

Community Preservation Committee
Minutes
Wednesday, October 6, 2004
Town Hall

Members Present: Mark Kablack, Tara Reed, Carole Wolfe, Steve Swanger, Dick Bell, Peter Glass, Sheila Stewart, Chris Morely (7:45)

Not Present: John Drobinski

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

Introduction of New Member

Tara Reed was introduced and welcomed to the committee as the newly appointed At-Large-Member.

Community Housing Plan

Jody Kablack, representing the Housing Committee, met with the CPC members to present a draft copy of the Town of Sudbury Community Housing Plan. The housing plan was developed to help identify ways to increase affordable housing in the Town of Sudbury including family rentals, first time home buyers, special needs, and senior home opportunities at a variety of price ranges.

The draft plan is being reviewed by the Planning Board, Board of Selectmen, Housing Authority and the Community Preservation Committee before being presented at the Housing Forum scheduled for October 21, 2004. All members are encouraged to attend the Forum and comment on the plan.

RFP Status

As of this date, there have been no formal submissions from private organizations for funding. Mark polled each member to see if there were any Town projects looking for CPA funds. Proposals are expected on behalf of the Rails Trails for a Feasibility Study; acquisition of property at St. Anselm if the land becomes available; work on Davis Field; purchase of open space for conservation; and the Housing Authority will submit a proposal or request an extension of current plan. In addition, the Historic Commission is hoping to submit two proposals; one for research of historical properties; and the second concerning the Hosmer House.

All RFPs received by October 13, 2004 will be copied and made available for members to review prior to the next meeting scheduled for October 20.

Review of 04 Financial Report

The FY 04 Financial Report was reviewed and after discussing the accounting process used to track CPA funds, the report was still not clear to the committee members. Tara offered to contact the Town Accountant to review the year end statements in hopes of getting a better understanding of the reporting process.

Further discussion on the FY04 Financial Report was tabled until Tara can obtain additional information.

The FY05 Administrative Expense Fund was also reviewed. A spreadsheet was prepared to monitor the three line items under this account. It was noted that not all of the invoices approved for payment were included on the spreadsheet. Currently, invoices are being sent directly to the Town Manager for processing.

In order to monitor this account better, a motion was made by Mark Kablack, seconded by Steve Swanger, to submit all Administrative Expense invoices to Kathy Plante. Kathy will then prepare the expense voucher, along with the vote from the committee authorizing the expenditure, and forward to the Town Manager for approval. At that time, the spreadsheet will be updated to show the activity from this account.

Vote 8-0 (Unanimous)

Review June 30 , 2004 Minutes

The committee reviewed the Minutes of the June 30, 2004 meeting. A motion was made by Mark Kablack, seconded by Steve Swanger, to accept the Minutes as submitted.

Vote 5-0-3 (Dick Bell, Chris Morely, Tara Reed abstained)

Review September 1, 2004 Minutes

The Minutes of the September 1, 2004 meeting were reviewed. A motion was made by Mark Kablack, seconded by Steve Swanger, to accept the Minutes as submitted.

Vote 5-0-3 (Peter Glass, Chris Morely, Tara Reed abstained)

A copy of the Minutes will be posted on the website and filed with the Town Clerk.

The next meeting is scheduled for Wednesday, October 20, 2004.

Meeting adjourned at 8:55 p.m.

