

Present: Sherrill Cline, Christopher Morely (Chairman),
Sheila Stewart, Jim Hill, Georgette Heerwagen, Richard Bell,
John Drobinski and Seamus O'Kelly

At 7:30 p.m., Chairman Morely called the meeting to order.

CPA Conference - Update

Chairman Morely provided a brief update on the Community Preservation Act conference he attended at Essex Agricultural and Technical High School in Danvers on November 1, 2008. He circulated the conference agenda and a few materials to the Committee members for review. He stated that the conference was very informative, and he recommended attendance by two CPC members in future years. Although Sudbury was awarded a 71.26% match for CPA FY09 funds, Chairman Morely reported that the Department of Revenue estimates that the base next year will be in the range of 35%, and then dwindle in future years. He noted that, although Sudbury is usually awarded matching funds in excess of the base, the projections were prepared prior to the most recent financial quarter, which may further lower these estimates.

Chairman Morely observed interesting slides at the conference of an attractive stone-dust trail developed in Newburyport, and a water park in Bedford. He also met a representative from Preservation Massachusetts who offers free consultation services, and he shared that information with Mr. Hill for future use by the Historical Commission.

A brief discussion ensued about pending CPA legislation discussed at the conference. Chairman Morely stated that statements and letters should be prepared by the CPC and other relevant Town committees and boards to be forwarded to the attention of State Representative Tom Conroy. These will be sent at the beginning of the next session, after the first of the year.

Since the inception of the Community Preservation Act, the conference provided data reflecting that approximately \$200 million has been awarded to 600 open space projects, \$150 million on 600 housing-related projects, \$125 million on 1,375 historic projects, \$50 million on recreation projects and another \$25 million on mixed-use projects. Chairman Morely further stated that bonding through CPA was also discussed.

Chairman Morely emphasized that the conference highlighted for him how well Sudbury's Town government is run on so many levels, even though staff resources are fewer than in other communities.

CPC At-Large Member Vacancy - Applicant Interview

Present: Director of Planning and Community Development Jody Kablack and applicant Lynne Remington

Director of Planning and Community Development Jody Kablack noted that the Board was previously in receipt of an application of interest to join the CPC from long-time Sudbury resident Lynne Remington. Chairman Morely welcomed Ms. Remington to the meeting to explain why she is interested on serving on the CPC.

Ms. Remington said she is interested in serving on the CPC because she now has the time to become involved. Ms. Remington has lived in Sudbury since 1972, and she served for 10 years on the Conservation Commission, and most recently has been working with the Open Space and Recreation Plan Committee. She believes that her professional experiences, particularly her work on wetland-related issues for a civil engineering company, could benefit the Committee.

Mr. O'Kelly believes Ms. Remington's experience is a good fit for the CPC. Ms. Kablack stated that she had been so impressed with Ms. Remington's contributions to the Open Space and Recreation Plan Committee that she asked Ms. Remington to apply for this position. Mr. Bell noted that he has served on committees in the past with Ms. Remington, and he found her to be a hard worker and able to work well with many people. Mr. Drobinski noted that, as a former Planning Board member, he was acquainted with Ms. Remington and her former company, and he believes she will be a valuable asset to the CPC.

Ms. Remington asked what the term of service is for the appointment. Ms. Kablack stated that the Board of Selectmen will appoint this position based upon the CPC's recommendation. It was further explained that, if appointed, she would first serve out the current term of the vacant position being filled (expiring in April 2009), and then later be reappointed for a three-year term.

On motion duly made and seconded, it was :

VOTED: To recommend the appointment of Lynne Remington as an at-large member of the Community Preservation Committee for a term to expire April 30, 2009.

Ms. Kablack introduced Margaret Sleeper, who is a candidate for the joint ZBA and CPC assistant position. Margaret is auditing tonight's meeting, and she will also attend next week's ZBA meeting.

Minutes

On motion duly made and seconded, it was :

VOTED: To approve the minutes of October 15, 2008.

Mr. O'Kelly and Mr. Drobinski abstained from the vote.

CPC Project Submission Proposals - Preliminary Review

Present: Director of Planning and Community Development Jody Kablack

Ms. Kablack distributed to the Committee copies of the 16 Project Submission Forms received for consideration by the CPC for recommendation to receive Community Preservation Act FY10 funding. The listing revealed four requests are considered as Open Space-Recreation, eight requests as Historic and four as housing projects.

Ms. Kablack and the Committee briefly reviewed each proposal as follows:

Project Submission Form - CSX Rail Corridor Acquisition

Ms. Kablack briefly described the project request application, for re-submittal and re-vote of the CSX land purchase for \$700,000. Unfortunately, last year, this article did not reflect the entire purchase price, which is required for the Town's application for the State Drinking Water Grant Program. Thus, the article needs to be re-voted and the Town will need to reapply for the grant in June 2009.

Ms. Kablack noted that the project has not been jeopardized by this delay, and that communications are ongoing with CSX. A Purchase and Sale Agreement has not yet been signed. Ms. Heerwagen asked if the purchase price will be affected by the current real estate market. Ms. Kablack responded that, although the property will need to be re-appraised, the price was originally determined by the mid-point of two previous appraisals, and thus, should remain similar. Ms. Cline asked if the delay jeopardizes future receipt of the grant. Ms. Kablack responded that the Town has received favorable indication that the grants will again be funded in the next round. Mr. Hill opined that he favors proceeding with this article, stating that the parcel is important for the Town to control for many reasons, including the protection of the Town water supply. Ms. Kablack noted that if the grant is eventually awarded to Sudbury, the actual amount of CPA funds needed will be decreased from the requested \$700,000.

Project Submission Form - Rail Trail Concept Plan

Ms. Kablack stated that the Town Manager, Selectmen and Town staff have recommended that Town staff develop a concept plan to further define the status of the Bruce Freeman Rail Trail project in Sudbury. She explained that, given the State's

economic environment, there will not likely be funds available for this project to proceed in the foreseeable future, unless the Town is willing to fund it. Ms. Kablack clarified that, although previous Rail Trail articles appropriated funds for engineering purposes, funds have not been yet appropriated for design aspects. She noted that this request asks that up to \$25,000 of leftover, previously appropriated, funds from Article 24 of 2007 Annual Town Meeting be used to pursue a concept plan. In response to questions from the Committee, Ms. Kablack opined that the \$25,000 would likely be used to fund graphics and schematics to help further delineate this project for the community, and it could possibly include funding for consultants, if needed. Town staff will work throughout the next year to assess critical design aspects and best next steps in the process.

Mr. O'Kelly opined that this topic is one of the most controversial in Town, and that any proposal brought before a Town Meeting will be thoroughly scrutinized.

Ms. Kablack provided a brief update on the projects funded to date for \$165,000 for Rail Trail-related projects: feasibility study, title search, wildlife study and the base map survey. She stated that the company hired to produce the base map survey initially provided inadequate and unacceptable interim work, and has been asked by the Town to fulfill the contract requirements and produce its final work product.

Project Submission Form - 79 Lincoln Lane

Ms. Kablack presented the project request for \$48,600 of FY10 CPA funds for the purpose of purchasing land at 79 Lincoln Lane as Open Space. She stated that Conservation Coordinator Debbie Dineen has been working with the Nyanza Chemical Waste Dump Superfund Site group to see if portions of the Sudbury River which abut this property can be mitigated. The Conservation Commission has also been working with the property owner, who has offered a fully conforming lot of 1.2 acres to the Town. It was noted that this parcel has been identified as an important Town asset within the Town's Open Space and Heritage Landscape Plans. The Sudbury Valley Trustees have also expressed interest in permanent protection for the parcel.

Ms. Kablack referenced the property location on exhibit maps. She will ask Ms. Dineen to flag the location, and perhaps coordinate a site visit for those who wish to visit the property. In addition, Ms. Kablack will ask Ms. Dineen to attend a future CPC meeting to further describe the property and proposal.

Project Submission Form - Loring Parsonage

The Committee was already well-informed regarding this project, since a status discussion had ensued at a recent meeting. Ms. Kablack clarified that this request submitted by the Sudbury Historical Commission, for an amount to be determined, will be for the complete construction and restoration work on the exterior of the Loring

Parsonage. An architectural consultant has been hired to assess the project, prepare a Request for Proposal and determine the eventual cost to be published in the Warrant.

Project Submission Form - Town Clerk Document Preservation

Ms. Kablack distributed the project request from the Town Clerk, in the amount of \$165,175, for the restoration and preservation of 16 historic Town volumes of records. She further explained that the records would be restored and also scanned for future posting on the Town website. Mr. Hill opined that, although this request is more than what the CPC anticipated, there should be enough money in the Historic CPA reserves to handle this and the other historic proposal requests. He also noted that the company working with the Town Clerk's Office is qualified and considered one of the best in the field. Mr. Hill stated that the Historical Commission strongly supports efforts to conserve and protect the Town's historic records and documents.

Ms. Kablack noted that the Town Clerk has also provided the CPC with copies of the Executive Summary Report from the Northeast Document Conservation Center regarding the Preservation Survey, which was completed in October 2008 and entails further recommendations.

Project Submission Form - Historic Properties Survey - Part 3

Mr. Hill briefly reviewed a Project Submission Form, submitted by the Sudbury Historical Commission, requesting \$10,000 of FY10 CPA funds for the purpose of completing Part 3 of the Historic Properties Survey. He clarified that the first phase covered 150 homes, the second phase covered 33 homes, and this phase will complete the remainder of the applicable residential properties. Mr. Hill further explained that a fourth phase will later tie together neighborhoods per regulations provided by the State.

Carole Wolfe asked if the properties have been surveyed chronologically by the date they were built. Mr. Hill responded that they have attempted to first survey the older homes and move through the process to more current structures built prior to 1960. Mr. Hill further stated that eventually the survey information will also be available on the Town website.

Project Submission Form -Gravestone Restoration at Mt. Pleasant and Old Town Cemeteries

Mr. Hill briefly reviewed a Project Submission Form, submitted by the Sudbury Historical Commission, requesting \$7,620 for the purpose of completing restoration work on 18 gravestones at the Mt. Pleasant and Old Town Cemeteries. He noted that DPW Director Bill Place has offered his support and assistance to help reset the stones and fix any which are broken. Mr. Hill reported that the contractor who has done a superb job with the Revolutionary Cemetery restoration work was consulted regarding this proposal.

Project Submission Form -Hearse House Extension

Mr. Hill provided the Committee with a brief update on this project. Bids will soon be received from stone masons and the ironwork hinges will be duplicated. Mr. O'Kelly opined that, upon a recent visit to the location, work completed so far has been well done.

Ms. Kablack noted that this Project Submission Form, submitted by the Sudbury Historical Commission, requests no FY10 CPA funds, but simply extends the time to complete the work on the Hearse House. She also confirmed for Mr. Hill the amount of money spent to date on the project.

Project Submission Form - Sudbury Housing Trust Fund Allocation

Ms. Kablack distributed the request from the Sudbury Housing Trust (SHT) for \$230,000 for the FY10 10% Community Preservation Act housing allocation to be appropriated to the Sudbury Housing Trust for the purposes of preservation and creation of affordable housing in Sudbury for low and moderate-income households. This figure will be revised once we know the exact figures for revenue in FY09.

Project Submission Form - Sudbury Housing Trust - Housing Buy down -Home Preservation Program - Production of Affordable Housing Units

Ms. Kablack noted that the Sudbury Housing Trust (SHT) has requested \$400,000 from CPA FY10 funds for the purpose of purchasing permanent, affordable restrictions on single or multiple-family units in Sudbury, for homeownership or rental, in accordance with affordability guidelines set forth by the Department of Housing and Community Development and other guidelines established by the Sudbury Housing Trust, to make units available to residents earning less than 100% of the Boston area median income. This project is the same as the successful buy-down/home preservation project that the Housing Trust has been administering. This allocation would fund two additional units. However, she noted that the SHT may decide to withdraw this article at a later date, since it is currently pursuing some non-money projects and a few small Town-owned lots which could be transferred to the SHT.

Project Submission Form - Woods Walk

In a recent meeting, the Committee had previously discussed the submission received from Sudbury resident Judith Rhome, requesting \$600,000 from CPA FY10 funds for the purpose of creating a group home for four low income residents of varying abilities who need constant support in a residential housing environment. Ms. Kablack stated that research is continuing as to whether the units are eligible for funding. She further stated that Sudbury Housing Specialist Beth Rust continues to work with the applicant regarding other funding resources. Ms. Kablack has also requested copies of the

feasibility study completed for the project. In addition, Ms. Kablack directed the Committee's attention to a funding graphic provided with the application package. She noted that the applicant has been informed that the CPC does not prefer to be the initial funding source on such projects. However, Ms. Kablack further noted that the applicant has agreed to place both an affordable housing restriction and a conservation restriction on the property.

Project Submission Form - Sudbury Housing Authority Buy-Down Extension of Article 43 of 2006 Town Meeting

Ms. Kablack noted that this Project Submission from the Sudbury Housing Authority (SHA) requests no funds, since it is only for a five-year extension to use the \$360,000 of CPA funds approved under Article 43 of the 2006 Annual Town Meeting. The request states that, due to the economic slowdown, there have been no condominiums completed and available for sale to the SHA.

Project Submission Form - GIS Mapping

The Committee discussed the Project Submission Form received from the Town Manager and Mark Thompson, requesting \$30,000 of FY10 CPA funds for the purpose of initiating a GIS Mapping system to enhance open space and historic Town projects. Ms. Kablack noted that this request could alternatively be considered for coverage from Administrative Funds, since its use could aid the CPC in determining the needs of the community regarding community preservation. Ms. Cline expressed her apprehension regarding a map being eligible for CPA funds. Mr. Hill stated that the map provides data, which is needed in the historic preservation process. Ms. Stewart opined that this project might be a good use of Administrative Funds, for which Ms. Kablack believes it is eligible.

Mr. Hill stated that he and Carole Wolfe observed this technology in Wayland, and they were impressed by the potential uses for the information. In particular, he believes that GIS mapping could benefit the Building Department. In response to a question from Mr. Hill, Ms. Kablack stated that, since this technology is web-based, all citizens will eventually be able to access the information on the Town website.

Project Submission Form - Sudbury Valley Trustees Barn Reconstruction

The Committee discussed the Project Submission Form received from the Sudbury Valley Trustees dated October 28, 2008, requesting \$38,000 of FY10 CPA funds for the purpose of reconstructing the ramp at the rear of historic Wolbach Farm barn, which is located in an historic district. Ms. Kablack also highlighted that the CPC might consider asking for an historic preservation restriction on the barn.

Mr. Hill opined that he sees this project as marginally eligible for CPA funds. He further

stated that more information would be needed to ensure the intended work is for restoration, and not for routine maintenance. Mr. Hill and Mr. O'Kelly both thought the requested amount of money for the project seemed high.

Chairman Morely recommended that Mr. Hill and the Historical Commission meet with the Sudbury Valley Trustees to learn more about the scope of the project. Ms. Kablack emphasized that applicants will be reminded to seek advice and support from relevant Town committees and boards prior to upcoming public hearings.

Project Submission Form - Frost Farm House

The Committee discussed the Project Submission Form received from Sudbury resident William Braun dated October 31, 2008, requesting \$33,166 of FY10 CPA funds for the purpose of restoring the Frost Farm House. The proposal specifies the following work to be funded: concrete footings; perimeter drains; a shed-roof addition; replacement of windows, sheathing, siding and exterior trim; rebuild of front entry; some plumbing; insulation; and a boiler. The proposal notes that this work was not contemplated in the rehabilitation agreement signed by the Town and the applicant.

Chairman Morely asked if Building Inspector Jim Kelly supports this request. Ms. Kablack responded that the material has not yet been forwarded to Mr. Kelly, but she will ensure the information is sent to him. Ms. Kablack further stated that the applicant has provided a supplemental binder of photographs and information to expand the context for the project request.

Carole Wolfe stated that she is dismayed with much of the renovation that has occurred to date. She noted that two porches have been removed, and she has observed no historical restoration efforts to replace them. Mr. Hill opined that, although renovation work was done to the kitchen, it was not historically restored.

Chairman Morely recommended that Mr. Hill and the Historical Commission also meet with Mr. Braun to learn more about the scope of the project.

Project Submission Form - Radar Survey at the Revolutionary War Cemetery

The Committee discussed the Project Submission Form received from the Sudbury Historical Commission dated October 31, 2008, requesting \$20,000 of FY10 CPA funds for the purpose of identifying unmarked graves at Sudbury's historic Revolutionary War Cemetery, which is located within an historic district. Mr. Hill explained that there is an open area in the Cemetery where bodies are presumed to be buried, but where the gravestones have either sunk into the ground or disintegrated. In response to a question from Mr. Drobinski, Mr. Hill stated that the requested funding would survey all open areas of the Cemetery as well as some gravestone preservation work.

Ms. Kablack recommended that the CPC conduct public hearings with all applicants prior to voting on the proposals at its December 17, 2008 meeting. She will develop and duly advertise a public hearing schedule for eight applicants to meet with the CPC at each of its November 19th and December 3rd meetings and circulate the schedule to the Committee at her earliest opportunity. She also noted that the project requests will be shared with the Board of Selectmen at its December 9, 2008 meeting.

Ms. Cline asked what the CPA fund balance is. Ms. Kablack estimated approximately \$8.6 million, based upon a balance of \$6.3 million at the end of last year, plus the anticipated \$2.3 million to be received this year. In response to a question from Mr. Hill, Ms. Kablack further estimated that there is approximately \$200,000 in historic CPA reserves. Ms. Kablack noted that, if funded, the 16 proposals total approximately \$2.3 million, which is about the amount of expected revenue for the year. However, she further stated that the appropriation for the CSX parcel will decrease if the Town is awarded the State Drinking Water Grant.

Chairman Morely asked Ms. Kablack to provide the Committee with debt-obligation and revenue information over the next few years to review how close the Town is to maximizing its bond capacity as it deliberates these proposals. Ms. Kablack will work towards providing this information to the Committee as soon as possible.

Ms. Kablack noted that the CPC currently budgets for \$42,500 of Administrative Funds to cover expenses for half of Housing Specialist Beth Rust's salary and limited hours for a CPC Assistant and Recording Secretary. Ms. Kablack highlighted that, although the Sudbury Housing Trust (SHT) is now generating some revenue, the CPC will still be asked to consider funding this position for ½ time. If it is not funded, the SHT may have to redirect funds from the Small Grants Program, which has distributed \$18,000 in grants this year to deserving citizens for home repairs.

Upcoming CPC 2008 Meeting Schedule and Agenda

The next meeting will be held Wednesday, November 19, 2008 at 7:30 p.m. in a location to be determined.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 9:20 p.m.