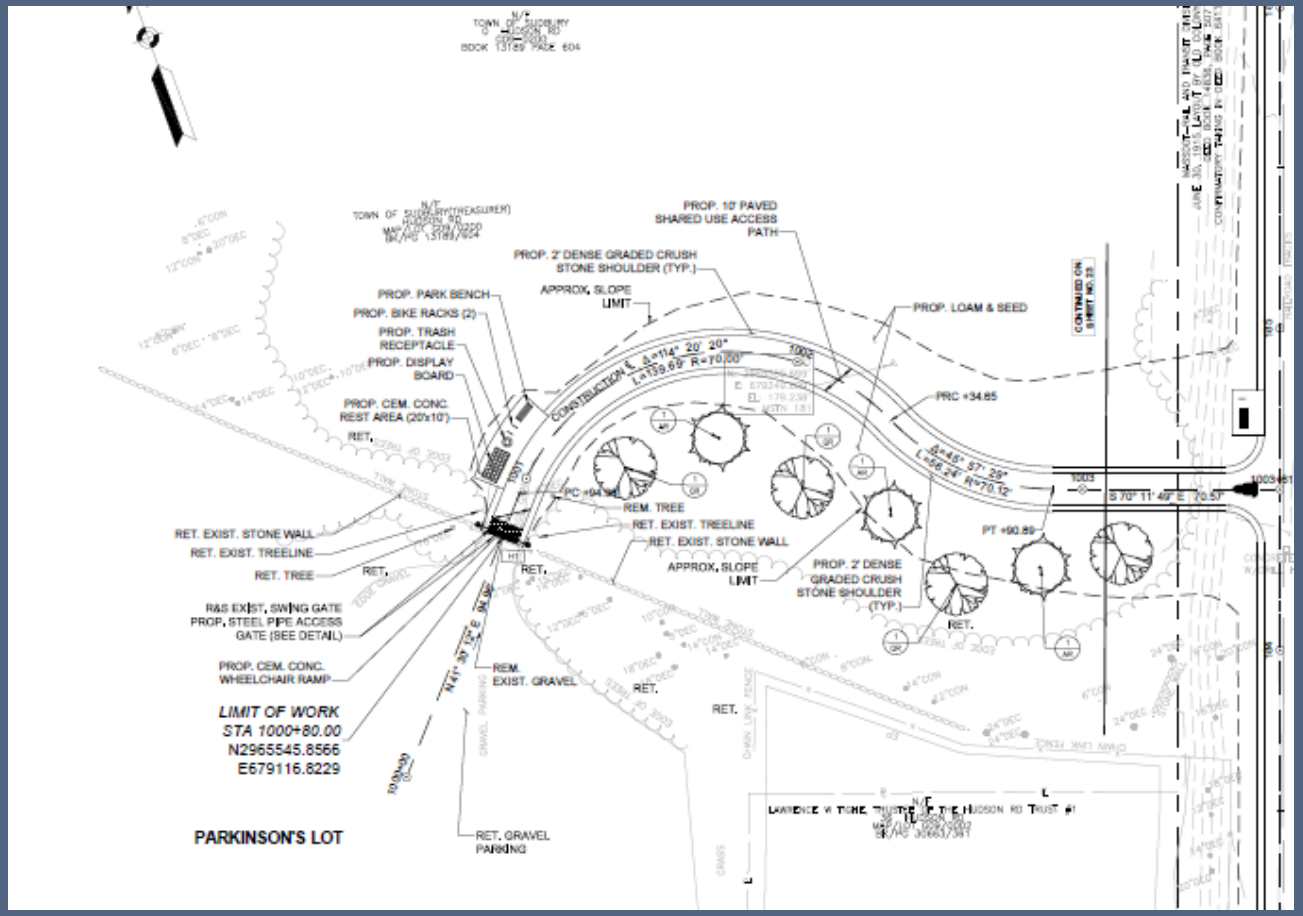
Recycling/trash receptacles

Nature-based play area/amenities

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

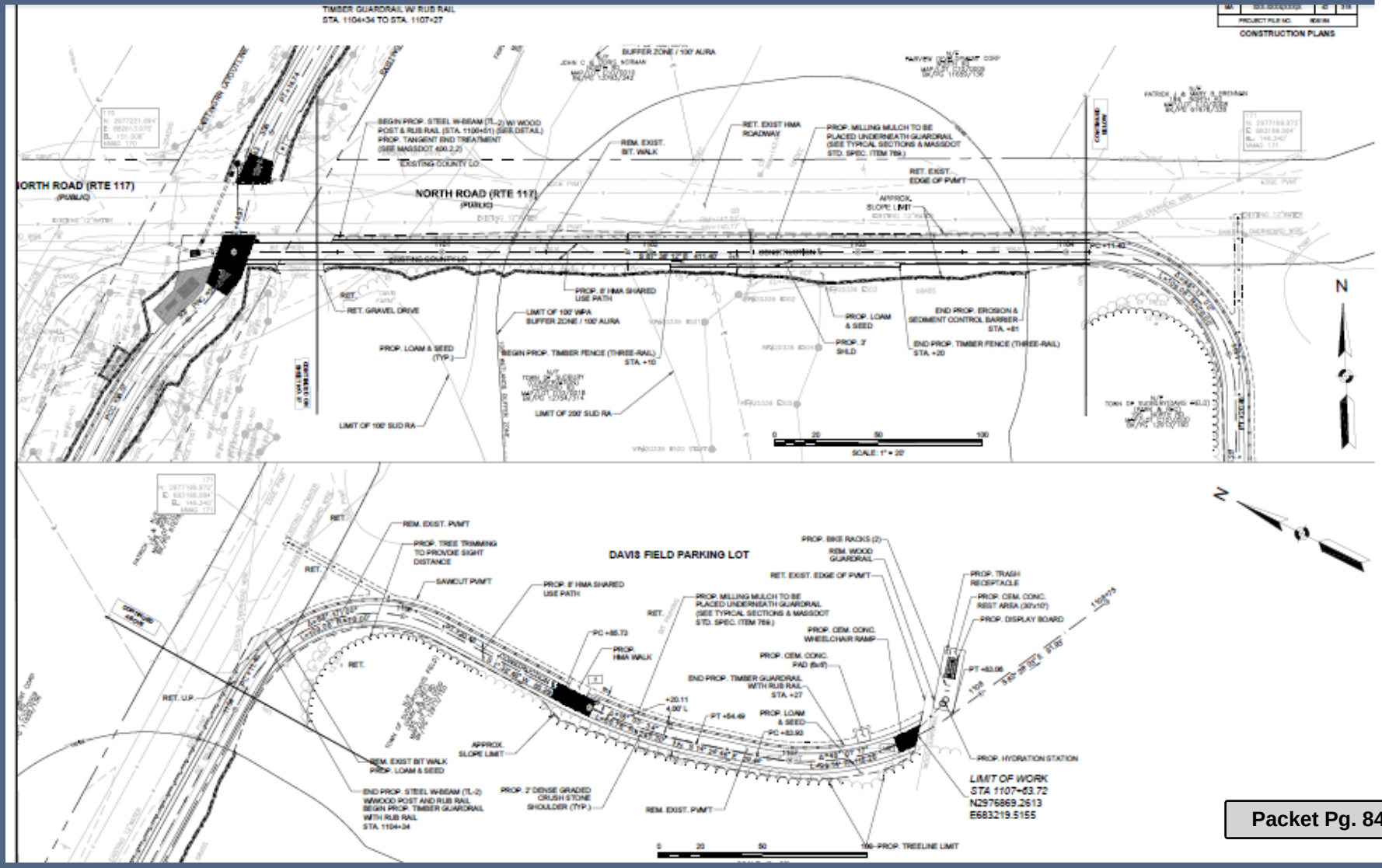
Nature-based play area/amenities

Connector Path Parkinson Field



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Connector Path Davis Field



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

QUESTIONS AND COMMENTS?

Town of Sudbury
Community Preservation Committee

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

PROJECT SUBMISSION FORM

Applicant: Henry Hayes, Town Manager

Submission Date: October 13, 202

Group or Committee Affiliation (if any): Planning and Community Development
Town Manager

Applicant Address:

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Applicant Email & Phone Number:

hayesh@sudbury.ma.us
978-639-3381

Purpose (please select all that apply):

X Open Space & Recreation
___ Community Housing
___ Historic Resource

Project Manager Email & Phone Number: suedmeyerb@sudbury.ma.us
978-639-3387

Project Name: Bruce Freeman Rail Trail Project Expansion to former CSX Corridor

Project Description: See attached.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023	~$14 million	$300,000	Municipal, State and Federal Funds: Design ~$1.2 million, Construction ~$13 million
2024			
2025			
2026			
2027			
Total			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Please see attached.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Board of Selectmen and Town Meeting votes have prioritized completion of this project. The Conservation Commission, Park & Recreation Commission, Planning Board, and BFRT Design Task Force ultimately have input into any final design of a rail trail. Creation of a rail trail and accessories is a priority consistent with the recommendations in the Master Plan.

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Bruce Freeman Rail Trail Project Expansion to former CSX Corridor

CPA Project Submission Form
Attachment

October 13, 2021
REVISED, December 4, 2021

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Project Description:

Summary: The Town of Sudbury seeks CPA funds to advance the design and construction of the Bruce Freeman Rail Trail (BFRT) extension south of the intersection with the Mass Central Rail Trail and the section of the BFRT currently in design by the Town and scheduled for the start of construction in 2022. The Town reached a monumental milestone last year with the acquisition of the 1.4-mile-long CSX corridor (known as Sudbury BFRT Phase 2 and BFRT Section 3A). The Town proposes to build on the success of the corridor acquisition, collect necessary corridor data, consider alternatives, and trail design for the extension of the BFRT. The request is for funding a $300, 000 project which will be used to advance the design and/or construction of the BFRT to the newly acquired southern (former CSX) corridor. The request is for funds to be used for topographic survey, wetlands delineation, alternatives analysis, and concept development for the expansion of the rail trail to the newly acquired corridor, as well as additional design for the first quarter mile section to connect to Route 20/Boston Post Road. The Town will also seek additional funds through grants to support this work, so if part of the initial project development and design funding is secured through other means, the CPA funds may be used to advance the construction phase of the first quarter mile section.

Project Scope: The Bruce Freeman Rail Trail, Advancing to the CSX Corridor project request CPA funds for the Town's continued support of the BFRT, to expand from the terminus of the Phase 2D project south towards Route 20 and Framingham. The work involved in this feasibility and design project will advance the planning of the BFRT into the newly acquired former CSX corridor and the design the trail to the Route 20 Crossing. The project involves hiring a consultant to perform data collection, feasibility study, alternatives analysis, and conceptual plan and cost estimate development to create baseline information and contribute to the design phase of the rail trail project and then advance the design of the quarter mile section to Route 20. Public engagement will be facilitated to solicit input on the concept that will be advanced. More detail on each element of the project is provided below.
Data Collection: Topographic Survey, Deed and ROW Research, Base Map Compilation, Wetland Delineation, Corridor Documentation. The resultant product will be a full existing conditions plan suitable for design as municipal “in-house” project or a MassDOT administered (or other funding) project.
Alternative Analysis and Concept Plan: Preparation of Route Alternatives, Base Plan Set up, Preliminary Feasibility Report, Construction Cost Estimates, Concept Plans for the Trail and Roadway Crossing.
Project Meetings and Final Recommendations: Meetings with the Town, Meetings with MassDOT to discuss concepts and Route 20 crossing, Prepare Final Recommendation Matrix Graphic Pros/Cons, Preparation of PNF/PIF for MassDOT (if warranted).
Parking Area Survey and Concept Development: Examine feasibility of select locations for potential parking near Route 20.
Design of the first quarter mile to connect the BFRT, Phase 2D to Route 20/Boston Post Road: Full Design and permitting if a Town Project (Preparing for Town funded construction and expedited timeline) or 25% Design if a TIP/MassDOT Project.

The initial work will help determine if the rail trail project design and construction should be phased; how much it will cost, how to fund it / whether to advance a project through the MassDOT and MPO process, separately by the Town, or both; feasibility for parking locations, and alternative analysis considerations for the path and Route 20 crossing.

With this information, the Town will be able to decide which design process to pursue for first quarter mile, that is design of a Town Project (Preparing for Town-funded construction and expedited timeline) or design of a TIP/MassDOT Project (the approximate same funding amount would fund such a design to 25%).

The design work will be completed to the extent possible for the first quarter mile to Route 20/Boston Post Road with the funds allocated. It is estimated that the full design of a Town Project can be completed or a design to the 25% phase of a MassDOT Project with the funds requested.

The Town will also seek additional funds through grants to support this work, so if part of the initial project development and design funding is secured through other means, the CPA funds may be used to advance the construction phase of the first quarter mile section.

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

The following **CPC general** criteria apply to this project:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Are consistent with the town's Master Plan, Open Space and Recreation Plan, Land Use Priorities Committee Report, Town-wide Comprehensive Facility Study, Community Housing Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the town;
- Receive endorsement by other municipal boards or departments.
- Preserve the essential character of the town as described in the Master Plan;
- Leverage additional public and/or private funds.

The following **Open space** criteria are applicable to this project:

- Provide opportunities for passive recreation and environmental education;
- Provide connections with existing trails or potential trail linkages;
- Preserve (or develop for recreation) a parcel identified in the 2009-2013 Open Space and Recreation Plan.

The following **Recreation** criteria are applicable to this project:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Sudbury residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Promote the creative use of railway and other corridors to create safe and healthy non-motorized transportation opportunities.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Advancing the Bruce Freeman Rail Trail to the former CSX Corridor

Community Preservation Committee

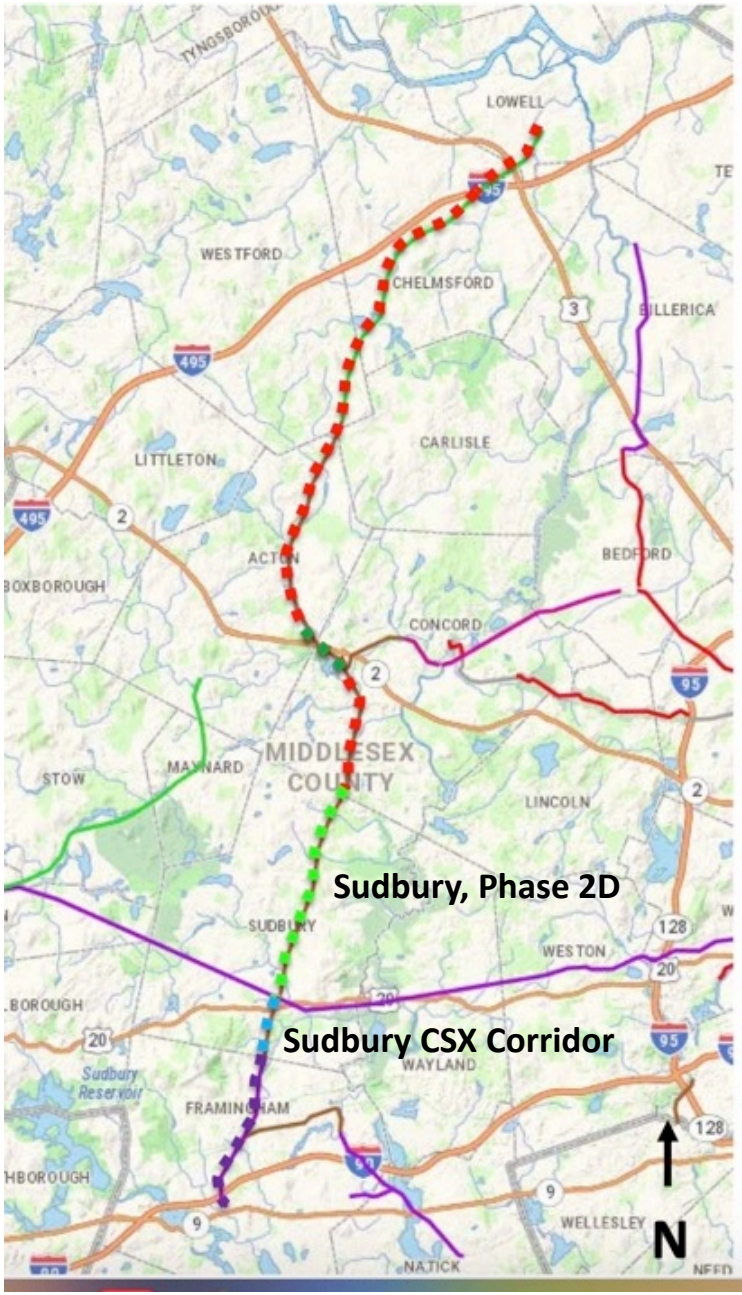
Public Hearing

November 17, 2021

Sudbury Former CSX-owned Corridor

- **Southward extension of Bruce Freeman Rail Trail to Framingha**
- **±1.4 miles (50-66 ft. wide), ± 11.26 acres**
- **Provides access and a buffer to conservation lands**
- **Links neighborhoods, business districts, and open spaces**

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with



Bruce Freeman Rail Trail Full Corridor with Status

	BFRT Segments
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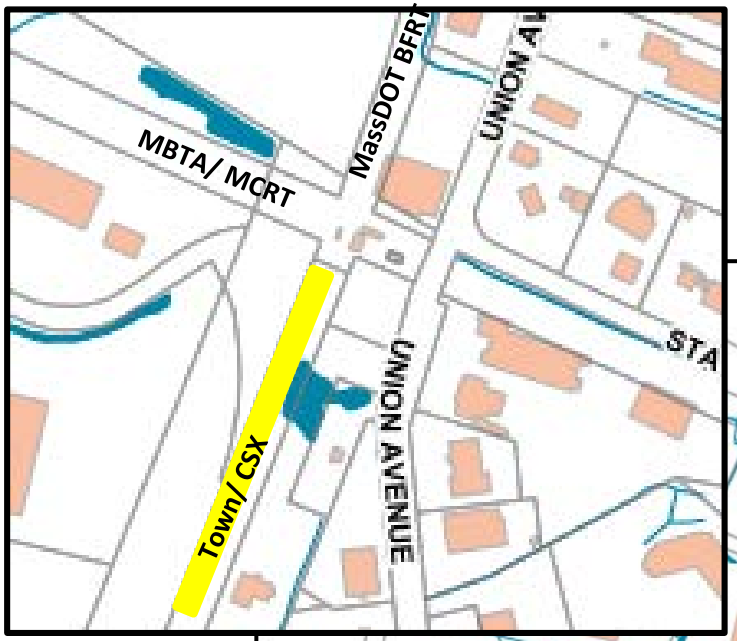
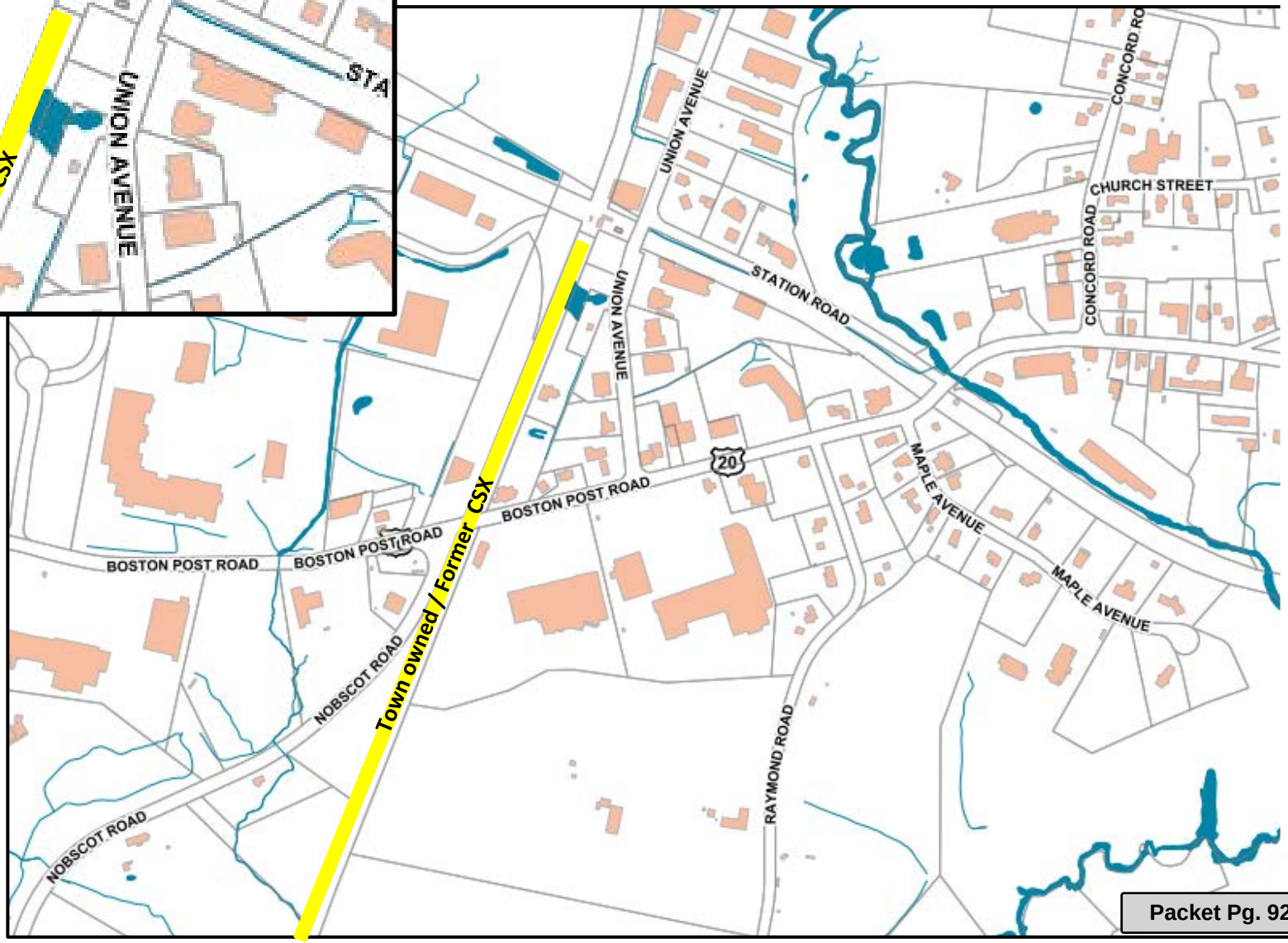
	In Construction-Acton and Concord including Bridge over Route 2
	In Design and Permitting Phase, post 75%. On the TIP for Construction Funding in 2022, Sudbury Concord TL to near Station Road off Union Ave (4.4 Miles)
	Sudbury-owned Section of former CSX Corridor, Purchased 2020 Concord –Framingham TL to near Station Road (1.4 Miles)
	Framingham Section of CSX-owned Corridor Negotiations with CSX for purchase of right-of-way are ongoing (3.4 Miles)

Basemap: Bicycle Trails MassGIS/DCR (2004)

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Junction of the Rail Corridors near Union Avenue
Basemap of Assessors Parcels





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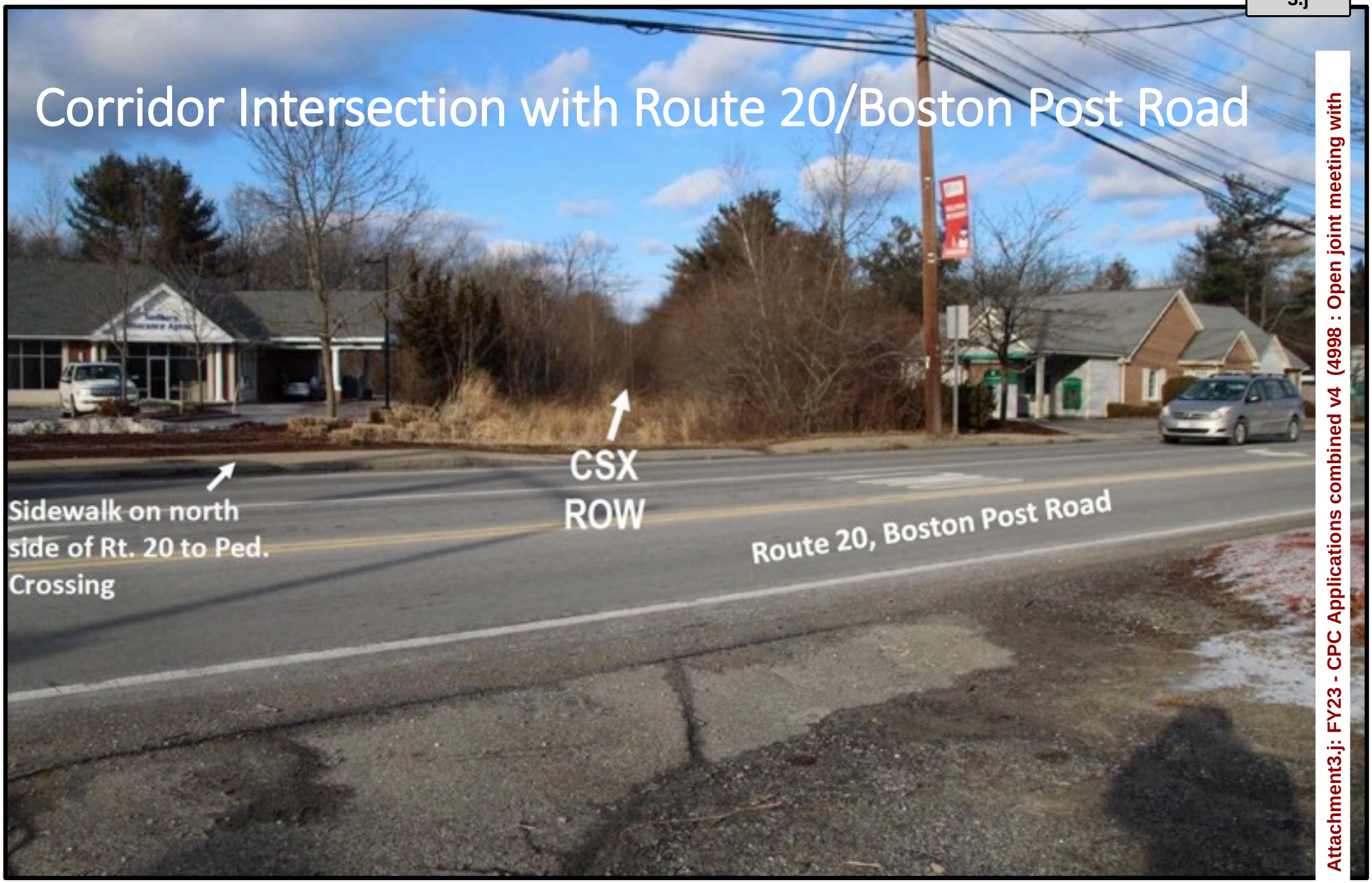

Corridor Intersection with Route 20/Boston Post Road
Sidewalk on north side of Rt. 20 to Ped. Crossing
CSX ROW
Route 20, Boston Post Road

Project Description

The Town of Sudbury seeks CPA funds to **advance towards the design and construction of the Bruce Freeman Rail Trail (BFRT) extension south of the intersection with the Mass Central Rail Trail and the section of the BFRT currently in design by the Town** and scheduled for construction in 2022. The Town reached a monumental milestone last year with the acquisition of the 1.4-mile-long CSX corridor (known as Sudbury BFRT Phase 2 and BFRT Section 3A). The Town proposes to build on the success of the corridor acquisition, **collect necessary corridor data, consider alternatives, and initiate trail design concepts for the extension of the BFRT. The request is for funding a $125, 000 project which includes topographic survey, wetlands delineation, alternatives analysis, and concept development for the expansion of the rail trail to the newly acquired corridor.** This will be an important first step in the design of the next phase of the BFRT. The Town will also seek additional funds through grants to support this work.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Project Scope

- The Town seeks information to help determine how to advance through the design and construction phases of the project. The work involved in this feasibility and concept development project will help determine if the rail trail project design and construction should be phased; how much it will cost, how to fund it / whether to advance a project through the MassDOT and MPO process, separately by the Town, or both; and alternative analysis considerations for the path and Route 20 crossing. The project involves hiring a consultant to perform **data collection, feasibility study, alternatives analysis, and conceptual plan and cost estimate development to create baseline information and contribute to the design phase of the rail trail project. Public engagement will be facilitated to solicit input on the concept that will be advanced.** More detail on each element of the project is provided below.
  Data Collection: Topographic Survey, Deed and ROW Research, Base Map Compilation, Wetland Delineation, Corridor Documentation. The resultant product will be a full existing conditions plan suitable for design as municipal "in-house" project or a MassDOT administered (or other funding) project.
  Alternative Analysis and Concept Plan: Preparation of Route Alternatives, Base Plan Set up, Preliminary Feasibility Report, Construction Cost Estimates, Concept Plans for the Trail and Roadway Crossing.
  Project Meetings and Final Recommendations: Meetings with the Town, Meetings with MassDOT to discuss concepts and Route 20 crossing, Prepare Final Recommendation Matrix Graphic Pros/Cons, Preparation of PNF/PIF for MassDOT (if warranted).

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Project Scope Additions

- Original Request $125,000
- Potential Expansion of the Scope
  - Include further advancement of the first ¼ Mile to connect the BFRT, Phase 2D to Route 20/Boston Post Road ($160,000)
    - Full Design if a Town Project (Preparing for Town funded constructior and expedited timeline)
    - 25% Design if a TIP/MassDOT Project
  - Parking Area Survey and Concept Development ($12,000)
- Call it $300,000 with above additions

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Sudbury (consolidated and brief) Timeline

2001

- CSX notifies Sudbury and Framingham they intend to abandon the corridor and each Tow express desire to pursue trail use;
- Surface Transportation Board (STB) makes ruling and grants Notice of Interim Trail Use (N U) under the National Trails System Act, 16 U.S.C. § 1247(d), and 49 C.F.R. § 1152.29. AB-56 1-X, Abandonment Exemption

Ongoing 2001-2020

- Municipalities and CSX Renew negotiating period with STB every 6-12 months

2008 - 2010

- Active period of negotiations between Sudbury and CSX. Town funds project through 20(town meeting and grants. Due diligence is performed, but no agreement is reached.

2016

- Site walk and joint appraisal with Framingham and CSX

2019

- Change to STB ruling to limit negotiating period. Limit on extension beyond December 2(0.

2020

- Active negotiations with CSX, appraisal and due diligence performed, MassTrails grants ($400,000) secured, **final acquisition in December**.

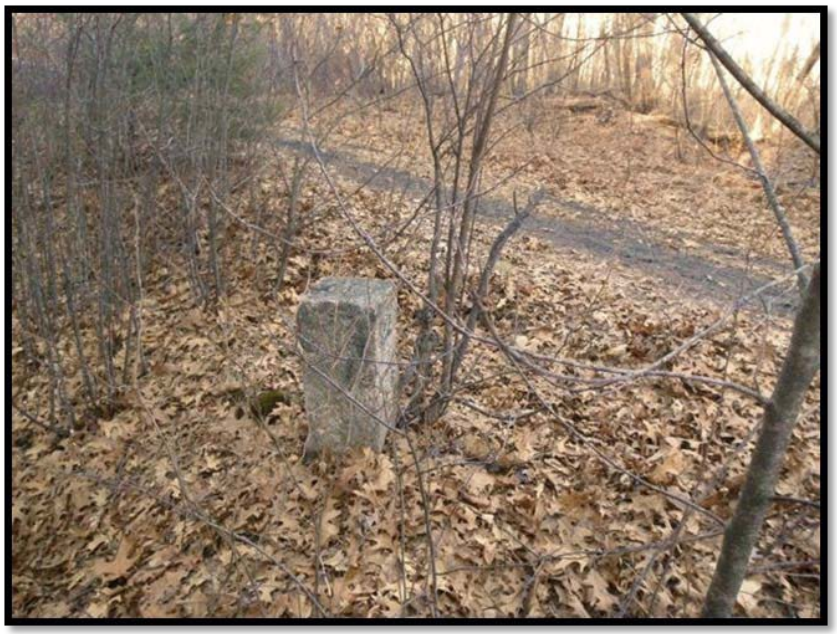
2021

- Application to MassTrails Grant Program to advance feasibility and conceptual design (not funded)

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

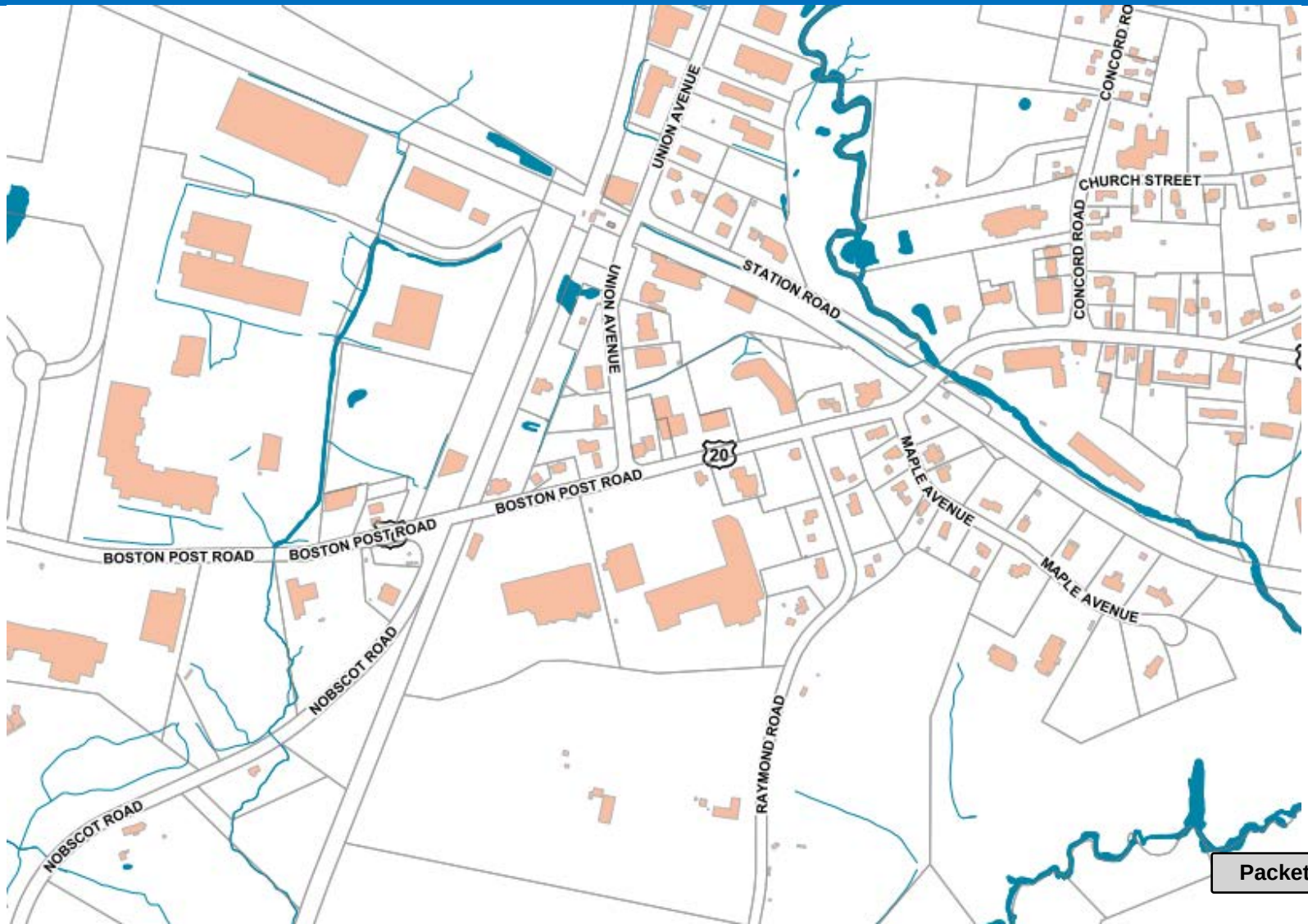
Consistency with Town Planning

- Master Plan – Sustainable Sudbury (2001)
- Open Space and Recreation Plan (2009-2015)
- Master Plan (current draft under review)



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Potential Addition
Parking Survey and Conceptual Design



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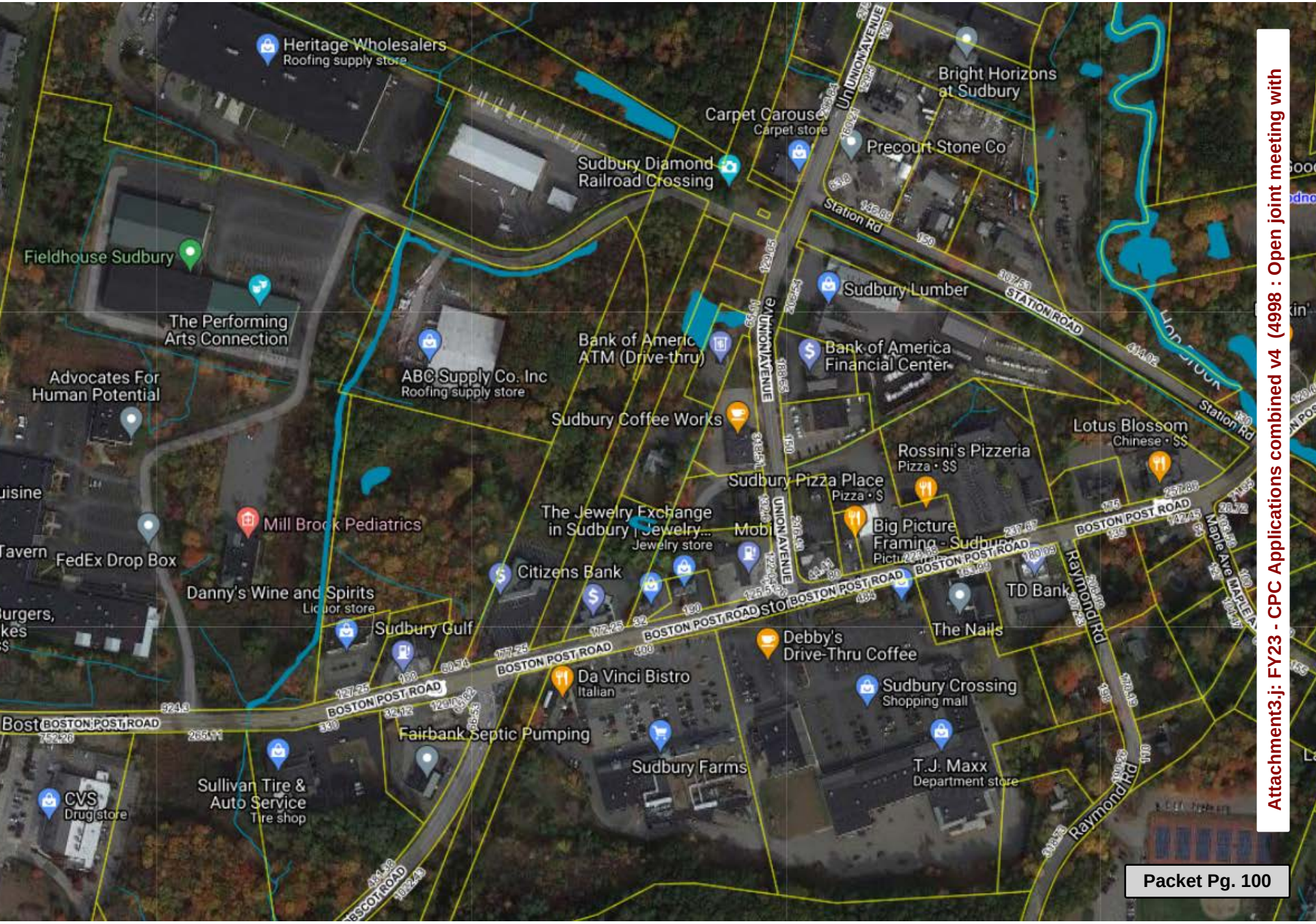

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

04/16/2008
1 of 4
Apr 2008 - May 2008
N

Questions and Comments

Thank you!

RECEIVED
10/13/21

Town of Sudbury
Community Preservation Committee

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

PROJECT SUBMISSION FORM

Applicant: Historic Districts Commission

Submission Date: October 13, 202

Group or Committee Affiliation (if any): Historic Districts Commission, Town of Sudbury

Applicant Address:

278 Old Sudbury Road
Sudbury, MA 01776

Applicant Email & Phone Number:

HistoricDistricts@sudbury.ma.us

Purpose (please select all that apply):

___ Open Space & Recreation
___ Community Housing
X Historic Resource

Project Manager Email & Phone Number: Taryn Trexler, taryntrexler@gmail.com, 978.443.2767

Project Name: Historic Districts Design Guidelines

Project Description: This application is for the creation of comprehensive and professionally-developed Design Guidelines for the Local Historic Districts.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023	35,000	35,000	n/a
2024			
2025			
2026			
2027			
Total			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Please see attached narrative.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The proposed application would also benefit the Planning Board, Historical Commission, and Planning and Community Development Department.

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Community Preservation Act Funding Request FY23 - Historic District Design Guidelines

Project Description

In 1963, Sudbury became one of the first towns in the Commonwealth to establish Local Historic Districts with the intent to preserve the architectural integrity of Sudbury's most historically significant properties. Overseen by the Historic Districts Commission (HDC), the town currently has four local historic districts – The Town Center Historic District, The Wayside Inn District, the King Philip District and the George Pitts Tavern District – encompassing over 350 individual properties dating from the 18th century to present day. The HDC respectfully requests funding for the creation of comprehensive and professionally-developed Design Guidelines for Local Historic Districts.

Following the criteria set forth under Chapter 40 of the Acts of 1963 (amended 2005), the Historic District Commission reviews all proposed alterations within the districts that are visible from the public right of way. Examples of alterations subject to review include, but are not limited to: changes to paint color, replacement windows and doors, the addition or removal of shutters, maintenance upgrades such as new roofs and gutters, new technologies such as solar panels, building additions, signage, stone walls, fencing, demolition of existing structures, and new construction of any kind. Projects must be reviewed and receive approval from the HDC in the form of a "Certificate of Appropriateness" before any work can begin.

Design Guidelines are a key preservation tool used by the Historic Districts Commission in administering design review. Consisting of written and graphic information in a printed format, they are used by the Commission and applicants alike in the review process. Sudbury's current Historic District Guidelines are currently overly-broad and would benefit from more robust detail reflecting best preservation and restoration practices, and more concise guidance and direction on how to incorporate renovations, new building technologies, and new construction in a historically sensitive manner.

The Historic Districts Commission recognizes the need for an updated set of guidelines to not only assist property owners within the districts, but also create a consistent set of standards to guide future commission members. When used in conjunction with local bylaws, they help encourage appropriate design that respects district character by applicants and foster predictability in Commission actions. These guidelines will help serve as the basis for the review process and provide a stronger and more concise foundation for decision making. The Design Guidelines will be used by the HDC, residents and business owners within the boundaries of the historic districts, the Historical Commission, the Planning Board, and as a

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

resource for any property owner looking to undertake historically appropriate and sensitive renovations to their home or business.

It is estimated that the total cost to develop the Design Guidelines will be $35,000. The Historic Districts Commission is seeking full funding from CPA funds under the historic category.

CPA General Criteria

This proposal is eligible for the Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation.

Historic Districts Design Guidelines will:

- Aid in protecting and preserving Sudbury's historic, cultural, and architectural resources of significance, particularly those within established Local Historic Districts.
- Help preserve the essential character of the town, as described in the Master Plan.
- Address the Policies and Actions, Section B identified in the 2019 Master Plan: develop more robust resources for historic homeowners (B.3) and Create a more descriptive and informative Historic Districts Design Guidelines (B.5).
- Help preserve town assets: several of the most prestigious historic structures located within local historic districts are town-owned properties, including the Goodnow Library, the Hosmer House, Town Hall, and the Flynn Building.
- Assist and support the work of the Historical Commission, the Planning Board, the Design Review Board, and any Sudbury property owner looking to undertake historically appropriate and sensitive renovations to their home or business.

Support

In addition to the Historic Districts Commission, the following committees, boards, departments all have a vested interest in the preservation and protection of Sudbury's historic buildings, structures, objects, and landscapes, and helping to ensure a smooth and predictable approval process for property owners:

- Historical Commission
- Planning Board
- Select Board
- Design Review Board

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Similar CPC Funded Projects in Other Communities

Town	Date	Amount	Project Description
Fall River	2019	$50,000	Creation of preservation design guidelines which will entail an in-depth study of the cities specific history and architecture, capturing our communities individual uniqueness. The study will establish specific guidelines for preservation and restoration of historic properties including: Process, ext. woodwork, masonry, windows and doors, sustainability, architectural style, ext. maintenance, roofing, landscape, commercial properties, addition and new construction.
Wellesley	2016	$20,000	The Planning Board is seeking to develop historic district guidelines that will provide unambiguous guidance on the rehabilitation of existing properties as well as new construction in the local historic districts in town. The new guidelines will serve as the basis for the review process by the Historic District Commission as well as provide guidance to Wellesley residents looking to undertake historically appropriate renovations to their properties.
Falmouth	2010	$25,000	The funding for the Local Historic District design review guidelines will be applied towards historic preservation consulting services associated with the Historic District Commission's creation of updated historic preservation guidelines.

Sample Historic District Guidelines from Other Massachusetts Towns

- Acton
  https://0de787a5-0f6f-469d-ac79-2f890a718b54.filesusr.com/ugd/04159b_503d24bc1aba4bae9d9c5b9e7f356905.pdf
- Bedford
  https://0de787a5-0f6f-469d-ac79-2f890a718b54.filesusr.com/ugd/04159b_7432d716fecd4627bb22977dcca8585d.pdf
- Concord
  https://0de787a5-0f6f-469d-ac79-2f890a718b54.filesusr.com/ugd/04159b_d66ea1df164f423a9c5b90362e73e7ed.pdf

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Harvard
https://0de787a5-0f6f-469d-ac79-2f890a718b54.filesusr.com/ugd/04159b_0f2d1f0029be4da498e041639dfbf4cc.pdf

- Wellesley (CPC funded project)
https://wellesleyma.gov/DocumentCenter/View/22451/00_HPDG_final_2021_reduced

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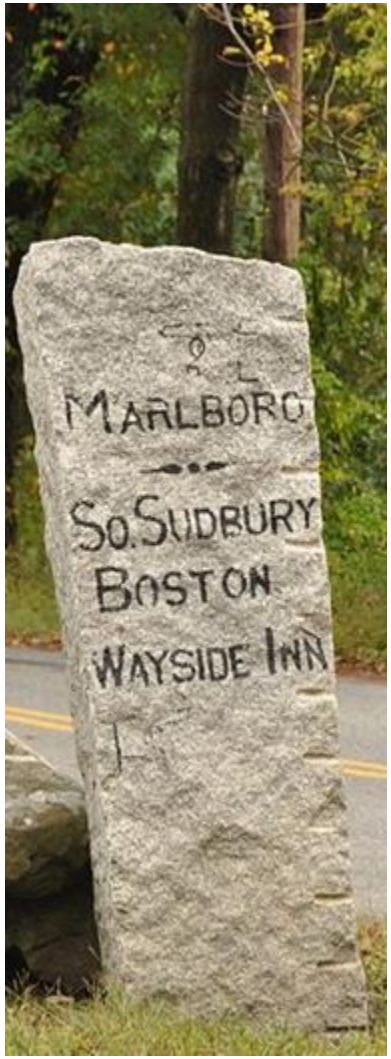

Sudbury Historic District Design Guidelines

CPC Application

Sudbury Historic Districts Commission - December 1, 2021

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Sudbury's Historic Districts

- Established in 1963 with the intent to preserve the architectural integrity of Sudbury's most historically significant and intact neighborhoods.
- Offers the strongest form of protection for the preservation of historic structures.
- Overseen by the Historic Districts Commission, the town currently has four local historic districts, encompassing over 350 properties dating from the 18th century to today:
    - The Town Center Historic District
    - The Wayside Inn Districts (1 and 2)
    - King Philip District
    - George Pitts Tavern District
- Primarily residential in nature, historic districts also include several civic buildings and business corridors - particularly at Town Center and junction of Concord and Boston Post Roads

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Local Historic District Regulation

The HDC consists of five members appointed by the Select Board and must include, one registered architect, three residents of historic districts, and one nominee from the Historical Commission.

Following Chapter 40 of the Acts of 1963 (amended 2005), any proposed changes to exterior architectural features visible from the public right of way, including but not limited to:

- Changes to paint color
- Replacement windows and doors
- Addition or removal of shutters
- Maintenance upgrades (roofs and gutters)
- New technologies such as solar panels
- Signage
- Stone walls and fencing
- Demolition of existing structures
- Additions and new construction
- Does NOT regulate use or interior changes

Attachment3.j: FY23 - CPC Applications combined v4 (4998 :

Historic District Review Process

- Property owner prepares and submits an application to the HDC
- Public Notice
- Public hearing for review and determination (can take multiple meetings and participation from homeowners, architects, builders, etc.)
- Certificate of Appropriateness Issued

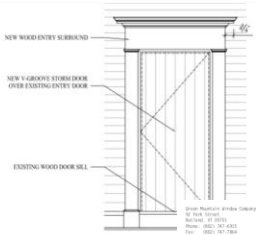
Historic Districts Commission
Application for Certificate of Appropriateness / Permit for Demolition or Removal
Page 3 of 3

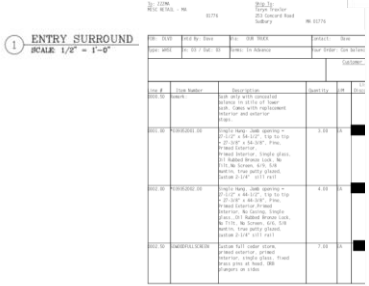
CHECKLIST FOR APPLICATION DETAILS

Applicant: Chad & Taryn Treeler Date: 4/21/21

Address: 253 Concord Road

Site Work	Description
Square Footage	n/a, no change
Height/Elevation	n/a, no change
Siding	Repair/replace front exterior in-kind. See attached pages.
Windows: Light Configuration, Storms, SDL, TDL, Make, Model	Remove Pella replacement windows and install historically appropriate wood windows to get back to the proper sightlines on the distinctive, projecting front windows. See attached pages.
Doors/Storm Doors	Add historically inspired entry door surround and tongue & groove storm door. See attached.
Chimney Masonry	n/a
Porches, Railings, Columns	n/a
Roof: Material, Color	n/a
Exterior Lighting	n/a
Gutters/Downspouts	Add half-round copper gutter and downspout to address water issues. See attached pages.
Paint: Make, Color, Sample	n/a
Foundation	n/a
Driveway(s) or Walkway(s)	n/a
Fences/Walls	n/a
Trees to be Removed	n/a





Attachment3.j: FY23 - CPC Applications combined v4 (4998 :

Sample Design Guidelines

Gutters

Gutters are part of the eave profile and as an architectural element should be maintained or replaced if necessary in most existing buildings and strongly considered in new construction. Gutters should be wood replicating a crown molding or half-round metal. Gutters only became widely used towards the end of the 18th century and for some 18th century houses and structures, particularly country houses, they may not be appropriate.

Gutters and Downspouts

a. **Preserve and Maintain:** Preserve and maintain historic gutters, downspouts, and related features on buildings where they are present and are character defining features.

b. **Replacement:** Where historic gutters or downspouts are missing or must be replaced, the new gutters and downspouts should match the historic ones in type, material, profile, color, and finish.

c. **Missing Downspouts:** Replace missing or damaged downspouts as quickly as possible to prevent damage to walls, trim, foundations, and interiors.

d. **Historic Detailing:** Preserve and retain historic building details at eaves, walls, and other locations when installing new or replacement gutters. Do not remove, alter, damage, or obscure historic detailing.

e. **Tree Pruning:** Trim overhanging tree branches to prevent them from touching roofs and gutters.

f. **New Gutters:** New gutters and downspouts may be installed on historic buildings where they have not existed before when the gutters and downspouts are needed to prevent damage to other historic building features such as wood or masonry walls and trim.

g. **Design:** The style and material of new gutters and downspouts should be considerate of and appropriate to the historic roof characteristics, including roof edge, cornice, and trim. Half-round gutters and round downspouts are generally preferred. Contemporary K-style gutters may be acceptable in some locations. Size gutters to accommodate the volume of water expected to flow from the roof as well as to be visually appropriate to their location.

h. **Built-in Gutters:** Preserve built-in gutters whenever possible. Where built-in gutters are poorly designed such that they are causing damage to the eave, cornice, or wall, replacement may be considered.

i. **Replacing Built-in Gutters:** Where built-in gutters are to be replaced by hanging gutters, the built-in gutters should be roofed over and the hanging gutters attached to the fascia board at the eaves of the roof.

j. **Materials:** Various metals are appropriate and available for gutters and downspouts, including copper, terne, aluminum, and galvanized. Metal painted or baked finishes should complement the color of the historic building. Use of vinyl gutters and downspouts is not acceptable.

k. **Attachment:** Install a sufficient number of hangers to attach the gutters and downspouts securely to the roof and wall.

l. **Ground Level:** Direct downspouts to convey water away from the building foundation at ground level. Grade soil to slope away from the building and use splash blocks, extenders, underground piping, or other means as necessary.

Contemporary K-style (molding shaped) gutters have been installed inside of decorative barge boards at the gable ends.

Gutters and Downspouts

The original material and design of gutters and downspouts should always be maintained. When replacement is necessary, in-kind materials should always be used. New gutters and downspouts should be designed to recede from view using materials consistent with those already found on the building.

Concord's earliest homes were most likely built without either downspouts or gutters, but by the early 18th century both were a common architectural feature on area buildings. These early gutters were wooden and in their simplest form, constructed with two boards to create a V shape which captured the water and diverted it to an accompanying wood downspout formed out of four squared boards or hewn logs. By the Colonial period, wood gutters had evolved into the U shape still commonly found today and in later years, metal linings were introduced. Wood gutters remained popular in New England through WWII, and are still in use on many homes today. The HDC encourages the regular maintenance of wood gutters and their in-kind replacement whenever possible. In some circumstances,fiberglass gutters may also be considered as an alternative to wood. Fiberglass gutters can provide a good visual match to many wood gutters, can carry a greater capacity of water, and have fewer maintenance requirements.

Metal gutters were also available by the Colonial Period and generally had a half round form made by bending metal sheets around a cylinder or pole. Lead was the most commonly used material until the Revolutionary War when its military uses encouraged the development of gutters in other materials such as tinplate and copper. While these pole style gutters would remain popular through the early 20th century, a second form of hanging metal gutter began to be widely used during the Industrial Revolution. These machined gutters were available in several different styles in terne, copper, iron, steel, and aluminum. These hanging gutters were [illegible] the K style, ogee profile m[illegible] wood gutters, historic meta[illegible] replacements completed w[illegible]

Built in gutter systems beg[illegible] allowed for water to be pro[illegible] design. These gutters were[illegible] most commonly wood with[illegible] integral part of an importa[illegible] possible. When beyond re[illegible] material and design.

Where completely new har[illegible] necessary, the gutters shou[illegible] with the surrounding trim.[illegible] design and period of the bu[illegible] more easily attach gutters i[illegible]

Many historic homes have[illegible] with painted aluminum gut[illegible] kind. In very limited circumstances, the HDC may consider their use where they do previously exist so long as they recede from view. When aluminum gutters are considered, however, they must be paintable and designed to have a profile that is consistent with the historic character of the building. Unpainted mill-finished alum is considered inappropriate for flashing, gutters or downspouts.

While the earliest downspouts were made of wood, they never gained popularity and were quickly replaced with round metal alternatives by the mid-18th century. For th[illegible] reason, round metal downspouts are generally encouraged within the Historic Distri[illegible] All downspouts should be of a material and design which is consistent with the gutt[illegible] the building. New downspouts should be installed so as to not obstruct the view of t[illegible] structure's corner wall elements.

Property owners should also consider the use of natural stone splash beds near the foundation or at the drip edges of buildings. These structures assist with removing w[illegible] from the vicinity of the building and are generally considered to be appropriate addi[illegible] to a site.

To apply for Gutters and Downspouts:

All applications for new gutters and downspouts should include:

- Manufacturer's information which provides information on the design, profi[illegible] and materials of the new gutters and/or downspouts. Information on their installation may also be required;
- Paint chips and/or stain colors if different from the existing color scheme;
- Recent photographs of the existing building showing the locations of the existing gutters; and,
- If additional downspouts are proposed to be installed and/or the design of the gutters are proposed to be changed, detailed elevations and/or architectural drawings may be requested to illust[illegible]

Attachment3.j: FY23 - CPC Applications combined v4 (4998 :

Benefits of Enhanced Design Guidelines

- Builds upon current efforts and guidelines drafted by HDC volunteers.
- Ensures permitting processes are predictable and uniform.
- Offers the property owner assistance in preserving both the essential features of their individual properties and the character of the historic district in which they are locate
- Applicants who follow guidelines greatly enhance the likelihood of faster approval and review time.
- Enhanced guidelines provide support for volunteer commissioners when reviewing complex applications.
- Will incorporate best preservation practices and solutions for new building and green technologies.
- Serve as a living document that evolves over time with changing needs and building methodologies.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 :

Benefits of Enhanced Design Guidelines

- Benefits historic property owners inside and outside of Historic Districts.
- Supports Historical Commission demolition delay review process
- Natural timing given Master Plan completed in 2021 and Preservation Plan to be completed 2022
- Creation of enhanced HD Design Guidelines is identified as a "short term" goal in the Master Plan "Action Plan Matrix."
- Massachusetts State Historic Preservation Plan 2018-2022 has identified lack of desi guidelines as one of their local government action issues: *"The majority of the commissions do not have individualized design guidelines specific to their historic resources. Updates may be needed on contemporary materials, new mechanical systems, and alternative energy systems as well as the text and illustrations of the guidelines."*

Attachment3.j: FY23 - CPC Applications combined v4 (4998 :

Design Guideline Planning & Costs

- Suggested Timing & Phasing
  - Phase I – Research and Evaluation – Supplemented by the Historic Preservation Plan (expected Summer 2022) and Historic Buidling Surveys (Phase I, II, III, IV), 3 months
  - Phase II – Content Development – Will include community, board, and staff outreach and consulatation, 3-4 months
  - Phase III – Graphic Design – Development of visuals and photographs to help illustrate guidelines concepts, 3 months
  - Phase IV – Final Product – Final review and approval from the HDC, 2 months
- Applied for Mass. Historical Commission matching reimbursement grant, request submitted for $25k match
- Original CPC request is $35,000 but discussions with consultants and other municipalities going through this process suggests $50,000 as a more reasonable request for guidelines that include graphic design and robust community input

Attachment3.j: FY23 - CPC Applications combined v4 (4998 :

Thank You for Your Consideration.

Questions?

Attachment3.j: FY23 - CPC Applications combined v4 (4998 :

Duchesneau, Adam

From: Taryn D'Ambrogi Trexler <taryn.trexler@gmail.com>
Sent: Wednesday, November 17, 2021 3:28 PM
To: Duchesneau, Adam
Subject: Re: CPC Comments re HD Design Guidelines Application

Hi Adam,

Please forward on the answers to the CPC's questions. I have been in contact with several consultants, MHC, and other towns who have undertaken similar projects and hopefully their insight will be helpful.

Thank you,

Taryn

Please provide copies of the Fall River, MA and Falmouth, MA design guidelines which are referenced in the application materials.

- Fall River only recently approved CPC funding for this project, so the guidelines are under development. The CPC request came from a non-profit in Fall River and they are still awaiting a first draft. They brought the project to their CPC because, "although the guidelines are tailored to our Local Historic District, the basic guideline theory is applicable to everyone's historic and older homes, and will be available to all homeowners on-line."
- Falmouth historic district guidelines can be found here: shorturl.at/uTU38

Are there intentions to apply for a Massachusetts Historical Commission reimbursement grant for this project?

- Yes, we submitted a letter of intent to MHC for a matching reimbursement grant; the next step would be for them to invite us to submit a full application (notices go out Dec. 8).
- MHC has generously funded back-to-back matching reimbursement grants to Sudbury (historic surveys and preservation plan) for a total of $31,000 in committed grant money. It is worth noting the grant guidelines include the following, "MHC will consider statewide geographic distribution in its invitations for full application. MHC will also give special consideration to applicants who have not previously been awarded program funds." MHC has still encouraged Sudbury to apply.
- We have communicated with MHC staff, including the Local Government Programs Coordinator, regarding our application but also historic district design guideline projects in general. MHC funded the Newton design guidelines (shorturl.at/qrM78) and the Salem historic district guidelines, draft currently in progress (shorturl.at/glDQV).

Please describe some of the challenges that are currently being dealt with due to the current Historic District Design Guidelines. Why are the current design guidelines not working or insufficient?

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

- Though the commissioners are preservation advocates, not all are experts (nor are they required to be). Having a professional, expert set of guidelines with information and examples of today's best practices will help the commission be fair and consistent and properly preserve the historic homes and feel of the historic districts.
- The current guidelines lack comprehensive detail, are sometimes non-specific, have outdated guidance for new building and green technology, and offer few resources for homeowners. First meetings often take up homeowners, commissioners, and staff time talking through a project and offering feedback and suggestions. Often in design, time is money for homeowners. More information on how to prepare a successful application and what the Commission is looking for would be helpful for all parties.
- We get pushback from applicants when something is seemingly allowed in one place and not in another. While every application is discussed on a case-by-case basis, clearer and specific guidelines could help clear up confusion or frustration.
- Homeowners are certainly not required to be experts and even with best intentions may not understand how to treat a Federal period home vs. Italianate, etc. The guidelines should help to educate and inform.

Budget Estimates - Not asked by CPC, but in our continued research we have received the following feedback and advice and are considering increasing our ask as a result.

- MHC noted that they have recently found that fewer qualified consultants undertaking this type of work. MHC recently granted funds to Methuen for Design Guidelines, but they were unable to procure consultant services; they noted there is usually little interest in a project like this under the $30K threshold. We have asked if they can share the budget for the current guideline project underway in Salem.
- Fall River based their budget of $50k based on conversations with two architectural firms specializing in historic preservation. They are working with Preservation Design Partnership, LLC from Philadelphia who drafted guidelines for Newton (MHC funded, linked above) and Portsmouth, NH.
- Both the consultants used for the CPC-funded historic surveys and preservation plan have done this type of work for other Massachusetts towns. The consultant who led the survey project said they thought this type of project would be very helpful to Sudbury and they would be interested in receiving an RFP, if we get to that point.

On Wed, Oct 20, 2021 at 10:49 PM Duchesneau, Adam <DuchesneauA@sudbury.ma.us> wrote:

> Hello Taryn,
>
> Please find below the comments and questions that were raised at tonight's CPC meeting regarding the Historic Districts Design Guidelines application:
>
> - Please provide copies of the Fall River, MA and Falmouth, MA design guidelines which are referenced in the application materials.
>
> - Are there intentions to apply for a Massachusetts Historical Commission reimbursement grant for this project?
>
> - Please describe some of the challenges that are currently being dealt with due to the current Historic District Design Guidelines. Why are the current design guidelines not working or insufficient?

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If you could please respond to these questions in advance of the CPC's next meeting on November 3, 2021, that would be appreciated.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP

Director of Planning & Community Development

Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776

t 978-639-3398 | f 978-639-3314 | DuchesneauA@Sudbury.MA.us

www.sudbury.ma.us

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RECEIVED
9/29/21

Town of Sudbury
Community Preservation Committee

Flynn Bu
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

PROJECT SUBMISSION FORM

Applicant: Lori Capone, Conservation Coordinator

Submission Date: September 29, 2021

Group or Committee Affiliation (if any): Sudbury Conservation Commission

Applicant Address:

275 Old Lancaster Road, Sudbury, MA

Applicant Email & Phone Number:

caponel@sudbury.ma.us

978-440-5470

Purpose (please select all that apply):

X Open Space & Recreation
___Community Housing
___Historic Resource

Project Manager Email & Phone Number:

Project Name: Libby-Dickson Conservation Restriction Monitoring Funds

Project Description:

In 2003, the Town of Sudbury purchased the Dickson property on Water Row, which sits between the Town of Sudbury Conservation Area known as King Phillip Woods, and the Sudbury Historical Commission's Haynes Garrison site. It was one of Sudbury's first CPA purchases, and though required by the CPA statute, at the time the Town was not in the habit o placing CR's on land acquired with CPA funds.

Two years later, Town Meeting approved the purchase of a much larger, nearby property from the Libby family. These two properties together made terrific additions to the block of conservation land off Route 27 anchored by King Philips' Woods.

When the Town was awarded a LAND grant for the purchase of Pantry Brook Farm in 2012, th State stipulated the award on having CR's put on all CPA lands, and the Town agreed to follow through on that obligation by asking Sudbury Valley Trustees (SVT) to hold the CR on the Libb and Dickson properties. This CR was executed in 2021.

Typically, when SVT is involved with land acquisitions and/or CR acceptances, they conduct fund raising to cover their legal and monitoring costs. As holders of the CR, SVT will be require to monitor these properties for compliance at least annually. On behalf of the Town and Sudbu Valley Trustees, I am requesting a one-time payment of $9,454 to offset costs to monitor this 25.9-acre CR, in perpetuity.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023	$9,454	$9,454	
2024			
2025			
2026			
2027			
Total			

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How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Since these lands were purchased with CPA funds and it is a direct requirement of CPA acquisitions that a CR be placed on these lands, held by an independent entity, use of CPA funds for the required monitoring component is in accordance with the CPA legislation. Had the CR development occurred at the time of acquisition, these funds would have been included in the CPA requests for acquisition. Permanent protection of the Libby and Dickson properties, with their varied topography, a diverse wildlife habitat, and miles of trails, in addition their historical significance, ensuring these lands are managed in compliance with the CR is critical for the long-term protection of one of Sudbury's most significant holdings. Ensuring the preservation of the Town's open space and historic assets is consistent with Town planning documents and initiatives.

SVT accepted the CR with the understanding that these fees were dedicated by CPC as an administrative cost, but no information is in the file regarding this, so I am filing a new request for this one-time expenditure. For comparison, a similar project in Acton, recently required $30,000 monitoring fee; CPA CR's in Southborough and Northborough required $14,000 and $16,000. SVT has provided the Town a reasonable cost to partly defray their cost to accept the management of this CR in perpetuity. As stated above, if not for the untimeliness of this CR, SVT would have performed fundraising to offset this cost. The Town has no other funding sources for this request. SVT was generous t accept this responsibility to preserve this Town asset with dedicated funding undetermined.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

This project falls within the purview of the Conservation Commission and they are in support of this application. Historical assets also benefit from this monitoring program. The Conservation Commission discussed this matter at their September 13, 2021 meeting and supports this application for CPA funding. Located partly in the Old Sudbury Historic District and adjacent to the Haynes Garrison House, ensuring this land will always be managed consistent with the Conservation Restriction will ensure the historical landscape is maintained in perpetuity.

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

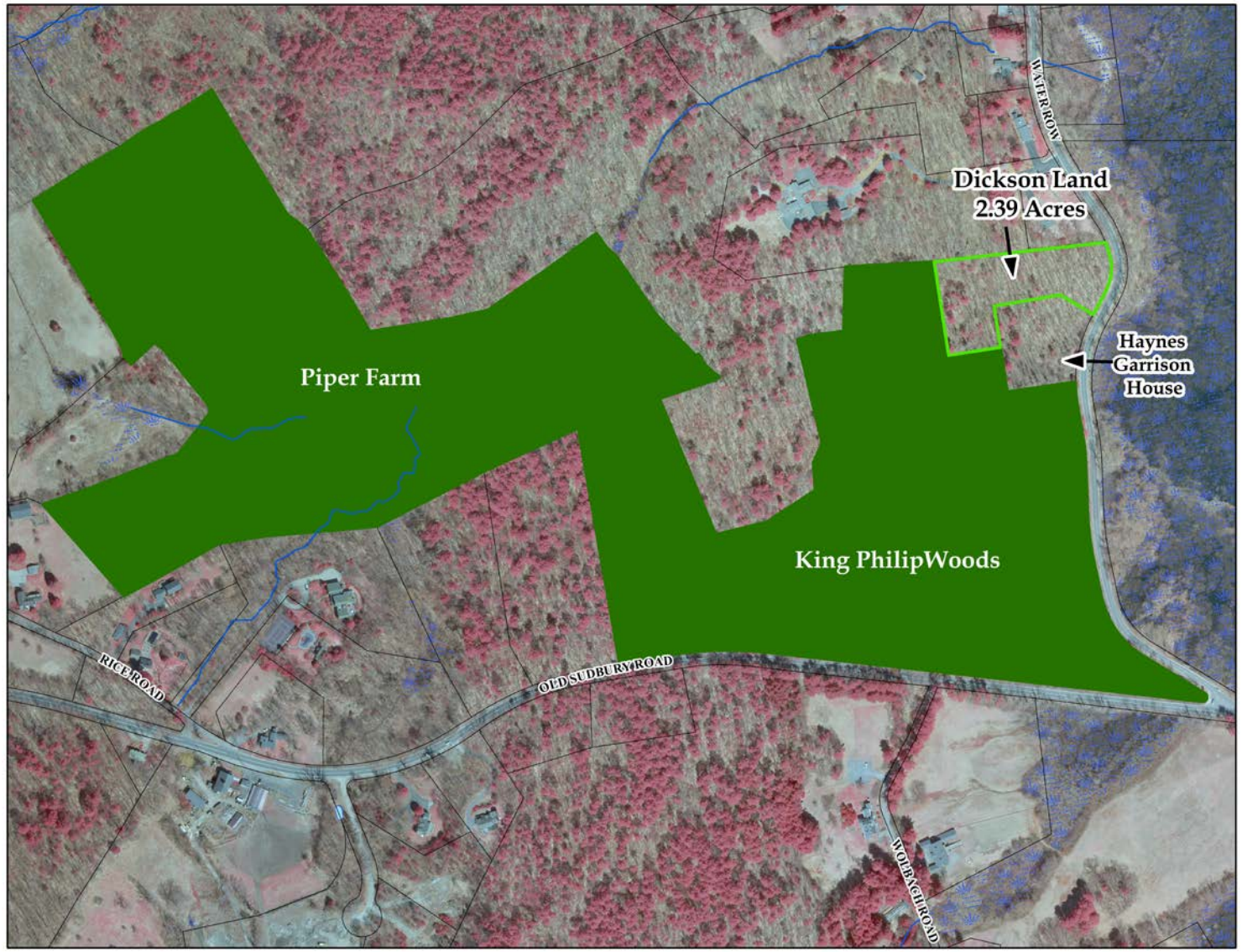
Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Libby – Dickson Conservation Restriction

Monitoring Funds Request

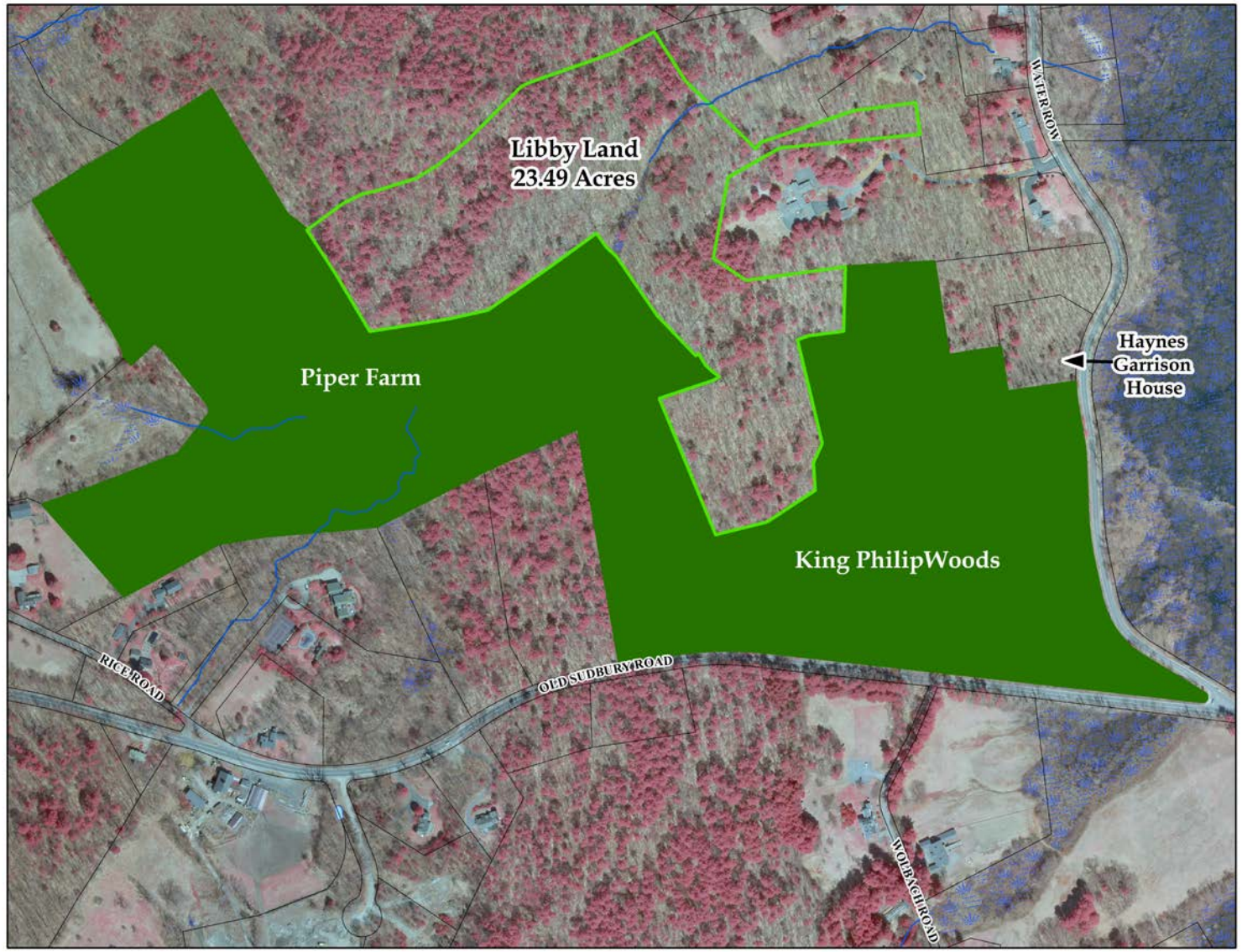
Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Dickson Land



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Libby Land



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with

Monitoring Request

For Sudbury Valley Trustees to monitor compliance with the Conservation Restriction, in perpetuity.

SUDBURY VALLEY TRUSTEES

Project: Libby-Dickson CR

SVT Expenses and Revenues

	Budget	Actual	Comments
Revenue Sources:			
SVT Fund			
Local Government			
Total Revenue Sources:	**0**	**0**	
Expenses:			
Transaction Costs:			
SVT Acquisition costs:	0	0	
Due Diligence Costs:			
Title Review	(250)	0	
Appraisal		0	
Environmental Accessment		0	
Due Diligence - Other		0	
Legal	(300)	(105)	2x hrs. @ $150/hr
Closing Costs:			
Lien Certificates		0	
Recording Fees	(150)	0	estimate 2 documents
Real Estate Taxes		0	
Other Fees & expenses		0	
Title Insurance			
Organizational expenses:			
Upfront (baseline, signage, inventory)			
Short term - < 5 years			
LP Staff time	(650)	(1,153)	10 hrs. @ $65/hr
Stew Staff time	(2,375)	(656)	x hrs. @ $65/hr
Staff expenses	(20)	(15)	Mileage, etc.
Other	(15)	0	postage, copies, etc.
Total Transaction costs	**(3,760)**	**(1,929)**	
Long Term Stewardship Costs:			
Endowment : (annual stewardship costs)	(14,300)	(5,525)	See stew. Worksheet on next tab
Legal Defense Fund	(3,500)	(2,000)	$2000-$8000 depending on risk
Total Long Term Stewardship Costs	**(17,800)**	**(7,525)**	
Total Expenses:	**(21,560)**	**(9,454)**	
Net Project Costs:	**(21,560)**	**(9,454)**	

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BOTH WAYS

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GRANTOR: Town of Sudbury
GRANTEE: Sudbury Valley Trustees, Inc.
ADDRESS OF PREMISES: Water Row and off Water Row, Sudbury, Massachusetts 01776
FOR GRANTOR'S TITLE SEE: Middlesex South Registry of Deeds Book 39630 Page 344, and Middlesex South District of the Land Court Book 1310 Page 144, Land Court Certificate #235399

CONSERVATION RESTRICTION

THE TOWN OF SUDBURY, a Massachusetts municipal corporation having an address of 322 Concord Road, Sudbury, Middlesex County, Massachusetts, 01776, ("Grantor" which expression includes their successors and legal assigns) acting pursuant to M.G.L. Chapter 184 §31-33 and acting by and through its Conservation Commission by authority of M.G.L. c. 40, sec. 8C as it may hereafter be amended, for nominal consideration, hereby grants, with quitclaim covenants, to **SUDBURY VALLEY TRUSTEES, INC.,** a Massachusetts not-for-profit corporation organized under the provisions of M.G.L. Chapter 180, with a mailing address of 18 Wolbach Road, Sudbury, Middlesex County, Massachusetts, 01776 ("Grantee", which expression includes its permitted successors and assigns), in perpetuity and exclusively for conservation and passive recreation purposes, the following described Conservation Restriction ("Conservation Restriction") on the following parcels of land:

Parcel 1: The entirety of a parcel of land located on Water Row in the Town Sudbury, Massachusetts, constituting approximately 2.39 acres, said parcel having been purchased by the Grantor for the protection of open space and historic resources as described in the Town Vote authorizing such purchase, a copy of which is attached hereto as Exhibit D-1, and further as described in a deed recorded in the Middlesex South Registry of Deeds (the "Registry") at Book 39630, Page 344 and shown as "Parcel C" on a plan of land entitled "Compiled Plan of Land in Sudbury, Mass Owned by Brenton H. Dickson et al" prepared by Thomas Land Surveyors, Inc. dated August 16th 1987, recorded with the Registry as Plan 1678 of 1987 and attached hereto in reduced form as Exhibit A;

Parcel 2: The entirety of a parcel of land located off Water Row in the Town of Sudbury, Massachusetts, constituting approximately 23.49 acres, said parcel having been purchased by the

235399 - 1310 - 144

Grantor for the preservation of open space as described in a Town Vote authorizing such purchase, a copy of which is attached hereto as Exhibit D-2, and further described in a deed filed with the Middlesex South District of the Land Court at Book 1310, Page 144, Land Court Certificate #235399 and shown as Lot 22 on Land Court Plan 442-I. and attached hereto in reduced form as Exhibit B;

Together Parcel 1 and Parcel 2 are hereinafter known as the "Premises".

I. PURPOSES:

This Conservation Restriction is defined in and authorized by Sections 31-33 of Chapter 184 of the General Laws and otherwise by law. The purpose of this Conservation Restriction is to assure that the Premises will be maintained in perpetuity for conservation purposes, in a natural, scenic and undeveloped condition, and to prevent any use or change that would impair or interfere with its conservation and preservation values ("conservation values").

The Premises was acquired using M.G.L. c. 44B Community Preservation Act funds, and copies of the Town Meeting Votes authorizing the use of such funds for such purpose are attached hereto as Exhibit D-1 and D-2.

The conservation values include the following:

- Open Space Protection. The Premises contributes to the protection of the scenic and natural character of Sudbury and the protection of the Premises will enhance the open-space value of these and nearby lands. The Premises abuts land already conserved, including the 81-acre King Philip Conservation Land and the 70-acre Piper Farm Conservation Land. Also in the vicinity are the 3800 acre Great Meadows National Wildlife Refuge, Sudbury Valley Trustees' 44-acre Wolbach Farm reservation, and a 9-acre conservation restriction on privately owned land.

- Soils. The Premises includes approximately 23 acres of acres of Prime Forest Land.

- Protection of Wildlife Habitat. The Premises consists of approximately 25 acres designated as "Priority Habitats of Rare Species" as defined by the Massachusetts Natural Heritage and Endangered Species Program (NHESP), the protection of which aligns with NHESP's wildlife and habitat protection objectives.

- Public Access. Public access to the Premises will be allowed for non-motorized passive outdoor recreation, education, and nature study.

- BioMap2. The Premises consists of approximately 25.88 acres of BioMap2 Core Habitat for the Blue-spotted Salamander (*Ambystoma laterale*), a Species of Special Conservation Concern as defined by the Massachusetts Natural Heritage and Endangered Species Program. BioMap2, published in 2010, was designed to guide strategic biodiversity conservation in Massachusetts over the next decade by focusing land protection and stewardship on the areas that are most critical for ensuring the long-term

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persistence of rare and other native species and their habitats, exemplary natural communities, and a diversity of ecosystems. *BioMap2* is also designed to include the habitats and species of conservation concern identified in the State Wildlife Action Plan.

- Water Quality Protection. Protection of the Premises will maintain water quality in an unnamed stream and associated wetlands on the property which flows to the Sudbury River.

- Heritage Landscape Inventory. The Premises is located within a Massachusetts Department of Conservation and Recreation (DCR) Priority Heritage Landscape, as determined by the DCR Heritage Landscape Inventory of 2012. Heritage Landscapes are vital to the history, character, and quality of life of communities. Heritage landscapes are the result of human interaction with the natural resources of an area, which influence the use and development of land and contain both natural and cultural resources, such as cemeteries, parks, estates, and agricultural properties. Further, the Premises has frontage on Water Row, which has been identified in the Massachusetts Heritage Landscape Inventory as a designated scenic road along a Native American trail.

- Massachusetts Scenic Landscape Inventory. The Premises is identified as "Noteworthy" in the Massachusetts Department of Conservation and Recreation's Scenic Landscape Inventory, identifying landscapes that should be protected to conserve and protect natural, cultural, and recreational resources across the Commonwealth.

- Historical Purposes. The Dickson property (Parcel 1 as described above) falls within the Town of Sudbury's Sudbury Centre Historic District, and is adjacent to the Haynes Garrison House site, one of six fortified structures that existed in Sudbury in 1676 and the site of a significant battle in the King Philip's War.

These and other conservation values of the Premises, as well as its current uses and state of improvement, are described in a Baseline Documentation Report ("Baseline Report") prepared by Grantee with the cooperation of the Grantor, consisting of maps, photographs, and other documents and on file with the Grantee and referenced herein. The Baseline Report (i) is acknowledged by Grantor and Grantee to be a complete and accurate representation of the condition and values of the Premises as of the date of this Conservation Restriction, (ii) is intended to fully comply with applicable Treasury Regulations, and (iii) is intended serve as an objective information baseline for subsequent monitoring of compliance with the terms of this Conservation Restriction as described herein. Notwithstanding the foregoing, the parties may utilize any evidence of the condition of the Premises at the time of this grant other than the Baseline Report, should the Baseline Report be unavailable or if it does not adequately address the issues presented.

II. PROHIBITED ACTS AND USES, EXCEPTIONS THERETO, AND PERMITTED USES

A. Prohibited Acts and Uses

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Subject to the exceptions set forth herein, the Grantor will not perform or allow others to perform the following acts and uses which are prohibited on, above, and below the Premises:

(1) Constructing, placing or allowing to remain any temporary or permanent building, tennis court, landing strip, mobile home, swimming pool, asphalt or concrete pavement, sign, fence, billboard or other advertising display, antenna, utility pole, tower, solar panel, solar array, conduit, line or other temporary or permanent structure or facility on, above or under the Premises;

(2) Mining, excavating, dredging or removing from the Premises of soil, loam, peat, gravel, sand, rock or other mineral resource or natural deposit or otherwise making topographical changes to the area;

(3) Placing, filling, storing or dumping of soil, refuse, trash, vehicle bodies or parts, rubbish, debris, junk, tree and other vegetation cuttings generated off-site, waste or other substance or material whatsoever or the installation of underground storage tanks;

(4) Cutting, removing or otherwise destroying trees, grasses or other vegetation;

(5) Activities detrimental to drainage, flood control, water conservation, water quality, erosion control, soil conservation, wildlife habitat, or archaeological conservation;

(6) Use, parking or storage of vehicles including motorcycles, mopeds, all-terrain vehicles, trail bikes, or any other motorized vehicles on the Premises except for vehicles necessary for public safety (i.e., fire, police, ambulance, other government officials) in carrying out their official duties or as necessary for the mobility impaired;

(7) Subdivision or conveyance of a part or portion of the Premises alone, or division or subdivision of the Premises (as compared to conveyance of the Premises in its entirety which shall be permitted), and no portion of the Premises may be used towards building or development requirements on this or any other parcel;

(8) The use of the Premises for business, residential or industrial use or commercial recreation;

(9) The disruption, removal, or destruction of the stone walls on the Premises;

(10) Any other use of the Premises or activity which is inconsistent with the purpose of this Conservation Restriction or which would impair its conservation values.

B. Reserved Rights and Exceptions

The Grantor reserves the right to conduct or permit the following activities and uses on the Premises, but only if such uses and activities do not impair the conservation values or purposes of this Conservation Restriction.

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(1) Vegetation Management. The selective minimal removing of brush, pruning and cutting to prevent, control or remove hazards, disease, insect or fire damage, or to preserve the present condition of the Premises, including limited vistas, woods roads, fence lines and trails and meadows.

(2) Historic Vista Clearing. With the prior written permission of Grantee and exclusively within the area identified on Exhibit C as "Vista Clearing Area", the removal of trees and shrubs to create vistas and a view to the Sudbury River, provided that the cleared area does not exceed 2,500 square feet;

(3) Non-native or nuisance species. The removal of non-native or invasive species, the interplanting of native species, and the control of species in a manner that minimizes damage to surrounding, non-target species and preserves water quality. The use of herbicides is permitted to accomplish the activities described in this Paragraph II(B)(3) only with the prior approval of the Grantee;

(4) Composting. The stockpiling and composting of stumps, trees, brush, limbs, and similar biodegradable materials originating on the Premises, provided that such stockpiling and composting is in locations where the presence of such activities will not impair the conservation values (including scenic values) of this Conservation Restriction. No such activities will take place closer than one hundred (100) feet from any wetland, or two hundred (200) feet of a waterbody or stream. All exercise of this reserved right shall take into account sensitive areas and avoid harm to nesting species during nesting season;

(5) Wildlife Habitat Improvement. With the prior written permission of Grantee, measures designed to restore native biotic communities, or to maintain, enhance or restore wildlife, wildlife habitat, or rare or endangered species including selective planting of native trees, shrubs and plant species; and Forestry and Cutting in accordance with Paragraph II(B)(11).

(6) Archaeological Investigations. The conduct of archaeological activities, including without limitation survey, excavation and artifact retrieval, following submission of an archaeological field investigation plan and its approval in writing by Grantee and the State Archaeologist of the Massachusetts Historical Commission (or appropriate successor official).

(7) Trails. The marking, clearing and maintenance of existing footpaths as shown in the Baseline Report, including the construction, use, maintenance, repair and replacement of bridges and boardwalks. With prior approval of the Grantee, the construction of new trails or the relocation or alteration of existing trails, provided that any construction, relocation, or alteration results in trails that are no wider than eight feet;

(8) Stone Walls. The maintenance, repair, and temporary relocation, but not the removal, of existing stone walls on the Premises.

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(9) Signs. The erection, maintenance and replacement of signs, including kiosks, with respect to trespass, trail access, identity and address of the occupants, the Grantee's interest in the Premises, any gift, grant, or other applicable source of support for the conservation of the Premises, and the protected conservation values.

(10) Outdoor Passive Recreational Activities. Hiking, horseback riding, cross-country skiing and other non-motorized outdoor recreational activities that do not materially alter the landscape, do not degrade environmental quality. Hunting is permitted only with a permit from the Sudbury Conservation Commission.

(11) Forestry and Cutting. Conducting or permitting others to conduct sound silvicultural uses of the Premises, including the right to commercially harvest forest products (as such term may be defined from time to time in General Laws, Ch. 61, Sec. 1, or successor law) and the temporary establishment of new woods roads in accordance with prudent and sound silvicultural practices that conform at least to the minimum standards set forth in the Massachusetts Forest Cutting Practices Act (General Laws, Ch. 132, or its successor) and carried out pursuant to a Forest Stewardship Plan.

Before any harvest of forest products occurs on the Premises, Grantor shall submit a Forest Stewardship Plan to the Grantee, the Massachusetts Department of Conservation and Recreation (or appropriate successor agency) and to any other required state agencies for their approval, unless a plan is already approved and in effect. The Forest Stewardship Plan shall be prepared by a forester licensed through the Massachusetts Department of Conservation and Recreation in conformance with the "Directions for the Preparation of the Chapter 61 Forest Management Plans and Forest Stewardship Plans" and such statutes, regulations and directions in effect at the time of the approval of the Forest Stewardship Plan. The Forest Stewardship Plan shall include provisions designed to minimize soil erosion, conserve surface and groundwater quality, scenic views, wildlife habitat, and to protect the conservation values of this Conservation Restriction.

The Forest Stewardship Plan shall be effective for a ten (10) year period and shall be resubmitted once every ten (10) years as necessary if additional timber harvests occur. All cutting plans and designated access routes shall avoid any stone structures or historical and cultural resources and shall be reasonably required to prevent any damage thereto. All cutting operations shall be supervised by a licensed forester;

(12) Site Restoration. Any work undertaken in conjunction with the Reserved Rights described in this Paragraph II(B) shall seek to minimize disturbance to the Conservation Values and other natural features within the Premises and to the unnamed stream and associated wetlands that may be impacted as a result of exercising of any of the Reserved Rights described herein. Upon completion of any site work performed in conjunction with the Reserved Rights described in this Paragraph II(B), any disturbed areas shall be restored substantially to the conditions with respect to soil material, grade, and vegetated ground cover as documented in the Baseline Report, as applicable, or in conformance with the conditions with respect to soil material, grade, and vegetated ground cover, with

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the exception of removal of non-native or nuisance species, that existed prior to said work, if said work is done in any area not documented in the Baseline Report.

(13) Permits, Regulations, Laws. The exercise of any right reserved by Grantor under this Paragraph II(B) shall be in compliance with zoning, the Wetlands Protection Act, and all other applicable federal, state and local laws, rules, regulations, and permits. The inclusion of any reserved right requiring a permit from a public agency does not imply that the Grantee or the Commonwealth takes any position whether such permit should be issued.

(14) Best Management Practices. The exercise of any right reserved by Grantor under this Paragraph II(B) shall follow, when available and if applicable, established, up to date, and regionally-applicable Best Management Practices or similar standards developed by a governmental agency or other entity with known expertise in the area of practice and designed to protect the natural features potentially affected by the action(s).

C. Notice and Approval.

Whenever notice to or approval by Grantee is required, Grantor shall notify Grantee, by a method requiring proof of receipt, in writing not less than 30 days prior to the date Grantor intends to undertake the activity in question, unless the activity is in response to an immediate safety or environmental condition, in which case notification shall be given as soon as is reasonably possible following the action taken. The notice shall describe the nature, scope, design, location, timetable and any other material aspect of the proposed activity in sufficient detail to permit the Grantee to make an informed judgment as to its consistency with the purposes of this Conservation Restriction. Where Grantee's approval is required, Grantee shall grant or withhold approval in writing within 30 days of receipt of Grantor's request. Grantee's approval shall not be unreasonably withheld, but shall only be granted upon a showing that the proposed activity shall not impair the purposes of this Conservation Restriction.

Subject to any applicable law or regulation, failure of Grantee to respond in writing within 30 days shall be deemed to constitute approval by Grantee of the request as submitted, so long as the request sets forth the provisions of this section relating to deemed approval after 30 days in the notice, the requested activity is not prohibited herein, and the activity will not impair the conservation values or purposes of this Conservation Restriction.

III. LEGAL REMEDIES OF THE GRANTEE

A. Legal and Injunctive Relief.

The rights hereby granted shall include the right to enforce this Conservation Restriction by appropriate legal proceedings and to obtain injunctive and other equitable relief against any violations, including, without limitation, relief requiring restoration of the Premises to their condition prior to the time of the injury complained of (it being agreed that the Grantee will have no adequate remedy at law). The rights hereby granted shall be in addition to, and not in limitation of, any other rights and remedies available to the Grantee for the enforcement of this

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Conservation Restriction. Grantee agrees to cooperate for a reasonable period of time prior to resorting to legal means in resolving issues concerning violations provided Grantor ceases objectionable actions and Grantee determines there is no ongoing diminution of the conservation values of the Conservation Restriction.

Grantor covenants and agrees to reimburse to Grantee all reasonable costs and expenses (including reasonable counsel fees) incurred in enforcing this Conservation Restriction or in taking reasonable measures to remedy, abate or correct any violation thereof, provided that a violation of this Conservation Restriction is acknowledged by Grantor or determined by a court of competent jurisdiction to have occurred. In the event of a dispute over the boundaries of the Conservation Restriction, Grantor shall pay for a survey and to have the boundaries permanently marked.

B. Non-Waiver.

Enforcement of the terms of this Conservation Restriction shall be at the discretion of Grantee. Any election by the Grantee as to the manner and timing of its right to enforce this Conservation Restriction or otherwise exercise its rights hereunder shall not be deemed or construed to be a waiver of such rights.

C. Disclaimer of Liability

By acceptance of this conservation restriction, the Grantee does not undertake any liability or obligation relating to the condition of the Premises pertaining to compliance with and including, but not limited to, hazardous materials, zoning, environmental laws and regulations, or acts not caused by the Grantee or its agents.

D. Acts Beyond the Grantor's Control

Nothing contained in this Conservation Restriction shall be construed to entitle the Grantee to bring any actions against the Grantor for any injury to or change in the Premises resulting from causes beyond the Grantor's control, including but not limited to fire, flood, storm and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Premises resulting from such causes. In the event of any such occurrence, the Grantor and Grantee will cooperate in the restoration of the Premises, if desirable and feasible.

IV. ACCESS

The Grantor hereby grants to the Grantee, or its duly authorized agents or representatives, the right to enter the Premises upon reasonable notice and at reasonable times, for the purpose of inspecting the Premises to determine compliance with or to enforce this Conservation Restriction. The Grantor also grants to the Grantee, after notice of a violation and failure of the Grantor to cure said violation, the right to enter the Premises for the purpose of taking any and all actions with respect to the Premises as may be necessary or appropriate to remedy or abate any violation hereof, including but not limited to the right to perform a survey of boundary lines.

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This Conservation Restriction also grants to the general public the right to enter upon the Premises for passive outdoor recreational purposes as described herein and on established trails for said purpose including, but not limited to, hiking, wildlife observation, cross-country skiing, horseback riding, and other non-motorized, passive outdoor recreational and environmental educational activities (except for motorized wheelchairs or similar equipment reasonably necessary for persons with disabilities or as otherwise outlined in Section II.B of this Conservation Restriction, which shall be allowed). With prior approval of Grantee, trails may be relocated or closed temporarily as needed to undertake permitted management activities.

V. EXTINGUISHMENT

A. If circumstances arise in the future such as render the purpose of this Conservation Restriction impossible to accomplish, this restriction can only be terminated or extinguished, whether in whole or in part, by a court of competent jurisdiction under applicable law after review and approval by the Massachusetts Secretary of Energy and Environmental Affairs. If any change in conditions ever gives rise to extinguishment or other release of the Conservation Restriction under applicable law, then Grantees, on a subsequent sale, exchange, or involuntary conversion of the Premises, shall be entitled to a portion of the proceeds in accordance with Paragraph V(B), subject, however, to any applicable law which expressly provides for a different disposition of the proceeds and after complying with the terms of any gift, grant, or funding requirements. Grantees shall use its share of the proceeds in a manner consistent with the conservation purpose set forth herein.

B. Proceeds. Grantor and Grantee agree that the donation of this Conservation Restriction gives rise to a real property right, immediately vested in the Grantee, with a fair market value that is at least equal to the proportionate value that this Conservation Restriction bears to the value of the unrestricted property. Such proportionate value of the Grantee's property right shall remain constant. Any proceeds will be distributed only after complying with the terms of any gift, grant, or other funding requirements. The Town of Sudbury shall use its share of the proceeds in a manner consistent with the conservation purposes of this grant by replacing the proceeds in the Town of Sudbury's Community Preservation Fund for open space purposes (see M.G.L. c. 44B). If the Town of Sudbury no longer has a Community Preservation Fund, then the proceeds shall be placed in a similar fund to be used in a manner consistent with the purposes of this Conservation Restriction.

C. Grantor/Grantee Cooperation Regarding Public Action. Whenever all or any part of the Premises or any interest therein is taken by public authority under power of eminent domain or other act of public authority, then the Grantor and the Grantee shall cooperate in recovering the full value of all direct and consequential damages resulting from such action. All related expenses incurred by the Grantor and the Grantee shall first be paid out of any recovered proceeds, and the remaining proceeds shall be distributed between the Grantor and Grantee in accordance with Paragraph V(B), after complying with the terms of any law, gift, grant, or funding requirements. If a less than fee interest is taken, the proceeds shall be equitably allocated according to the nature of the interest taken. The Grantee shall use its share of the

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proceeds like a continuing trust in a manner consistent with the conservation purposes of this grant.

VI. DURATION & ASSIGNABILITY

A. Running of the Burden. The burdens of this Conservation Restriction shall run with the Premises in perpetuity, and shall be enforceable against the Grantor and the successors and assigns of the Grantor holding any interest in the Premises.

B. Execution of Instruments. The Grantee is authorized to record or file any notices or instruments appropriate to assuring the perpetual enforceability of this Conservation Restriction; the Grantor, on behalf of itself and its successors and assigns, appoints the Grantee their attorney-in-fact to execute, acknowledge and deliver any such instruments on its behalf. Without limiting the foregoing, the Grantor and its successors and assigns agree themselves to execute any such instruments upon request.

C. Running of the Benefit. The benefits of this Conservation Restriction shall run to the Grantee, shall be in gross and shall not be assignable by the Grantee, except in the following instances:

As a condition of any assignment, the Grantee shall require that the purpose of this Conservation Restriction continues to be carried out; that the Assignee is not an owner of the fee in the Property, and the Assignee, at the time of the assignment, qualifies under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder, and is a donee eligible to receive this Conservation Restriction under Section 32 of Chapter 184 of the General Laws of Massachusetts. Any assignment will comply with Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

VII. SUBSEQUENT TRANSFERS

The Grantor agrees to incorporate by reference the terms of this Conservation Restriction in any deed or other legal instrument which grants any interest in all or a portion of the Premises, including a leasehold interest and to notify the Grantee not less than twenty (20) days prior to the execution of such transfer. Failure to do any of the above shall not impair the validity or enforceability of this Conservation Restriction. Any transfer will comply with Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

The Grantor shall not be liable for violations occurring after their ownership. Liability for any acts or omissions occurring prior to any transfer and liability for any transfer if in violation of this Conservation Restriction shall survive the transfer. Any new owner shall cooperate in the restoration of the Premises or removal of violations caused by prior owner(s) and may be held responsible for any continuing violations.

VIII. ESTOPPEL CERTIFICATES

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Upon request by the Grantor, the Grantee shall, within sixty (60) days execute and deliver to the Grantor any document, including an estoppel certificate, which certifies the Grantor's compliance or non-compliance with any obligation of the Grantor contained in this Conservation Restriction.

IX. NON MERGER

The parties intend that any future acquisition of the Premises shall not result in a merger of the Conservation Restriction into the fee. The Grantor agrees that it will not grant, and the Grantee agrees that it will not take title, to any part of the Premises without having first assigned this Conservation Restriction to a non-fee owner that is qualified under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder and is eligible to receive this Conservation Restriction under Section 32 of Chapter 184 of the General Laws of Massachusetts in order to ensure that merger does not occur and that this Conservation Restriction continues to be enforceable by a non-fee owner.

X. AMENDMENT

If circumstances arise under which an amendment to or modification of this Conservation Restriction would be appropriate, Grantor and Grantee may jointly amend this Conservation Restriction; provided that no amendment shall be allowed that will affect the qualification of this Conservation Restriction or the status of Grantee under any applicable laws, including Section 170(h) of the Internal Revenue Code of 1986, as amended, or Sections 31-33 of Chapter 184 of the General Laws of Massachusetts. Any amendments to this conservation restriction shall occur only in exceptional circumstances. The Grantee will consider amendments only to correct an error or oversight, to clarify an ambiguity, or where there is a net gain in conservation value. All expenses of all parties in considering and/or implementing an amendment shall be borne by the persons or entity seeking the amendment. Any amendment shall be consistent with the purposes of this Conservation Restriction, shall not affect its perpetual duration, shall be approved by the Secretary of Energy and Environmental Affairs and if applicable, shall comply with the provisions of Art. 97 of the Amendments to the Massachusetts Constitution, and any gifts, grants or funding requirements. Any amendment shall be recorded in the Middlesex South Registry of Deeds or, if registered land, in the Middlesex Registry District of the Land Court.

XI. EFFECTIVE DATE

This Conservation Restriction shall be effective when the Grantor and the Grantee have executed it, the administrative approvals required by Section 32 of Chapter 184 of the General Laws have been obtained, and it has been recorded in a timely manner in the Middlesex South Registry of Deeds or, if registered land, in the Middlesex Registry District of the Land Court.

XII. NOTICES

Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by first class mail, postage pre-paid, addressed as follows:

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To Grantor: Town of Sudbury
Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

With a copy to: Town Counsel
278 Old Sudbury Road
Sudbury, MA 01776

Sudbury Conservation Commission
275 Old Lancaster Rd.
Sudbury MA 01776

To Grantee: Sudbury Valley Trustees, Inc.
18 Wolbach Road
Sudbury, MA 01776

With a copy to the Grantee's Counsel:

Deborah Eliason, Esq.
Eliason Law Office, LLC
63 Middle Street
Gloucester, MA 01930

or to such other address as any of the above parties shall designate from time to time by written notice to the other or, if notice is returned to sender, to an address that is reasonably ascertainable by the parties.

XIII. GENERAL PROVISIONS

A. Controlling Law. The interpretation and performance of this Conservation Restriction shall be governed by the laws of the Commonwealth of Massachusetts.

B. Liberal Construction. Any general rule of construction to the contrary notwithstanding, this Conservation Restriction shall be liberally construed in favor of the grant to effect the purpose of this Conservation Restriction and the policy and purposes of Chapter 184, Sections 31, 32, and 33 of the Massachusetts General Laws. If any provision in this instrument is found to be ambiguous, any interpretation consistent with the purpose of this Conservation Restriction that would render the provision valid shall be favored over any interpretation that would render it invalid.

C. Severability. If any provision of this Conservation Restriction or the application thereof to any person or circumstance is found to be invalid, the remainder of the provision of this Conservation Restriction shall not be affected thereby.

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D. Entire Agreement. This instrument sets forth the entire agreement of the parties with respect to this Conservation Restriction and supersedes all prior discussions, negotiations, understandings or agreements relating to the Conservation Restriction, all of which are merged herein.

XIV. MISCELLANEOUS

A. Pre-existing Public Rights. Approval of this Conservation Restriction pursuant to Chapter 184, Section 32 of the Massachusetts General Laws by any municipal officials and by the Secretary of Energy and Environmental Affairs is not to be construed as representing the existence or non-existence of any pre-existing rights of the public, if any, in and to the Premises, and any such pre-existing rights of the public, if any, are not affected by the granting of this Conservation Restriction.

B. Subordination. The Grantor attests that there is no mortgage, promissory note, loan, lien, equity credit line, refinance assignment of mortgage, lease, financing statement or any other agreement which gives rise to a surety interest affecting the Premises

C. Attached hereto and incorporated herein by reference are the following:

Signature pages:

Grantor: The Town of Sudbury by its Conservation Commission
Grantee: Sudbury Valley Trustees, Inc.
Approval of Sudbury Board of Selectmen
Approval of Secretary of Energy and Environmental Affairs

Exhibits:

Exhibit A: Plan of Premises, Parcel 1
Exhibit B: Plan of Premises, Parcel 2
Exhibit C: Sketch Map Showing Vista Clearing Area
Exhibit D-1: Town Meeting Vote For Parcel 1 of the Premises
Exhibit D-2: Town Meeting Vote For Parcel 2 of the Premises

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We, the members of the Conservation Commission of the Town of Sudbury, hereby certify that at a meeting duly held on December 14, 2020, the Conservation Commission voted to grant the foregoing Conservation Restriction to Sudbury Valley Trustees, Inc. pursuant to Massachusetts General Laws, Chapter 184, Section 32 and Chapter 40, Section 8C.

Executed under seal this 14th day of December, 2020.

By its Conservation Commission:

Thomas Friedlander, Chair

Bruce Porter

Mark Sevier

Kathleen Rogers

Richard A. Morse

David Henkels

Kenneth Holtz

COMMONWEALTH OF MASSACHUSETTS, Middlesex County

On this 14 day of Dec, 2020 before me, the undersigned Notary Public, personally appeared the above-named Thomas Friedlander, proved to me by satisfactory evidence of identification, being (check whichever applies):
□ driver's license or other state or federal governmental document bearing a photographic image,
□ oath or affirmation of a credible witness known to me who knows the above signatories, or
□ my own personal knowledge of the identity of the signatories, to be the persons whose names are signed above, and acknowledged the foregoing to be signed by them voluntarily for its stated purpose as members of the Town of Sudbury Conservation Commission.

Elizabeth J. Porter
Notary Public:
My Commission Expires:

Elizabeth Jane Porter
My Commission Expires March 4, 2027
NOTARY PUBLIC
COMMONWEALTH OF MASSACHUSETTS

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

ACCEPTANCE OF GRANT:

Sudbury Valley Trustees, Inc. at a meeting held on June 17, 2015 voted to accept, and hereby accepts the foregoing Conservation Restriction this 11th day of December 2020, by:

Lisa Vernegaard, *Executive Director*
Duly Authorized

COMMONWEALTH OF MASSACHUSETTS, Middlesex County

On this 11th day of December, 2020 before me, the undersigned Notary Public, personally appeared the above-named Lisa Vernegaard, Executive Director of Sudbury Valley Trustees, Inc., proved to me by satisfactory evidence of identification, being (check whichever applies): ☐ driver's license or other state or federal governmental document bearing a photographic image, ☐ oath or affirmation of a credible witness known to me who knows the above signatory, or ☒ my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by her voluntarily for its stated purpose.

Notary Public: Deborah M Sargent
My Commission Expires: 11/26/2021

DEBORAH M. SARGENT
NOTARY PUBLIC
COMMONWEALTH OF MASSACHUSETTS
MY COMMISSION EXPIRES NOVEMBER 26, 2021

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

APPROVAL OF BOARD OF SELECTMEN

We, the undersigned, being a majority of the Board of Selectmen of the Town of Sudbury, hereby certify that at a public meeting duly held on January 5, 2021, the Board of Selectmen voted to approve the foregoing Conservation Restriction from the Town of Sudbury acting by and through its Conservation Commission to Sudbury Valley Trustees, Inc. in the public interest pursuant to Massachusetts General Laws, Chapter 184, Section 32.

BOARD OF SELECTMEN:

Janie W. Dretler, Chair

Daniel E. Carty

Jennifer Roberts

Charles Russo

William Schineller

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss:

On this 5th day of January, 2021, before me, the undersigned notary public, personally appeared the Sudbury Board of Selectmen, and proved to me through satisfactory evidence of identification which was personal knowledge to be the people whose names are signed on the proceeding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires:

PATRICIA B. GOLDEN
Notary Public
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires
January 29, 2021

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

APPROVAL BY SECRETARY OF ENERGY AND ENVIRONMENTAL AFFAIRS
COMMONWEALTH OF MASSACHUSETTS

The undersigned, Secretary of Energy and Environmental Affairs of the Commonwealth of Massachusetts, hereby certifies that the foregoing Conservation Restriction from the Town of Sudbury, acting by and through its Conservation Commission to Sudbury Valley Trustees, Inc. has been approved in the public interest pursuant to Massachusetts General Laws, Chapter 184, Section 32.

Dated: February 26th, 2021

Kathleen A. Theoharides
Secretary of Energy and Environmental Affairs

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this 26th day of February, 2021, before me, the undersigned notary public, personally appeared Kathleen A. Theoharides, and proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

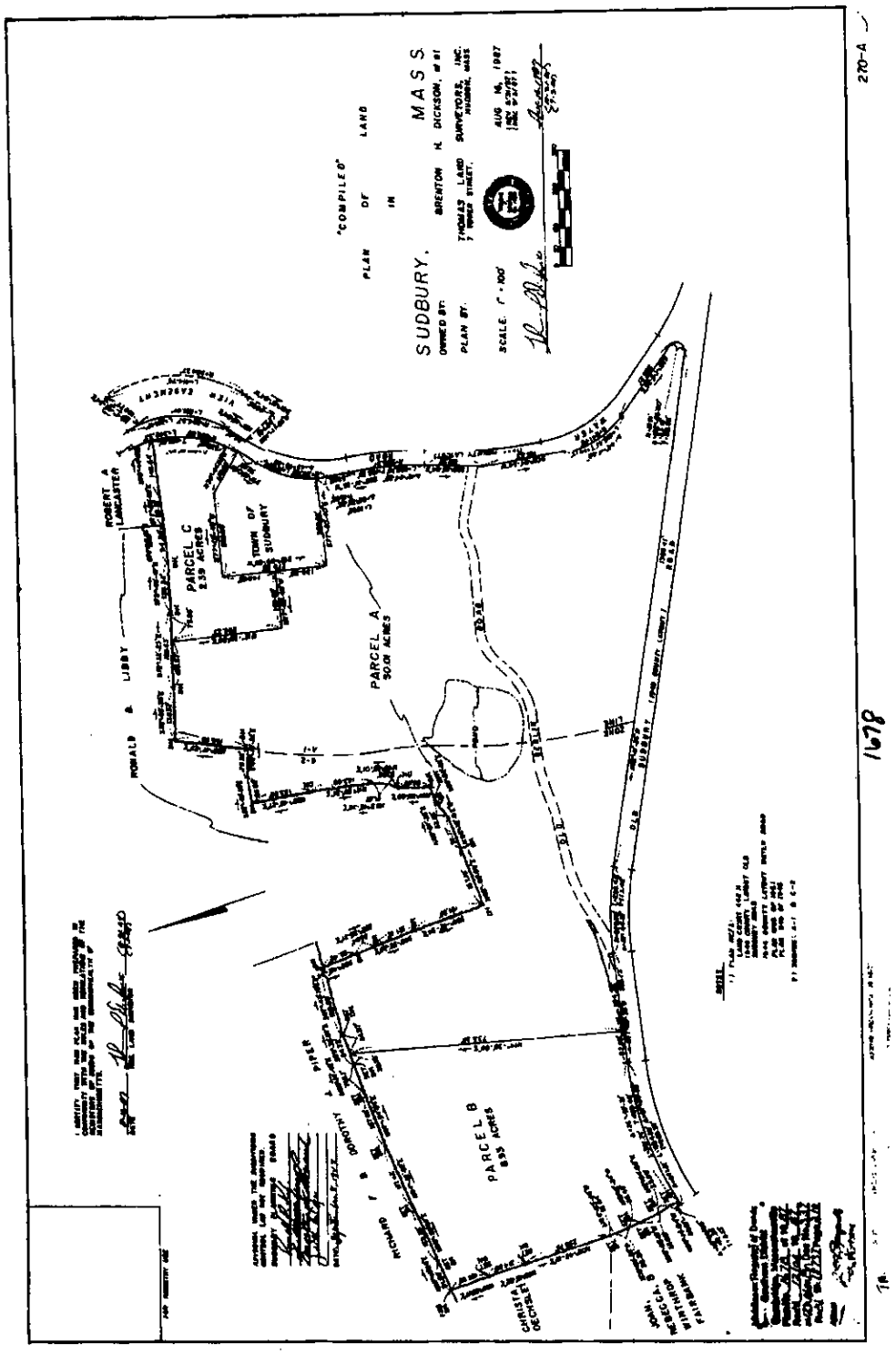
Notary Public: Denise Pires
My Commission Expires: December 28th, 2023

DENISE PIRES
Notary Public
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires
December 28, 2023

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

EXHIBIT A

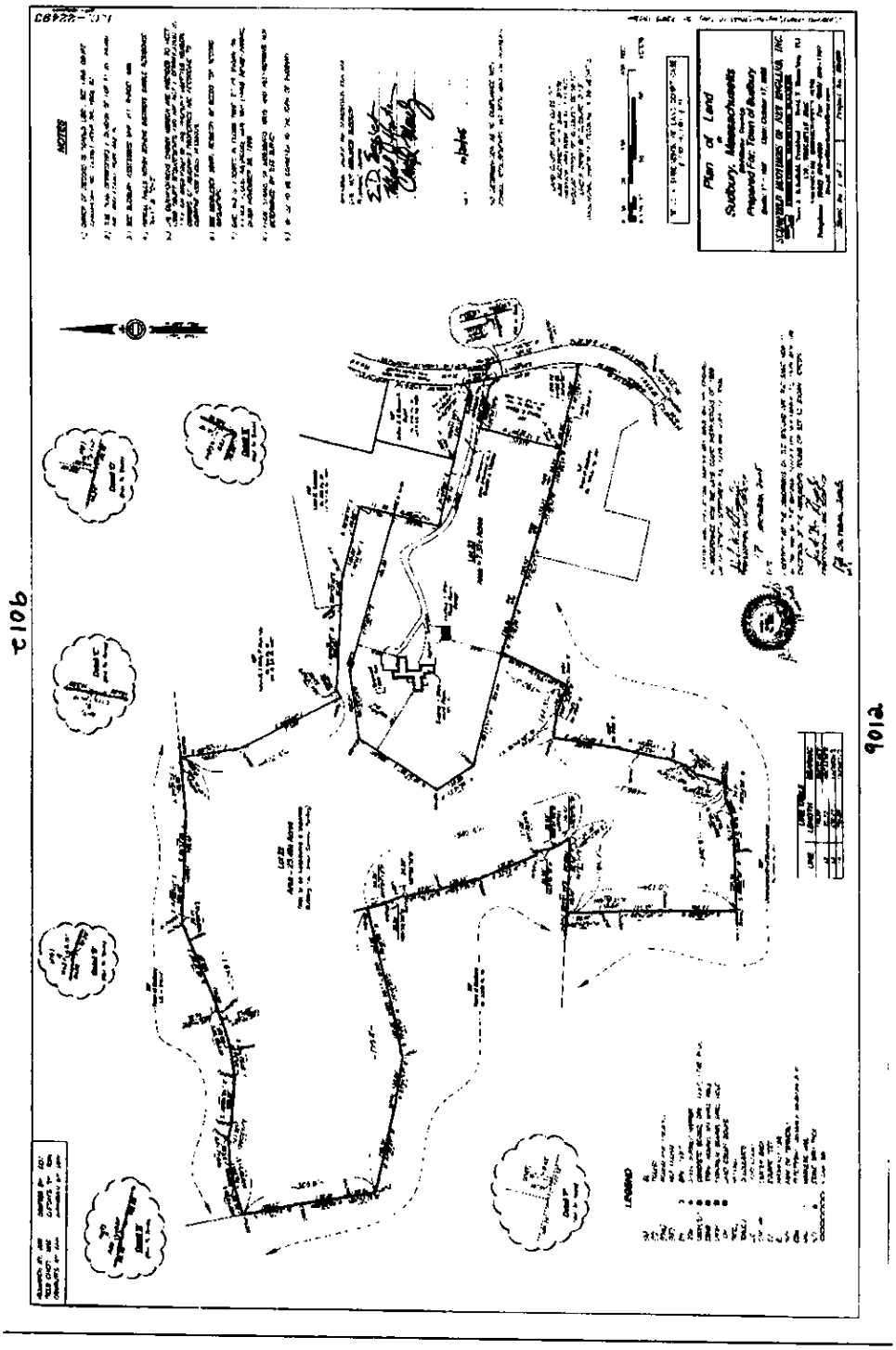
Plan of Land, Parcel 1



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

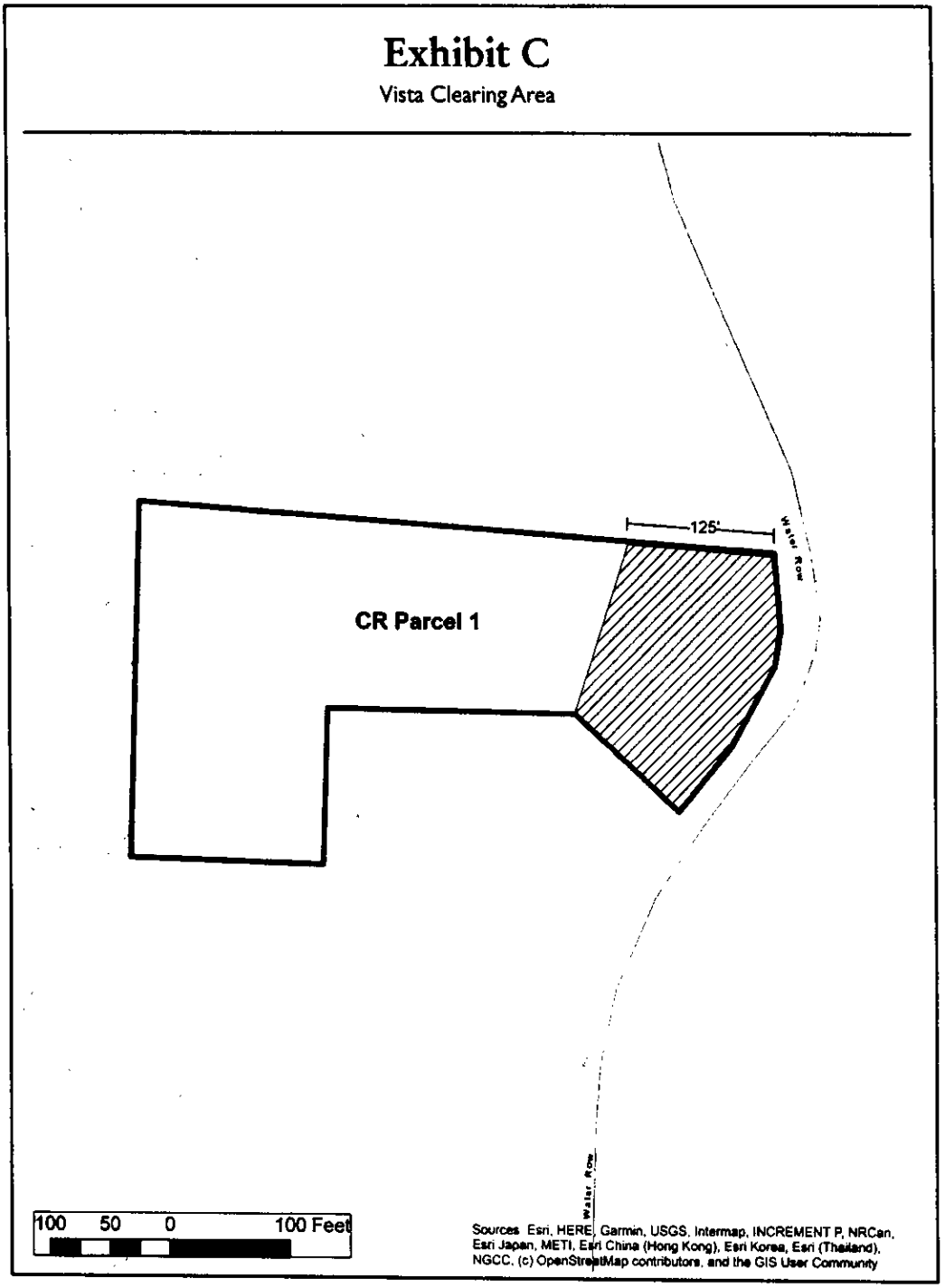
EXHIBIT B

Plan of Land, Parcel 2



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

EXHIBIT C – Sketch Map Showing Vista Clearing Area



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

EXHIBIT D-2 - Town Meeting Vote For Parcel 2 of the Premises

At a legal meeting of the qualified voters of the **Town of Sudbury,**

held April 11, 2005 the following business was transacted under

Article 49 **- COMMUNITY PRESERVATION FUND – LIBBY PROPERTY OPEN SPACE ACQUISITION**

UNANIMOUSLY VOTED: **Moderator declared a two-third vote**

To approve the recommendation of the Community Preservation Committee, to appropriate $2,690,000 from Community Preservation Act funds for the acquisition in fee title of approximately 24.06 acres of land, comprising a portion of property commonly known as the Libby property, located off Water Row, Sudbury, MA, and identified on the Town of Sudbury Assessor Map No. H11, Parcel 400, and more particularly shown on the plan entitled: "Libby Land Acquisition," dated March 15, 2005, prepared by Sudbury Engineering Dept. for the purpose of acquisition and preservation of open space, and for all expenses connected therewith including bond and note issuance expense; and to raise this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $2,690,000 under M.G.L. c44B, s.11 and M.G.L. c.44, s.7(3) or any other enabling authority; that the Board of Selectmen is authorized to take any other action necessary to carry out this project; and that $269,000 be appropriated from the Community Preservation Act funds to pay debt service due on any such bonds or notes during FY06. All appropriations shall be allocated to the category of Open Space and the appropriation for debt service funded first from open space restricted reserves, and second from general unrestricted reserves, as necessary.

Submitted by the Community Preservation Committee.

A true copy, Attest:

Barbara A. Silva
Town Clerk

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

RECEIVED
10/13/21

Town of Sudbury
Community Preservation Committee

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

PROJECT SUBMISSION FORM

Applicant: Adam Duchesneau
Director of Planning & Community Development

Submission Date: October 13, 202

Group or Committee Affiliation (if any): Planning & Community Development Department, Park & Recreation Commission, and Conservation Commission

Applicant Address:

278 Old Sudbury Road
Sudbury, MA 01776

Purpose (please select all that apply):

X Open Space & Recreation
___ Community Housing
___ Historic Resource

Applicant Email & Phone Number:

DuchesneauA@sudbury.ma.us
978-639-3398

Project Manager Email & Phone Number: DuchesneauA@sudbury.ma.us
978-639-3398

Project Name: Updating the Open Space & Recreation Plan and the Athletic Fields Needs Assessment & Master Plan

Project Description: Please see the attached documents.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023	$100,000	$100,000	None
2024			
2025			
2026			
2027			
Total			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Please see the attached documents.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Park & Recreation Commission and Conservation Commission are supportive of this application. The Planning & Community Development Department, Park & Recreation Department, and Conservation Office are also supportive of this application.

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

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PROJECT DESCRIPTION

This Community Preservation Act (CPA) funding application is a request for $100,000 to update the Town's Open Space & Recreation Plan and the Athletic Fields Needs Assessment & Master Plan.

Open Space & Recreation Plans allow a municipality to maintain and enhance all the benefits of open space that together make up much of the character of the community and protect the "green infrastructure" of the community. Planning this "green infrastructure" of water supply, land, working farms and forests, viable wildlife habitats, parks, recreation areas, trails, and greenways is as important to the economic future of a community as planning for schools, roads, water, and wastewater infrastructure. The Town's Open Space & Recreation Plan expired in 2013 and the need for an updated version of this planning document is critical. It is woefully out of date and is also needed to make the Town eligible to apply for certain grants. The prior plan is also significantly lacking in recreational information. Development of a robust Open Space & Recreation Plan will help guide the Town for future acquisitions to be pro-active instead of reactive when lands/opportunities become available. The timeline for completion should be approximately one year.

Please see the attached excerpted pages from the state's Open Space and Recreation Planner's Workbook for more information about Open Space & Recreation Plans, and their requirements and benefits.

The original Athletic Fields Needs Assessment & Master Plan was a fields use survey. It was essentially a supply and demand analysis for field use and users, completed in 2012. The Needs Assessment described the current state of the athletic fields, and provided an assessment of unmet needs, demand from users, and expected future demand. In updating this document, we would also want to know about the trends of field users in general and what that would indicate for the Town's future athletic field needs.

As the Master Plan indicates, the Broadacres Farm property, Davis Field, and Feeley Fields are the biggest known issues. There are also other recreational properties around the community that are undeveloped. The hope is that this new planning initiative and product will help the Town, and the Park & Recreation Commission in particular, dive into these issues more deeply. The Broadacres Farm property has an opportunity to serve many constituents and the planning process to update the Athletic Fields Needs Assessment & Master Plan would help to make the best use of this important property.

ENDORSEMENT, SUPPORT, OR OTHER RECOMMENDATIONS BY OTHER TOWN BOARDS, COMMITTEES, COMMISSIONS, AND DEPARTMENTS

The following Committees, Boards, Commissions, Departments, and organizations all have a vested interest in updating the Open Space & Recreation Plan and Gale Report:

- Planning & Community Development Department
- Park & Recreation Department

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

- Conservation Office
- Park & Recreation Commission
- Conservation Commission

RELEVANCE TO GENERAL CPC CRITERIA

The proposal meets the following General Criteria for eligibility:

- Eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Consistent with the Town's Master Plan, Open Space and Recreation Plan, Land Use Priorities Committee Report, Town-wide Comprehensive Facility Study, Community Housing Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the Town;
- Receive endorsement by other municipal boards, committees, commissions, or departments.
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Demonstrate practicality, feasibility, urgency;
- Demonstrate that the project can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Preserve or utilize currently owned Town assets.

RELEVANCE TO SPECIFIC CPC CRITERIA

Open Space

This proposed project will assist in planning to:

- Permanently protect important wildlife habitat, including areas that:
  - are of local significance for biodiversity;
  - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
  - contain a habitat type that is in danger of vanishing from Sudbury; or
  - preserve habitat for threatened or endangered species of plants or animals;
- Preserve Sudbury's rural and agricultural character;
- Provide opportunities for passive recreation and environmental education;
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
- Provide connections with existing trails or potential trail linkages;
- Preserve scenic views;
- Protect drinking water quantity and quality;
- Provide flood control/storage;
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones; and

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- Preserve a parcel identified in the 2009-2013 Open Space and Recreation Plan.

Recreation

This proposed project will assist in planning to:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Sudbury residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Sudbury (e.g. school property); and
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

ADDITIONAL CONSIDERATIONS

The revised Open Space & Recreation Plan needs to conform to the outline provided in the Open Space and Recreation Planner's Workbook, including the following items:

1. Updated population statistics based on the 2020 Census.
2. Updated growth and development to include large projects such as Cold Brook Crossing and impacts of climate change.
3. Updated inventory of lands of conservation and recreation interests, both public and private. The Town will need a consultant who can develop and provide updated GIS layers.
4. Detailed analysis of recreational holdings and needs.
5. Develop all required mapping including:
    a. Infrastructure
    b. Zoning
    c. Land Use
    d. Land Cover
    e. Bedrock Geology
    f. Agricultural Soils
    g. Water Resources
    h. Water Supply
    i. Flood
    j. Fauna and Flora Habitat
    k. Unique/Scenic/Historical Assets
    l. Environmental Challenges
    m. Publicly Owned Open Space
    n. Privately Owned Open Space
    o. Lands of Conservation/Recreation Interest
    p. Action Plan Map including suggested targeted acquisitions
    q. Conservation and Recreation Accomplishments since the prior Open Space & Recreation Plan

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6. Analyze properties for their present utilization and suggest improvements/needs for the community.
7. Hold at least two (2) public information sessions to shape Action Plan.
8. Analyze conservation and recreation holdings for ADA compliance and such improvements to make facilities more accessible.
9. Synthesize data collected and develop a 7-year Action Plan working in conjunction with Town departments.
10. Present the updated plan to the Conservation Commission, Park & Recreation Commission, Select Board, and as part of a Town Forum.
11. Obtain preliminary approval from the Division of Conservation Services.

Cost estimates for updating/creating Open Space & Recreation Plans were solicited from other communities and the following information was obtained:

- Town of Grafton (working with the Central Massachusetts Regional Planning Commission) – Approximately $18,000

- Town of Stoneham – Approximately $20,000

- Town of Groton – Approximately $18,000 to $30,000 (project had cost overruns and significant in-house work was required to complete the updated plan)

The Horsley Witten Group also responded to the inquiry and indicated they are finding it is costing between $20,000 and $40,000 to complete updates to Open Space & Recreation Plans, but this does not include the ADA Access Self-Evaluation component.

While the Town recently completed an ADA Access Self-Evaluation for all the Town's buildings, the Open Space & Recreation Plan requires an assessment to determine how accessible a community's conservation and recreation programs and properties are to people with disabilities. This would need to be completed in order for the updated Open Space & Recreation Plan to be approved by the state's Division of Conservation Services.

We are anticipating the Athletic Fields Needs Assessment & Master Plan would cost a similar amount as the updates to the Open Space & Recreation Plan, even though there would be some overlap and data collection sharing between the two documents. As such, we are roughly budgeting $40,000 to update the Open Space & Recreation Plan, $40,000 to update the Athletic Fields Needs Assessment & Master Plan, and approximately $20,000 to complete the ADA Access Self-Evaluation of the Town's conservation and recreation programs and properties.

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Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

Open Space and Recreation Planner's Workbook

Commonwealth of Massachusetts
Deval Patrick, Governor
Timothy Murray, Lieutenant Governor

Executive Office of Energy and Environmental Affairs
Ian Bowles, Secretary

Division of Conservation Services
Bob O'Connor, Director
100 Cambridge Street, Suite 900
Boston, MA 02114
www.state.ma.us/envir

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INTRODUCTION

THE IMPORTANCE OF PLANNING FOR OPEN SPACE AND RECREATION

It is through thoughtful planning and active stewardship that Massachusetts' open spaces, critical plant and animal habitats, neighborhood parks, and quality outdoor recreation facilities remain a part of our communities' landscapes. Without planning, the appearance of a community, the lifestyle of its residents, and the condition of its natural resources can be dramatically altered in a short period of time due to ill-conceived changes in land use patterns.

During the development boom of recent decades, many small and moderately-sized Massachusetts communities saw their populations increase dramatically, straining infrastructure and local resources and degrading the quality of life that originally attracted many people to the Commonwealth. As a result, open space resources diminished and recreational facilities were overused.

Planning provides the opportunity to assess where you are, where you would like to go, and how you might get there. Planning now to protect important open space and recreational facilities can greatly enhance the attractiveness of your community and encourage compatible growth in the future.

To obtain the benefits of development without losing valued environmental assets, you must plan *how* your community uses its land. Planning allows you to confront and manage many aspects of the community's growth and development in a way that preserves, protects, and enhances the environment. Many communities are embracing the concept of smart growth, which protects critical natural resources while encouraging high quality development in places where development should go. Smart growth means identifying areas that should be protected as well as areas that can accommodate new development, such as in and around existing neighborhoods, on underutilized parcels, and other places where infrastructure exists. On the site-scale, development can be compatible with natural resource conservation. Open Space Residential Developments provide new homes on smaller lots than conventional subdivisions while also permanently protecting valuable open space. Development can also utilize ecologically-appropriate techniques such as Low Impact Development water management and green buildings that minimize environmental impacts.

Open Space and Recreation Plans allow a municipality to maintain and enhance all the benefits of open space that together make up much of the character of the community and protect the "green infrastructure" of the community. Planning this "green infrastructure" of water supply, land, working farms and forests, viable wildlife habitats, parks, recreation areas, trails, and greenways is as important to the economic future of a community as planning for schools, roads, water, and wastewater infrastructure.

One of the potential tools available to Massachusetts municipalities to fund a "green infrastructure" plan is the Community Preservation Act (CPA). The CPA, which must be adopted by referendum, allows communities to create a local Community Preservation Fund by raising money through a surcharge of up to 3% of the real estate tax levy on real property. This revenue can then be used for open space protection, recreation, historic preservation and the provision of affordable housing. The Act also creates a significant state matching fund, which serves as an incentive to communities to pass the CPA. The Department of Revenue has distributed matching funds to CPA cities and towns of more than $17 million in FY'03, $27 million in FY'04, $30 million in FY'05, $46 million in FY'06, and $58 million in FY'07. To date, one hundred and nineteen (119) cities and towns have adopted the Community Preservation Act and are

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appropriating fund revenues and matching state funds to thousands of community-based projects and needs.

Once adopted locally, the Act requires at least 10% of annual fund revenues for acquisitions or initiatives in each of the following three categories of allowable community preservation purposes: open space (excluding recreational uses), historic resources, and community housing. This allows the community flexibility in distributing the majority of the money for any of the three categories as determined by the community. When producing Open Space and Recreation Plans communities should consider that CPA funds may be used to purchase land, easements, or restrictions to protect existing and future water supply areas; agricultural, forest, or coastal lands; frontage to water bodies; wildlife habitat; nature preserves; and scenic vistas. Also, land can be purchased for active and passive recreational uses; community gardens; trails; non-commercial youth and adult sports; and use of land as a park, playground, or athletic field. In addition, funds may be used for park equipment and other capital improvements, but not ongoing maintenance of park lands.

Along with enhancing quality of life, protecting open space can provide significant economic benefits. It can help a community avoid the costly mistakes of misusing or overwhelming available resources. Protected open space usually raises the taxable value of adjacent properties and is less costly to maintain than the infrastructure and services required by residential development. Even taking into account the increased tax base that results from development, open space usually proves easier on the municipal budget in the long-run. A publication by the River and Trail Assistance Program of the National Park Service, *Economic Impacts of Protecting Rivers, Trails, and Greenway Corridors*, presents many studies on this subject, including chapters on property values near open space and costs of municipal services for developed land, and is a valuable reference book for use in defending open space protection. Similarly, the Southern New England Forestry Consortium's study, *Cost of Community Services in Southern New England,* illustrates the net fiscal benefit of open space on local tax bases, when compared to residential development. Additional resources on this issue include the Trust for Public Land's study on open space and taxes and the American Farmland Trust that developed the methodology used in the Southern New England study.

Protecting your community's open space is not necessarily synonymous with costly acquisitions. Many municipalities and private nonprofit conservation organizations (often land trusts) hold partial ownership interests in land, such as conservation restrictions or agricultural preservation restrictions. These restrictions may be acquired through gift, purchases, or regulations and are designed to preserve natural resources from adverse future use. An Executive Office of Energy and Environmental Affairs publication entitled *The Massachusetts Conservation Restriction Handbook* explains all of the steps involved in drafting a conservation restriction and gaining state approval. The Handbook can be found online at www.mass.gov/envir/dcs/pdf/restrictions.pdf. In addition, certain zoning techniques, such as conservation subdivision design, can help a community achieve its open space objectives.

Completing an Open Space and Recreation Plan also allows you to take the next step: planning a greenway network for your region. The Department of Conservation and Recreation has prepared *Creating Greenways: A Citizen's Guide*, which is online at www.mass.gov/dcr/stewardship/greenway/creatinggreenways.htm. This guide can help you to take the valuable information gathered through the open space and recreation planning process and expand it to the planning of a greenway. An additional resource from the Department is the statewide greenway plan entitled *Commonwealth Connections: A Greenway Vision for Massachusetts*. This plan calls for the completion of a coordinated network of trails and greenways in Massachusetts. It can be found online at www.mass.gov/dcr/stewardship/greenway/connections.htm. Greenways provide a way to weave open space, cultural and

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historic resources, and recreation areas into a fascinating system that enhances the experience of living in your community. Moreover, municipal greenways can lead to regional greenways, which reach out to include the green space of nearby communities. The ultimate goal is to begin to think about open space on a regional basis, not only to create these types of greenways, but also to promote resource conservation on a watershed level.

Regional and watershed based planning of open spaces is occurring in several coastal communities where continuous public access to and along the shoreline of developed harbors is actively being pursued by the Massachusetts Coastal Zone Management office. Greenways along rivers have also been successfully accomplished in several watersheds such as the Charles, Neponset, Nashua, Connecticut, and Deerfield. CZM is also providing technical assistance to help communities reclaim rights-of-way to the sea, such as public landings and foot paths, through an extensive reference document, *Preserving Historic Rights of Way to the Sea: A Practical Handbook for Reclaiming Public Access in Massachusetts*.

Once completed, an Open Space and Recreation Plan is a powerful instrument to effect community goals. It establishes the community's aspirations and recommends patterns of development that will support them. Having this document available can help you advocate for the open space and recreation needs of your community.

Finally, a Massachusetts community with an approved Open Space and Recreation Plan becomes eligible to apply for Self-Help, Urban Self-Help, Land and Water Conservation Funds, and other grant programs administered by the Executive Office of Energy and Environmental Affairs, Division of Conservation Services. Open Space and Recreation Plans also help to coordinate with ongoing acquisition efforts of state environmental agencies and local and regional land trusts.

What is "Open Space"

The term "open space" is often used to refer to conservation land, forested land, recreation land, agricultural land, corridor parks and amenities such as small parks, green buffers along roadways or any open area that is owned by an agency or organization dedicated to conservation. However, the term can also refer to undeveloped land with particular conservation or recreation interest. This includes vacant lots and brownfields that can be redeveloped into recreation areas. Some open space can be used for passive activities such as walking, hiking, and nature study while others are used for more active recreational uses including soccer, tennis, or baseball. Throughout this document, the term is used with this broader definition in mind.

Although open space itself is a simple concept, the factors that affect it, and that it affects, are complex. Through an Open Space and Recreation Plan, you identify and examine these factors and lay out strategies your community can use to protect and enjoy its character, natural resources, and open spaces.

The Role of the Open Space Planner's Workbook

The purpose of this workbook is to help guide you, your planning committee, and your community through the process of writing an Open Space and Recreation Plan without absolutely requiring a professional consultant. This approach hopefully will keep the planning process more affordable and make local "ownership" and implementation of the action items more likely.

Please note that this workbook is presented in the same order as your final Open Space and Recreation Plan. However, this order is not the best way to proceed as you organize your committee and get down to work. Some suggestions on a logical sequence of events are given on the section about organizing an Open Space and Recreation Committee. Don't overlook it – it's a very important distinction.

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Environmental Justice and Equity

Since 2002, EOEEA has been implementing an **Environmental Justice Policy**[1] to help ensure that all Massachusetts residents experience equal protection and meaningful involvement with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies and the equitable distribution of environmental benefits. This policy was instituted recognizing that communities across the Commonwealth, particularly those densely populated urban neighborhoods in and around the state's older industrial areas, are facing many environmental challenges associated with Massachusetts' industrial legacy. Residents in these predominantly low-income and minority communities – nearly 29% of the state population – lack open space and recreational resources and often live side-by-side numerous existing large and small sources of pollution and old abandoned, contaminated sites, which can pose risks to public health and the environment.

Critical to advancing environmental justice (EJ) in the Commonwealth is the equitable distribution of environmental assets such as parks, open space, and recreation. Toward this end, and where applicable, municipalities shall identify and prioritize open space sites in their Open Space and Recreation Plans that are socially, recreationally, and ecologically important to EJ populations within the community.

Therefore, if your city or town includes EJ populations, you must include the data/information specified in Sections 2, 3, and 5. If your city or town does not have identified EJ populations, in Section 5C., consider and describe park and recreation inequities within the community as well as strategies to address those inequities. (Note: EJ populations have been mapped by MassGIS, maps.mass.gov/mgis/ej.htm).

[1] Full text of Environmental Justice Policy at: http://www.mass.gov/envir/ej/

The Open Space and Recreation Planning Committee

Creating an Open Space and Recreation Plan, whether completely undertaken by volunteers or supervised by municipal staff, will likely require a Planning Committee. Be sure to spend time at the beginning of the planning process to decide what process will help you to develop the most meaningful plan in your community.

By having an inclusive planning process, you will help ensure public buy-in to your Open Space and Recreation Plan. By opening the process to a wide variety of stakeholders, you will have a built-in group of supporters for the plan when it is completed. For ideas on how to have an effective public participation process for your Plan, please see Section 2 – Introduction.

Whether the community decides to hire a consultant, utilizes a professional planner, or a volunteer writes the plan, it is important that an Open Space and Recreation Plan committee be established. Ideally the committee should be involved in all facets of the planning process, including public participation, research, and writing. You want to avoid a situation where very few people have actually read the Plan, resulting in recommendations that are solely those of the author. The recommendations made here are applicable regardless of how your community wishes to proceed.

Committee Leader

Getting the most out of the committee means choosing an effective leader. Keep in mind that the most effective leader may not be the person with the most knowledge about open space, recreation, or the environment. The most important role for the committee leader is to coordinate the work of the committee, motivate the volunteers, and ensure timely completion of the plan before committee members lose interest.

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It is important that the person leading this effort have many of the following traits:

- dedication to the project;
- ability and willingness to delegate important tasks to others;
- ability to recognize the (sometimes hidden) strengths of others;
- be a "people person" someone who genuinely likes working in a group;
- ability to keep group discussions focused;
- ability to interpret and translate good ideas of others;
- be organized; and
- be able to keep the group's progress on schedule.

Committee Membership

The membership should be representative of the population in your community. To ensure that the plan has broad based support, involve as many citizens and board representatives as possible. To the extent that they are available, staff from municipal departments should be asked to participate. Some of these people may participate only on the subcommittee dealing with the subject of their interest, others may participate in every aspect of the project. Typically, an Open Space and Recreation Plan Committee will include the following:

- Conservation Commission member;
- Planning Board member;
- Recreation Commission member;
- Historical Commission or Society member;
- members of Board of Public Health, Water Commission, or Public Works Department;
- Community Preservation Committee member;
- landowners;
- real estate, development, or business interests;
- citizens interested in community character and landscape preservation;
- citizens interested in the environment and natural resource conservation;
- citizens interested in playgrounds and recreation;
- citizens interested in trail development and use;
- citizens interested in rare and endangered species; and
- others you determine to be important.

Forming Subcommittees

Among the objectives of your first meeting should be to review the purpose and tasks involved in the project you are beginning, and to divide the Committee into subcommittees, each of which will be responsible for contributing to specific portions of the plan. You might consider giving everyone a copy of the *Open Space and Recreation Plan Requirements* so that they understand how everything fits together. Since you will ultimately need information on many subjects, encourage interested Committee members to chair subcommittees on these major topics. Then, give the subcommittees appropriate sections of this workbook to guide their work. Although the subcommittees (topics) can be organized in any way, this is one suggestion:

- Regional Context, Community History, Landscape Character, and Population Data
- Growth and Development Issues and Environmental Problems
- Geology, Soils, Topography and Water Resources
- Vegetation, Fisheries and Wildlife, and Scenic Resources

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- Inventory of Lands of Conservation and Recreation Interest
- Conservation and Recreation Needs Assessment and Inventory of Resource Protection Measures
- Community Goals and Five-Year Action Plan

The leaders of each subcommittee are responsible for recruiting others to work with them and following the guidelines given in this Workbook. After everyone agrees on a timetable for completing their research and writing, the leader of the whole Committee is responsible for keeping the sub-committee leaders on schedule.

One or two people should be assigned to write the final plan. They will collect draft versions of all the required sections of the Plan from the various subcommittees and edit them into a document with a consistent style.

Suggested Timetable

As mentioned earlier, the order of the final Open Space and Recreation Plan document is not the order in which the open space planning process occurs. There is no hard and fast first-step-next-step order that must be followed, many of the "steps" happen concurrently. However, the following chart gives a general idea of one approach to scheduling the process. It assumes that the Open Space and Recreation Plan Committee has been formed, that it is largely a volunteer process, and that it will take approximately 12 months to complete the plan.

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Open Space & Recreation Plan Update and Athletic Fields Needs Assessment & Master Plan CPA Funding Request

Community Preservation Committee Meeting

December 1, 2021

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

What is this Request?

- This is a $100,000 request to fund an update to the Town's Open Space & Recreation Plan and an Athletic Fields Needs Assessment & Master Plan

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Why this Request?

- Open Space & Recreation Plans allow municipalities to maintain and enhance all the benefits of open space that together make up much of the character of the community and protect the "green infrastructure" of the community
- Open Space & Recreation Plan expired in 2013
- Updated plan needed to make the Town eligible to apply for certain grants
- Updated plan will also help guide the Town for future acquisitions to be pro-active instead of reactive when lands/opportunities become available

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Why this Request?

- Original Athletic Fields Needs Assessment described the current state of the athletic fields, and provided an assessment of unmet needs, demand from users, and expected future demand
- Updated document would provide information about the trends of field users and what that would indicate for the Town's future athletic field needs
- Broadacres Farm property, Davis Field, and Feeley Fields are the biggest known issues
- This new planning initiative and product will help the Town, and the Park & Recreation Commission in particular, assess these issues more deeply

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Relevance to General CPC Criteria

- Eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Consistent with the Town's Master Plan, Land Use Priorities Committee Report, Town-Wide Comprehensive Facility Study, Community Housing Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the Town;
- Received endorsements by other municipal boards, committees, commissions, and departments;
- Preserve the essential character of the town as described in the Master Plan;

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Relevance to General CPC Criteria

- Help save resources that would otherwise be threatened and/or serve a currently under-served population;
- Demonstrate practicality, feasibility, urgency;
- Project can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Preserve or utilize currently owned Town assets.

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Relevance to Specific CPC Criteria

- Preserve Sudbury's rural and agricultural character;
- Provide opportunities for passive recreation and environmental education;
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
- Provide connections with existing trails or potential trail linkages;
- Preserve scenic views;
- Protect drinking water quantity and quality;
- Provide flood control/storage;
- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Sudbury residents of all ages.

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Open Space & Recreation Plan Price Comparisons

- Town of Grafton (worked with the Central Massachusetts Regional Planning Commission) – Approximately $18,000
- Town of Stoneham – Approximately $20,000
- Town of Groton – Approximately $18,000 to $30,000 (project had cost overruns and significant in-house work was required to complete the updated plan)
- Horsley Witten Group indicated costs between $20,000 and $40,000 to complete plan updates, but not including the ADA Access Self-Evaluation component

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

Open Space & Recreation Plan Update
and
Athletic Fields Needs Assessment & Master Plan

Questions
and
Thank You

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

Town of Sudbury
Community Preservation Committee

PROJECT SUBMISSION FORM

Applicant: Henry Hayes, Town Manager

Submission Date: October 13, 202

Group or Committee Affiliation (if any): Town Manager

Applicant Address:

278 Old Sudbury Road
Sudbury, MA 01776

Purpose (please select all that apply):

___ Open Space & Recreation
_X_ Community Housing
___ Historic Resource

Applicant Email & Phone Number:

HayesH@sudbury.ma.us
978-639-3381

Project Manager Email & Phone Number: DuchesneauA@sudbury.ma.us 978-639-3398

Project Name: Regional Housing Services Office (RHSO) Membership Fee - FY2023

Project Description: This proposal requests the Town's portion of the FY2023 Regional Housing Services Office (RHSO) membership fee.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023	$78,000	$30,000	$48,000 (Sudbury Housing Trust)
2024			
2025			
2026			
2027			
Total			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Please see the attached documents.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Sudbury Housing Trust is supportive of this application and has agreed to commit the remaining cost of the yearly membership fee for FY2023. The Planning and Community Development Department is also supportive of this application.

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

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PROJECT DESCRIPTION

This Community Preservation Act (CPA) funding application is a request for a portion ($30,000) of the Town of Sudbury's Regional Housing Services Office (RHSO) membership fee to support Town housing activities in FY2023. This is the same amount as prior years.

The Town of Sudbury's housing activities are implemented through a number of organizations: the Sudbury Planning and Community Development Department, the Sudbury Housing Trust, and the Sudbury Housing Authority (SHA). The Planning and Community Development Department, and Housing Authority are staffed by employees funded from their respective operating budgets. The Sudbury Housing Trust is supported by staff, committee members, consultants, and the RHSO, of which Sudbury is a founding member.

Sudbury has funded its membership fee in the RHSO from both CPA funds and Housing Trust funds from its start in FY2012. The Town's portion of the RHSO fee has been submitted and appropriated as a separate article since 2018.

A key piece for the RHSO funding is that the CPA funds support housing activities for the Town, and separately the Housing Trust funds support housing activities for the Housing Trust. These are different activities, though all related to housing.

Town Housing Activities (funded by CPA)

There are a number of housing activities performed by the RHSO for the benefit of the Town, as listed below. The Town housing activities center around the support and preservation of the affordable housing in Sudbury:

- Incentive Senior Development (ISD) Support: Calculate Frost Farm annual eligibility requirements, review applicant submissions and determine eligibility, prepare Grouse Hill Resale closing documents, inventory Grouse Hill units and propose a Capital Improvement Policy, and provide resale support.
- Ownership Monitoring: The Town is the Monitoring Agent for all deed restricted ownership units. This involves annual self-certifications, registry review, and approvals for refinancing.
- Annual Assessment Valuations: Provide valuations for the deed restricted properties to the Town Assessor.
- Local Initiative Program (LIP) Rental Monitoring: Review Avalon leasing for compliance with the marketing plan, review compliance with Regulatory Agreement, and prepare certification to the Department of Housing and Community Development for LIP rental unit/s - including one SHA unit, and all the Avalon units.
- Inventory Management: Maintain housing inventory and provide estimates for 2023 Subsidized Housing Inventory (SHI) projections, recently completed and posted to website, presented to Planning Board and Zoning Board of Appeals.

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- HOME Program: The administrative work includes annual action plans, 5-year consolidated plans, fair housing reports and programs, and quarterly meetings and participation and monitoring of the Coolidge units.
- General Support: There are specific items that come forward throughout the year.

As noted, these are different than the housing activities performed by the RHSO for the benefit of the Housing Trust. The Housing Trust activities are listed below, though this application does NOT request funding for them:

Housing Trust Housing Activities (not funded by CPA)

- Small Grants: Administer Housing Trust Small Grants Program including application revision, applicant assistance, award grants based on Housing Trust votes, and follow-up as required.
- Home Preservation: Assist Housing Trust in home selection, repairs, closing, and on-going support.
- Maynard Road: Assist Housing Trust in program oversight.
- Lottery Agent Services: Perform lottery agent services for the Housing Trust including marketing and outreach, applicant eligibility, lottery administration, closing, and lease-up.
- Housing Trust Support: Meeting support including agenda packets, presentations, and memos as directed.

ENDORSEMENT, SUPPORT, OR OTHER RECOMMENDATION BY OTHER TOWN BOARDS, COMMITTEES, AND DEPARTMENTS

The following Committees, Boards, Departments, and organizations all have a vested interest in supporting and maintaining the affordable housing in Sudbury:

- Planning and Community Development Department
- Planning Board
- Zoning Board of Appeals

RELEVANCE TO CPC CRITERIA

The proposal meets the following General Criteria for eligibility:

- Provides support directly to individuals and families who are eligible for community housing, or to entities that own, operate, and manage housing for the purposes of making housing affordable;
- Supports maintaining the goal of 10% affordability by monitoring, inventory management, and other support services;
- Continues to promote economic diversity through the administration of the program; and Assists the Planning and Community Development Department in allowing the Housing Production Plan to be carried out in a consistent and thoughtful manner.

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ADDITIONAL CONSIDERATIONS

This project demonstrates practicality, feasibility, and urgency:

- The proposed project is one that works economically due to the expertise provided by well-qualified staff. Without the monies allocated to the Town the following would have to be considered by the Town:
  - Inability to maintain compliance with the affordable housing regulatory agreements and requirements.
  - Leaving a department (Planning and Community Development) with a sizable workload to staff who are unqualified to assist and manage such matters.
  - Hiring at a nominal rate a part/full-time staff person at a competitive rate well beyond the 10% allocation of CPA funds.

This proposal demonstrates the project can be implemented expeditiously and within budget:

- The costs associated with the proposed project provide wide-spread opportunities for those in need of Sudbury's affordable housing options and always done within budget.

This proposal produces an advantageous cost/benefit value:

- This project was created nearly a decade ago to assist the Town in carrying out measures for the purpose of making housing affordable throughout the Town of Sudbury and to support the existing affordable housing stock.
- The RHSO was created in Sudbury as a cost-effective regional solution for administrative housing activities.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org
Email: INFO@ RHSOhousing.org
Phone: (978) 287-1092

July 31, 2021

To: John Mangiaratti, Sarah Stanton, Stephen Crane, James Malloy, Timothy Higgins, Greg Johnson, Henry Hayes, Louise Miller, Leon Gaumond, Janet Adachi, Kristen Guichard, Robert Hummel, Alyssa Sandoval, Marcia Rasmussen, Heather Gill, Lee Smith, Carol Kowalski, Amanda Loomis, Paula Vaughn, Megan Zammuto, Adam Duchesneau, Cynthia Howe, Sarkis Sarkisian, Imai Aiu, Sarah Rhatigan

CC: Jody Kablack, Lara Plaskon, Liz Valenta

From: Elizabeth Rust

RE: Regional Housing Services Office – FY21 Q3, Status Report

This is the FY21 status report for activity from 4/1/21 through 6/30/21 (FY21 Q4) for Regional Housing Services Office, the inter-municipal collaboration between the nine towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston. Please let me know if you have any comments or questions.

RHSO Administration:

We resumed the annual municipal leadership meeting, and met in person with the town managers and administrators to recap the RHSO program year, and plans for FY22. The leadership agreed to continue the practice of executing an annual IMA Amendment and having it reviewed and voted by each Select Board, and signed by each member community. This keeps the RHSO on the agenda of municipal leadership annually, to retain support and awareness. We attended Select Board meetings in Acton, Concord, Maynard and Sudbury to assist in the approvals.

In FY21, we delivered an additional 20% in supplemental services, receiving additional funding for those services. This necessitated an increase in the RHSO Revolving Fund expense limit.

Looking forward to FY22, we are starting the recruiting to hire a 5th RHSO staff, which was deferred for this fiscal year due to on boarding difficulties in COVID times.

The Advisory committee met in June and reviewed Fair Housing plans for FY22 and community exchange.

Regional Activities:

Regional activities provide general housing resources, including trainings, reports, information and the website.

We held a homeowner information session, covering the particulars of the deed restriction, capital improvements, living in a condo and refinancing/resale procedures. We invited 428 owners, and 75 attended – 18% - higher than in past years probably due to the convenience of zoom.

For FY22, we plan to have another homeowner session; a session aimed at owners in small self-managed condominium developments, training in April for Fair Housing month, and a roundtable for the social workers.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

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With the new Census data coming out this coming fall, we are planning to create new one-page Infographic sheets for each member community, with simple to read graphs and charts hitting the high points in the new demographic and housing data available. We'll work with the Advisory Committee on a standard format.

The RHSO model continues to attract interest from other communities, and we spoke at the Cape Cod Housing Institute on the benefits for regional housing administration – including proactive monitoring, resource efficiency though access to shared technical resources, and regional support. We were also a panelist on the CHAPA Metrowest Regional Meeting.

The RHSO is winding down the Emergency Rental and Mortgage Assistance Programs with the increased state and federal funds available.

Rental Assistance completed FY21				Mortgage Assistance completed FY21			
	AMOUNT ALLOCATED	**HOUSEHOLDS ASSISTED**	**AMOUNT COMMITTED**		**AMOUNT ALLOCATED**	**HOUSEHOLDS ASSISTED**	**AMOUNT COMMITTED**
Acton	$100,000	47	$83,900	**Acton**	$60,000	10	$23,012
Bedford	$60,000	11	$38,450	**Maynard**	$50,000	5	$14,089
Maynard	$70,000	16	$53,450				
Sudbury	$60,000	8	$64,650				
Weston	$100,000	6	$38,900				
TOTAL	$390,000	88	$279,350	**TOTAL**	$110,000	15	$37,101

SHI, 40B Safe Harbor and Inventory Administration

For the first time since the inception of the RHSO, all communities are in 40B Safe Harbor! Though delays in building permits and the coming 2020 Census will likely change the 40B Safe Harbor status for a number of communities.

Managing the SHI inventory is a key component of the RHSO services provided. A total of 1,430 units have been added to the Subsidized Housing Inventory for the members since joining the RHSO and 665 in FY21 alone.

	Housing Units, 2010	Published SHI	SHI%	+/- 10%	FY21 adds	FY22 Pipeline	40B Safe Harbor
Acton	8,475	896	10.57%	49	239	Craftsman Village (2), Mass Ave (31)	>10%, HPP Certified
Bedford	5,322	981	18.43%	449	0	Village at Bedford Woods (6)	>10%
Concord	6,852	721	10.52%	36	0	Riverbend (1), Junction Village (83), Gerow (2), 930 Main St (2)	>10%
Lexington	11,946	1,335	11.18%	141	4	186 Bedford St (13), Waterstone Lexington (21)	>10%
Lincoln	2,130	298	13.99%	85	0		>10%
Maynard	4,430	419	9.46%	-24	24	Coolidge (12), Old Bay Road (1)	HPP Certified
Sudbury	5,921	669	11.30%	77	0	Cold Brook Crossing (26)	>10%
Wayland	4,957	548	11.06%	53	218		HPP Certified
Weston	3,952	331	8.38%	-65	180		HPP Certified
total	53,985	6,198	11.48%	800	665		

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Monitoring:

The monitoring program is a core service of the RHSO with almost 6,000 units of SHI rental and ownership restricted housing across the communities, of those, the RHSO monitors 388 ownership units, and 838 rental units.

This quarter we sent referral letters to 12 homeowners behind on payments.

6/30/2021	FY21 Self-Declaration			
	Sent	Rec'd	Open	% rec'
Acton	67	61	6	91%
Bedford	59	55	4	93%
Concord	73	71	2	97%
Lexington	32	32	0	100
Lincoln	54	48	6	89%
Maynard	6	6	0	100
Sudbury	35	34	1	97%
Wayland	36	33	3	92%
Weston	26	22	4	85%
total	*388*	*362*	26	93%

***Ownership Units*:** The ownership monitoring is finishing up for FY21, with the following steps:

- Self-certifications to each owner, 93% response rate (same as FY20)
- Review the registry of deeds, complete
- Review owner mailing address versus town database, complete
- Review on-line sites for rentals, on-going
- Provide annual certification reports to DHCD, 8 of 9 communities complete (awaiting Wayland)
- Send quarterly Welcome Letters to new owners – 20 letters to date.

Resales: One of the primary responsibilities of the monitoring agent is to locate eligible buyers upon resale of deed restricted ownership units. This falls to the municipality for units in the LIP Program, 40B units where the town is the named agent, or other locally restricted units.

Resales	FY20	FY21	FY22
Acton	1	1	
Bedford		2	
Concord	2	3	2
Lexington	1		
Lincoln	1	3	2
Maynard			1
Sudbury	1	2	1
Wayland		1	
Weston	1	1	
	7	13	6
Resale Fee	$31,321	$64,682	$23,484

This year have brought an unprecedented number of resales in the RHSO area, with 13 resale units closing in FY21, compared to 7 in FY20 (which was a substantial increase over FY19). FY22 is starting strong, with 2 new units starting to market in the upcoming month, and inquiries from many owners.

The RHSO provides these resale services as part of its core monitoring efforts, and the town receives the resale fee associated with the transaction, which is sometimes used to offset RHSO membership fees. Municipalities can also purchase additional hours if the work on resales extend past the contracted support level.

***Rental Projects*:** The RHSO monitors Local Initiative Program (LIP) rental units and units funded with HOME funds on behalf on the member communities, as required by the funding Regulatory Agreements.

In general, the monitoring review includes:

1. Reviewing that the rents are assessed in accordance with the Regulatory Agreement.
2. Reviewing sample tenant files to ensure that tenant income is recertified using source documents according to the regulations.

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3. Verifying that tenants are selected in accordance with Fair Housing requirements and current Affirmative Fair Housing Marketing Plans (AFHMP) including advertising requirements.
4. Verification that the units are maintained in accordance with applicable standards.
5. Providing Town certification to DHCD, as required.
6. Follow-up during the year on compliance findings and recommendations.
7. Reviewing annual rent increase requests and recommending approvals. [on hold during COVD, with guidance coming for 2021 rent increases.]

The below table provides the detail schedule for the rental monitoring. There is some shift in schedule and scope due to COVID, including desk reviews in lieu of site visits. There is a moratorium of both rent increases and evictions, per DHCD guidance and rental re-certifications are slower and delayed.

	Town	Rental Development Name	SHI units	Restricted Units	Subsidy Program	FY21 status
1	Acton	Scattered sites (AHA)	8	8	LIP 40B	Complete (to DHCD)
2	Acton	Inn at Robbins Brook	3	3	LIP-LAU	FY22
3	Acton	Avalon	86	22	LIP-40B	Complete (to DHCD)
4	Bedford	Village at Concord Road	12	3	LIP 40B	Incomplete
5	Bedford	20 Railroad	8	8	HOME	Complete (to Consortium)
6	Bedford	Patriot Place	10	7	LIP 40B	Complete (to DHCD)
7	Bedford	Village at Taylor Pond	200	50	LIP-LAU	Complete (to DHCD)
8	Bedford	Bedford Village	96	96	CPA	FY22
9	Bedford	447 Concord Road	14	12	HOME	FY22, with Bedford Village
	Bedford	Ashby	4	4	HOME	In Process
10	Concord	Concord Prescott	350	88	LIP 40B	Under Review
11	Concord	Concord Park	16	16	Local	FY22
12	Concord	405 Old Bedford Road (CHA)	4	4	LIP LAU	Complete (to DHCD)
13	Concord	Brookside Square	74	8	LIP-LAU	Stalled by property
14	Concord	Warner Woods	80	16	MH NEF	
15	Concord	Thoreau St (CHA)	1	1	HOME	FY22
16	Concord	Peter Bulkeley (CHA)	28	28	HOME	FY22
17	Lexington	Avalon at Lexington Hills	387	97	LIP 40B	Complete (to DHCD)
18	Lexington	Avalon Lexington	198	56	Local	Complete (to DHCD)
19	Lexington	LexHAB Scattered Sites	48	48	various	Complete (to DHCD)
20	Lexington	Pine Grove Village	5	5	HOME	In Process
21	Lexington	Keeler Farm	1	1	HOME	FY22
22	Lincoln	Commons	30	8	LIP 40B	FY22
23	Lincoln	Oriole Landing	60	15	LIP LAU	FY22
24	Maynard	Maynard Crossing, Vue	180	22	LIP LAU	Complete (to DHCD)
25	Sudbury	Willis Lake (SHA)	1	1	LIP-LAU	FY22
26	Sudbury	Avalon	250	63	LIP 40B	Under Review
27	Sudbury	Coolidge (I and II)	120	120	HOME	In Process
28	Wayland	Residences At Wayland Center	12	12	LIP-LAU	Complete (to DHCD)
29	Weston	Church, Jones, Pine, Viles	6	6	LIP LAU	FY22
30	Weston	Warren Ave	7	5	LIP 40B	FY22
31	Weston	Merriam Village	62	5	LIP LAU	On hold
			2361	838		

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Town-Specific Monitoring

Other monitoring efforts include assisting residents with refinancing as well as maintaining the inventory with new projects, new owners, and other general updates.

In Acton: Assisted the town with inquiries on a foreclosure at Brewster, completed monitoring for the Acton Housing Authority owned LIP units.

In Bedford: Escalated rental monitoring compliance of Village at Concord Road, completed monitoring for Village at Taylor Pond and Patriot Place, supported the closing of the resale unit at Carter Way, reviewed refinancing information for an owner at Evergreen.

In Concord: Recommended approval for 2 refinances at Finigan's Way, supported the closing at Emerson Annex including the town and DHCD funding for the buy-down and repairs; assisted with the resale unit at Riverbend by marketing the unit, locating and approving an eligible purchaser, preparing a release of the local restriction and regulating the unit under LIP (to include on the SHI), completed for the Concord Housing Authority owned LIP units, started monitoring Brookside Square and Prescott.

In Lexington: Added Wright Farm to the SHI, worked with LexHAB and the Town on transferring the role of Muzzey Administrator to the Town (with the RHSO assisting), completed monitoring for the two Avalon properties.

In Lincoln: Starting marketing for the resale at Minuteman Commons; assisted owner at Battle Road Farm in submitting the information to start the resale process

In Maynard: Completed monitoring for the Vue.

In Sudbury: Responded to inquiries on Maximum Resale Prices at Grouse Hill; recommended approval for a refinance at Snowberry Lane; started monitoring at Avalon, conducted a site visit to damaged property on Dutton Road with Habitat

In Wayland: No monitoring activities this period.

In Weston: Assisted with sending a residency violation letter to an owner, worked with owner on condo association required exterior capital improvement.

HOME Support:

The HOME support category assists participating HOME communities (Bedford, Concord, Lexington, Sudbury and Wayland) commit and expend their available Program funds, develop HOME funded programs, as well as completing their administrative requirements. To date, the RHSO has assisted the member communities commit ~$2,400,000 since FY13.

In this reporting period the RHSO attended the quarterly HOME meeting in May, facilitated completion of the annual sub-recipient agreements (except Wayland) and completed requisitions for administration, as well as:

- Analysis of Impediments: Final document published in April, including the Action Plan. Prepared a proposal for the Consortium for funding of a comprehensive testing program, and received approval for $100,000 of competitive pool funds.
- Bedford: The Ashby Place project, renovations in the community building, has completed construction and the final requisition and project close out process is in process. The Bedford Initial Rental Assistance Program (TBRA) is funded for FY21 for $15,550 with no cases received to date.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Regional Housing Services Office
Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org
Email: INFO@ RHSOhousing.org
Phone: (978) 287-1092

- Concord: Christopher Heights - Received HUD approval for release of funds and starting to prepare the commitment funding agreement. Gerow Property – Received HOME funds award from the consortium competitive funds and started to complete the environmental review materials.
- Lexington: Lexington has $30,040 of FY21 funds available with no projects in the pipeline.
- Sudbury: Coolidge II HOME project has completed construction, final requisition processed and project closeout complete.
- Wayland: Wayland Initial Rental Assistance Program (TBRA) is funded for FY21 for $8,280.

Local Support:

The local support category enables each municipality to have some amount of hours to support priority items not covered under other service categories. The following local support activities were performed for each community in this reporting period:

Acton: Assisted with the Tavernier Place development as it moves towards closing, assisted in safe harbor discussions and supported the ACHC by attending meetings, taking minutes, and following up as needed.

Bedford: Attended Bedford Housing Partnership and Bedford Municipal Affordable Housing Trust meetings, supported the Small Grant Program by preparing the applications for review and approval, drafting the award materials, continued review for 330 South Street with updated materials.

Concord: Facilitated a Housing Roundtable with presentation by the League of Women Voters on potential town-owned sites for affordable housing. Assisted a research project on 40B developments conducted by students at Tufts University looking at concerns from the community and whether they materialized after a project was completed. The project focuses on four specific 40B developments, one of which is the Shaw Farm development at 1257 Elm Street in Concord. For Christopher Heights at Junction Village: continued monthly status meetings, supported Open Space Task Force by preparing a timeline, facilitating a meeting with the DOC, preparing the contract for the Open Space Landscape Architect. Assisted the Concord Housing Authority as a member on their executive director search committee. Assisted the CHDC by preparing agendas and meeting materials, supporting the CPC proposal for buy-down funds through town meeting, assisting with the 930 Main St development sewer payment and ground breaking, submitting a CPA reimbursement for Junction Village eligible expenses.

Lexington: Assisted with the discussion on creating a Municipal Affordable Housing Trust and a housing development corporation to advance housing production; continued discussion on the comments for National Development Waterstone affordable housing materials.

Lincoln: Supported Small Grant Program materials to all owners at Battle Road Farm for the Lincoln Foundation's pilot program, started review of Accessory Apartment program materials.

Maynard: Reviewed materials and spoke to attorney for property at 16 Waltham; assisted with the LIP application review for Old Bay Road; continued administration of ERAP and MAP with review of new and renewed applicants, and submission of monthly rent invoices.

Sudbury: Continued administration of ERAP with expanded program guidelines, review of applicants, and submission of monthly rent invoices. Supported the Sudbury Housing Trust by: preparing agendas, supporting annual financial audit, packets and Town Annual Report; supporting the proposal for CPC funds; and Small Grant Program by reviewing and presenting applications for consideration, drafting the award

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

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documents and processing invoices for awarded funds. In addition, under the Sudbury Trust umbrella, the RHSO performed lottery and monitoring services for other entities in the region, as follows:

- MassHousing monitoring contract: Reviewed deed restriction errors with MassHousing for transferred legacy units. Completed the annual MassHousing compliance report for the 68 units in the program. Started marketing, held lottery, certified buyer, facilitated P&S signing for Westford unit.
- Cold Brook Crossing: Continued review of the affordable housing restriction, and Affirmative Fair Housing Plan.
- Accepted new contract for resale units in Sherborn, and lottery in Natick.
- Completed Affirmative Fair Housing Marketing Plan for Lexington Meadows
- Started marketing for Village at Bedford Woods, Lexington Meadows.
- Held lottery for Harvard Trail Ridge.
- Supported contracts and remaining closings for Harvard Trail Ridge Sherborn Fields at Sherborn Falls, Acton Post Office Square, and Reading Postmark Square.

Wayland: No support this period.

Weston: Continued administration of ERAP with review of new and renewed applicants, and submission of monthly rent invoices. Assisted the HPP effort by supporting the HPP Steering Committee and Town with project administration. Initial review of HPP with Select Board and Planning Board with plan adoption anticipated for FY22 Q1. Assisted the Weston Affordable Housing Trust with its projects and programs, including: preparing meeting agendas and packets; ongoing asset management of Warren Avenue housing development; and continued support the development at 0 Wellesley, working with Habitat to develop six-affordable homes. Prepared comment letter for the Housing Trust for proposed 40B development including letter to MassHousing requesting limits on rent increases at lease renewal. Started to assist the Elderly Housing Committee with plans to expand Brook School and apply for CPC funds

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org
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Phone: (978) 287-1092

FY21 Tracking:

The final FY21 hours are shown in the table to the right.

We monitor the hours for each community monthly and work together as the year closes to ensure that the over/under is +/- 10 hours (which are forgiven), and which monies can be rolled over to next fiscal year.

	FY21 Actual	FY21 Budget	Actual v Budget
Acton			
Monitoring	85.75	80.00	5.75
40B Monitoring	20.75	0.00	20.75
Local Support	324.50	331.00	(6.50)
ACHC	51.50	104.00	(52.50)
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	546.75	555.00	(8.25)
Bedford			
Monitoring	152.50	179.00	(26.50)
HOME administration	42.00	40.00	2.00
Local Support	198.75	200.00	(1.25)
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	457.50	459.00	(1.50)
Concord			
Monitoring	181.75	80.00	101.75
HOME administration	84.25	80.00	4.25
Local Support	185.25	250.00	(64.75)
CHDC	101.00	165.00	(64.00)
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	616.50	615.00	1.50
Lexington			
Monitoring	112.50	140.00	(27.50)
HOME administration	37.25	40.00	(2.75)
Local Support	175.00	164.00	11.00
Regional Activities	26.50	20.00	6.50
Admin	37.25	20.00	17.25
Total	388.50	384.00	4.50
Lincoln			
Monitoring	146.25	160.00	(13.75)
Local Support	60.25	77.00	(16.75)
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	270.75	277.00	(6.25)
Maynard			
Monitoring	44.75	40.00	4.75
Local Support	76.50	175.00	(98.50)
Maynard AHT	84.50	20.00	64.50
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	270.00	275.00	(5.00)
Sudbury			
Monitoring	106.75	80.00	26.75
HOME administration	36.50	50.00	(13.50)
Local Support	95.75	200.00	(104.25)
Sudbury AHT	625.00	565.00	60.00
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	928.25	935.00	(6.75)
Wayland			
Monitoring	27.75	30.00	(2.25)
HOME administration	30.25	54.00	(23.75)
Local Support	35.50	30.00	5.50
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	157.75	154.00	3.75
Weston			
Monitoring	46.00	40.00	6.00
Local Support	64.00	90.00	(26.00)
HPP	215.50	233.00	(17.50)
Weston AHT	204.50	200.00	4.50
Regional Activities	26.50	20.00	6.50
Admin	37.75	20.00	17.75
Total	594.25	603.00	(8.75)
Totals	4230.25	4257.00	(26.75)

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Regional Housing Services Office (RHSO) Membership Fee CPA Funding Request

Community Preservation Committee Meeting
December 1, 2021

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

What is this Request?

- This $30,000 request is to fund a portion of the Town of Sudbury's FY2023 RHSO membership fee.
- This would be the fifth year the RHSO would be funded through separate CPC articles (through CPC Administrative Funds in previous years).
- This application meets the CPC Criteria because CPA funds may be spent on the "acquisition, creation, preservation, and support of community housing."

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

What is the RHSO?

REGIONAL HOUSING SERVICES OFFICE, *ESTABLISHED 2011*

ACTON | BEDFORD | CONCORD | LEXINGTON | LINCOLN | MAYNARD | SUDBURY | WAYLAND | WESTON

Member Towns receive housing services for an annual fee per Inter- Municipal Agreement:

- Monitoring
- Inventory Management
- Program Development and Administration
- Assessment Valuations
- Local Support (Studies, analysis, feasibility, project review)
- RHSO Website
- Regional Collaboration

Town of Concord
Lead Community

RHSO Personnel deliver services through Lead Community.

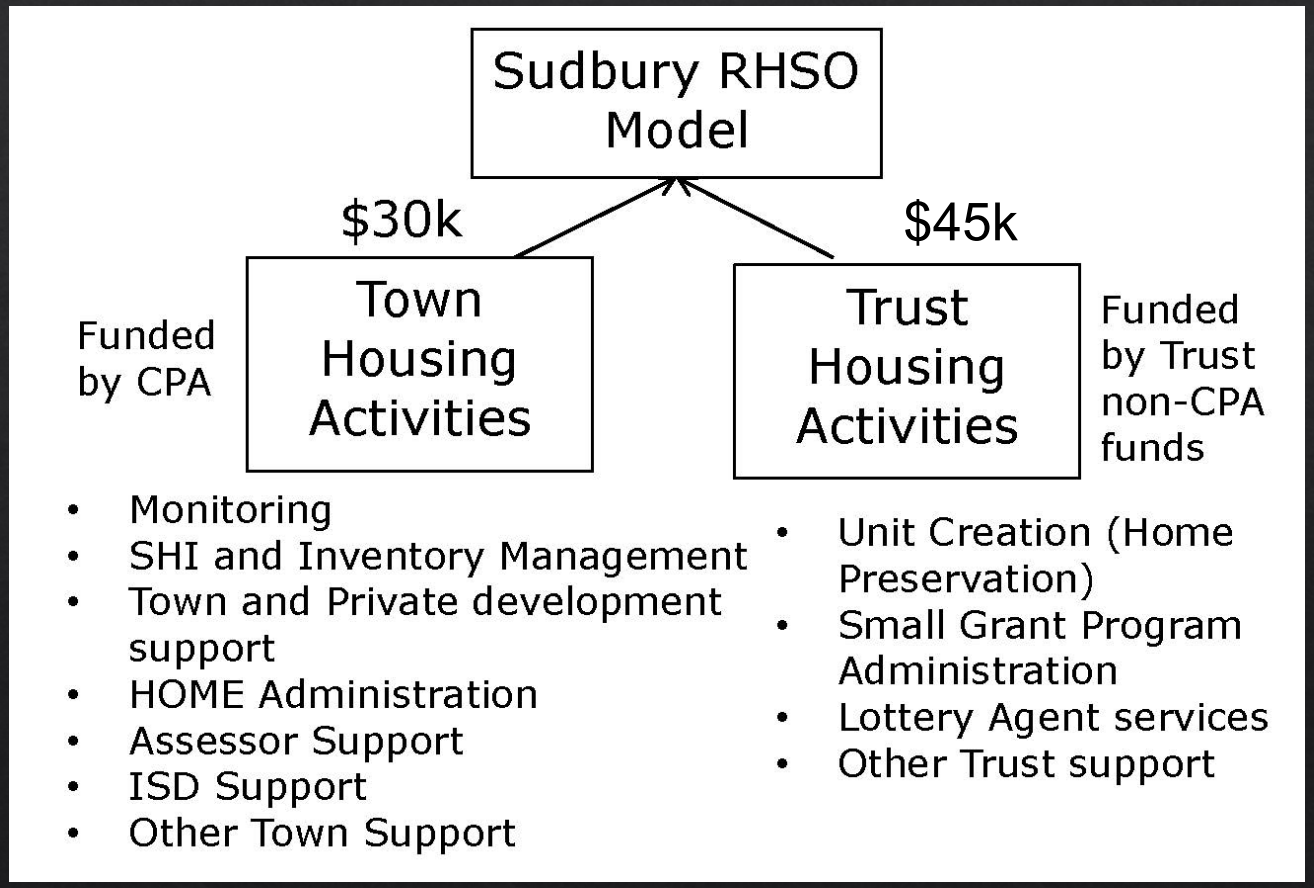
Membership Fee covers :

- Staffing
- Administrative expenses
- Accounting
- Office support
- Mail
- Technology
- Other

Member Town Statistics (FY21)				
	Housing Units	Restricted/ SHI Units	Restricted Ownership	SHI%
Acton	8,475	657	70	7.75%
Bedford	5,322	981	61	18.43%
Concord	6,852	721	71	10.52%
Lexington	11,946	1334	100	11.17%
Lincoln	2,130	298	59	13.99%
Maynard	4,430	401	6	9.05%
Sudbury	5,921	669	37	11.30%
Wayland	4,957	330	57	6.66%
Weston	3,952	149	11	3.77%
	53,985	5,540	472	10.26%

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

Funding the RHSO



Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

The Request

- Funds will support and preserve affordable housing in Sudbury through the RHSO for the benefit of the Town
  - Local Initiative Program (LIP) Rental Monitoring: Avalon and SHA unit
  - Ownership Monitoring: 37 Units, including refinancing and resale support
  - Inventory Management: Recorded and regulatory documents
  - Subsidized Housing Inventory (SHI): Including 2021 projections
  - Annual Assessment Valuations
  - HOME Program: Including The Coolidge at Sudbury funding
  - Incentive Senior Development (ISD): Applicant and owner support
  - General Support: Cold Brook Crossing and other projects/efforts

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

Why is this Request Important?

- Town is obligated to monitor its housing stock to ensure it maintains the state's required thresholds. The Town has worked incredibly hard to reach the 10% affordable housing threshold and needs to continue monitoring to stay there.
- Without the RHSO, the Town would have to increase staff hours or hire additional consultants.
- There are not operating budget funds available to fund this contract.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

RHSO Membership Fee

Questions

and

Thank You

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee

Town of Sudbury
Community Preservation Committee

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

PROJECT SUBMISSION FORM

Applicant: Sheila Cusolito

Submission Date: 10/13/2021

Group or Committee Affiliation (if any): Sudbury Housing Authority

Applicant Address:

55 Hudson Road
Sudbury, MA 01776

Purpose (please select all that apply):

___ Open Space & Recreation
X Community Housing
___ Historic Resource

Applicant Email & Phone Number:

director@sudburyha.org; 978-443-5112

Project Manager Email & Phone Number: director@sudburyha.org; 978-443-5112

Project Name: Acquisition, Creation, Preservation, Support of Affordable Housing

Project Description:

Attached

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023		10% of budget for housing	$259K CPA FY21; $212.6K CPA FY18; $180K CPA FY07;
2024			$90K National Development; $50K Sudbury Foundation;
2025			up to $35K SHA reserves
2026			
2027			
Total			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Attached

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

Attached

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Project Description

Consistent with the Sudbury Housing Authority's (SHA) FY21 proposal, the SHA requests a minimum of 10% of the CPC's estimated annual revenue allocated to housing, to be utilized in combination with funding from other sources to create additional units of rental housing for families or individuals, particularly focused on those in the HUD-defined extremely low- or very low- income range. Much of the affordable rental housing recently developed or currently in the pipeline has focused on housing for the elderly and for empty nesters, or those at the higher end of the Area Median Income bracket, the same population that might qualify for affordable homeownership opportunities. The SHA primarily houses families and individuals who do not and will not qualify for affordable homeownership or the types of housing created by the various 40B developments in town. The Sudbury Housing Authority is singular in its exclusive commitment to the Town, combined with its interest in both expanding and managing rental opportunities for those with incomes at the lowest extreme of the income limit. The SHA prides itself in covering all of its operations costs through the rents it collects; however, as development costs continue to rise, significant financial resources are required to maximize the SHA's flexibility to respond to those most in need of affordable housing.

The SHA, which is subject to all public procurement laws and administers its programs under the purview of the Department of Housing and Community Development, routinely explores opportunities to acquire existing homes at the low end of the market, and is equally invested in exploring a more extensive development effort. At present, several initiatives are underway.

The SHA recently engaged an engineering firm to undertake feasibility studies of four of its own properties on which single-family homes are sited, as well as the site on which the original house at Frost Farm stood. This study is supported by a $50,000 grant from the Sudbury Foundation, augmented by SHA reserves. Simultaneous with these feasibility studies, the SHA is in partnership with the Sudbury Housing Trust (SHT) to study a portion of the Nobscot Road Boy Scout property that is being offered for sale. If the study demonstrates the property's potential for development of affordable housing, the SHA and SHT plan a joint development pursuit of affordable ownership and rental units. The SHA committed funds from its reserves to cover its portion of costs for this study.

Coincident with the review of potential sites for renovation and/or redevelopment, SHA continues to assemble the funding which will be necessary to bring that planning work to fruition. The SHA history of CPA fund awards includes $360,000 voted at ATM 2006 for the purpose of affordable unit buy-down. Both the timelines for use and the allowable per-unit expenditures were modified at subsequent town meetings. The SHA purchased a single-family home in 2014 utilizing $180,000 of these funds, creating not only a new Local Initiative Program (LIP), but adding to the Town's Subsidized Housing Inventory. In the interim, the SHA explored a number of opportunities to acquire properties with the balance of funds, none of which came to fruition. As outlined under the Costs category, the SHA has supplemented these original CPA funds with two additional requests. In 2016, the SHA was awarded $90,000 earmarked within the National Development and Town of Sudbury development agreement. Finally, the SHA continues to explore development partnerships and state funding sources, seeking to leverage matching funds and assistance necessary to garner both state support and, if necessary, a mortgage commitment.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

In summary, the SHA would like to utilize CPA funds to acquire, create, preserve, or support affordable rental opportunities for those most in need. It is toward that end that the SHA seeks a commitment of at least the 10% annual CPA estimated annual revenue appropriated for FY23.

Relevance of Proposed Project to CPC Criteria

The project meets the following *General Criteria* for eligibility:

- it is eligible for CPA funding;
- it is consistent with and provides housing options that address some of the challenges identified in the 2021 Master Plan;
- it is consistent with the 2016 Housing Production Plan in terms of identified needs, goals, and strategies;
- the SHA has engaged in discussions of several opportunities with the Select Board and the Planning Department. Each has been supportive of the SHA's interests. The Planning Department is in active communication with the SHA about ongoing discussions of parcels under the Town's purview and the Nobscot Boy Scout property, which directly involves the SHT; the Select Board has shown a willingness to consider and approve proposals the SHA brings to its attention;
- as with all prior SHA development projects, creating housing which preserves the essential quality of the town and is harmonious architecturally with the surrounding neighborhood is a cornerstone consideration;
- because the SHA is seeking funding that might be utilized as a match for a project that will involve multiple funding sources, the CPC's requirement that alternative funding mechanisms be explored will be fully met and that additional public and/or private funds will be leveraged; and
- should the Town agree to release one or more Town-owned properties or portions thereof for this effort, the project will most certainly "preserve or utilize currently owned Town assets."

The project also addresses every one of the *Specific Criteria* for Community Housing:

- it will contribute to goal of maintaining 10% affordability by mechanisms that will preserve the units as affordable in perpetuity;
- it will conform to the town's Housing Production Plan;
- it will promote socioeconomic diversity;
- it will integrate affordable units into the fabric of existing market-rate neighborhoods;
- it will ensure long-term affordability through deed restriction and regulatory agreement to an even greater extent than affordable homeownership program opportunities because income eligibility is recertified throughout tenancy; and
- through either renovation of existing stock or new construction, the project will promote the use of existing buildings or construction on previously developed or Town-owned sites;
- to the extent that the project entails renovation of existing stock, it will convert market-rate to affordable units; and
- the project will give priority to local residents, Town employees, and families participating in METCO.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Identified or Potential Stakeholders

The SHA has worked successfully with Town Boards, Committees and Departments on previous projects to increase and/or stabilize rental housing and/or tenancies in Sudbury, including:

- Town Manager
- Select Board
- Sudbury Housing Trust
- Planning and Community Development & related committees
- Community Preservation Committee
- Conservation Commission
- Department of Public Works
- Facilities Department
- Building Department
- Board of Health
- Town Social Worker
- Police and Fire Departments
- Sudbury Foundation
- Frost Farm Community
- Senior Center
- SPS, LSRHS, particularly social workers

Other prospective or stakeholders/collaborators include the following:

- Park and Recreation
- Council on Aging
- Commission on Disability
- Veteran's Affairs
- Representatives of other developments that include an affordable component

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

RECEIVED
10/13/21

Town of Sudbury
Community Preservation Committee

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

cpc@sudbury.ma.us
www.sudbury.ma.us/cpc

PROJECT SUBMISSION FORM

Applicant: William Barletta, Combined Facilities Director

Submission Date: October 13, 2021

Group or Committee Affiliation (if any): Town of Sudbury Facilities Department

Applicant Address:

275 Old Lancaster Road Sudbury, MA 01776

Purpose (please select all that apply):

___ Open Space & Recreation
___ Community Housing
X Historic Resource

Applicant Email & Phone Number:

barlettaw@sudbury.ma.us 978-440-5465

Project Manager Email & Phone Number: barlettaw@sudbury.ma.us 978-440-5465

Project Name: TOWN CLOCK - CLOCK DIAL RESTORATION AND RE-GILDING AT FIRST PARISH CHURCH, SUDBURY MA

Project Description: Please see attached page for Project Description.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2023	$16,000	$16,000	
2024			
2025			
2026			
2027			
Total	$16,000	$16,000	

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

The proposed Town Clock Face Restoration meets the following Criteria as described in the following: Demonstrate practicality, feasibility, urgency. Receive endorsement by other municipal boards, committees, commissions, or departments. Preserve the essential character of the town as described in the Master Plan. Preserve or utilize currently owned Town assets. Protect, preserve, enhance, restore, and/or rehabilitate historic, cultural, architectural, or archaeological resources of significance. Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance. Protect, preserve, enhance, restore, and/or rehabilitate the historical function of a property or site. Project is within a Sudbury Historic District.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Historic Districts Commission and the Historic Commission discussed letters of support at recent meetings that will follow.
The First Parish Church discussed a letter of support at a recent meeting that will follow.
Town Manager - A letter of support from Town Manager Hayes is included with this application.

For Community Preservation Committee Use:

Form Received On: _____ Project Presented to CPC On: _____

Reviewed By: _____ Determination: _____

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

October 13, 2021

TOWN CLOCK - CLOCK DIAL RESTORATION AND RE-GILDING AT FIRST PARISH CHURCH, SUDBURY MA

Project Description:

The Town of Sudbury clock is located in the clock/bell tower of the First Parish Church at 227 Concord Road. The clock itself is an historically significant E. Howard #2 Flatbed Striker Tower Clock, and was a gift to the Town by the Sudbury school children in 1873. More on the history of the clock is included in the attached: A Photo Essay of the Structure, History, and Views of Our Steeple, by Steve Gabeler.

This request seeks to fund the restoration of the weathered and deteriorated clock faces, and to preserve this unique and irreplaceable historic Town center element in the proper technique and appropriate workmanship. The work required includes: Rental of 60 ft. lift for clock dial access, Remove tabs, numerals and hands from three dials, repair individual dials using dutchmen repair or epoxy, caulk dial board seams and paint with two coats oil based black paint, fabricate replacement hands and tabs from mahogany, apply two layers of 23k gold leaf to hands, tabs and numerals and reinstall tabs, hands and numerals to dials with all associated labor and materials. The estimate for this work is attached.

The Town is fortunate to have individuals at the First Parish Church who watch over the clock. The Facilities Department has coordinated and funded all routine preventative maintenance and any required special service and repair; and will continue to do so. This work is performed by an extremely specialized service company. The individual that works on the Town Clock specializes in historic clock service, repair and restoration. Only authentic parts are used, and if not available are custom manufactured.

Several pictures of the clock and associated bell are attached as well.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Blackburn Building Conservation LLC
48 Plymouth St.
Middleboro, MA 02346 US
(508)947-1739
ted@blackburnconservation.com
http://www.BlackburnConservation.com

Estimate

ADDRESS
Stephen Gabeler
First parish Church, Sudbury
MA
327 Concord Rd.
Sudbury, MA 01776

ESTIMATE # 1363
DATE 04/20/2020

ACTIVITY	AMOUNT
CLOCK DIAL RESTORATION AND RE-GILDING AT FIRST PARISH CHURCH, SUDBURY MA	
Rental of 60 ft. lift for clock dial access	
Remove tabs, numerals and hands from three dials	
Repair individual dials using Dutchmen repair or epoxy	
Caulk dial board seams and paint with two coats oil based black paint	
Fabricate replacement hands and tabs from mahogany	
Apply 23k gold leaf to hands, tabs and numerals (two layers of gold leaf)	
Reinstall tabs, hands and numerals to dials	
Services Labor and materials	16,000.00

If you have any questions please do not hesitate to call, (508)947-1739

TOTAL **$16,000.00**

Accepted By

Accepted Date

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, Massachusetts 01776
Tel: (978) 639-3381
Fax: 978-443-0756
Email: townmanager@sudbury.ma.us

Henry L. Hayes, Jr.
Town Manager

October 8, 2021

Sudbury Community Preservation Committee

Subject: CPC funding application - Town Clock face restoration

Dear Community Preservation Committee members:

The Town of Sudbury would like to express gratitude for your consideration to support the Town Clock face restoration, estimated to be around $17,000. This Town-owned, historically significant and fully functional clock is a momentous part of our Town Center experience. Preserving and enhancing the essential characteristics and appearance of the Town Clock is of great interest to me.

If you have any questions on the project, you can reach out to our Combined Facilities Director, at facilities@sudbury.ma.us or (978) 440-5466.

Again, thank you for your unwavering support and honorable mission to preserve, rehabilitate and restore historic resources like the Town Clock.

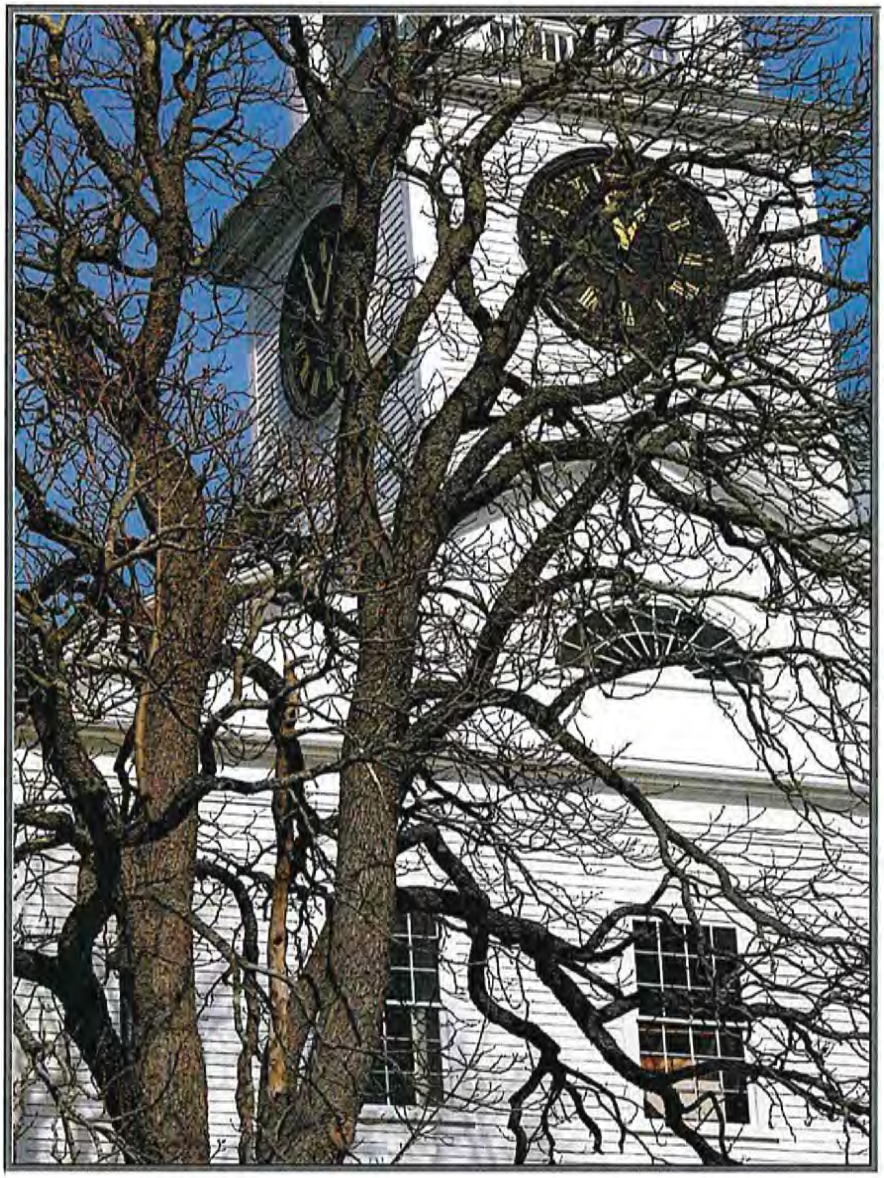
Respectfully submitted,

Henry L. Hayes, Jr. Digitally signed by Henry L. Hayes, Jr.
Date: 2021.10.08 13:55:07 -04'00'

Henry L. Hayes, Jr.
Town Manager

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

The Steeple
First Parish of Sudbury



A Photographic Essay

Stephen Gabeler

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

The steeple of First Parish of Sudbury is a very familiar sight for anyone who passes through the Town Center. The sound of the bell is also well known to those who spend any time there or live within a few miles. Much less familiar is the inside of the steeple, for it is mostly out of sight and is a bit more adventurous to enter and climb than many are willing or able. The history and stories behind what is seen inside take still more effort to dig out and only small fragments are to be found "on-line." I will take you on a tour up the old steeple and tell the tales I have managed to piece together. As with most stories, other versions are quite likely to exist, since many of them have been passed on by word of mouth and guesswork. Some of the story is not in the form of words but rather in what is seen directly. When I go up into the steeple I am acutely aware of the skills and dedication of many individuals for many generations. I am equally aware of how anonymous most of them are. At the start of our tour, a few have signed their names and added cartoons and graffiti on the old plaster walls with dates going back to the Civil War, but much of what we will see was put there and maintained by those whose names we may never know. In the future, that will undoubtedly include some of us.

Looking at the front of the Church from the lawn, we see 3 doors on the first level, 3 windows on the second and an arched window on the gable below the clock faces. The main structure of this Meetinghouse was constructed in 1797 with the foyer and steeple added in 1842. This is the second Meetinghouse on this site. Foundation remnants from the first 1742 Meetinghouse lie below the Parish Hall floor. The outer two of the three windows are what we see in the foyer when we leave the Sanctuary at the end of our Sunday Service. The middle window is inside the space that protrudes into the foyer with the narrow door to the left. The bell rope hangs from the ceiling just in front. We will enter the steeple through that door and climb up.

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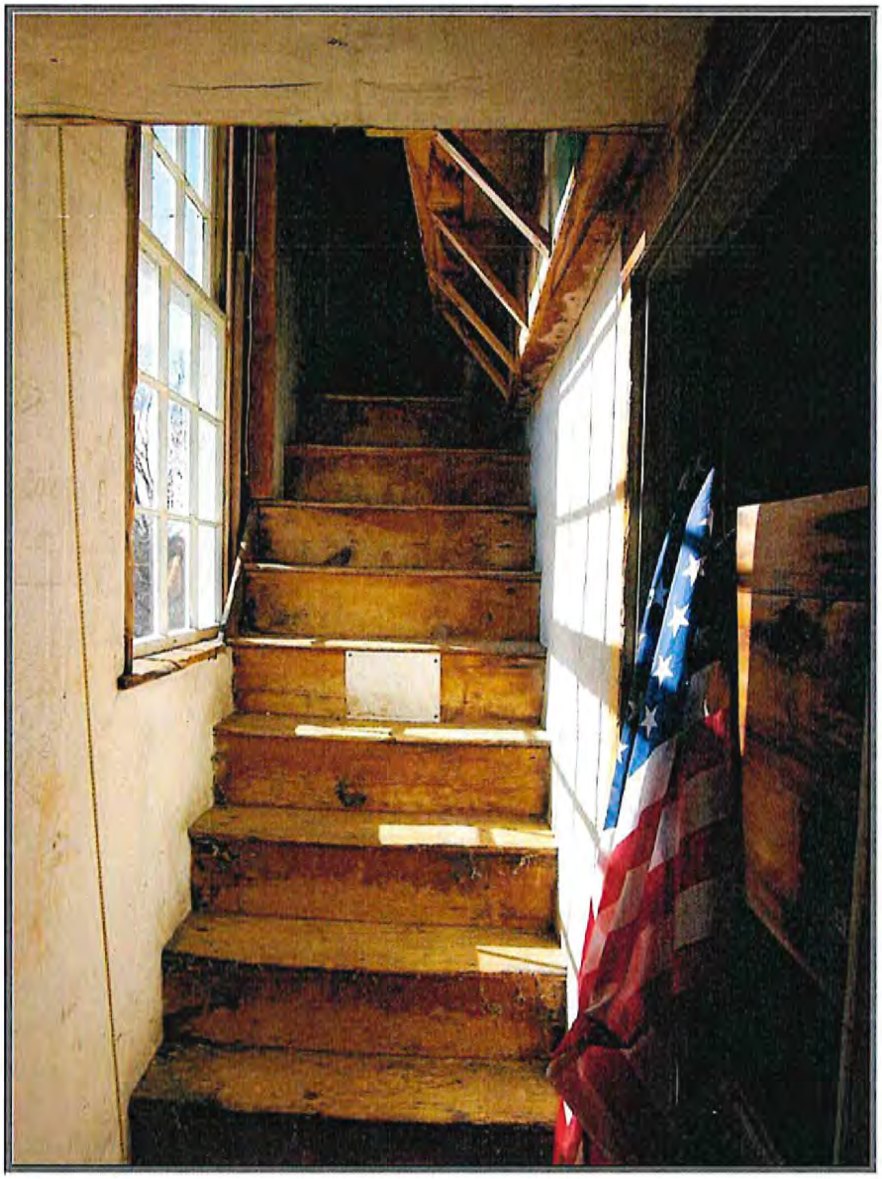

The first set of stairs squeeze past that middle window. The small rope on the left is for tolling the bell. Our current tradition during memorial services is to toll the bell once for each year lived by the person being honored and remembered. The dark open space on the right, where the Flag is resting, looks like a dumb waiter shaft and is, in fact, where the weight for the original clock mechanism was hung. The wooden box with rocks and other debris can still be seen sitting there, although it is no longer used to operate the clock. At the top of the stairs is a narrow shelf that must be traversed to get to the next set of stairs. You are right next to the old window, so don't loose your balance. Greeting you will likely be flies, ladybugs, pine bugs, and (in the summer) wasps. They are preoccupied with other things.

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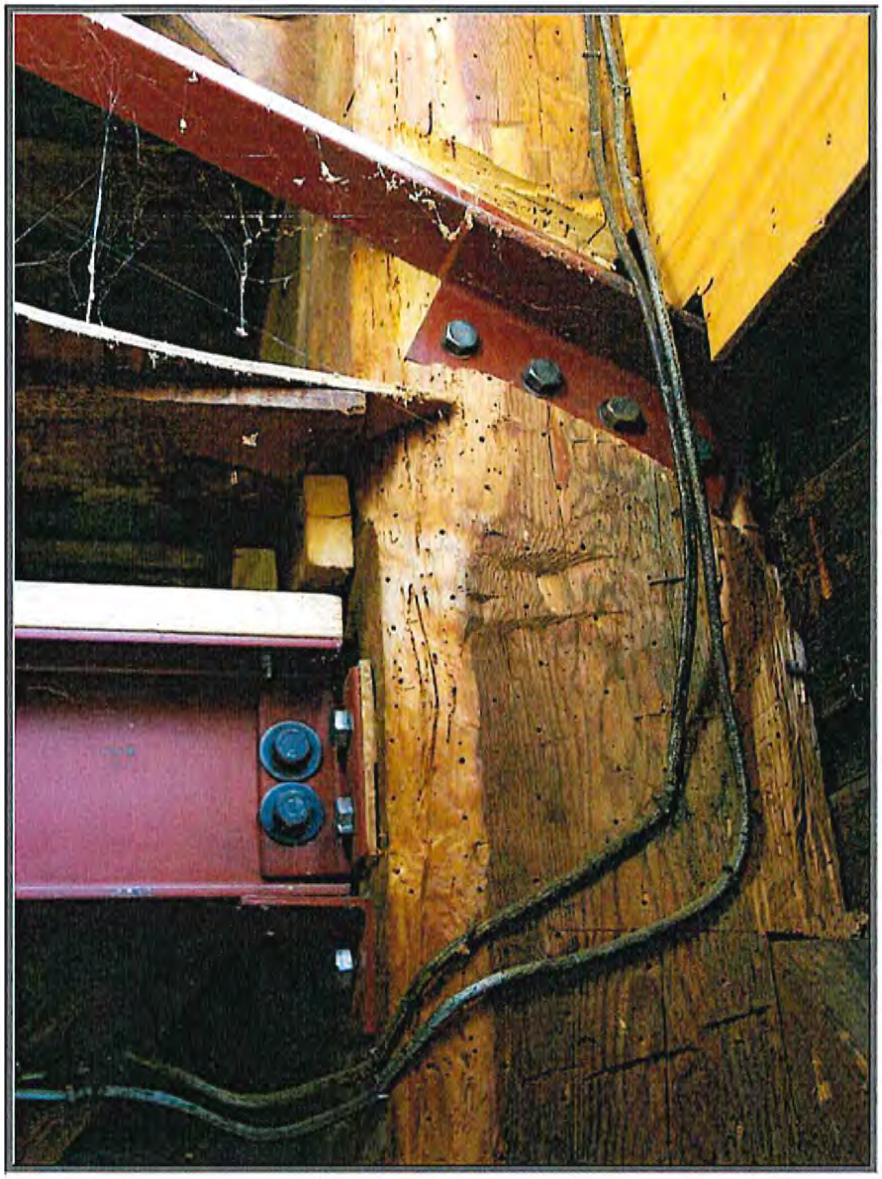

After traversing the shelf, we come to the Southeast timber post of the steeple. The four lower posts are quite large and are part of the original 1842 addition. The numerous holes are the result of an infestation of powder post beetles that were discovered and treated in the 1960s. Each of these vertical timbers is the entire trunk of a large, mature white pine tree. These trees were likely seedlings before the founding of the town 203 years before. The floor at the next level and the inside wall around the arched window are much newer construction using plywood. The red steel beams were added in 1997 as part of a major restoration and preservation effort. We will continue to see this steelwork to the top.

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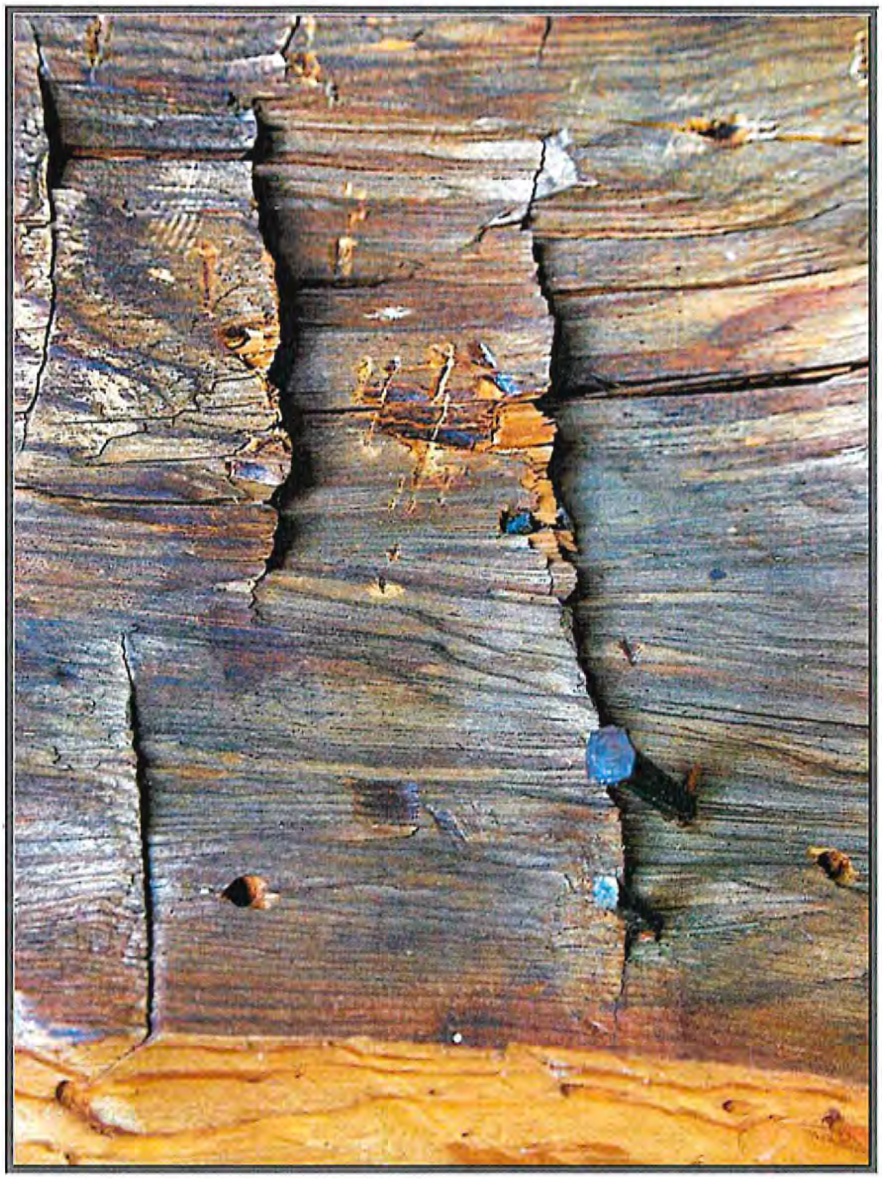

The timbers in the original post and beam construction show the marks of being hewn square with an adze (an axe like tool with a horizontal blade like a hoe). Square cut nails also indicate an earlier age. Hudson's History of Sudbury indicates that there was a nail mill on Hop Brook at one time. Perhaps some of these came from there. There was a time when this was the new addition to the second Meetinghouse of the congregation. The first had been built 100 years before and that is 268 years before today. Thirteen generations of families have come to this place and made it theirs.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

We are now on that plywood floor at the level of the arched window seen at the front of the Church. This is the Northeast post showing reinforcement efforts from several eras. The hand hewn timbers are probably all original 1842 construction and have wooden pegged mortise and tenon joints. The wooden diagonal braces are more precisely saw cut oak and perhaps more recent. The steel is 1997 as mentioned before. Some of the electrical wiring looks around vintage 1950's or so and may have been added when the clock was electrified. The space above the Sanctuary ceiling is seen off in the dark with the insulation added in 2008 (did you notice that the ice dams and megacicles were not so bad the last two winters?). Each generation has taken responsibility for stewardship of these spaces.

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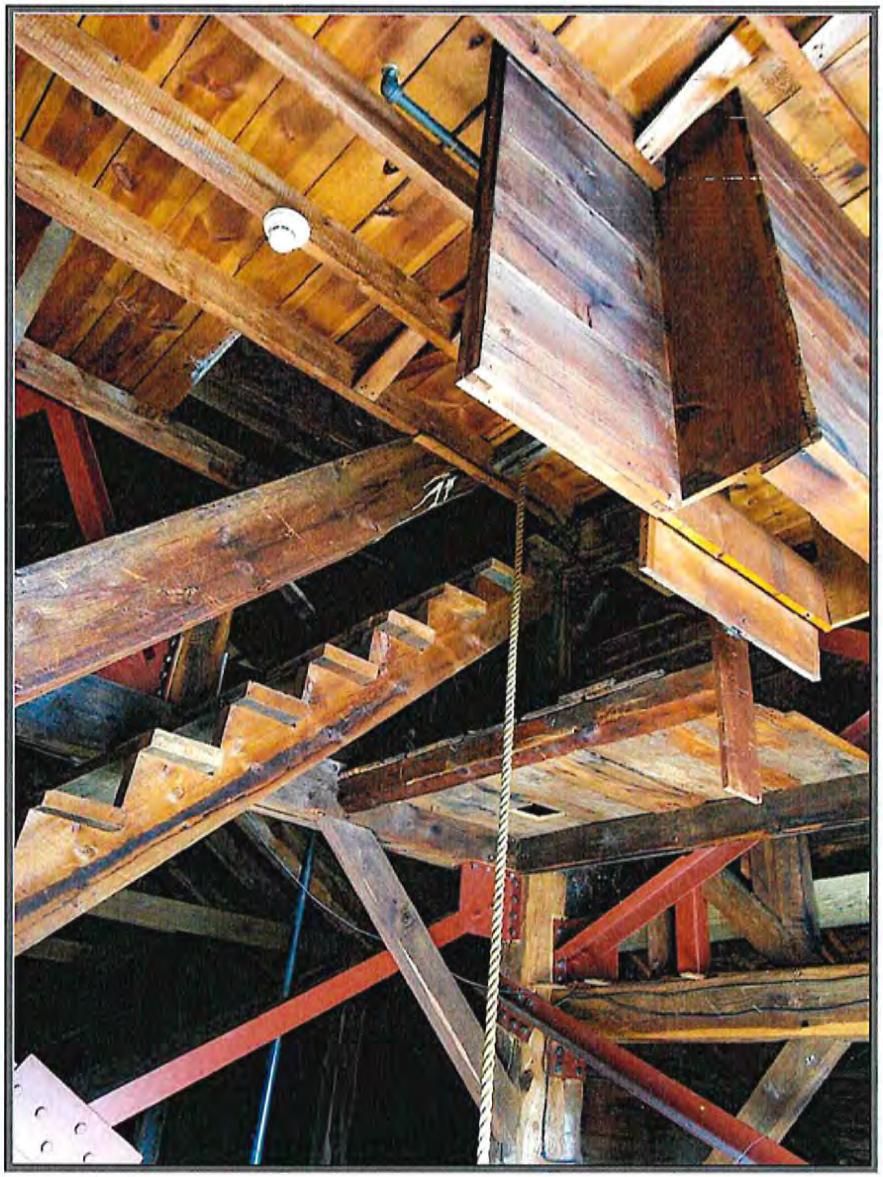

The next set of stairs continues up to the level above, where the clock works reside. The rope for pealing the bell (ringing it by swinging the whole bell) passes up through the floor we are standing on and through the ceiling above. The wooden box hanging from the ceiling is where the clock pendulum once swung. Sprinklers were added to the Meetinghouse in the 1960s and we see the piping and heads all along the way up. A modern smoke detector has been added on the floor joist above us.

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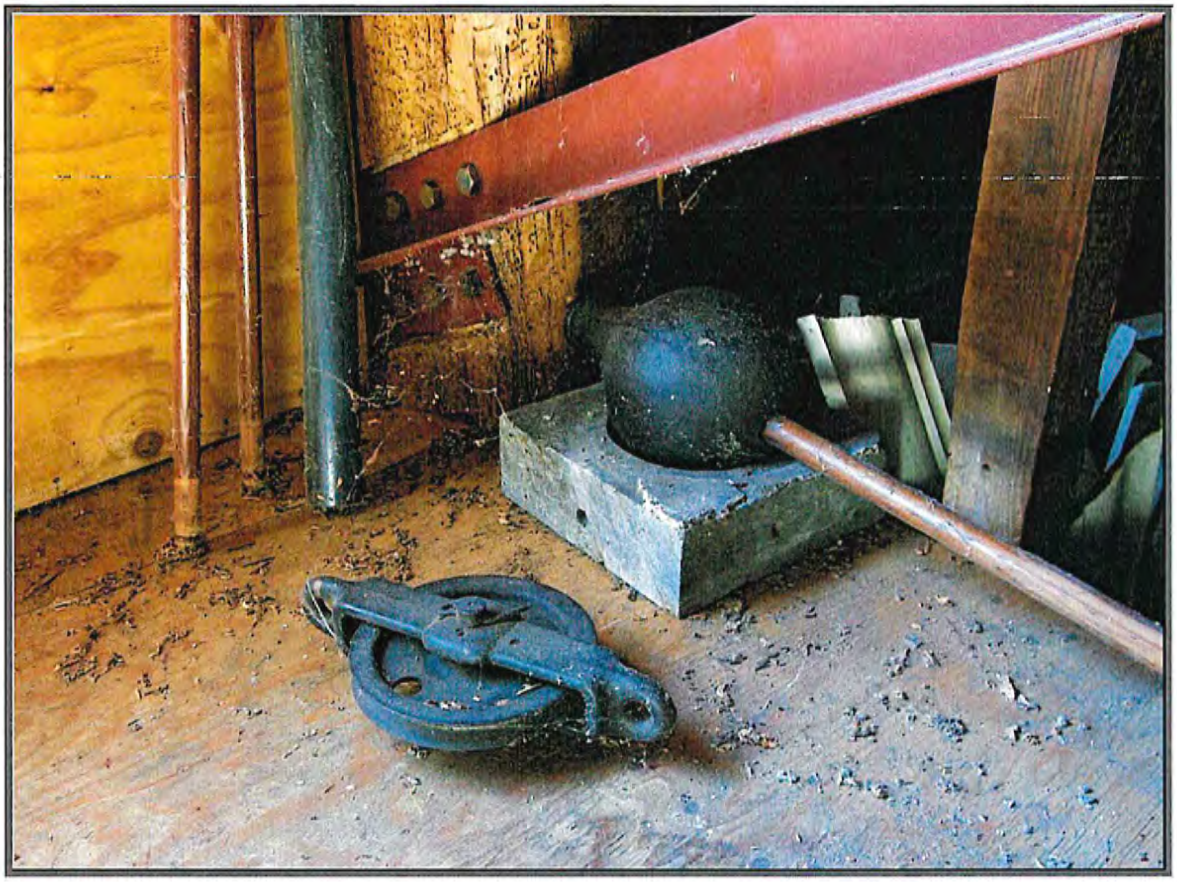

At the base of the stairs to the clock level, by the Southwest post, is the pendulum that was removed from the clock when it was electrified. That heavy cast iron ball and wooden shaft kept time for the Town for about 70 to 80 years before it was set to rest not far from its partner. The pulley next to it was part of a mechanism of weights, cables and pulleys that were cranked up every week to power the clock.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

As we climb the stairs to the clock, we stop and look out to the left for an open view of the whole structure above the Sanctuary. The truss structure with center posts, side posts, diagonal braces and rafter beams give the roof the strength required to be able to span the entire width of the building and support the roof, bearing only on the outer walls. The completely open space in our Sanctuary without any posts is a tribute to what is above the ceiling. Most of what we see here is the original 1797 construction using the pegged mortise and tenon joinery (no nails!). The empty mortises and peg holes suggest modifications for the 1842 addition of the foyer and steeple. The horizontal bracing boards look newer and the much more recent 1997 re-roofing with plywood can be seen through gaps in the original roofing boards where sections have broken out (look at their width!). The notched joints along the ridge are especially beautiful.

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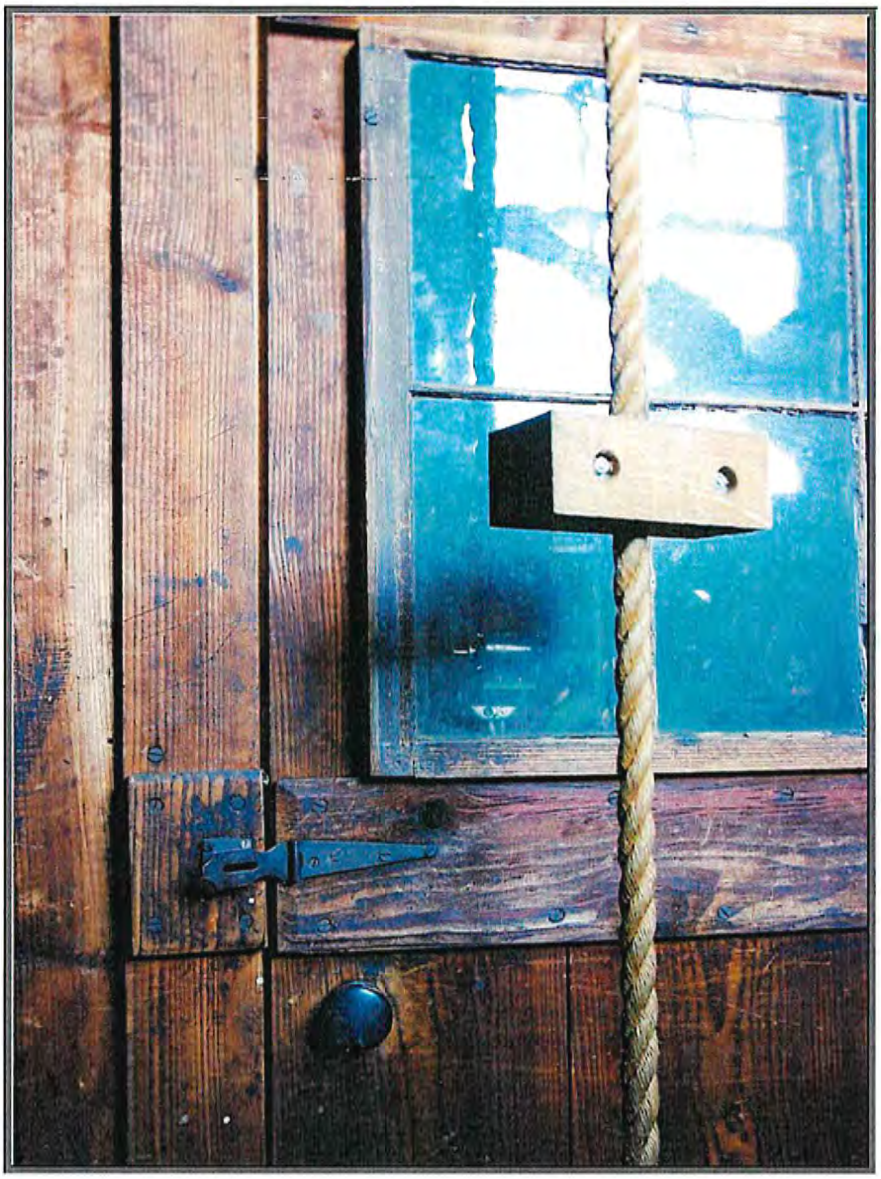

Reaching the clock level, we find what looks like a small shed inside the steeple. This was constructed to keep dust, bugs, rodents, etc. from getting into the clock mechanism and looks original. The door slides open since there is no room for it to swing. The passage way in front is only about one foot wide from the door to the railing over the stairway we just came up. Of course the rope for pealing the bell comes through the floor in the middle making passage even more of a dance. An oak stop block has been added fairly recently to limit enthusiasm on the rope below to what is safe for the bell. We'll just slide the door open to get a bit more room to pass by.

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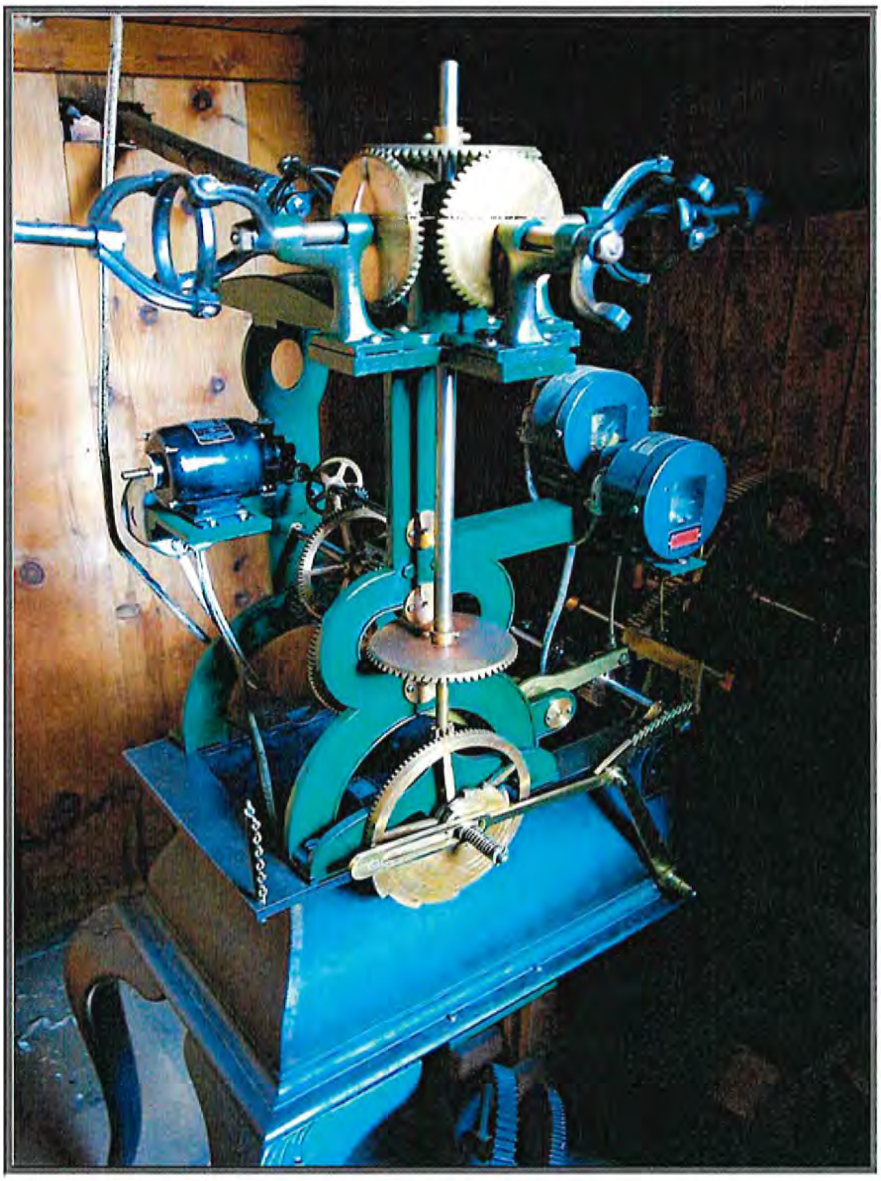

We see in the light coming from the window on the North face of the steeple a beautiful piece of 19th century machinery. The massive cast iron base is decorated with cabriole legs more like a piece of living room furniture. This is an E. Howard #2 Flatbed Striker Tower Clock and was a gift to the Town by the Sudbury school children in 1873. It is nearly identical to the one in Clock Tower Place in Maynard (installed 1892) except for electrification. The pendulum has been removed and replaced by the motor seen here. A second larger motor is in the base to drive the bell striker part of the mechanism. The gears, cranks and cables to the weights have also been removed and can be seen on the floor. Three universal joints and shafts drive the East, South and West clock faces on the steeple. Those children are the age of my great grandparents.

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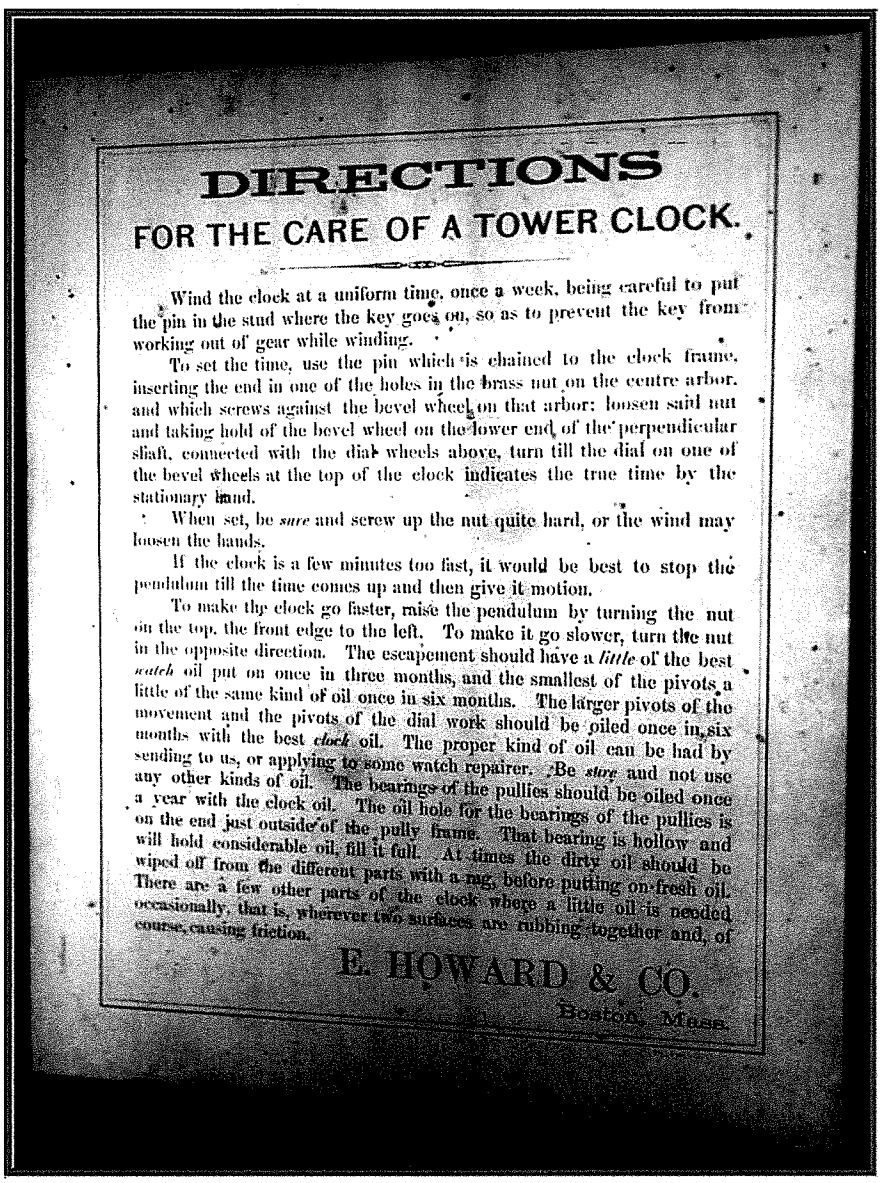

DIRECTIONS

FOR THE CARE OF A TOWER CLOCK.

Wind the clock at a uniform time, once a week, being careful to put the pin in the stud where the key goes on, so as to prevent the key from working out of gear while winding.

To set the time, use the pin which is chained to the clock frame, inserting the end in one of the holes in the brass nut on the centre arbor, and which screws against the bevel wheel on that arbor: loosen said nut and taking hold of the bevel wheel on the lower end of the perpendicular shaft, connected with the dial wheels above, turn till the dial on one of the bevel wheels at the top of the clock indicates the true time by the stationary hand.

When set, be *sure* and screw up the nut quite hard, or the wind may loosen the hands.

If the clock is a few minutes too fast, it would be best to stop the pendulum till the time comes up and then give it motion.

To make the clock go faster, raise the pendulum by turning the nut on the top, the front edge to the left. To make it go slower, turn the nut in the opposite direction. The escapement should have a *little* of the best *watch* oil put on once in three months, and the smallest of the pivots a little of the same kind of oil once in six months. The larger pivots of the movement and the pivots of the dial work should be oiled once in six months with the best *clock* oil. The proper kind of oil can be had by sending to us, or applying to some watch repairer. Be *sure* and not use any other kinds of oil. The bearings of the pullies should be oiled once a year with the clock oil. The oil hole for the bearings of the pullies is on the end just outside of the pully frame. That bearing is hollow and will hold considerable oil, fill it full. At times the dirty oil should be wiped off from the different parts with a rag, before putting on fresh oil. There are a few other parts of the clock where a little oil is needed occasionally, that is, wherever two surfaces are rubbing together and, of course, causing friction.

E. HOWARD & CO.

Boston, Mass.

How many times have you lost the users manual to something? This one has been glued to the wall for over 135 years! Judging by the vintage of the electric motors, the change to motor drive probably occurred in the 1940s or 1950s. Prior to that, someone climbed the steeple every week to wind the clock and the striker. Edward Howard was one of the earliest timepiece makers in America and was also one of the founders of the Waltham Watch Company.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

To the left and behind the clock shed is the top of the shaft where the weights were hung on steel cables from pulleys on the timbers above. This is the shaft we looked into when we first entered the steeple at the Sanctuary level. Those cables were wound on drums in the clock. Above this ceiling is the open part of the steeple with the bell carriage and bell. Heavy timbers are required here to support the weight of the bell and the forces when it is swung in a peal. A failure in these timbers caused the bell to go silent in the mid 1990s and remained silent until the 1997 restoration (remember all that red steel work?). I remember a service when the bell was exuberantly pealed and we were all startled by the sound of the whole Meetinghouse shaking like an earthquake. I climbed up and found some of those timbers splintered from the pounding of the bell carriage above.

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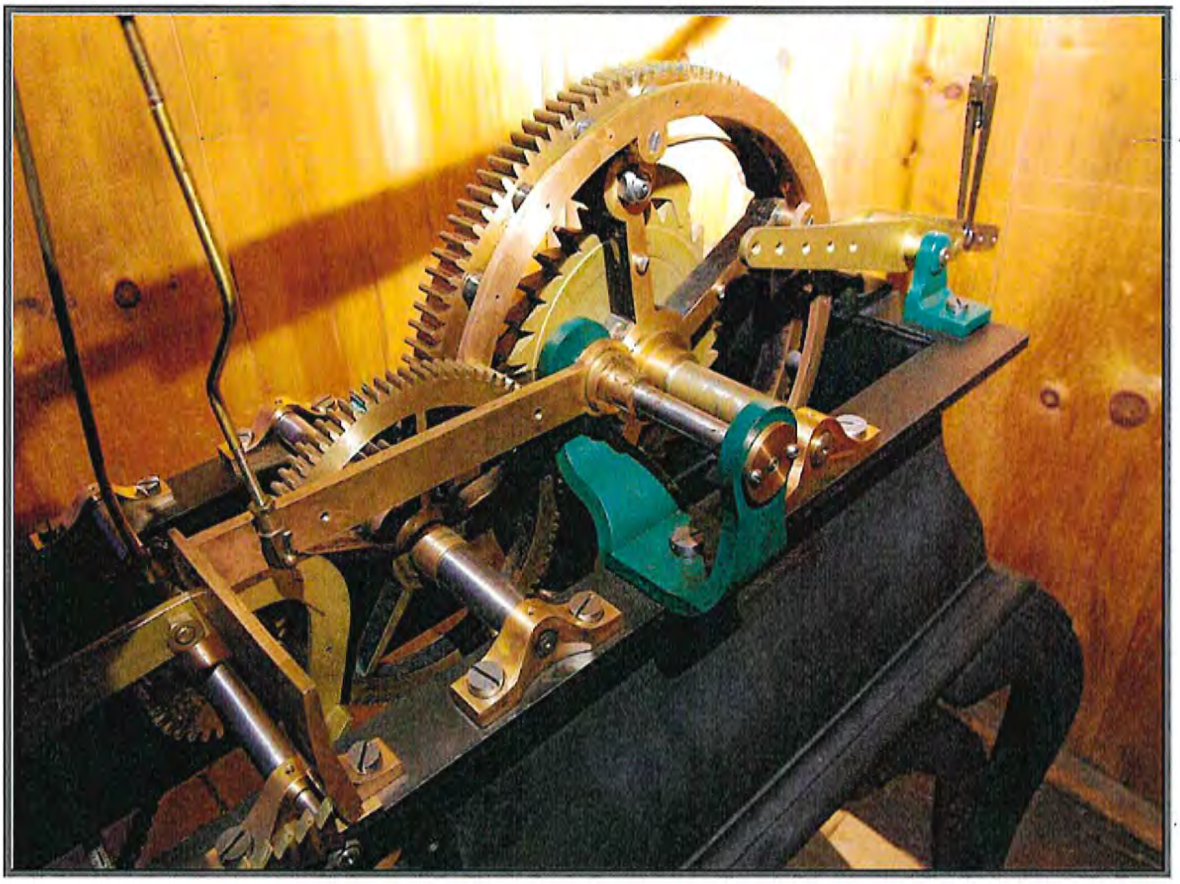

It is too dark to see the right hand side of the clock mechanism so we will turn on a work light (being certain to turn it off when we are done). This is the bell striker mechanism that sounds on the hour. It seems to be much more massive than we might expect in a clock. The reason will become more apparent when we get to the bell and striker. The rod on the far right goes all the way up to the striker. Being a gift to the Town of Sudbury, it remains town property and is maintained by the town. You may have noticed that it looks a lot cleaner and brighter than it's 137 year age. In May of 2003 the Selectmen voted to accept $1800 from the Sudbury Foundation and $1200 from First Parish for major repair and cleaning.

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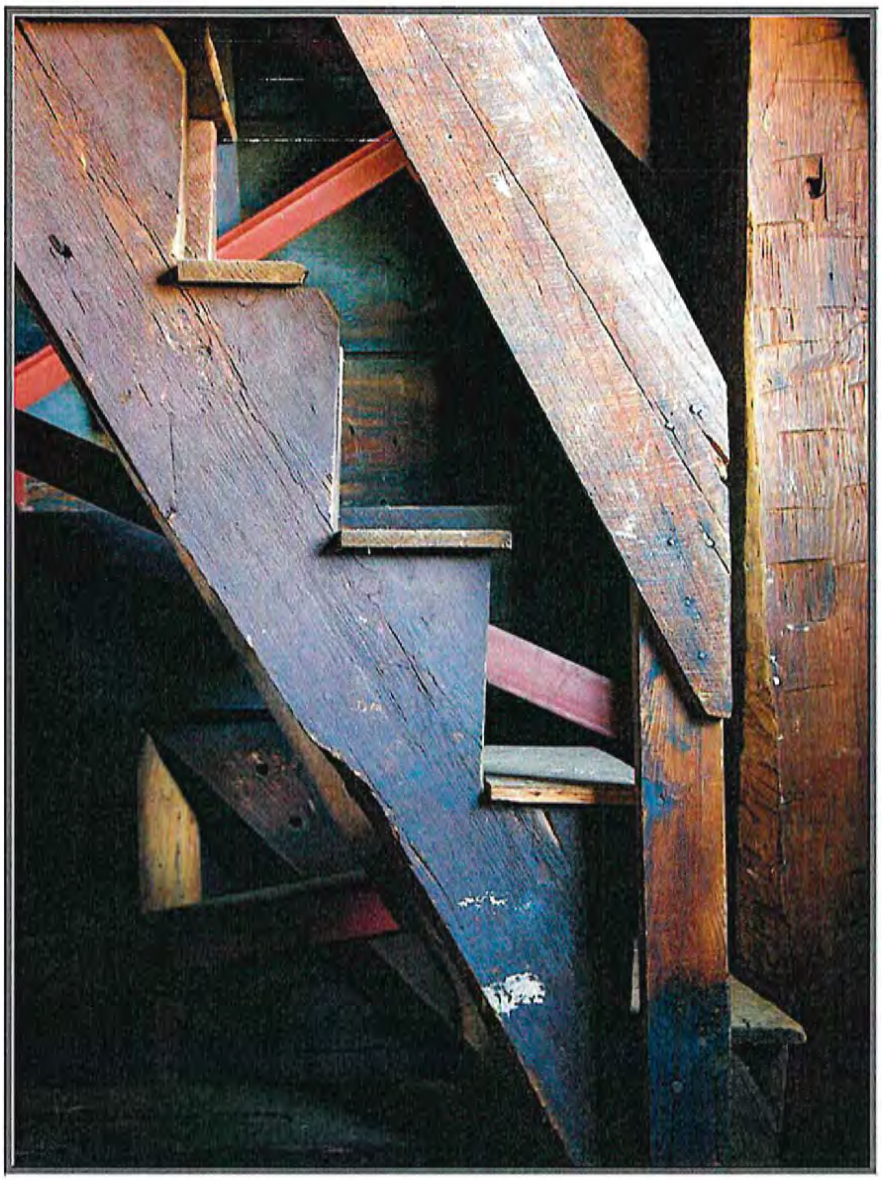

To the right of the clock shed is the last stairway. Modern building codes would certainly have a problem with all of the stairs up here. Perhaps we should call it a ladder with wide rungs. I am reminded again of the long period of time that I am looking at with hand hewn posts, steel bracing, cut nails and just plain old looking wood. We are seeing over 150 years of hard work and dedication to keeping this space what it is.

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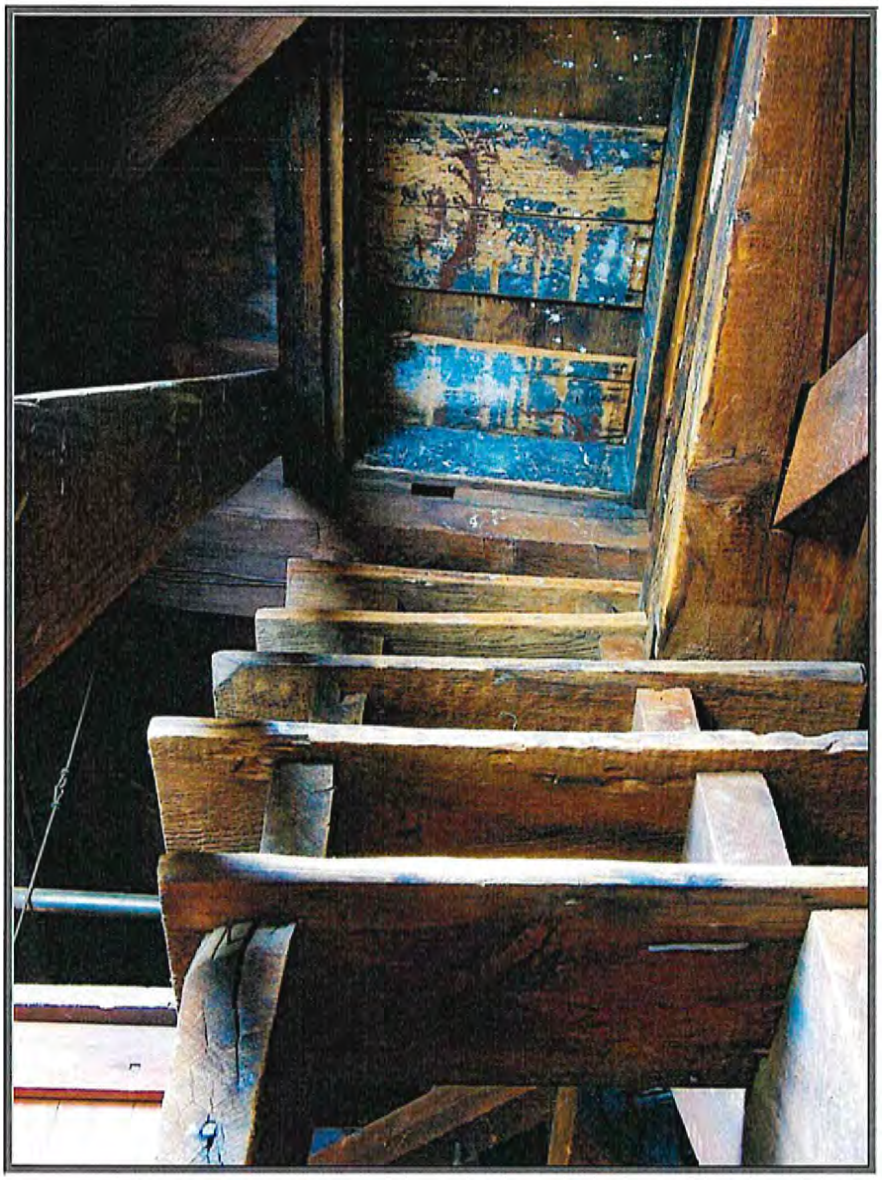

The stairs are not very wide either. The abstract painting above us is the cover over the opening to the outside and the bell. There are no hinges on it, so it must be lifted completely up and forward to get through. Like the roof under the bell carriage, it is covered with copper sheeting and is fairly heavy. With a few gymnastic moves we can now stick our heads up.

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We are greeted by a contraption with a head on it as big as a good sized sledge hammer. This is the striker that is pulled down by the clock with rods and cables and released to strike the bell. The bell carriage has 4 inch square timbers and is well cross braced. Most of us think of bells as having this shape and fairly thin walls. This one is solid bronze with walls that are several inches thick. I believe it weighs over a ton. It must have been fun getting it up there with horses and ropes.

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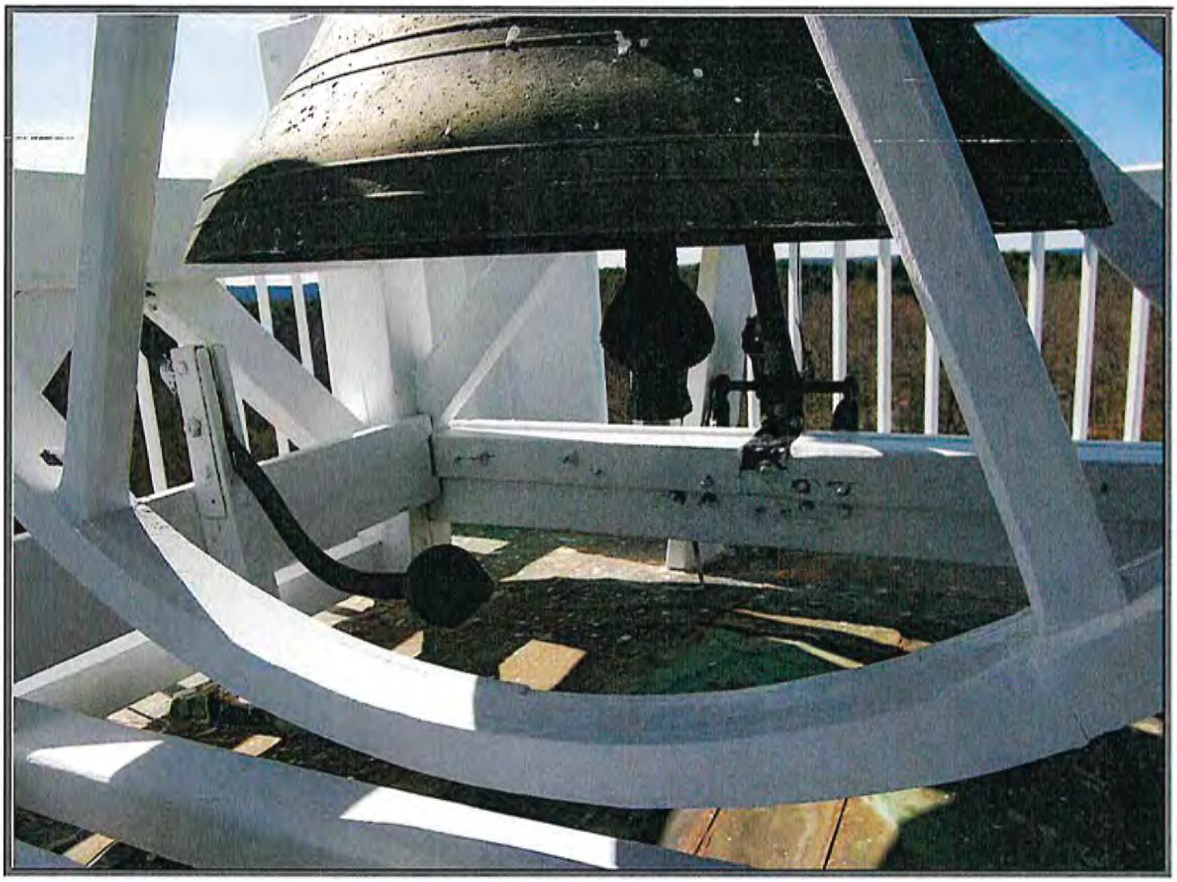

Climbing around to the other side of the carriage, we can look down and see the three ways of ringing the bell. On the far side is the clock striker we just looked at. To the left is a round cast iron ball on the end of a curved lever. This is what strikes the bell when it is tolled (remember the small rope we passed when we first entered the steeple?). The large diameter wooden wheel has the pealing rope attached to it (the one that hangs from the ceiling in the Foyer). The clapper hanging in the center of the bell strikes it when the entire bell is swung. Pealing the bell has a different sound because it is moving when ringing and the mouth of the bell is facing outwards over the carriage when struck. It is heard for greater distances as a result. The engineer in me can't help this so hold on – if the clock only rings from 6AM to Midnight, that's 141 times a day – 365 days a year is 51,465 – 137 years is over 7 million times that this bell has sounded the hour since the clock was installed. Then there is the tolling and pealing …

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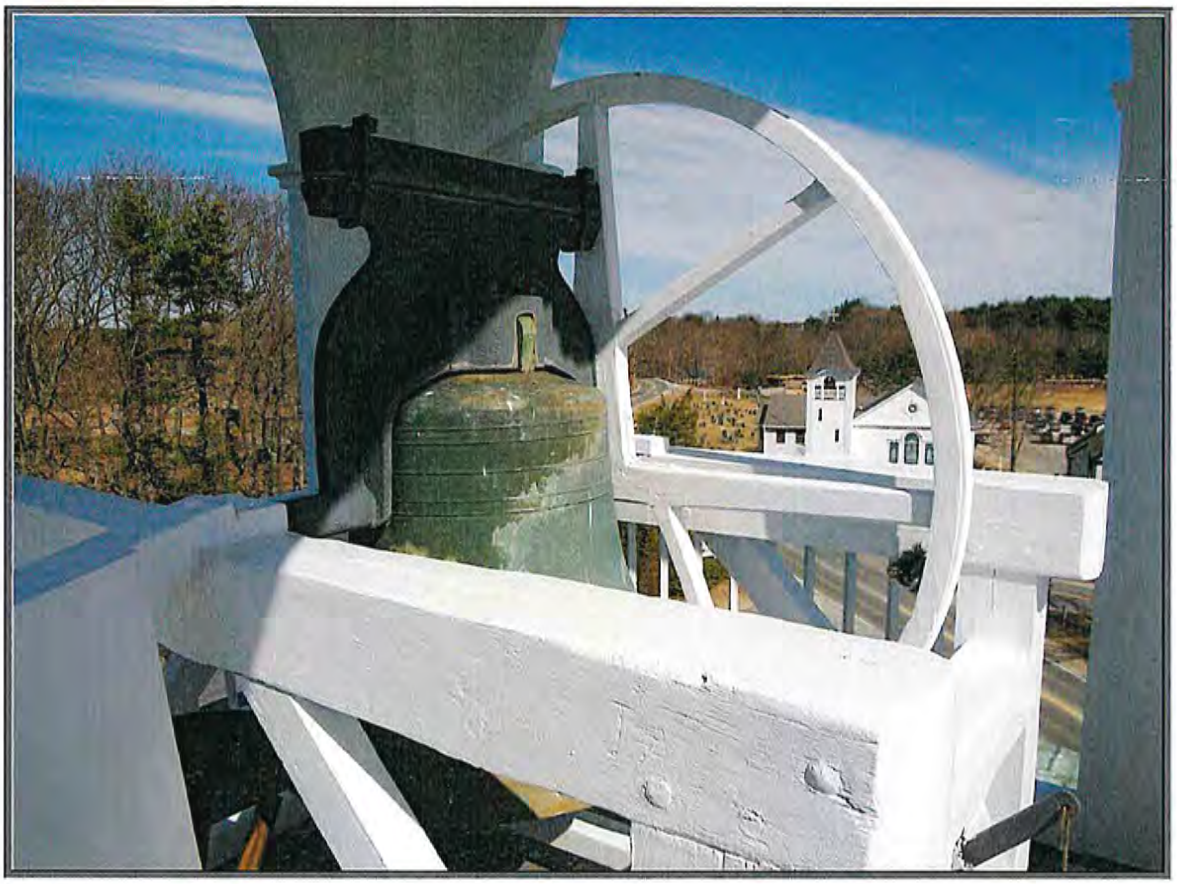

Did I mention that the view from up here is spectacular? It's a little windy today, but it's worth it! Take your time, there is far more to see than you will notice in one visit. We can now read the inscription cast into the upper part of the bell - "CAST BY GEORGE H. HOLBROOK EAST MEDWAY MASS. 1851". George Holbrook was the third major bellfounder in America, following Aaron Hobart and Paul Revere. The Holbrook foundry cast many of the bells in the old New England churches between 1816 and 1878. About 95 are still ringing. A few made it as far away as the missions in Santa Barbara, San Gabriel and Monterey. It was in 1839 that this congregation split between Unitarian and Trinitarian theologies. Three years later, the bell tower was added and the main Sanctuary was divided into two floors. It apparently took another 9 years to raise the funds for the bell. As we gaze at the bell, the massiveness of the cast iron yoke holding it becomes more noticeable. This balances the bell so that it swings around the center of gravity. Without this, there would be no way for someone to make it move at all by pulling the rope. We look around once more at the Town Center, the cemeteries, Nobscot Hill and Tippling Rock, distant horizons, the trees and sky ... it's getting cool ... it's time to go down.

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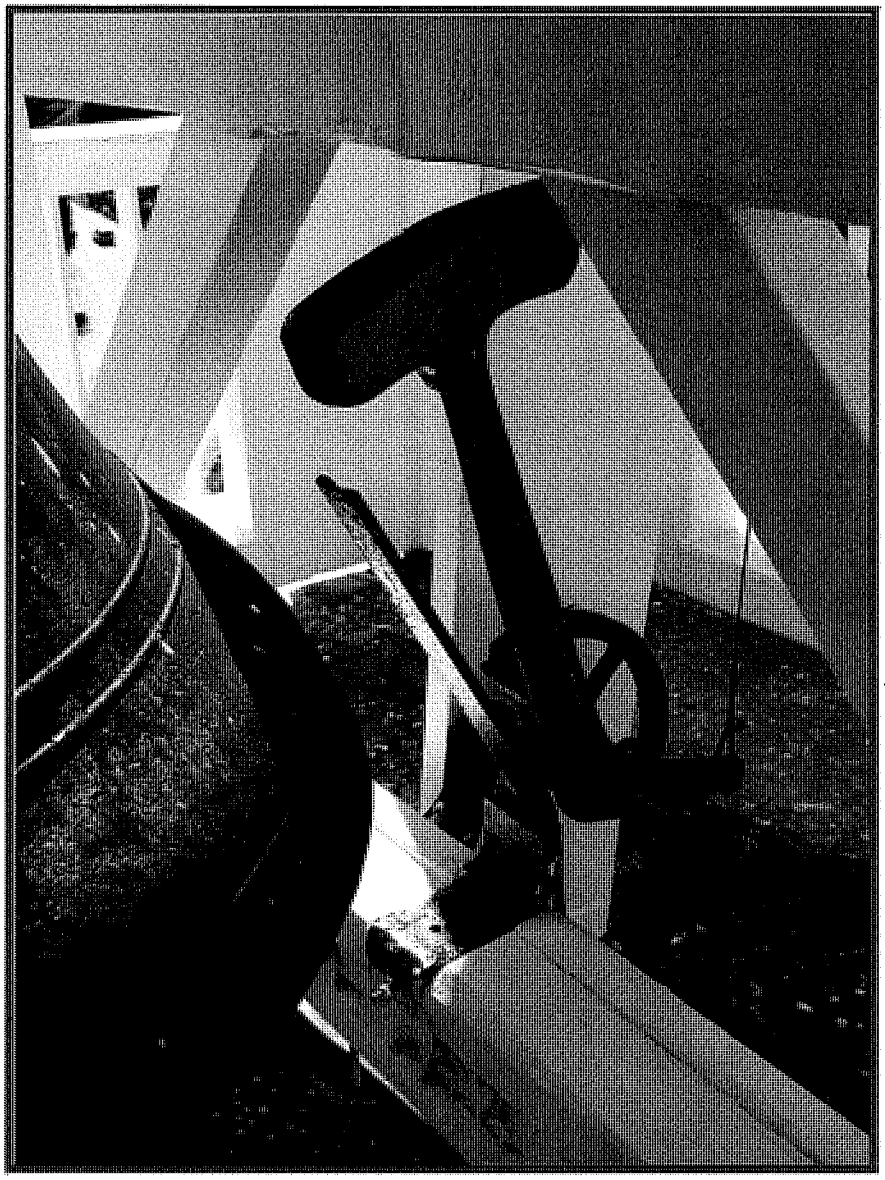

Coming around to the hatch we see the clock striker is pulled back ready to sound one o'clock. Knowing how loud that is from this distance, I move a little quicker. Climbing carefully onto the narrow stairs, I slide the hatch cover back into position over my head making sure that it is fully seated. We just beat the clock. What a sound!
I have read that part of the art of casting these bells is to get them to sound a perfectly tuned chord and not just a single note. I can't imagine how they did it so well. The clock and the bell bring so many metaphors to mind that I don't know where to begin – so I won't. I will leave you to imagine them for yourself.

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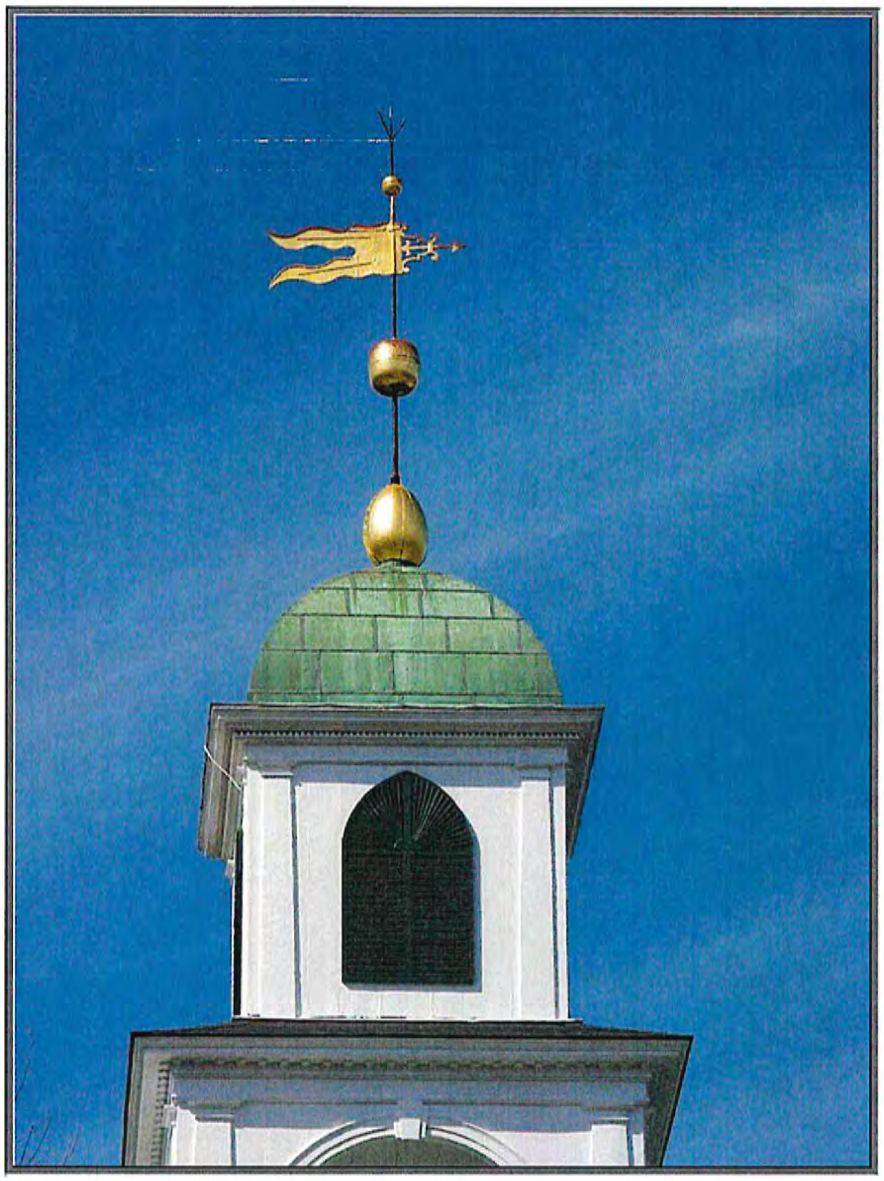

The last part of the steeple cannot be climbed. We must be content to see it from a distance. The direction of the wind is always changing and while lightning may strike, knowledge of lightning can provide protection to those things we care deeply for.

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Reflection – Sacred Space

I have witnessed theological arguments declaring that sacred spaces may only be created by the human hand. I found that to be ludicrous. To me, sacred spaces or places were mostly those that had remained untouched by human intervention, improvement or exploitation. They were to be found in the mountains, deserts and forests that we have struggled to protect as a nation. This to me was the only way to truly respect a mystical original creation and be restored by it. Over time I have been struck that some places and spaces built for community gathering and sharing can, with time, earn that same respect and become sacred. These sacred spaces deserve the same relentless dedication to preserve, protect and maintain.

Every time I climb this steeple tower, I am more aware of so many lives that have touched this place with their hearts and souls and hands and pockets. The times the bell has sung out a birth or tolled the years of a life ended. Even the sounding of the hour as I pass by on my way to work or the uncanny ability to ring at just the right point in a sermon. The inside of the steeple marks the long history of this congregation and its Meetinghouse differently than the way more familiar spaces do. They are all sacred spaces and depend on one another to be whole and complete. It takes time to see, but I can no longer let go of it.

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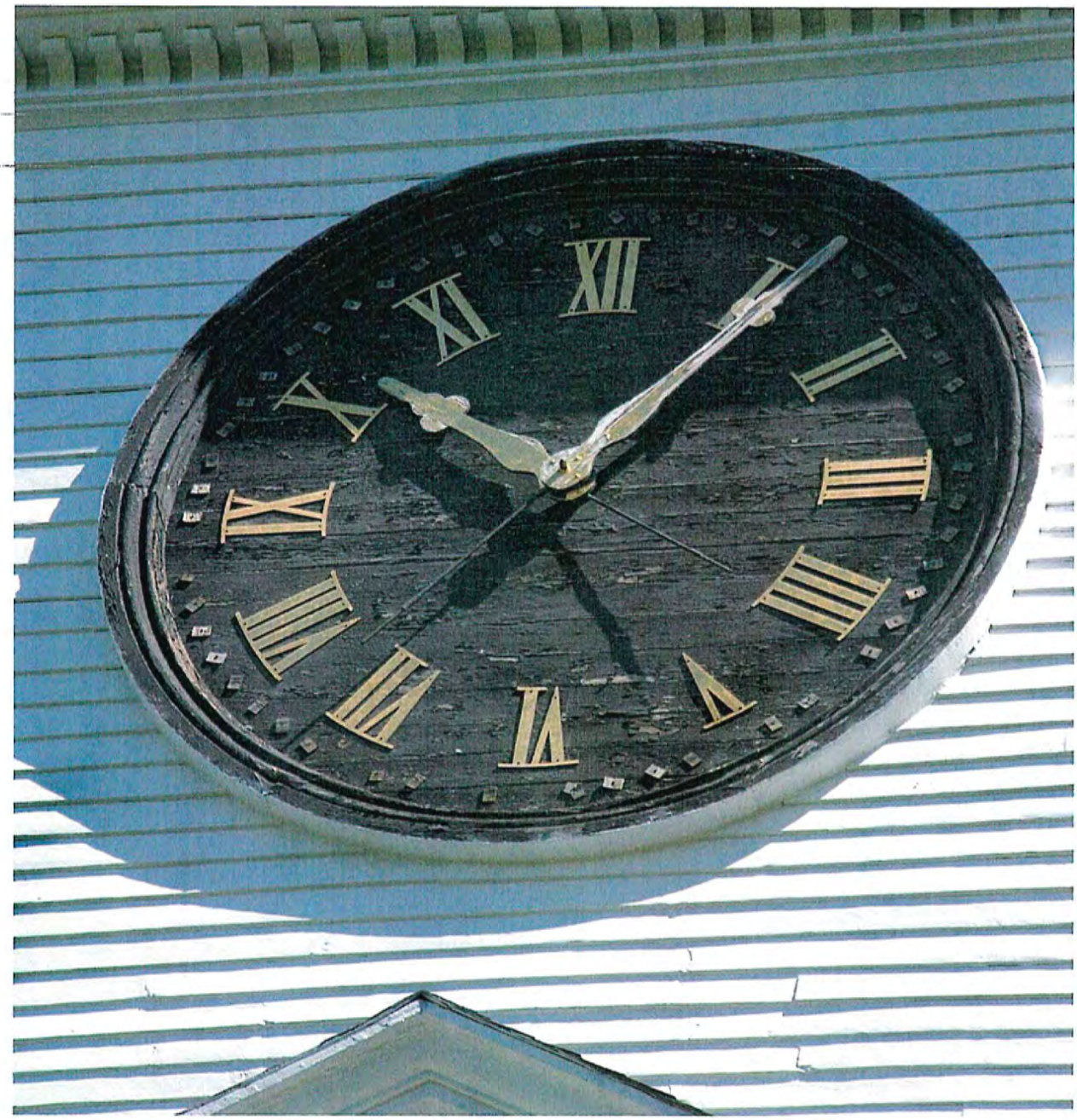

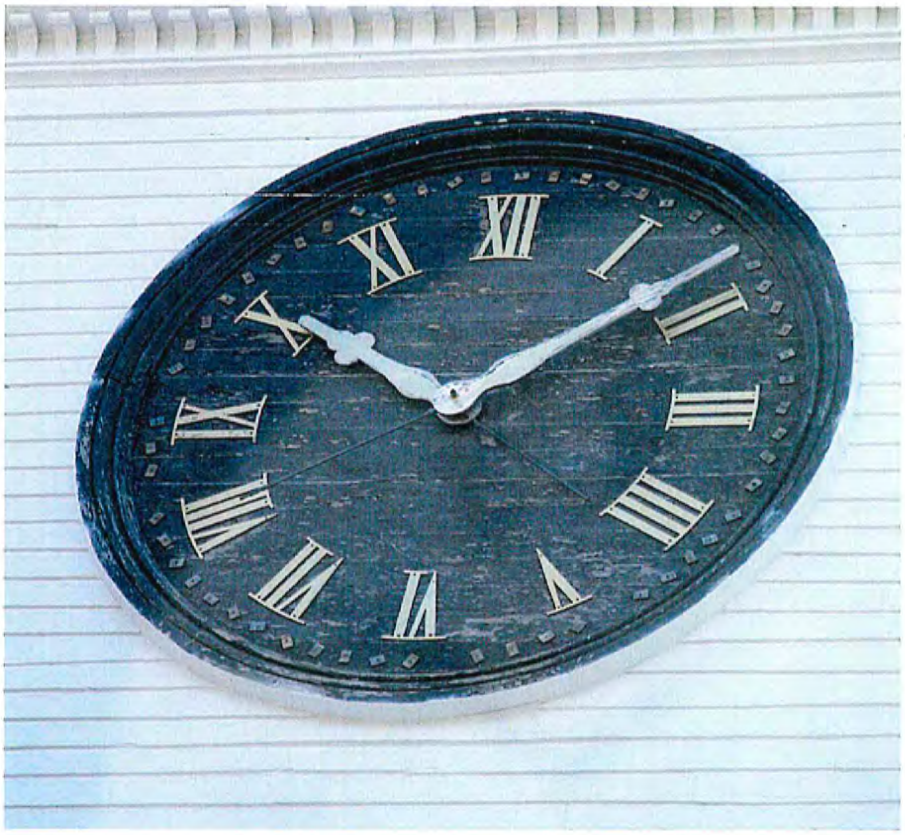

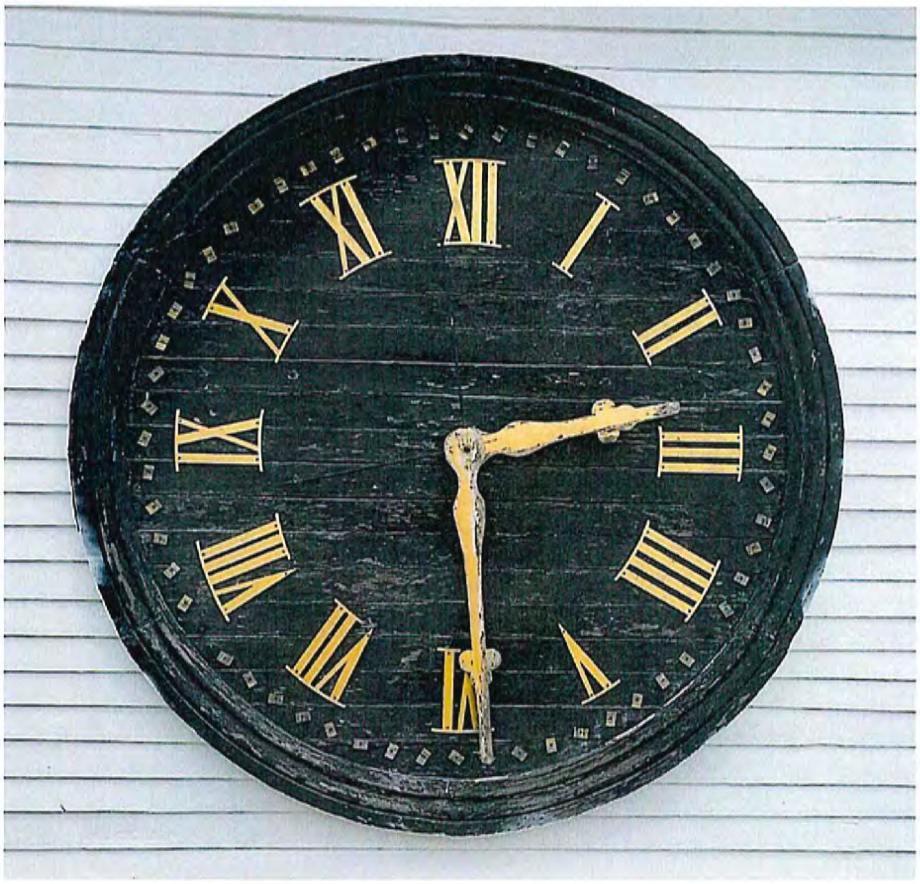

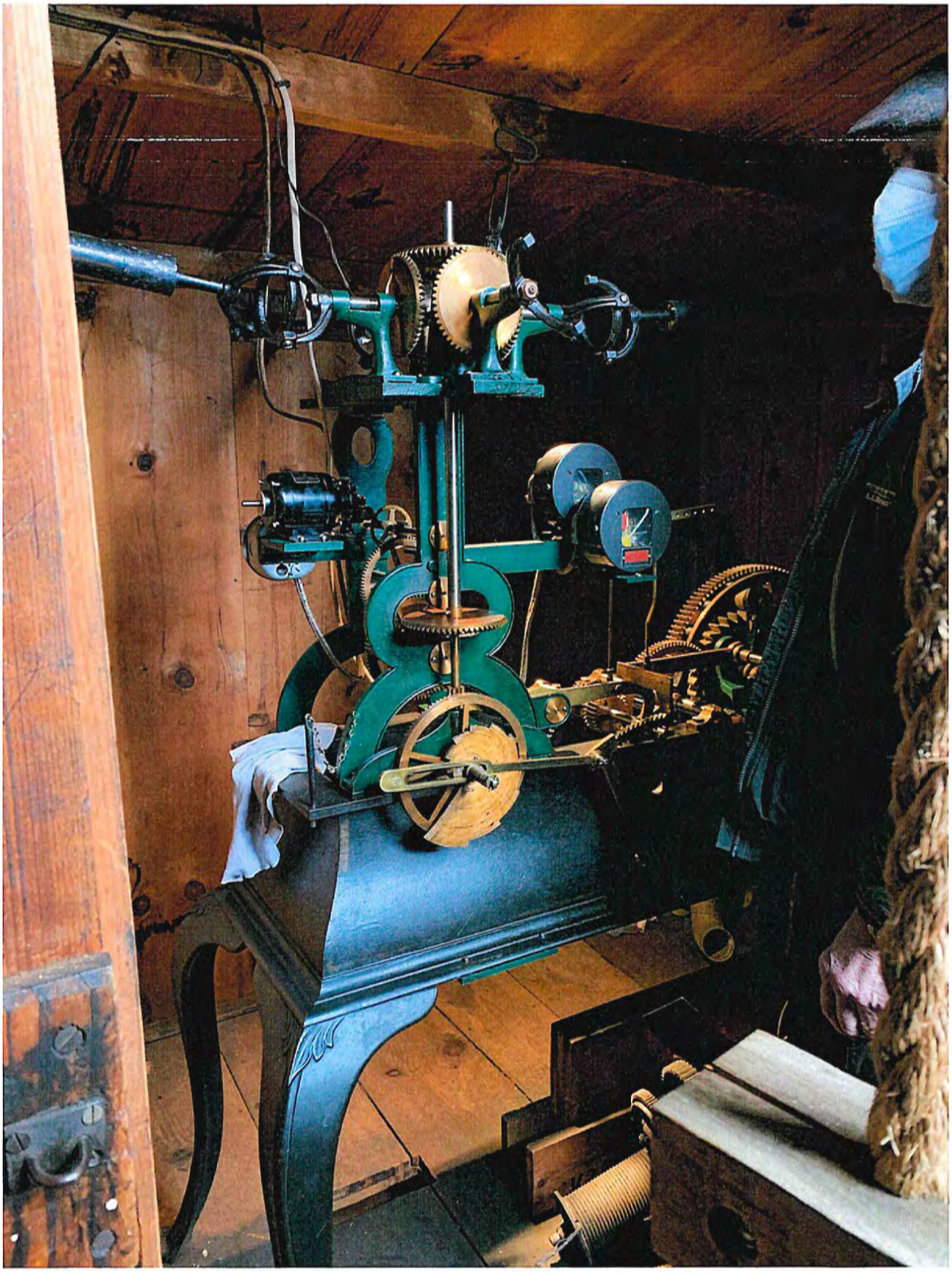

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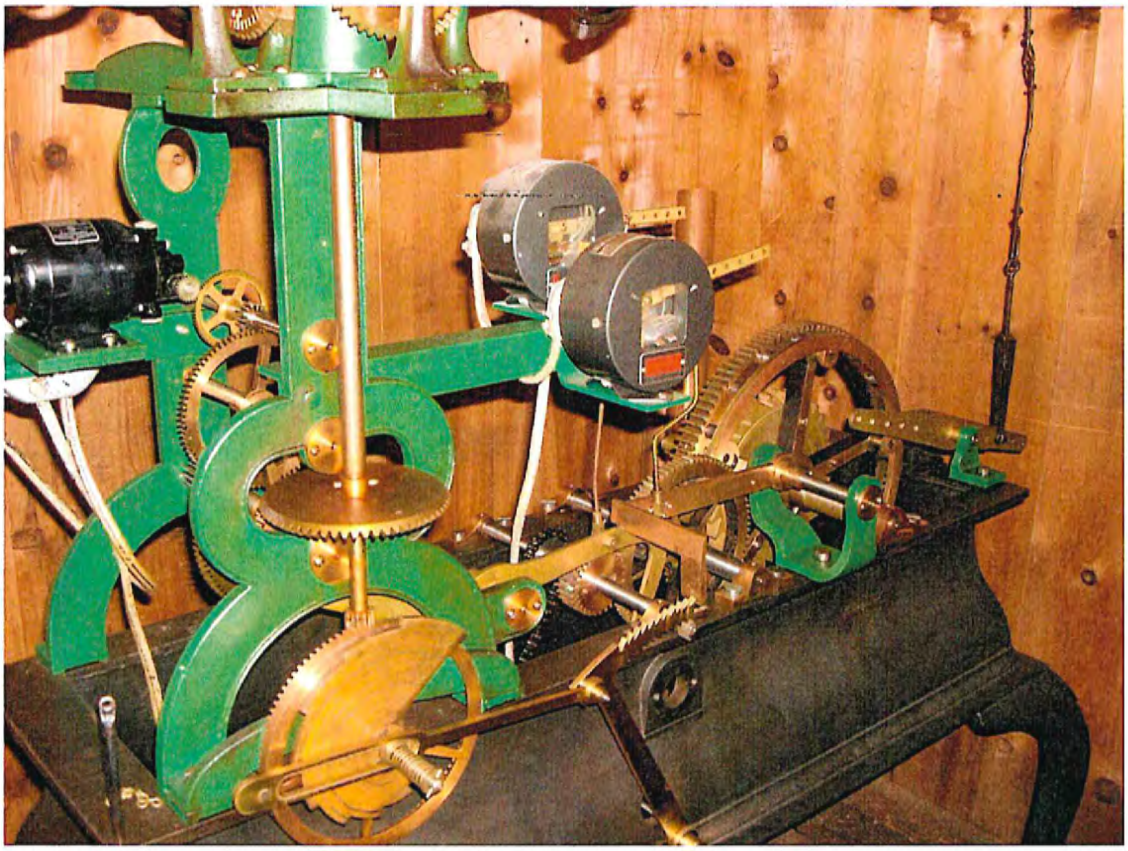
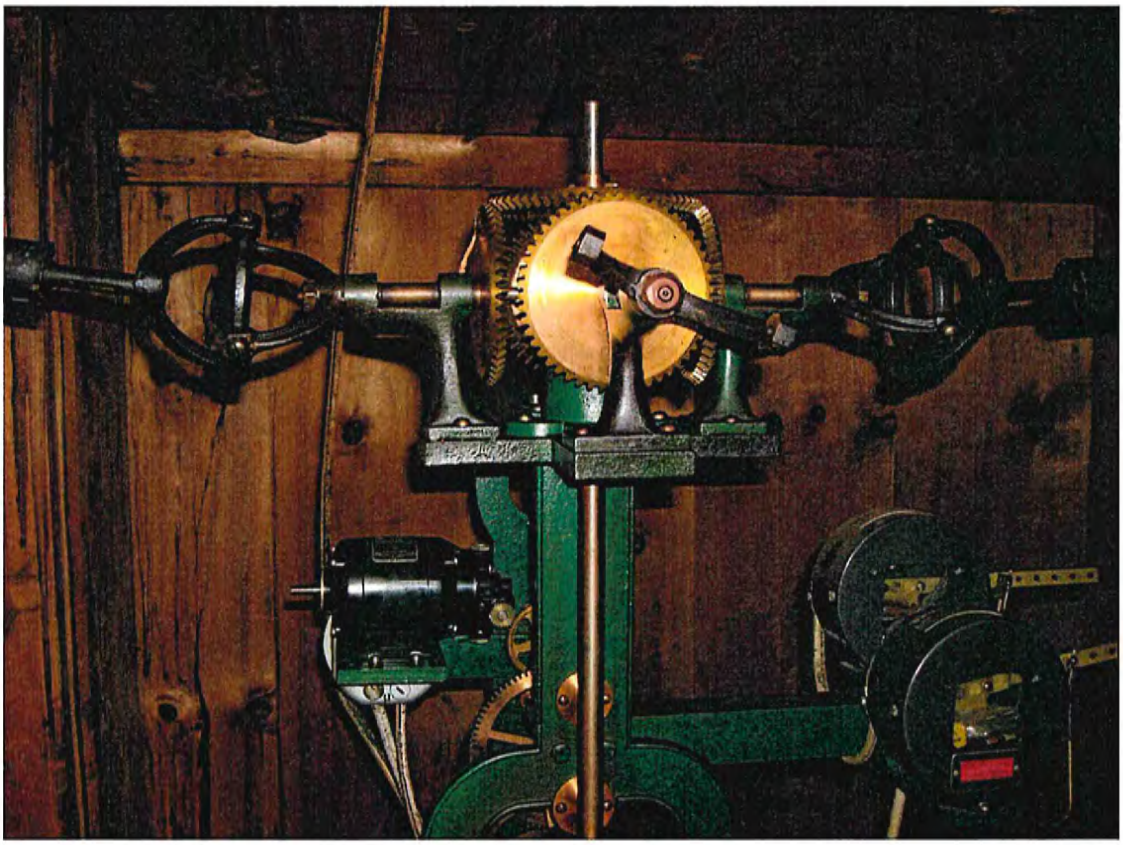
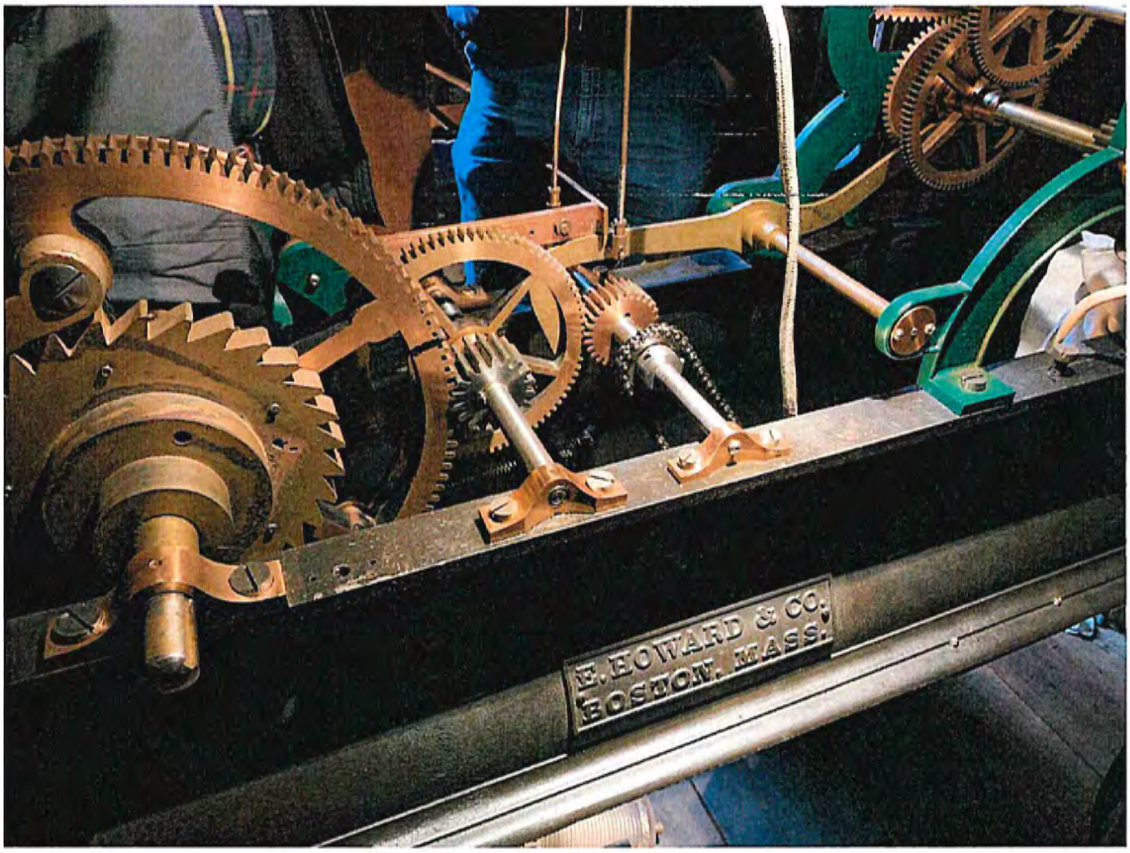
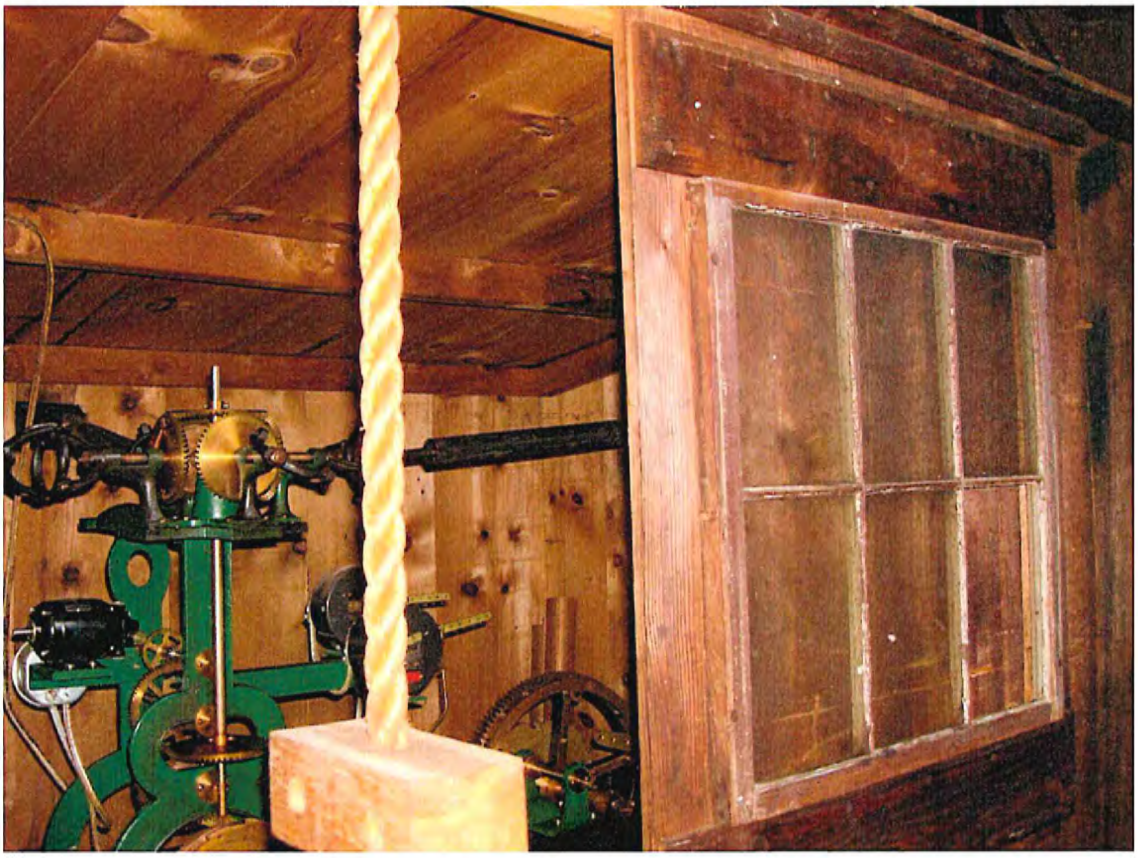


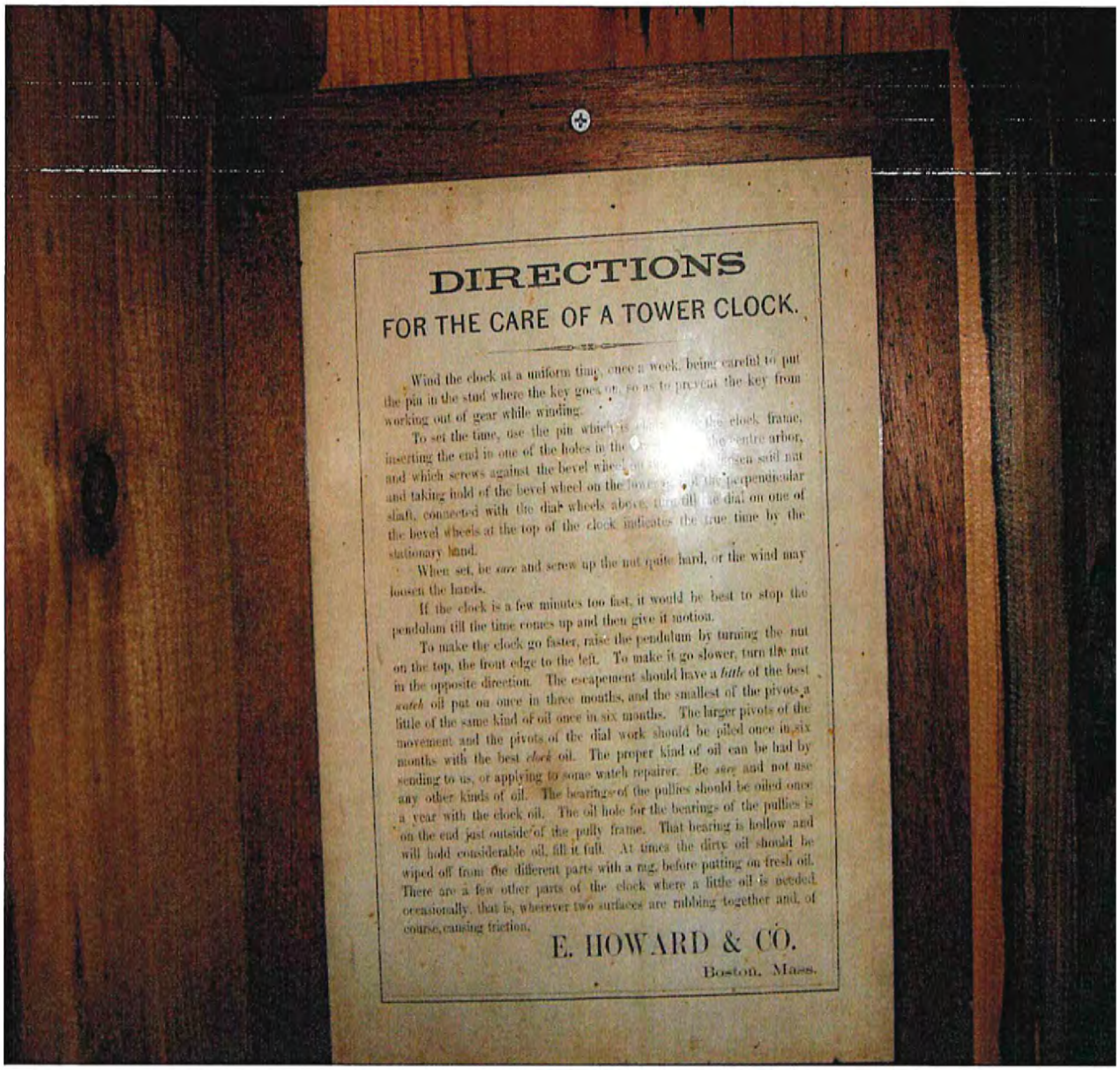






Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)



DIRECTIONS

FOR THE CARE OF A TOWER CLOCK.

Wind the clock at a uniform time, once a week, being careful to put the pin in the stud where the key goes on, so as to prevent the key from working out of gear while winding.

To set the time, use the pin which is [illegible] the clock frame, inserting the end in one of the holes in the [illegible] the centre arbor, and which screws against the bevel wheel [illegible] loosen said nut and taking hold of the bevel wheel on the [illegible] the perpendicular shaft, connected with the dial wheels above, turn till the dial on one of the bevel wheels at the top of the clock indicates the true time by the stationary hand.

When set, be *sure* and screw up the nut quite hard, or the wind may loosen the hands.

If the clock is a few minutes too fast, it would be best to stop the pendulum till the time comes up and then give it motion.

To make the clock go faster, raise the pendulum by turning the nut on the top, the front edge to the left. To make it go slower, turn the nut in the opposite direction. The escapement should have a *little* of the best *watch* oil put on once in three months, and the smallest of the pivots a little of the same kind of oil once in six months. The larger pivots of the movement and the pivots of the dial work should be oiled once in six months with the best *clock* oil. The proper kind of oil can be had by sending to us, or applying to some watch repairer. Be *sure* and not use any other kinds of oil. The bearings of the pullies should be oiled once a year with the clock oil. The oil hole for the bearings of the pullies is on the end just outside of the pully frame. That bearing is hollow and will hold considerable oil, fill it full. At times the dirty oil should be wiped off from the different parts with a rag, before putting on fresh oil. There are a few other parts of the clock where a little oil is needed occasionally, that is, wherever two surfaces are rubbing together and, of course, causing friction.

E. HOWARD & CO.

Boston, Mass.

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

First Parish of Sudbury
fpsudbury.org

Rev. Dr. Marjorie Matty
Senior Minister

Robert Jones
Director of Religious Exploration

Debra Morris-Bennett
Minister of Music

Tanja Fischer
Office Administrator

Rev. Katie Lee Crane
Minister Emerita

October 13, 2021

William Barletta
Facilities Director
Town of Sudbury
275 Old Lancaster Road
Sudbury, MA 01776
barlettaw@sudbury.ma.us

Dear Mr. Barletta,

The trustees of First Parish of Sudbury met on Oct. 5, 2021 and voted unanimously to encourage your restoration of the clock face in the steeple of First Parish of Sudbury. The restoration will be a big improvement and add to the town center's appearance.

We appreciate your support and feel free to contact Tom Kruskal, trustee, at tkruskal@verizon.net or me at fransharp19@gmail.com or 978/394-4626.

Thank you,

Fran Sharp

Fran Sharp, Clerk, Board of Trustees
First Parish of Sudbury Unitarian Universalist

327 Concord Road

Sudbury, MA 01776

978-443-2043

office@fpsudbury.org

www.fpsudbury.org

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Duchesneau, Adam

From: cldh7@aol.com
Sent: Wednesday, October 20, 2021 11:23 AM
To: Barletta, William
Cc: Duchesneau, Adam
Subject: Re: Town Clock face restoration

Hi Bill,

The Sudbury Historical Commission met last evening and discussed your request for support of your CPC grant application. By a vote of 7-0, the Sudbury Historical Commission fully supports your grant application for the restoration of the clock face of the Town of Sudbury clock in the First Parish Church steeple in Sudbury Center.

Please feel free to provide this communication to the CPC.

Chris Hagger
Chair - SHC

-----Original Message-----
From: Barletta, William <BarlettaW@sudbury.ma.us>
To: cldh7@aol.com <cldh7@aol.com>
Sent: Mon, Oct 4, 2021 10:55 am
Subject: Town Clock face restoration

Hello Chris,

I am in the process of submitting a CPC request for the restoration and reguilding of the clock faces on the Town Clock at the First Parish Church.

The submission is due 10/13. I know this is short notice, but would the Commission be willing to submit a letter of support for the work that I could submit with the application?

Your support would greatly enhance the likelihood of acceptance and be most appreciated. I have attached some pictures of the present condition.

Thank you,

Bill

William Barletta
Facilities Director
Town of Sudbury
275 Old Lancaster Road
Sudbury, MA 01776
978-440-5465
barlettaw@sudbury.ma.us

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

Town of Sudbury
Historic Districts Commission

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3389
Fax: 978-443-0756
http://www.sudbury.ma.us

October 26, 2021

Sudbury Community Preservation Committee
278 Old Sudbury Road,
Sudbury, MA 01776

Dear Committee Members,

On behalf of the Historic Districts Commission, I am writing to express the Commission's strong support of the Meeting House clock dial grant application that is now under your consideration.

At our meeting on October 7th, members expressed enthusiasm for this project and voted 5-0 in favor of it. Being conspicuously displayed at Town Center, we believe funding will have maximum results. Being an historic clock, made by E. Howard and Company no less, we believe the Town has an obligation to restore and maintain such prized artifacts. The restoration process and choice of materials seem to us to be correct and the cost most fair.

We hope you share our enthusiasm and will vote to approve this grant application.

Kind regards,

Fred Taylor
HDC, chair

Attachment3.j: FY23 - CPC Applications combined v4 (4998 : Open joint meeting with Finance Committee and CIAC)

FIRE CHIEF (1)

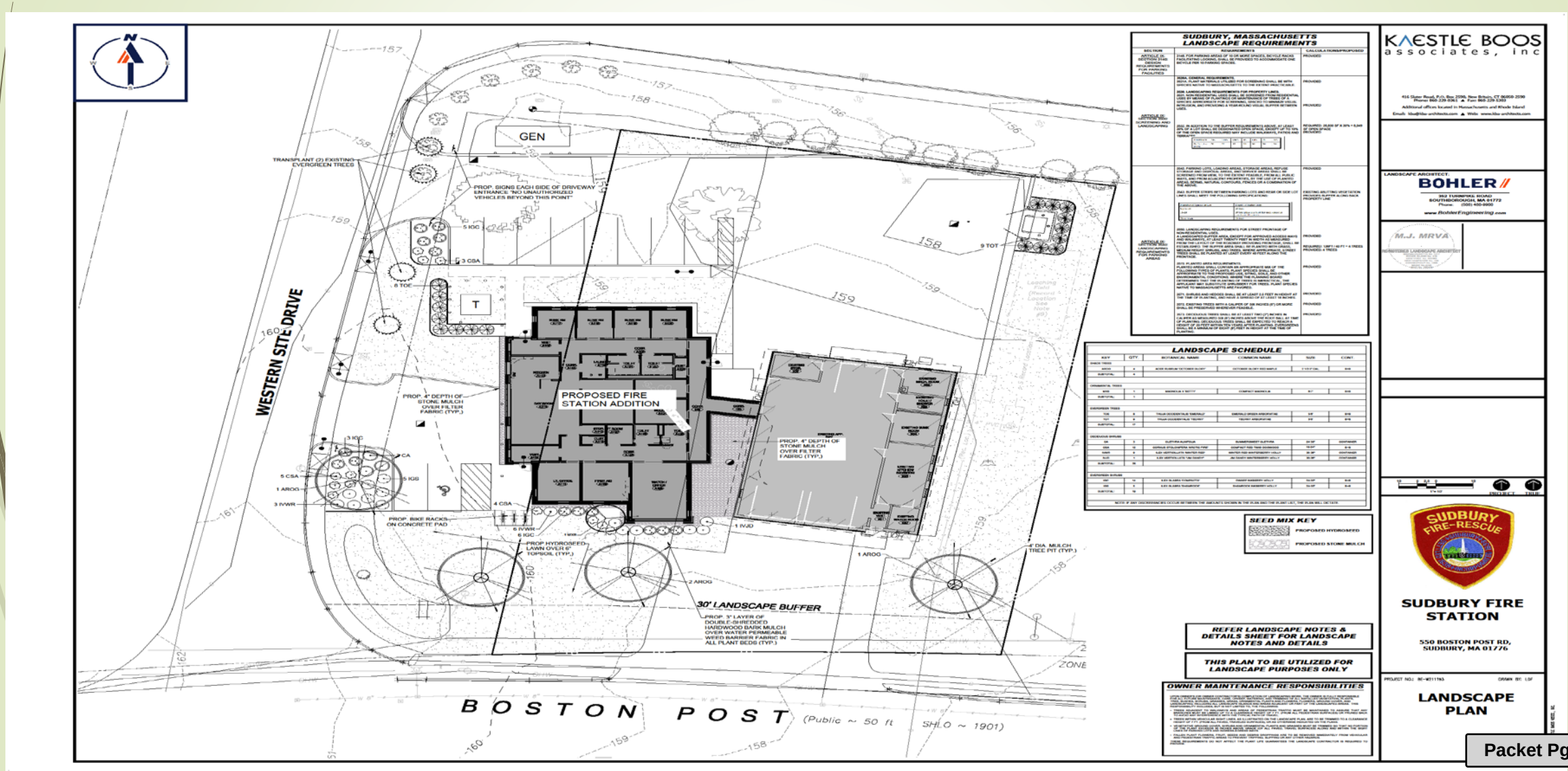
11. Additional funding: Construction of Fire Station No. 2 Housing/Living/Office Area

Attachment3.k: FIRE CHIEF (4998 : Open joint meeting with Finance Committee and CIAC)

Fire Station #2, Phase 1

Attachment3.I: Fire Station # Join Meeting SB_Fin_Cap 2_14_22 (4998 : Open joint

Fire Station #2 Landscape Plan



Fire Station #2 Program Costs

Fire Station 2 **Project Cost Estimate**

Hard Costs	KBA OPC 2/1/21			KBA SD COST ESTIMATE 10/13/21				KBA SD COST ESTIMATE 10/28/21				KBA DD COST ESTIMATE 1/24/22			
Demo. /Hazmat		0			0				20,000				20,000		
Abatement		0			0				0				0		
Sitework		664,700			0				554,339				584,400		
Building Demo 4250 sf					50,575										
Building Demo (Reno 2205 sf					22,000										
Building (Renov 3274 sf					41,807				41,807				98,565		
Site Utility Cost					262,774										
Building 3526 sf	$499/ sf	1,760,400		4138 sf	2,486,422			4138 sf	2,625,636			4190 sf	2,298,197		
Subtotal		2,425,100			2,863,578				3,241,782				3,001,162		
Design Contingency	12%	290,900		12%	343,629			12%	389,014			6.5%	195,076		
			2,716,000			3,207,207				3,630,796				3,196,238	
General Conditions	7.50%	204,000		7.50%	240,541			7.50%	272,310			8.50%	271,680		
Insurance	1%	29,200		1%	34,477			1%	39,031			1%	34,679		
Bond	1%	29,500		1%	34,822			1%	39,421			1%	35,026		
General Contractor Fee	2.50%	74,500		2.50%	87,926			2.50%	99,539			3.50%	123,817		
			337,200			397,766				450,301				465,202	
Subtotal			3,053,200			3,604,973				4,081,097				3,661,440	
Cost Escalation (Fall 2021)	2.67%		81,800	4.67%	(Spring 2022	168,353		4.67%	(Spring 2022	190,587		2.92%	(Fall 2022)	106,914	
Subtotal Construction Cost			**3,135,000**	$889/ sf		**3,773,326**	$1,153/ sf			**4,271,684**	$1,032/ sf			**3,768,354**	$1,032/ sf
Soft Costs															
Survey		6,000			6,000				6,000				6,000		
Geotech Investigation		17,000			17,000				17,000				17,000		
Arch/ Eng Fees 10% Construction		306,000			306,000				306,000				306,000		
Arch Reimbursable		30,000			30,000				30,000				30,000		
Peer Review		4,000			4,000				4,000				4,000		
Owners Project Manager		157,000			365,000				365,000				365,000		
Furniture & Furnishings		42,000			42,000				42,000				42,000		
Communications Equipment		100,000			100,000				100,000				100,000		
Network		25,000			25,000				25,000				25,000		
Backcharge (Utility)		25,000			25,000				25,000				25,000		
Moving		10,000			10,000				10,000				10,000		
Bid Docs		20,000			20,000				20,000				20,000		
Legal Advertising		5,000			5,000				5,000				5,000		
Testing		25,000			25,000				25,000				25,000		
Commissioning		0			0				0				0		
Subtotal			772,000			980,000				980,000				980,000	
Construction Subtotal			3,907,000			4,753,326				5,251,684				4,748,354	
Owner's Construction Contingency		10%	393,000		10%	475,333			10%	525,168			10%	474,835	
Total Phase 1 Cost			**4,300,000**			**5,228,658**	-928,658			**5,776,853**	-1,476,853			**5,2**	

Attachment3.I: Fire Station # Join Meeting SB_Fin_Cap 2_14_22 (4998 : Open joint

Fire Station #2 Phase 2

FIRE CHIEF'S REPORT: The Fire Department is seeking additional funding to meet a budgetary shortfall for the construction of a new addition to Fire Station No.2, located at 550 Boston Post Road. The 2021 Town Meeting appropriated $4,300,00 for the design and construction of a housing, living, office and public space addition to be attached to the current Fire Station No. 2. The goal of the project is to provide living areas to support four mixed gender fire personnel at the Station that would allow for the staffing of a Fire Engine Company and an Advanced Life Support Ambulance (ALS) to provide for faster response to emergencies in the southern part of Sudbury.

In the past seven years the development of the properties located on the Rt. 20 corridor have been brisk, the construction of Coolidge I and II have provided more than 100 additional age restricted housing units in the most southern section of Rt. 20. The redevelopment by National Development has added 250 non-aged restricted housing, a memory care health facility containing 48 units, an additional 57 units of age-restricted housing units in the Pulte housing units and additional retail commercial space. This one development added 165 emergency responses in 2021.

In the 2021 calendar year the southern section contributed to 47% of the emergency responses, compared to the North at 23% and West at 20%. Providing additional housing at Fire Station No. 2 will reduce the response time to provide advanced patient care and enhance fire operations.

The schematic design of the new addition and the required associated renovations to the existing Fire Station No. 2 structure was originally conceived to be a steel-frame and masonry structure, with a pitched roof. The schematic design includes four bunk rooms, watch office, kitchen, exercise room and administrative office. The required renovations to the existing Station No. 2 structure include a connection structure to the new addition and new sprinkler and fire alarm systems. The Schematic Design cost estimate for the proposed construction was completed in October, 2021. The Schematic Design construction cost estimate was $4,271,684 as compared to the February 2021 construction cost estimate of $3,135,000. The total project cost at the end of Schematic Design was $5,776,853.

The design for the addition was reviewed and revised during the Final Design phase to include numerous cost-reduction items including substitution of steel frame with wood frame, replacement of slope roof with flat roof and utilization of a more cost-efficient HVAC system. The most current construction cost estimate was completed in January 2022, incorporating the approved cost-reduction items. The January 2022 Design Development (Final Design) construction cost estimate was $3,768,354 with a total estimated project cost of $5,223,189, creating an estimated project construction budgetary shortfall of $923,189.

The budgetary shortfall is primarily due to recent industry trends regarding inflation and supply chain disruption resulting from the COVID pandemic. The past year has featured unprecedented inflation in the construction industry affecting every major commodity in the construction trades - steel, wood, roofing products, glass, copper, and aluminum - as well as microchip shortages affecting computerized HVAC equipment and lighting controls. In recent bid results, a continuing trend of this price inflation across most trades, with roofing and concrete overages being the most recent spike, has been seen.

Recent roofing bids have come in 40% above their estimate, one of the reasons given was that manufacturers will only guarantee pricing on the ship date of their material, not at the purchase order stage. The labor shortages in factories, reductions in delivery personnel and escalating fuel costs continue to be a significant problem, with 5-10% increases being seen across many trades. In addition, one of the largest gypsum producers in the country has circulated a letter noting recent price increases in gypsum and related products that will impact bids over the coming year. With lump sum bid pricing, contractors are forced to account for additional risk for these market uncertainties which are reflected in higher bid prices.

Attachment3.m: Fire Station 2022 Town Meeting Article Report (4998 : Open joint meeting with Finance Committee and CIAC)

Although the project design has been extensively reviewed and actions taken through value engineering initiatives to maintain the original project budget, the most recent construction cost estimate, as based on recent construction trends, has determined that the original project goal cannot be met within the original appropriation of $4,300,000.

As the original need for the Fire Station No. 2 addition, as approved by the 2021 Town Meeting, still exists and has even increased due to the ever-increasing number of required emergency responses in South Sudbury, the Fire Department is seeking additional funding in the amount of $950,000 to allow for the construction of the proposed Fire Station No. 2 addition.

Attachment3.m: Fire Station 2022 Town Meeting Article Report (4998 : Open joint meeting with Finance Committee and CIAC)

PUBLIC WORKS DIRECTOR (8)

12. Chapter 90 Highway Funding
13. Backhoe/Loader
14. 6-Wheel Body Dump Truck w/Plow
15. Skid Steer
16. Roadside Mower
17. **Town-wide Drainage and Roadway Reconstruction $3.5M debt**
18. **Old Framingham Road/Nobscot Road Walkway Extension Project $700**
19. Old Framingham Road/Nobscot Road Walkway Extension Project - Easements

Attachment3.n: PUBLIC WORKS DIRECTOR (4998 : Open joint meeting with Finance Committee and CIAC)

Public Works
FY2023 Capital Requests

COMBINED MEETING OF THE SELECT BOARD, FINANCE COMMITTEE, & THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE

FEBRUARY 15, 2022

DAN NASON, PUBLIC WORKS DIRECTOR

Public Works Department

Understanding the Public Works Department

- Who we are…Multi-Divisional Team
  - Office/Administration
  - Engineering
  - Highway
  - Drainage
  - Transfer Station
  - Trees & Cemeteries
  - Parks & Grounds

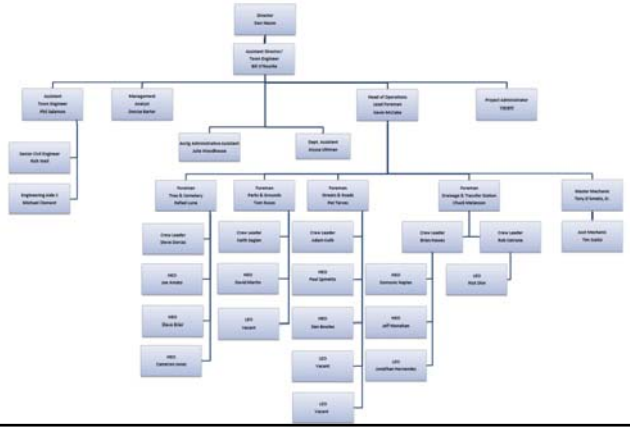
34 Members total

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Public Works Department

Understanding the Public Works Department

- 34 Members in the Department



Public Works Department

Understanding the Public Works Department

What we manage / maintain…

- More than 64 Acres of public open space (Parks/Grounds)
- More than 138 miles of roadway
  - *Asset value ~ $138M **
- More than 44 miles of walkways
- Nearly 200 crosswalks

* *Asset Management and Asset Valuation: The Implications of the Government Accounting Standards Bureau (GASB) Standards for Reporting Capital Assets*, MID-CONTINENT TRANSPORTATION SYMPOSIUM 2000 PROCEEDINGS, Sue McNeil

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Public Works Department

Understanding the Public Works Department

What we manage / maintain…

- More than 4,500 drain structures (> 2,700 CB's, >1,800 MH's)
- More than 58 miles or stormwater conveyance systems
- More than 600 stormwater outfalls
- More than 160 culverts

Tools we need to perform our jobs…

- Total number of vehicles and equipment: > 90
  - Equipment asset value exceeds $5M

Capital Equipment Replacement

Vehicle/Equipment replacement concepts

- Year?, Make, Model?, Type or Use?
  - Thresholds or standards as guides?

Focus on:

- Daily operations, front-line equipment, critical emergency response vehicles/equipment
  - What are the most heavily utilized equipment?
  - Replacement cycle / costs?

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Capital Equipment Replacement

Categories:

- Light / Medium Duty Trucks (Pick Up Trucks)
- Heavy Duty Trucks (CDL Dump Trucks)
- Light / Small Equipment (Skid Steers, Rollers, etc.)
- Heavy / Construction Equipment (Loaders, Backhoes, etc.)
- Specialty Equipment (i.e., Sidewalk Machines)

Capital Equipment Replacement

Recommended replacement thresholds:

APWA Replacement Recommendations

VEHICLE TYPE	REPLACEMENT RANGE YEARS	THRESHOLD MILEAGE/HOURS
Administrative Sedans	5	75,000 – 100,000
Emergency Sedans	3	85,000 – 100,000
Pick Up Trucks	7	100,000 – 120,000
Dump Trucks, Diesel	7 – 10	150,000
Back Hoes, Loaders	7 – 10	6,000 – 7,500 hrs

Source: American Public Works Association Vehicle Replacement Guide

Federal Government GSA Replacement Recommendations

VEHICLE TYPE	REPLACEMENT RANGE YEARS	THRESHOLD MILEAGE/HOURS
Sedans	3	60,000
Ambulances	7	60,000
Pick Up Trucks	6	50,000
Light Dump Trucks	7	60,000
Heavy Dump Trucks	9	80,000
4-Wheel Drive Vehicles	6	40,000

Source: Federal Minimum Replacement Standards 41CFR 102-34.280

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Capital Equipment Replacement

Recommended replacement thresholds vs. Sudbury

APWA Replacement Recommendations

VEHICLE TYPE	REPLACEMENT RANGE YEARS	THRESHOLD MILEAGE/HOURS
Administrative Sedans	5	75,000 – 100,000
Emergency Sedans	3	85,000 – 100,000
Pick Up Trucks	7	100,000 – 120,000
Dump Trucks, Diesel	7 – 10	150,000
Back Hoes, Loaders	7 – 10	6,000 – 7,500 hrs

Source: American Public Works Association Vehicle Replacement Guide

Federal Government GSA Replacement Recommendations

VEHICLE TYPE	REPLACEMENT RANGE YEARS	THRESHOLD MILEAGE/HOURS
Sedans	3	60,000
Ambulances	7	60,000
Pick Up Trucks	6	50,000
Light Dump Trucks	7	60,000
Heavy Dump Trucks	9	80,000
4-Wheel Drive Vehicles	6	40,000

Source: Federal Minimum Replacement Standards 41CFR 102-34.280

Vehicle Type:	Years:
Administrative	10
Pick Up Trucks	10
Dump Trucks	15
Backhoes/Loaders	12

Sudbury is more fiscally conservative!

Capital Equipment Replacement

Light / Medium Duty Trucks: 17 total

Light / Medium Duty Trucks

37	DRAINAGE	2011	CHEVROLET	SILVERADO 3500	1 Ton Stake Body	ATM2020:29 - Ordered
PR2	PARKS AND GROUNDS	2011	CHEVROLET	SILVERADO CK31003	1 Ton Dump	ATM2020:28 - Ordered
29	TREES & CEMETERY	2022	FORD	F350	1 Ton Stake Body	
2	DRAINAGE	2015 ★	CHEVROLET	SILVERAD0 2500	Pickup	ATM2021:4 - Ordered
PR3	PARKS AND GROUNDS	2015 ★	CHEVROLET	SILVERADO CK2590	Pickup	
14	DPW	2015 ★	CHEVROLET	SILVERAD0 2500	Pickup	
PR4	PARKS AND GROUNDS	2015 ★	CHEVROLET	SILVERADO CK2590	Pickup	
38	HIGHWAY	2015 ★	CHEVROLET	SILVERADO 3500	1 Ton Stake Body	
40	DRAINAGE	2015 ★	CHEVROLET	SILVERADO 3500	1 Ton Stake Body	
7	HIGHWAY	2015 ★	CHEVROLET	SILVERADO 3500	1 Ton Stake Body	
28	HIGHWAY	2015 ★	CHEVROLET	SILVERADO 3500	1 Ton Stake Body	
PR1	PARKS AND GROUNDS	2015 ★	CHEVROLET	SILVERADO CK36003	1 Ton Dump w/Slide in Spreader	
PR11	PARKS AND GROUNDS	2015 ★	CHEVROLET	SILVERADO CK3500	1 Ton Dump w/Slide in spreader	
17	TREES & CEMETERY	2015 ★	CHEVROLET	SILVERADO 2500	Utility Body	
45	DRAINAGE	2015 ★	CHEVROLET	SILVERADO 2500	Pickup	
30	FLEET MAINTENANCE	2017	FORD	F350	Fiberglass Utility Body & Compressor	
1	DPW	2019	FORD	SUPER DUTY F250	Pickup	

Note: 12 model year 2015 Chevy Silverado Pickups

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Capital Equipment Replacement

Heavy Duty Trucks: 18 total

Heavy Duty Trucks

4	DRAINAGE	2013	FREIGHTLINER	114SD	6-Wheel Dump	
11	HIGHWAY	2014	FREIGHTLINER	114SD	6-Wheel Dump	
12	DRAINAGE	2006	MACK	CV713	10-Wheel Dump	
27	HIGHWAY	2007	MACK	CV713	10-Wheel Dump	
10	HIGHWAY	2012	FREIGHTLINER	114SD	10-Wheel Dump	
34	HIGHWAY	2016	FREIGHTLINER	114SD	10-Wheel Dump	
9	DRAINAGE	2016	FREIGHTLINER	114SD	6-Wheel Dump (Brine)	
36	TREES & CEMETERY	2000	GMC	T7500	6-Wheel Swap Body (Dump, Chip, Brine)	
23	TREES & CEMETERY	2008	INTERNATIONAL	7300	6-Wheel Spreader (Swap Body - Chip, Dump)	
6	DPW	2006	MACK	CV713	10-Wheel Spreader w/Wing ★	ATM2021:20 - Ordered
5	DPW	2008	VOLVO	VHD64F	10-W heel Spreader ★	
24	DPW	2008	INTERNATIONAL	7400	6-Wheel (4x4) Spreader w/Wing ★	
44	DPW	2022	MACK	CV712	6-Wheel Combo Body	
3	DPW	2007	MACK	CV712	6-Wheel Spreader ★	
18	DPW	2007	MACK	CV712	6-Wheel Spreader ★	
20	DPW	2011	VOLVO	VHD42F	6-Wheel Spreader ★	
19	DRAINAGE	2015	FREIGHTLINER	114SD	Catch Basin Cleaner, 6-Wheel Dump	
L1	DRAINAGE	2016	FREIGHTLINER	114SD	10-Wheel Roll off (Transfer Station)	

Note: 6 dedicated spreaders

Capital Equipment Replacement

Heavy Duty Trucks: 18 total

- Recommended replacement cycle:
  - Sudbury (every 15 years) = 1.2 per year
  - APWA (every 7-10 years) = 1.8 - 2.5 per year
  - Federal (every 9 years) = 2.0 per year

Sudbury needs to replace **at least 1** of these vehicles **every year** to maintain a sustainable fleet (18 years old)

- If we only replace 1 every other year – **36 years old**

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Capital Equipment Replacement

Skid Steer: 2 total

Light / Small Equipment

26	HIGHWAY	2009	BOBCAT	T180	Skid Steer
41	DRAINAGE	2016	CASE	TR270	Skid Steer

Capital Equipment Replacement

Skid Steer Machines: 2 total

- Recommended replacement cycle:
  - Sudbury (every 10 years) = 1 every 5 years

Sudbury <u>needs to replace **at least 1** of these vehicles **every five years**</u> to maintain a sustainable fleet (8 years old)

- If we only replace 1 every 10 years – **20 years old**

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Capital Equipment Replacement

Backhoe Loaders: 2 total

Heavy / Construction Equipment

22	DRAINAGE	2009	JOHN DEERE	410J	Backhoe Loader
16	HIGHWAY	2014	JOHN DEERE	410K	Backhoe Loader

Capital Equipment Replacement

Backhoe Loader: 2 total

- Recommended replacement cycle:
  - Sudbury (every 12 years) = 1 every 6 years

Sudbury <u>needs to replace **at least 1** of these vehicles **every six years**</u> to maintain a sustainable fleet (8 years old)

- If we only replace 1 every 12 years – **24 years old**

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Public Works Capital

- Status of prior Capital Articles
  - Vehicles / Equipment

VEHICLE DESCRIPTION	ARTICLE ITEM	YEAR	MAKE	MODEL	ORDER DATE	STATUS
Dump Truck w/plow & Spreader (Unit PR2)	(ATM2020:28)	2022	FORD	F350	10/8/2020	Covid Cancelled order, chip shortage, vendor reordered 10/21/2021
Dump Truck w/plow, Spreader & Wing (Unit 37)	(ATM2020:29)	2021	FORD	F550	10/8/2020	Currently being upfitted, delivery expected middle of 2/2022
6-Wheel Combo Body Dump Truck w/plow & spreader (Unit 44)	(ATM2020:30)	2022	MACK	CV712	9/22/2020	Delivered: 10/16/2021
6-Wheel Combo Body Dump Truck w/plow & Wing (Unit 6)	(ATM2021:20)	2022	MACK	CV712	5/27/2021	Anticipated build date 7/12/2022, VIN# 1M2GR2ACXPM001941
Dump Truck with plow (Unit 29)	(ATM2021:4)	2022	FORD	F350	10/22/2021	Delivered: 12/29/2021
Pick-up Truck with Plow (Unit 2)	(ATM2021:4)	2022	FORD	F250	10/22/2021	Awaiting VIN# from Ford

Public Works Capital

- Article 10: Ch90 Highway Funding
- Article XX: Backhoe Loader
- Article XX: 6-Wheel Combo-Body w/Plow
- Article XX: Skid Steer
- Article XX: Roadside Mower

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Public Works Capital

- Article XX: Townwide Drainage & Roadway Reconstruction
- Article XX: OFR/Nobscott Road Walkway Extension Project
- Article XX: OFR/Nobscott Road Walkway Extension Easements

Article 10: Ch90 Highway Funding

- The Chapter 90 Program (enacted in 1973), as administered through MassDOT, entitles municipalities to reimbursement of expenditures under the provisions of MGL Chapter 90, Section 34, Clause 2 (a) on approved projects including maintaining, repairing, improving and constructing town and county ways and bridges which qualify under the State Aid Highway Guidelines.

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Article 10:
Ch90 Highway Funding

- This is a housekeeping matter to allow us to accept the allocated funds from the State Legislature for our pavement management program and to expend these funds under the Chapter 90 guidelines.

Article XX: Backhoe Loader

- $150,000 to replace a 2009 John Deere 410J
- Service life of ~12 years

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Article XX: 6-Wheel Combo Body Dump Truck with Plow

- $285,000 to replace a 2007 Mack 6-Wheel dedicated spreader
- Service life of ~15 years

Article XX: Skid Steer

- $130,000 to replace a 2009 Bobcat T180
  - With attachments
- Service life of ~12 years

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Article XX: Roadside Mower

- $140,000 to replace a 2010 Kubota M108S Tractor w/Boom Flail
- Purchase a new Mower Attachment for Loader
- Service life of ~12 years

Article XX: Townwide Drainage & Roadway Reconstruction

- $3.5M to reconstruct drainage network townwide
  - Focus on Goodman's Hill Road & Pratts Mill Road now
- Deteriorated corrugated metal pipe (CMP)
- Continued developing sinkholes

GHR
9/8/2020

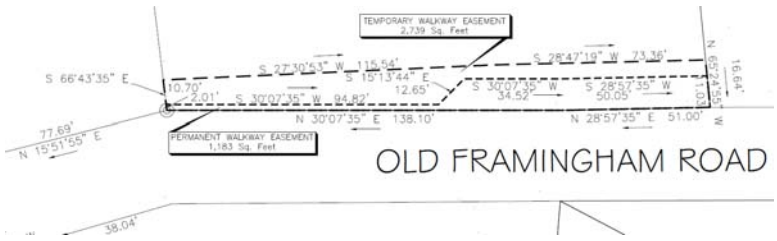
Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Article XX: OFR/Nobscott Road Walkway Extension Project

- $700,000 to extend / construct new walkway and associated work along Old Framingham Road to Nobscott Road

Article XX: OFR/Nobscott Road Walkway Extension Easements

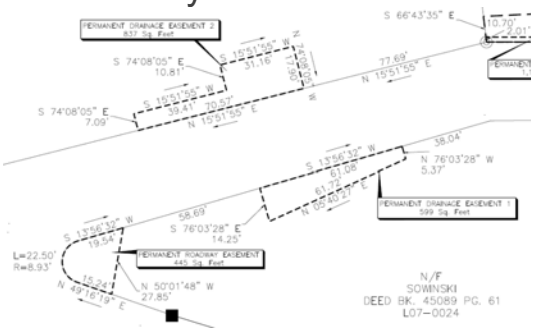
- Easements required for walkway extension project
  - Temporary easement – 2,739 sf
  - Permanent walkway easement – 1,183 sf



Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

Article XX: OFR/Nobscott Road Walkway Extension Easements

- Easements required for walkway extension project
  - Permanent drain easements – 599 sf + 837 sf = 1,436 sf
  - Permanent roadway easement – 445 sf



Public Works FY2023 Capital Requests

Thank you

Questions?

Attachment3.o: FY23 DPW Capital Requests SB-FinCom-CIAC (4998 : Open joint meeting with Finance Committee and CIAC)

SELECT BOARD ARTICLES (3)

20. Fairbank Community Center: Audio-Visual Equipment
21. Fairbank Community Center: Furniture, Fixtures and Equipment
22. Bruce Freeman Rail Trail Phase 2D - Acquisition of Land (row 25 of the Articles spreadsheet)

Attachment3.p: SELECT BOARD ARTICLES (4998 : Open joint meeting with Finance Committee and CIAC)

Fairbank Community Center

2022 Annual Town Meeting Articles

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Town Manager Overview

Financial Condition (Continued)

CORONAVIRUS (COVID-19)

The global pandemic has continued and the impacts are still manifesting themselves in the variants that are rapidly and widely spread. We are fortunate to have endured fairly well and the community has sustained many businesses and construction projects.

Unforeseen cost increases have negatively impacted Town projects and advancements, like the Fairbank Community Center and Fire Station #2 enhancements. Labor and material costs have increased dramatically, effecting most large functional areas in various ways. Snow and ice teams in particular have had a significant cost shift across the Nation.

The State and Federal funding sources have and are projected to assist in offsetting one-time or short-term needs through the CARES Act and American Rescue Plan Act. The purpose of these funds is to offset the detrimental outcomes related to stressors

As a result, herein is a conservative forecast that centers heavily on the most predictable revenue streams in the given periods. Any estimates beyond the three-year point in this environment may not be the best approach, and could posture leaders to have a skewed perspective for the foreseeable years.

hment4.a: 2022 Town of Sudbury Financial Condition and Forecast 2-9-2022 for SB (

Audiovisual Technology

Furniture, Fixtures, & Equipment

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Town Manager's 2022 Financial Condition of the Town Presentation

February 9, 2022

Financial Condition (Continued)

CORONAVIRUS (COVID-19)

The global pandemic has continued and the impacts are still manifesting themselves in the variants that are rapidly and widely spread. We are fortunate to have endured fairly well and the community has sustained many businesses and construction projects.

Unforeseen cost increases have negatively impacted Town projects and advancements, like the Fairbank Community Center and Fire Station #2 enhancements. Labor and material costs have increased dramatically, effecting most large functional areas in various ways. Snow and ice teams in particular have had a significant cost shift across the Nation.

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hment4.a: 2022 Town of Sudbury Financial Condition and Forecast 2-9-2022 for SB (

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Overview

- Why is there an ask for more funds?
  - **Cost inflation and supply chain issues due to the pandemic** will likely add to cost of construction.
  - Seeking separate funding will reduce the cost of audiovisual (AV) and furniture, fixtures, and equipment (FF&E) within the budget. Therefore, **this will keep the overall project within budget without additional scope loss.**
  - Budgeted costs of AV and FF&E have risen since the feasibility study was presented at the 2020 ATM.
- The Permanent Building Committee and the project management team have produced a complete building budget with thoughtful value engineering, but **certain elements needed to be deferred, changed, or eliminated** such as:
  - Square footage in corridors and exterior wall perimeter
  - Type of building and sitework materials
  - Architectural elements
  - ***But not programming***
- These **funding requests are not part of the construction bid** (March 2022). These are **separate bids that will follow the construction bid**. Therefore, we are focusing on these items for the 2022 ATM.

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Audiovisual (AV) Technology

What is the AV technology request?

- Equipment may include TVs and monitors, assisted listening system, microphones, speakers, projection equipment, etc.
- The building will be constructed to be ready to be outfitted with the audiovisual equipment.

What is the budget status?

- The feasibility study assumed a basic level of AV that was standard at the time (pre-pandemic).
- The initial assumption did not assume hybrid meetings, increased needs identified in the pandemic, or new ways of using AV in a community center.

What is the need?

- Overall societal expectation, desire, and demand for enhanced AV technology.
- Increased expectations as a result of the pandemic are expected to continue moving forward.

What is the ask?

- $300K from Free Cash for AV equipment.

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Direct Feedback from User Groups on AV Use

- The **Sudbury Public Schools (SPS)** audio visual needs center on professional development, collaboration, training, Human Resources onboarding and small and large group staff meetings. In the conference rooms, interactive screens and sound projection equipment are necessary to provide Americans with Disabilities Act (ADA) access and professional development opportunities. Offices and small meeting spaces need presentation equipment like a display that can be linked to a computer. All the SPS spaces must be network and phone ready.
- **Senior Center** The popularity and need for lifelong learning, fitness and arts classes at the Senior Center exemplify the necessity of technological capability to offer in-person, virtual and hybrid classes in the multi-purpose room, the fitness room, arts room, and at least one to two other program rooms. The addition of Assisted Listening systems (ALS) that provide amplification to headphones or hearing aids during classes or meetings will increase accessibility. To maximize accessibility, ALS should be included in as many program rooms as are practical.
- The **Park and Recreation Department** will utilize audiovisual technology for children, youth and adult virtual/hybrid programming as well as online access to additional programming. Also, public meetings held by the Park and Recreation Commission and other public entities. This technology will provide the ability to livestream community events.

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Examples of AV Technology in Other Locations

Scituate Senior Center Multi-Purpose Room

Scituate Senior Center Program Room

Falmouth Senior Center Digital Signage

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Fairbank Lobby & Reception AV Use

3D VIEW - RECEPTION

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Fairbank Multi-purpose Room AV Use

3D VIEW - MULTIPURPOSE ROOM

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Audiovisual Budget History

	Feasibility Study 11/19/2019	CPM Budget 4/30/2021 (project start)	Forecast 1/4/2022	Shortfall from CPM Budget	Shortfall from Feasibility Study
Audiovisual	$50,000	$50,000	$353,000	($303,000)	($303,000)

Additional Overall Project Cost Impacts

	Feasibility Study	Updated 1/4/2022	Budget impact on project
Forecast Escalation	$596,902	$1,649,112	($1,052,210)
Based on original project cost of $27,485,196	**2.1%** to **June 2021** construction start	Conservative **6%** to Nov 2021 and **increasing** (CPI 7.5% as of Jan 2022)	

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Furniture, Fixtures, and Equipment (FF&E)

What is the Furniture, Fixtures, & Equipment (FF&E)?

- Commercial kitchen equipment including walk-in refrigerator and freezer, dishwashing station, commercial stove and oven, stainless-steel food preparation area, commercial kitchen appliances such as coffee maker, mixer, etc.
- Other uninstalled furniture and equipment (washer/dryer, refrigerators, office/breakroom equipment, whiteboards, etc.)

What is the budget status?

- The cost of FF&E has increased at a higher rate due to the pandemic.
- The feasibility study did not differentiate between a teaching kitchen like a residential kitchen and a commercial kitchen (needed) for the emergency shelter needs.
- The feasibility study assumed significant re-use of existing furniture and equipment. Subsequent survey indicated re-use of most of the items was not appropriate in this new facility.
- The feasibility study did not indicate any separate costs for Technology and Security. Rolled into the FF&E budget as Equipment, this left an inadequate budget for furnishing the entire building.

What is the need?

- Commercial kitchen for emergency shelter.
- The kitchen will also be used by the Senior Center, other user groups, and general public.
- Furniture to outfit offices and programming spaces.

What is the ask?

- $200K from Free Cash for commercial kitchen equipment or other FF&E

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Direct Feedback from User Groups on Commercial Kitchen Use

- **Emergency Shelter** Having the ability to prepare meals on site is the most efficient and cost-effective method to provide our residents with meals on a large scale. Since the new shelter and kitchen area will have 100% emergency backup power, we will have the ability to provide this service with the proper kitchen equipment installed.
- The **Sudbury Senior Center** will use the new kitchen to provide a hot lunch each weekday for 40-60 participants. A part-time chef, with the assistance of volunteer assistants, will create hot nutritious meals using the kitchen's commercial equipment. The kitchen will also provide a continental breakfast and hot coffee/tea every morning for serving in the multi-purpose lunch area or the café across the corridor. The kitchen and all the equipment in it, will be in use from the day the new Center opens.
- The **Park and Recreation Department** will use the kitchen for community programs which could include serving food and culinary classes for kids, youth and adults.

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Examples of Commercial Kitchens in Other Locations

Cohasset Senior Center Kitchen

Falmouth Senior Center Teaching Kitchen

Sharon Community Center Kitchen

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

FF&E, Technology, & Security Budget History

	Feasibility Study 11/19/2019	CPM Budget 4/30/2021 (project start)	Forecast 1/4/2022	Shortfall from CPM Budget	Shortfall from Feasibility Study
Technology		$50,000	**$89,000**	($39,000)	($89,000)
Security			**$55,000**		
Security System		**$75,000**	$30,000	$20,000	($55,000)
Camera System			$25,000		
FF&E			**$562,500**	**($187,500)**	**($187,500)**
Fitness			$20,000		
Wellness			$5,000		
Gym/Rec	**$375,000**		$10,000		
Preschool			$10,000		
Staff & Maintenance		**$375,000**	$8,500		
Senior Furniture			$205,259		
Rec Furniture			$124,295		
SPS Furniture			$164,446		
Site Furniture			$15,000		
Kitchen Equipment			**$196,060**	**($196,060)**	**($196,060)**
Total	**$375,000**	**$500,000**	**$902,560**	**($402,560)**	**($527,560)**

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Additional Overall Project Cost Impacts

	Feasibility Study	Updated 1/4/2022	Budget impact on project
Forecast Escalation	$596,902	$1,649,112	($1,052,210)
Based on original project cost of $27,485,196	**2.1%** to **June 2021** construction start	Conservative **6%** to Nov 2021 and **increasing** (CPI 7.5% as of Jan 2022)	

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Thank You

Check out the Fairbank Community Center site for more information about the project!

Attachment3.q: 2022 ATM FCC Articles AV FF&E - Capital Night 021522 (4998 : Open joint

Bruce Freeman Rail Trail Phase 2D - Acquisition of Land

The acquisition of land for the BFRT Project refers to the lease acquisition and the temporary (construction) easement acquisition. The lease will involve the Town leasing the former rail corridor from MassDOT for the purposes of a shared use path.

- **The lease acquisition cost is nominal ($10.00).**
- **The preliminary estimated cost of the temporary easements is $15,000.**

Attachment3.r: Bruce Freeman Rail Trail Phase 2D - Acquisition Slide _Budget Meeting

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

4: Close joint meeting and resume SB meeting

REQUESTOR SECTION
Date of request:

Requestor: Chair Roberts

Formal Title: Vote to close joint meeting with FinCom and CIAC and resume Select Board meeting.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

5: Sewataro/Liberty Ledge Property Manager Agreement

REQUESTOR SECTION
Date of request:

Requestor: Chair Roberts

Formal Title: Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update. (~15 min.)

Recommendations/Suggested Motion/Vote: Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update. (~15 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

6: Minutes Review

REQUESTOR SECTION
Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve the open session minutes of 1/10/22.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

SUDBURY SELECT BOARD

MONDAY, JANUARY 10, 2022

(Meeting can be viewed at www.sudburytv.org)

Present: Chair Jennifer Roberts, Vice-Chair Charles Russo, Select Board Member Daniel Carty, Select Board Member William Schineller, Select Board Member Janie Dretler, Assistant Town Manager Maryanne Bilodeau.

The statutory requirements as to notice having been complied with, the meeting was convened at 7:17 p.m., via Zoom telecommunication mode.

Chair Roberts announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll Call

Select Board Roll Call: Schineller-present, Dretler-present, Russo-present, Carty-present, Roberts-present

Opening remarks by Chair:

- Thanked Town Staff, DPW Department and contractors who helped clear the Town during the weekend storm

Reports from Assistant Town Manager:

- Check Town website for information regarding lost cost or subsidized transportation options
- Sudbury in need of snowplow contractors; please contact DPW or check the Town website

Reports from Select Board Members:

Board Member Carty

- The Transportation Committee will be requesting funding from the Select Board for continued operation of the transportation program for another year

Board Member Schineller

- Condolences to the family of the former LSRHS wrestling captain who tragically passed away in a recent accident

Board Member Dretler

- Expressed condolences to the family of the LSRHS student
- Cautioned all that it will be very cold tonight and tomorrow
- Asked that everyone be aware of exposed pipes and safety with space heaters in the cold
- Referred to MA.gov MEMA website for further information regarding safety measures r

Vice-Chair Russo

DRAFT

Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

- Echoed comments made by other Board Members

Citizen comments on items not on agenda

None

Discussion and possible vote on creation of Sudbury Housing Trust Bylaw

Chair Roberts commented that the related Declaration of Trust was being considered; noting that a draft bylaw had been created

Board Member Carty confirmed that he, Town Manager Hayes, and Assistant Town Manager Bilodeau; met with Town Counsel regarding the bylaw.

Board Member Dretler stated that related questions/comments from Board Members should be submitted to the Sudbury Housing Trust by January 17th in order to be addressed at the January 18 Sudbury Housing Trust (SHT) meeting.

Board Members agreed to further discuss the proposed SHT Bylaw at the Select Board meeting on January 18.

Sewataro Discussion and Possible Votes on: - Camp Operator/Property Manager contract renewal approach and decision. - Potential Select Board Use Consultant article for the 2022 Annual Town Meeting. - Update regarding swimming/fishing ponds and ongoing MA Department of Public Health/MA Department of Environmental Protection and Conservation Commission/Board of Health reviews. - Resident Access Enhancements Proposals (2 Public Swimming and Accessibility options and one Accessibility-only option by Camp Operator/Property Manager). - Other Outstanding Sewataro items Discussion and Possible Votes on Camp Sewataro

Implementing Sewataro Use Consultant

Vice-Chair Russo relayed highlights of his discussed with Planning and Community Director Adam Duchesneau regarding the Sewataro Use Consultant topic:

- It was agreed that a long-term Sewataro use-evaluation did not conflict with the current camp operation. Mr. Duchesneau indicated that funding of such a use consultant would likely be priced in the $50,000 to $100,000 range
- Mr. Duchesneau recommended that CPA open space funding requests not be bundled with the Sewataro use consultant request funding
- Mr. Duchesneau suggested the language within the Sewataro use consultant RFP be less proscriptive, with parameters kept fairly broad.
- Mr. Duchesneau agreed to help create the RFP, and recommended that other Town Department representatives share in the formation of the RFP, as well.

Board Member Dretler indicated she would endorse allocating $100,000.00 to complete a comprehensive Sewataro Use Study.

Board Member Carty indicated that such a comprehensive Sewataro Use Study should not be regarded as a short-term plan, and felt strongly that the current Camp operation lease be extended for five years. He

DRAFT

Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

noted that citizen petitions come and go, and this Board should not be reactionary; but should support what is in the best interest of the Town.

Board Member Schineller motioned to authorize Vice-Chair Russo and Board Member Carty to negotiate a 5-year lease term renewal with the current Camp Operator, and conclude such negotiations within 21 days. Board Member Carty seconded the motion.

> It was on motion 2-3; Carty-aye, Russo-no, Schineller-aye, Dretler-no, Roberts-no
>
> VOTED: Not to authorize Vice-Chair Russo and Board Member Carty to negotiate a 5-year lease term renewal with the current Camp Operator, and conclude such negotiations within 21 days.

The motion failed.

Vice-Chair Russo stated he could not endorse a 21-day timeframe and indicated that further discussion was necessary.

Chair Roberts highlighted several areas to be considered in a Sewataro use evaluation study:

- ADA inclusion aspects
- Feasibility considerations
- Public use/access
- Capital investment
- Revenue generation
- Public health considerations

Vice-Chair Russo stated that such study should be presented as a Select Board Article at Annual Town Meeting. Board Member Carty agreed with a proposed Article for a long-term Sewataro use study, as long as the existing term would be extended for several years.

Board Member Schineller confirmed that he could endorse the Town Meeting Article, as long as the Camp operator lease was renewed for five years. He emphasized the economic considerations for the Town.

Board Member Dretler motioned that the Town allocate $100,000.00 to fund a Sewataro Use Consultant article. Vice-Chair Russo seconded the motion.

Resident Daniel Brock, 388 Willis Road, endorsed the extension of a five-year lease term with the current Camp operator indicating that a $100,000.00 could be used to study usage for Camp Sewataro and other Town-owned properties, such as Broadacres.

Resident Laura Briggs, 94 Belcher Drive, stated she was in support of exploring long-term planning for all properties in Sudbury, and stressed that the Camp operation should continue. She stated that the current Camp operator had managed the site well, and continues to be a successful revenue producer for the Town.

Resident Kristen Roopenian, 45 Harness Lane, agreed that the Sewataro usage study article should go forward. She expressed support for the Camp lease term being extended in consideration that the Town is producing revenue monies, and Camp Sewataro remains an asset to the community.

DRAFT

Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

Resident Len Simon, 45 Meadowbrook Circle, indicated his support of the Sewataro usage study, and indicated that a five-year lease extension would be too long. He suggested a one-year lease extension. Mr. Simon stressed that use of Liberty Ledge is a Town decision, not a Select Board decision.

Board Member Carty stated that taking a vote at this time would be premature.

Vice-Chair Russo withdrew his endorsement regarding the motion previously made by Board Member Dretler. The motion was not acted upon at this time.

Assistant Town Manager Bilodeau provided summary of the environmental water study being performed at the Sewataro swimming pond. She detailed the results had not been submitted to the Town yet, and the Camp operator had commenced with a Conservation Commission NOI (Notice of Intent) filing.

Camp Operator Scott Brody, 1 Liberty Ledge, confirmed he was working with the environmental consultant firm to produce water reports on the Sewataro ponds, and was working with the Conservation Commission regarding the NOI.

Board Member Dretler confirmed she had spoken with Health Director Bill Murphy, who indicated that water testing would continue throughout the summer, which might affect plans for swimming at the Camp this summer.

Board Member Schineller mentioned that swimming has been permitted at the site for many years, and the current Camp operator is performing due diligence.

Vice-Chair Russo confirmed his participation in a Sewataro site walk several weeks before, and results of water e-coli testing was very good. He indicated his support with the manner in which the Camp was addressing water solutions.

Board Member Dretler commented that the Town must understand what related mitigation costs might cost the Town. Chair Roberts noted that the current environmental testing is an ongoing review.

Mr. Brody explained the proposed mitigation planning. He stated that annual camp maintenance expense reflected some $5,000.00, adding the testing at the Camp would be covered, and an operating manual would be part of the NOI and he is committed to working with the Conservation Commission.

Contract Renewal

Chair Roberts mentioned several contract extension options. Board Members expressed their preferences.

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Schineller seconded the motion.

> It was on motion 4-1; Carty-no, Dretler-aye, Russo-aye, Roberts-aye,
>
> VOTED: To move into negotiations regarding the existing Sewataro Property Management Contract, with formation of a negotiation subcommittee with Board Chair Roberts and Board Vice-Chair Russo, to consider management fees, revenue share, property access, and ADA provisions.

DRAFT

Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

Per request, Chair Roberts agreed to receive resident comment at this time, and continue the motion later in the meeting.

The comment submitted by resident and COD Chair Kay Bell, 348 Old Lanchaster Road, was read by Chair Roberts in consideration of technical difficulties experienced by Ms. Bell. Chair Roberts read that Ms. Bell was in favor of a Sewataro usage study warrant article, and would consider a two-year lease extension.

Mr. Simon stated he would not want to wait until 2027 to make a decision about the best use for Sewataro, and there was no need to consider finalizing a lease contract decision until July.

Mr. Brody stated that the lease contract was agreed to by the Town; and he would advance Sewataro accessibility for Town residents. He noted that Camp membership might decrease substantially if contract negotiations are taking place. He expressed his willingness to negotiate.

Mr. Brock stated that changing contract terms would not be preferable, and that five years would be an appropriate contract extension.

Resident Lisa Tursi, 61 Maynard Farm Road, stated that the Town and the current Camp operations were amazing partners, and have presented many events for the residents. She expressed support for a five+ year contract renewal term.

Ms. Briggs echoed some of the concerns about contract timing in consideration of a use study. She indicated she would like to see resident access on weekends be expanded. She stated that a five-year term is what was agreed to and was fair.

Ms. Roopenian stressed that this issue should not be politicized.

Resident Jeff Levine, 42 Chanticleer Road, reiterated comments by Len Simon. He stated that a five-year term was an option and not a contractual agreement. He expressed concern about granting an extension to the Camp operator, which would prolong the ultimate decision regarding the site. Mr. Levine stressed that emotions must be taken out of the equation, and the best deal for the Town must be considered.

Resident Jamie Abels, 19 Washington Drive, commented that Camp Sewataro has done an amazing job, especially during the pandemic; and provided campers with a normal camp experience. She stated that a five-year extension was necessary. Ms. Abels stressed the Town must do the right thing as a community, and take the politics out of it.

Board Member Dretler confirmed that the Board was not doing anything outside of the contract agreed to. She read aloud the comments submitted by resident Tom Travers, 32 Old Framingham Road, who was not able to attend tonight's meeting and wrote that the seller put pressure on the Town to continue camp use at the site. He wrote that the Select Board represents the residents, and an in-depth usage study must be approved.

Board Member Dretler read aloud the written comments submitted by resident Bob May, 98 Maynard Farm Road. He agreed with Vice-Chair Russo's assessment that the objective of such a use study would be to assess the best use for the Sewataro site.

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Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

Board Member Dretler read aloud an e-mail from resident Judy Merra, 377 Lincoln Road, who recommended extending the contract, which will allow community members to use the site, and agreed that a comprehensive usage study would be beneficial to the Town.

Board Member Schineller proceeded to read aloud an e-mail in support of the current Camp operations, from resident Sarah Liberman, 17 Hopestill Brown Road. Several Board Members requested that Board Member Schineller stop reading comments from Ms. Liberman, because the reflected the period of time when the Sewataro contract was first being considered.

At this time, Board Member Schineller was not seen on the Zoom screen.

Chair Roberts indicated in consideration of clarity she would repeat the motion previously put forth:

Chair Roberts motioned to proceed into negotiation with the property manager for the Liberty Ledge/Sewataro property with the formation of a subcommittee of the Chair and Vice-Chair of the Select Board; items to be considered for negotiation included: management fee, revenue share, public access, and terms; among other items. Board Member Dretler seconded the motion.

> It was on motion 3-1; Carty-no, Dretler-aye, Russo-aye, Roberts-aye
>
> VOTED: To proceed into negotiation with the property manager for the Liberty Ledge/Sewataro property with the formation of a subcommittee of the Chair and Vice Chair of the Select Board; items to be considered for negotiation included: management fee, revenue share, public access, and terms; among other items.

Board Member Carty stated that five-year term was mentioned in the Sewataro contract with the Camp operator, and he wished not do conduct business in this fashion which reflected poorly on the Town. Chair Roberts responded that it was possible that the term was five years, and this might provide flexibility in consideration of negotiations.

Assistant Town Manager Bilodeau stated that Board Member Schineller had just sent an e-mail to the Board stating he was having technical difficulties and was working on getting back into the meeting.

Recess

Board Member Dretler motioned that the Board take a 5-minute recess and return at 9:53 p.m. Vice-Chair Russo seconded the motion.

> It was on motion 4-0; Carty-aye, Dretler-aye, Russo-aye, Roberts-aye
>
> VOTED: That the Board take a 5-minute recess and return at 9:53 p.m.

Members agreed that if Board Member Schineller was able to resolve technical difficulties and return to the meeting, he would be allowed to vote on the previous motion made.

All Board Members returned to the meeting at 9:53 p.m.

Board Member Schineller commented that he wanted a timeframe associated with the motion made regarding Sewataro negotiations. He reiterated that a five-year contract extension was the right thing to

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Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

do. Chair Roberts confirmed that she would plan to proceed with such negotiations in an expedient manner.

Board Member Schineller added his vote of "aye" to the Sewataro negotiation vote, thus changing the voting results:

> It was on motion 4-1; Carty-no, Dretler-aye, Russo-aye, Roberts-aye, Schineller-aye
>
> VOTED: To proceed into negotiation with the property manager for the Liberty Ledge/Sewataro property with the formation of a subcommittee of the Chair and Vice Chair of the Select Board; items to be considered for negotiation included: management fee, revenue share, public access, and terms; among other items.

Use Consultant

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Vice-Chair Russo seconded the motion.

> It was on motion 4-1; Dretler-aye, Carty-no, Russo-aye, Schineller-aye, Roberts-aye
>
> VOTED: To fund a consultant to analyze the best use/s of the Sewataro property for a cost up to $100,000.00.

Board Member Schineller suggested that the Chair withdraw the motion just made, and restate the motion in consideration that $100,000.00 appeared to be excessive and he did not want such precedent set before additional research was done.

Chair Roberts commented that further study of the amount would likely be considered before Town Meeting.

Access Proposals

Chair Roberts stated that Mr. Brody had proposed additional resident access to the pool and swimming at Sewataro, along with enhanced ADA accessibility.

Related discussion took place. Board Member Schineller asked what amenities Board Members would like to consider.

Board Member Carty stated that additional swimming opportunities would be a good amenity

Board Member Dretler stated that final water testing results were incomplete at this, and the Sewataro pond could not be compared to the lake in Wayland. She mentioned that she was in favor of additional ADA accessibility.

Vice-Chair Russo agreed that it might be too early to access the swimming proposal until the water results were presented.

Chair Roberts thanked the Camp operator for the presented amenity proposals, and agreed that testing results should be presented before considerations regarding swimming could be considered. She indicated that the ADA accessibility aspect would be very important.

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Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

Chair Roberts suggested that Vice-Chair Russo and Board Member Schineller research Conservation Commission and Health Department aspects in relation to Sewataro.

Board Member Dretler requested clarity about associated fee schedules. Board Member Schineller responded that the intent of the Subcommittee was to create a comparable fee schedule.

Upcoming Agenda Items

January 18th

- Legislator meeting
- Financial Policies approval
- Draft Town Meeting articles to be reviewed
- DEI discussion on extension
- Health Department ARPA presentation
- Short-term ARPA items
- Transportation Committee to bring forward Town Meeting article

January 24

- Winter Select Board Newsletter
- Review of Town Meeting Warrant Articles

February 1

- Peakham Road speed limit
- Housing Choice Discussion
- Budget Discussions/Capital Discussions

Adjourn

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Schineller seconded the motion.

It was on motion 5-0; Dretler-aye, Russo-aye, Carty-aye, Schineller-aye, Roberts-aye

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting adjourned at 10:37 p.m.

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Attachment6.a: SB_draft1_1.10.22_min_for_review (5028 : Minutes Review)

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

7: Citizen's Comments (cont)

REQUESTOR SECTION
Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

MISCELLANEOUS (UNTIMED)

8: Upcoming agenda items

REQUESTOR SECTION
Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
March 1	7:15 PM Public Hearing – Grant of Location (Eversource) to move utility pole at Cold Brook Crossing
	Peakham Road Speed limit discussion (move to 3/8?)
	Town Manager presents FY23 budget
	CPC Articles (move to 3/8?)
	Town Manager Appointment Process (including Historical Commission)
	Town Manager presents FY23 budget
	LS Agreement
	Annual Town Meeting Preparation including Articles
	Joint meeting with Planning Board re: MBTA communities
	CWMP letter
March 8	Annual Town Meeting Preparation including Articles
	CIAC to provide report
March 22	Finance Committee Report on ATM Articles
	Annual Town Meeting Preparation including Articles
	Annual Town Meeting Petitioner to present sustainability article
Mon, March 28	Annual Town Election
April 5	Drop deadline to sign/approve ATM warrant and send to print
	Public Hearing - Huckleberry Lane
May 2-4	Annual Town Meeting at LSRHS
Date to be determined	By-law items to examine - Special Events & Demonstration Permits; Common Victualler License Holders (Related to Farm Act exemptions, citizen request); Nuisance / Blight Bylaw; Removal Authority of members from appointments
	Citizen Leadership Forum
	Discussion on meeting process, efficiency, and decorum
	Discussion on potential ADA policy
	Discussion on Town Manager Task Requests
	Discussion on whether to extend DEI commission (by 9/30/22)
	Executive Session minutes to review/release
	Fairbank Community Center update (ongoing)
	Health/COVID-19 update (as of 3/18/20)
	Housing Choice Legislation comments – joint meeting with Planning Board by end of March 2022
	Housing Trust Bylaw
	Investment Advisory Committee
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review (Vice-chair Russo)
	LS Agreement update (March)
	Member Carty Town Counsel Opinions: BFRT Easements, Hiring Ability according to Town Charter
	Member Russo Request re: appointment process

Attachment8.a: Upcoming items 02.15.22_rev (5026 : Upcoming agenda items)

	Quarterly review of approved Executive Session Minutes for possible release (February, [illegible], August and November). Consider separate meeting solely for this purpose.
	Quarterly update from Diversity, Equity and Inclusion Commission (DEI) (November, February, May, August)
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on Key Performance Indicators (KPIs) projects to track (August, November, February, May)
	Route 20 empty corner lot – former gas station
	Sidewalks discussion
	Subcommittee discussion (Executive)
	Town Manager Goals and Evaluation process
	Town Manager Review and Timeline
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update on crosswalks (Chief Nix/Dan Nason)
	Update on traffic policy (Chief Nix)
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training
Standing Items for All Meetings	Select Board requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)

Attachment8.a: Upcoming items 02.15.22_rev (5026 : Upcoming agenda items)

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

CONSENT CALENDAR ITEM

9: Sign ATE warrant 2022

REQUESTOR SECTION
Date of request:

Requestor: Beth Klein, Town Clerk

Formal Title: Vote to sign the Annual Town Election Warrant for March 28, 2022, which must be posted and delivered to residents by March 21, 2022.

Recommendations/Suggested Motion/Vote: Vote to sign the Annual Town Election Warrant for March 28, 2022, which must be posted and delivered to residents by March 21, 2022.

Background Information:
attached

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Daniel E Carty	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

Town of Sudbury
Massachusetts

2022 OFFICIAL WARRANT
ANNUAL TOWN ELECTION
Including Regional District School Committee

Monday, March 28, 2022

Polls Open 7:00 A.M. to 8:00 P.M.

Precincts 1, 2, 3 & 5 - Fairbank Community Center, 40 Fairbank Road
Precincts 4 & 6 - Sudbury Town Hall, 322 Concord Road

Select Board
Sudbury, MA 01776

U.S. POSTAGE
PAID
Permit No. 4
Sudbury, MA 01776
ECRWSS

POSTAL PATRON
SUDBURY
MASSACHUSETTS 01776

ANNUAL TOWN ELECTION
Monday, March 28, 2022

NEW PRECINCTS IN SUDBURY–CHECK YOUR CENSUS

Attachment9.a: 2022 ATE Warrant_v3doc (5073 : Sign ATE warrant 2022)

Commonwealth of Massachusetts
Middlesex, ss.

To the Constable of the Town of Sudbury:

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town Elections, that voters residing in Precincts 1, 2, 3 and 5 should meet at the Fairbank Community Center and voters residing in Precincts 4 and 6 should meet at the Town Hall in said Town on Monday, March 28, 2022, at seven o'clock in the forenoon then and there to choose by official ballot in accordance with law, two members of the Select Board, one member of the Board of Assessors, two Goodnow Library Trustees, one member of the Board of Health, two members of the Park and Recreation Commission, two members of the Planning Board, and one member of the Sudbury School Committee all for three years. One member of the Sudbury School Committee for one year and one member of the Sudbury Housing Authority for five years. Included as part of the Annual Town Election will be an election of two members for three years each to the Lincoln-Sudbury Regional District School Committee.

Polls will open at seven o'clock in the forenoon and will be closed at eight o'clock in the evening.

And you are required to serve this Warrant by posting an attested copy thereof at the Town Hall at least seven days before the time appointed for such election.

Hereof fail not and make due return of the Warrant by your doing thereon to the Town Clerk, at or before the time of election aforesaid.

Given under our hands this _____ day of _____, 2022.

SUDBURY SELECT BOARD

_____ Jennifer S. Roberts

_____ Janie W. Dretler

_____ Daniel E. Carty

_____ William J. Schineller

_____ Charles G. Russo

YOUR PRECINCT AND/OR POLLING PLACE IN SUDBURY MAY HAVE CHANGED FOLLOWING THE 2020 FEDERAL CENSUS.
Voters are encouraged to see their Annual Census or visit www.sec.state.ma.us/wheredoivotema to verify current precinct information.

Attachment9.a: 2022 ATE Warrant_v3doc (5073 : Sign ATE warrant 2022)

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

CONSENT CALENDAR ITEM

10: Sign IMA for COVID19 Antigen Rapid Tests

REQUESTOR SECTION
Date of request:

Requestor: Bill Murphy, Health Director

Formal Title: Vote to approve and sign the Intermunicipal Agreement (IMA) for the purchase of COVID19 Antigen Rapid Tests.

Recommendations/Suggested Motion/Vote: Vote to approve and sign the Intermunicipal Agreement (IMA) for the purchase of COVID19 Antigen Rapid Tests.

Background Information:

Financial impact expected:$14,370

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Daniel E Carty	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

INTERMUNICIPAL AGREEMENT
BETWEEN
THE TOWNS OF WAYLAND, SUDBURY, NATICK, and BEDFORD
FOR PURCHASE OF COVID19 ANTIGEN RAPID TESTS

This Intermunicipal Agreement, made and entered into this _7th__ day of _February_, 2022__, pursuant to Massachusetts General Laws, Chapter 40, Section 4A, by and between the Town of Wayland, MA, a municipal corporation acting by and through its Board of Selectmen, hereinafter referred to as Wayland and the Towns of Sudbury, Natick and Bedford all municipal corporations acting through their respective Boards of Selectmen, hereinafter referred to as "Member Towns."

W I T N E S S E T H

WHEREAS, the participating Towns hereby agree on the mutual benefit derived from combining the purchase power of multiple municipalities and WHEREAS, The Town of Wayland has offered to serve as the lead Town for the purposes of coordinating the purchase of COVID19 Antigen Rapid test kits as further described in Attachment "A" to this intermunicipal agreement (the "Testing Kits"),

WHEREAS, the Operational Services Division (OSD) have contracted with numerous distributers to provide Massachusetts Cities & Towns the opportunity to purchase test kits from the OSD website and,

WHEREAS, the Towns listed in this Inter-Municipal Agreement have identified iHealth and OSD Contract #PO-22-1080-OSD03-SRC01-24080 as having the lowest cost test kits for the number of kits agreed upon by all member Towns and

Attachment10.a: Intermunicipal Agreement COVID19 Tests 4.2 (5085 : Sign IMA for COVID19 Antigen Rapid Tests)

WHEREAS, the Towns participating in this agreement hereby agree to purchase a total of 1 pallet of tests (15,120 total tests) and allocated as follows:

Bedford – 6,500 tests (3,250 kits)

Wayland – 2,872 tests (1,436 kits)

Natick – 2,874 tests (1,437 kits)

Sudbury- 2,874 tests (1,437 kits)

WHEREAS, the Towns participating in this agreement hereby agree to pay the vendor iHealth directly in adherence with the terms and conditions of OSD Contract #PO-22-1080-OSD03-SRC01-24080 at a current rate of Five dollars ($5) per test and further agree to work collaboratively should a decision be made to make future purchases for the same purpose.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the parties hereto, the parties agree as follows:

1. Pay Vendor directly.

2. Agree to fully fund the purchase of 15,120 tests at a price of $5 per test divided in the amounts listed above

5. Each Town shall be responsible for responsible following all federal, state and local law, rules and regulations regarding the purchase and delivery of tests

6. Each Town shall be responsible for responsible for all payment obligations to iHealth or any other designated vendor for their respective allotment of tests

9. Each Town shall indemnify, defend and hold harmless other member Towns officers, boards, agents and employees from and against any and all claims, demand, liabilities, actions, causes of actions, cost and expenses, including attorney's fees, caused by or arising out of any act, omission or default on the part of any member Town, or any of its agents or employees in connection with the terms of this Agreement or any breach thereof.

11. In the case of an emergency creating a threat to the public health or safety as determined by any three (3) member towns may suspend or terminate this agreement immediately and without prior written notice. Written notice shall be provided as soon as practicable thereafter.

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Attachment10.a: Intermunicipal Agreement COVID19 Tests 4.2 (5085 : Sign IMA for COVID19 Antigen Rapid Tests)

12. The terms of this agreement shall not become effective until approved by the Boards of Selectman of the Town of Bedford, Wayland, Sudbury and the Town of Natick. This Agreement shall remain in full force and effect and shall be binding on the parties for the period of one (1) year from the date first above written.

Any Town may terminate this Agreement by giving ninety (90) calendar days written notice to the other member Towns.

13. This Agreement contains the entire agreement of the parties and supercedes any prior agreements or understandings, whether oral or in writing, between them. This Agreement may not be changed or modified except by a written instrument in accordance with the provisions herein. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts. The provisions of those laws shall not be deemed waived by any provision of this Agreement.

15. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

16. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

17. If any provision of this Agreement is declared to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision provided, however, that the remainder of the Agreement shall be enforced to the fullest extent permitted by law.

Attachment10.a: Intermunicipal Agreement COVID19 Tests 4.2 (5085 : Sign IMA for COVID19 Antigen Rapid Tests)

IN WITNESS WHEREOF, the parties to this Agreement have hereto set their hands and seals on the date and year first above written.

TOWN OF WAYLAND
BOARD OF SELECTMEN

_____

_____

_____

_____

_____

TOWN OF SUDBURY
SELECT BOARD

_____

_____

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TOWN OF NATICK
BOARD OF SELECTMEN

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TOWN OF BEDFORD
BOARD OF SELECTMEN

_____

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DRAFT

Attachment10.a: Intermunicipal Agreement COVID19 Tests 4.2 (5085 : Sign IMA for COVID19 Antigen Rapid Tests)

SUDBURY SELECT BOARD
Tuesday, February 15, 2022

CONSENT CALENDAR ITEM

11: Accept donation to Senior Center from Methodist Church

REQUESTOR SECTION
Date of request:

Requestor: Debra Galloway, Senior Center Director

Formal Title: Accept a $1,300 donation from the Sudbury United Methodist Church to the Sudbury Senior Center Donation Account.

Recommendations/Suggested Motion/Vote:

Background Information:
attached memo

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending	
Henry L Hayes	Pending	
Jonathan Silverstein	Pending	
Jennifer Roberts	Pending	
Select Board	Pending	02/15/2022 6:30 PM

Sudbury Senior Center
Council on Aging
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

February 9, 2022

TO: Sudbury Select Board

CC: Town Manager Henry Hayes

FROM: Debra Galloway, Director, Sudbury Senior Center

RE: Donation to Sudbury Senior Center

The Sudbury Senior Center requests the Sudbury Selectboard accept a generous donation from the Sudbury United Methodist Church in the amount of $1,300.00 to the Sudbury Senior Center Donation Account.

Thank you.

Attachment11.a: Memo to Select Board re donation 02 09 22 (5087 : Accept donation to Senior Center from Methodist Church)