

Community Preservation Committee
Minutes
Wednesday, June 30, 2004
Town Hall

Members Present: Mark Kablack, Peter Glass, Steve Swanger, Carole Wolfe, Sheila Stewart

Not Present: John Drobinski, Dick Bell, Diane Goldberg, Chris Morely

The meeting was called to order at 7:30 p.m.

Request for Administrative Funds for Housing Consultant

Jody Kablack, Town Planner, met with the Committee to request funding to execute a contract for consulting services with Riverside Consulting. This consultant would assist the Board of Selectmen, Planning Board, Community Housing Committee, Community Preservation Committee and the Sudbury Housing Authority in their efforts to promote, develop and encourage greater diversity of housing opportunities in the town.

A motion was made by Mark Kablack, seconded by Steve Swanger, to approve an expenditure from the FY04 Administrative Fund, not to exceed \$15,000 as outlined in the memo from the Town Planner dated June 23, 2004; specifically, for technical consulting services for community housing purposes as set forth in the Technical Service Agreement executed by the Town Manager on June 29, 2004 and Riverside Consulting on June 28, 2004. Services performed must be relative to community housing projects eligible for funding under the Community Preservation Act. The Committee requests periodic reports on the distribution of expenditures from this contract. In addition, the motion also requests that the Town Accountant be notified to carry forward \$15,000 from the FY 04 Administrative Fund for use in FY05.

Vote 5-0 Unanimous

Annual Meeting Reorganization

The Committee was asked if anyone was interested in serving as Chairman for the upcoming year. It was also noted that there was a need for a Vice Chairman position. Mark Kablack stated that he would continue in the Chairman position unless someone

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else was interested. It was also noted that Chris Morely could provide a valuable role in serving as Vice Chairman. A motion was made by Steve Swanger, seconded by Carole Wolfe, to nominate Mark Kablack as Chairman and Chris Morely as Vice Chairman. The vote was unanimous (5-0).

Mark Kablack informed the committee that Diane Goldberg resigned from the committee due to conflicts with her daily work schedule. The Town Manager will be notified so that the Selectmen can appoint another member to serve at large.

Administrative Budget

The Town Accountant requested that a budget be established to provide for the administrative services for the recording secretary. A motion was made by Mark Kablack, seconded by Carole Wolfe, to set aside \$2,500 from the FY 05 Administrative Fund to be used for the recording secretary salary. Vote 5-0 Unanimous

A spreadsheet will be made up detailing all expenditures made from the Administrative Fund and will be reviewed quarterly by the committee.

Update on Lettery and Newell Properties

It was noted that at this time, the Board of Selectmen are not interested in acquiring the Lettery Property and a decision has not been made yet on the Newell property.

Update on Cutting Property

It was noted that the Agricultural Preservation Restriction had been negotiated for the property, and that a closing with the Cuttings was imminent.

Update on Housing Authority Sites

Steve Swanger noted that he attended a meeting with the developer of the Newell Property and that they are proposing to build a Senior Residential Community for that site. The Housing Authority expressed their interest in acquiring affordable housing units. The developer will attend the Housing Authority's July meeting for further discussion on this matter.

Steve noted that the Hudson Road site, near the fire station, was still being reviewed as a possible location for housing. They were also interested in revisiting some of the sites that were previously identified at Town Meeting and they would like to meet with the neighbors to discuss the potential development of the lots.

Regarding the closing of St. Anslems Church, he noted that a letter had been sent to the Archdiocese expressing the Town's interest in that property.

He also noted that the Community Housing Committee has almost completed their preliminary report on the need for affordable housing which will be presented to the state.

CPC Guidelines

The FY05 Request for Proposals, Project Submission Form and CPC Guidelines for Project Submission were reviewed and updated.

A change was made to the CPC Guidelines, Historical proposal category, to include wording that addresses funding requests for private property. The first and last bullet items were amended to read as follows:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened; and in the case of proposals on private property, the proposal and/or proponent meet certain economic criteria as may be required by the Community Preservation Committee;
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource; and in the case of proposals on private property, the proposal and/or proponent have demonstrated additional protective measures and have met additional criteria, as may be imposed by the Community Preservation Committee, to ensure the continued permanent protection of the historic resource.

The RFP will be issued on July 1, 2004 with a submission deadline of October 13, 2004. Copies will be made available at the following locations: Town Clerk's office, Town Manager's office, Planning Board office and the Library. Notice of the RFP will also be posted on the Town's website.

CPC Fund Management and Borrowing Guidelines

In response to a previous inquiries on CPC funds, Mark explained to the committee, per the Town Accountant, that once CPC funds have been allocated for a specific project, any interest accrued on that allocation goes to the general fund. However, when money remains in the CPC account, the interest that it accrues reverts back to the CPF account.

It was also noted, per the Town Accountant, that Administrative Funds, if not allocated for a particular expense, revert back to the CPF account, and must be re-appropriated for expenditure in any future fiscal year, subject to the cap of 5% of fund revenues.

Also, the committee noted that the bonding agent was selected through an RFP process for issuance of bonds for the acquisition of the Cutting property. The bonds will be issued at an interest rate 4.8%, slightly higher than what was expected, but lower than what was budgeted (5.0%)

State CPA Fund and Initiatives

Mark explained that all legislative initiatives to amend the CPA and allow more flexible use of the CPA state fund have failed. The CPA fund will remain intact through the next fiscal year, which should bode well for a successful 1:1 match against local revenues in October, 2004.

Minutes of May 19, 2004

A motion was made to accept the minutes of the May 19, 2004 meeting. The motion was made by Mark Kablack, seconded by Carole Wolfe. Vote 4-0-1 in favor (Steve Swanger abstained)

The next meeting is scheduled for Wednesday, September 1, 2004

Meeting adjourned at 9:15 p.m.