

Present: Sherrill Cline, Christopher Morely (Chairman),  
Sheila Stewart, Jim Hill, Georgette Heerwagen, Richard Bell  
and John Drobinski (arrived at 7:47 p.m.)

Absent: Seamus O'Kelly

At 7:36 p.m., Chairman Morely called the meeting to order.

**CPC Administrative Funds - Request - Assistant Planner Position**

Present: Director of Planning and Community Development Jody Kablack

The Committee was previously in receipt of a memorandum from Director of Planning and Community Development Jody Kablack, dated September 15, 2008, requesting CPC Administrative Funds for an Assistant Planner position.

Ms. Kablack briefly explained that the Assistant Planner position was cut in the FY09 budget. However, she further stated that a retirement by the Zoning Board of Appeals (ZBA) assistant, Mary Corley, allows the Town to combine that position with the reinstatement of an assistant position in her department. She explained that, due to Ms. Corley's pay grade, an assistant can be hired for more than the previously designated 20 hours per week, at an estimated \$22 per hour to start.

Ms. Kablack requested that \$6,000 of CPC Administrative Funds be approved to fund solely CPC-related work of five hours per week, of the proposed salary for the remainder of the fiscal year. The position will focus on administrative assistant duties, such as budget review and updating, project assessment and updating the website. Given the unpredictability of the workload for the ZBA, Ms. Kablack anticipates that the position could provide even more assistance to CPC-related duties, as needed.

Ms. Kablack has discussed the proposal with Town Manager Valente, who also supports this request.

Ms. Stewart asked if the new hire would also take minutes at CPC meetings.

Ms. Kablack responded that the person would probably attend most CPC meetings and provide follow-up assistance, but would not be responsible for CPC minutes, since attending ZBA meetings and the production of those minutes would also be that person's responsibility. Ms. Kablack further stated that Ellen Bicoules would be retained to record the CPC minutes. In response to a question from Ms. Cline, Ms. Kablack stated that Ellen's salary is minimally budgeted for approximately five hours every two weeks, amounting to approximately \$2000, or less, per year.

Ms. Stewart asked if the new hire will allow the Committee to receive more comprehensive reports on a more frequent basis. She stated that up-to-date budget

information is crucial to the CPC's decision-making process. Ms. Kablack concurred that this new hire could help achieve the goal of providing more timely reports.

In addition, Ms. Stewart asked if the Committee will also receive an update on the Housing Trust budget. Chairman Morely responded that he met with Sudbury Housing Specialist Beth Rust today, and that Ms. Rust will be scheduled to present the Committee with an update on the Housing Trust, as well as many other housing-related initiatives, at a future meeting.

Ms. Kablack also noted that she has recently completed a report tracking the progress of the 38 Community Preservation Act-funded Sudbury projects for the Department of Revenue.

On motion duly made and seconded, it was:

VOTED: To approve that \$6,000 of the Administrative Fund Budget for this fiscal year be spent to fund the Administrative Assistant/Assistant Planner position.

At 7:47 p.m., John Drobinski arrived to the meeting after the Committee's vote.

**CPC Administrative Funds - Request - Loring Parsonage Restoration**

Present: Director of Planning and Community Development Jody Kablack

The Committee was previously in receipt of a memorandum from Director of Planning and Community Development Jody Kablack, on behalf of the Permanent Building Committee, dated September 15, 2008, requesting CPC Administrative Funds for the Loring Parsonage. The request is for \$12,000 from FY09 to be used to hire a consultant to complete a comprehensive evaluation of the Loring Parsonage exterior restoration, to prepare bid documents for public bid, and to assist in the review of bids for selection of the most competent contractor for the project.

Ms. Kablack briefly reviewed that the project was originally funded for \$74, 281 at the 2006 Town Meeting, but was not completed in the required timeframe. As repairs were considered, the project scope increased beyond the original appropriation, which was primarily for roofing, limited siding and painting. A decision was made last spring to halt the project so as to allow time to adequately assess the needs of the complete project. Ms. Kablack noted that the original project was spearheaded by the Historical Commission, and that in the past year, the Historic Districts Commission and Permanent Building Committee have also become involved.

Mr. Hill stated that the original intent of the Historical Commission was to approach the restoration in phases, which could be monitored by Committee members and Building Inspector Jim Kelly. He noted that a complete restoration of the building,

including the interior, could be as expensive as \$500,000 and would require full-time supervision. The Historical Commission and Mr. Kelly initially thought that the best approach would be to begin with urgently needed repairs, such as the roof, and present to the voters smaller-phased projects at a time to approve for funding.

Mr. Hill emphasized that, the Historical Commission will support the Permanent Building Committee's efforts to coordinate this project, and it will work for what is in the best interest of the Town. Chairman Morely stated that it would be preferred if the Historical Commission remained involved with the project and were included in the consultant-hiring process as well. Mr. Drobinski stated that it appears all parties are in agreement that the project needs to be done, and therefore should be pursued as soon as possible.

In response to a question from Ms. Heerwagen, Chairman Morely clarified that the original appropriation of \$74,281 has been returned to the CPC budget at the close of June 30, 2008. Mr. Bell opined that the project will need to be started anew, no matter what process is selected to pursue.

Mr. Hill noted that some electrical work has been completed under the original proposal, including removal of electrical lines from the Parsonage and underground cabling for the computer network. Ms. Kablack will take care of these bills.

Ms. Cline stated that the Administrative Fund Policy states that urgency versus desirability for the restoration should dictate whether the project is begun now or held to be brought before Town Meeting. Mr. Hill stated that last year, Mr. Kelly had already designated an urgent need for the roof to be replaced. Ms. Cline further questioned why a consultant needs to be hired to assess needed repairs, which have already been identified. Mr. Hill responded that one benefit a consultant might offer is to help mediate a mutual consensus and agreement on the process and materials between the Historic Districts Commission and other working groups.

On motion duly made and seconded, it was unanimously:

VOTED: To approve that \$12,000 of the FY09 Administrative Fund Budget be spent to assist the Sudbury Permanent Building and Historical Commissions to analyze and assess the Loring Parsonage Restoration project as presented in the memorandum reviewed this evening from Director of Planning and Community Development Jody Kablack, on behalf of the Permanent Building Committee, dated September 15, 2008.

#### **CPC-Funded Projects - Update**

Present: Director of Planning and Community Development Jody Kablack

Ms. Kablack provided a brief update on the following CPC-funded projects:

Revolutionary War Cemetery - restoration work is underway. Chairman Morely advised all to access details regarding an upcoming presentation by the Sudbury Historical Society at Town Hall on Sunday by the contractor who has worked on the cemetery restoration. The presentation will also likely be taped for future broadcast.

Walkways - the Willis Road walkway project has been completed. Proposals are now being reviewed for use of the next \$200,000 appropriation from the 2008 Town Meeting.

Carding Mill House Restoration - work is completed.

Hearse House - the peak is up. Appraisals are being solicited for donation purposes.

Ironwork Restoration - is completed.

Historic Properties Survey - is completed, bound, and available for sale.

Rail Trail - title search is done, one more season needs to be evaluated for the wildlife survey, and the base map survey is underway.

Town Center Survey - is underway, and a report will be forthcoming. Ms. Kablack

reported that, although the anticipated expense for the survey was budgeted for \$25,000, the actual cost was only \$15,000.

Hosmer Painting Appraisals - paintings have been catalogued, and a bid is being prepared.

Town Historic Document Preservation - the initial evaluation has been completed, wherein immediate needs for improved document preservation were identified. Town Clerk Rosemary Harvell will likely present a follow-up proposal for additional funding to continue the project.

Military Training Field - the archeological study was completed. A parking area and kiosk have been built, and seeding will begin soon.

Stearns Mill Dam - the evaluation was completed, and a report is forthcoming.

Town Hall Windows Restoration - the project will go out to bid soon.

Housing Trust Allocation - Housing Specialist Beth Rust will update the Committee at a future meeting.

Housing Authority Unit Reconstruction - Ms. Cline stated that the project may take longer than was anticipated.

CSX Land Purchase - the Purchase and Sale Agreement is not signed yet. Initial soil testing indicated a degree of contamination, which needs to be assessed. Mr. Drobinski stated that, upon his initial review, the agreement should be able to proceed. However, due to an administrative technicality, Ms. Kablack reported that the funding article will need to be re-drafted to include the entire amount of the purchase in order to obtain reimbursement from the State Drinking Water Grant, and it will need to be re-voted at the 2009 Town Meeting. Conservation Coordinator Debbie Dineen will also re-apply for the grant prior to October 1st.

Nobscot Land Purchase - the Purchase and Sale Agreement was signed two weeks ago. Ms. Kablack has been working with the State to finalize the Conservation Restriction. Chairman Morely informed the Committee that Ms. Kablack has spent numerous hours since last April through today in communications with the State and the Knox Trail Council to bring closure to this project. He and the Committee thanked Ms. Kablack for her excellent work on behalf of the Town.

### **"CPA AT WORK" Signs**

Ms. Kablack distributed to the Board copies of draft samples of "Sudbury

Community Preservation At Work" signs for review. The consensus of the Committee was that green background with white lettering is preferred, the seal should be appropriately sized, and that the words "Sudbury Community Preservation Funds At Work" should be spelled out.

### **Resident Letter of Concern**

In response to a question from Ms. Heerwagen, Chairman Morely and Ms. Kablack stated that the concern of excessive contractor signs in neighborhoods throughout Town, recently brought to the attention of the Committee by resident Richard Magazu, 39 Woodmere Drive, is not within the CPC's jurisdiction. Thus, the letter has been forwarded to the Zoning Enforcement Officer.

### **Frost Farm House**

For informational purposes, Ms. Kablack mentioned that a request proposal may be submitted to the CPC this year for Historic Preservation funds for the Frost Farm House.

### **Open Space Parcel**

For informational purposes, Ms. Kablack mentioned that a small open space parcel on

Wayside Inn Road, near Marlboro, may be of interest to the Town. Discussions with The Sudbury Valley Trustees have occurred.

### **CPC - Member Vacancy**

Due to the resignation from the Committee by Tara Nolan last spring, Chairman Morely reminded members that the CPC has a vacancy for an at-large member. He asked everyone to let him know of anyone who would be a welcomed addition. The position opening has been posted on the Town website since June. Ms. Kablack suggested placement of an article in the local newspaper to also solicit interest.

Mr. Bell reported that the Conservation Commission also has two vacant positions.

### **Upcoming CPC 2008 Meeting Schedule and Agenda**

Chairman Morely reported that he anticipates this year for the Committee to not be as busy as last year. He will review last year's calendar to project and propose upcoming meeting times at the next meeting on October 1st. Until otherwise notified, the Committee should plan to meet on the first and third Wednesdays of each month, at 7:30 p.m., in the Silva Conference Room.

### **Minutes**

On motion duly made and seconded, it was :

VOTED: To approve the minutes of June 4, 2008.

Ms. Heerwagen and Mr. Bell abstained from the vote.

Ms. Kablack reported that the Town website is up-to-date with postings of CPC meeting minutes. She asked that Committee members forward to her minutes for February 6 and March 19, 2008, if meetings were actually held on those dates.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 8:57 p.m.