

Present: Sherrill Cline, Christopher Morely (Chairman), Sheila Stewart, Jim Hill, Lynne Remington, Georgette Heerwagen and Seamus O'Kelly

Absent: John Drobinski and Richard Bell

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

Ms. Kablack distributed copies to the Committee, for review and discussion purposes, of an updated "Sudbury CPA Funds Analysis" dated February 4, 2009; an updated listing of the "2009 Annual Town Meeting Warrant Articles, dated January 26, 2009; and updated draft Committee reports for each of the CPC-recommended articles for the Annual 2009 Town Meeting.

### **Minutes**

On motion duly made and seconded, it was

VOTED: To approve the minutes of January 21, 2009, as amended this evening.

Ms. Heerwagen and Mr. O'Kelly abstained from the vote.

### **Sudbury CPA Funds Analysis - Update**

Chairman Morely asked the Committee to review the Sudbury CPA-related finances, including debt service, prior to finalizing this year's recommendation of articles. He reiterated his concerns as expressed at the last CPC meeting that, given the national and local economic current climate, there may not be as receptive an audience for CPA-related articles at this year's Town Meeting as in previous years. Chairman Morely believes it is important for the credibility of Sudbury's CPA program that the CPC remain cognizant of how funding requests will be scrutinized and perceived this year.

Ms. Kablack briefly reviewed the Funds Analysis report. She clarified that anticipated CPA FY10 receipts, including interest, total \$2,080,000 and that CPA reserves are approximately \$6 million. Chairman Morely stated that the FY10 debt service of approximately \$1.1 million must be paid from the anticipated FY10 revenue. Ms. Kablack clarified that most of the debt is related to Open Space projects.

Chairman Morely highlighted that historically the CPC has aimed to spend approximately the required 10% for each CPA category (housing, open space, historic, recreation), holding the remaining funds in reserve for future open space projects. He reviewed the cumulative expenditure percentages for CPA projects, to date, in each category as follows: Community Housing - 17.5%, Historic Preservation - 6.5%, Open Space - 31.39% and Recreation Use - 10.77%. Chairman Morely further stated that expenditures

within a category may be significantly higher in a certain year based upon a certain project, but that the CPC has attempted to adjust spending in subsequent years to balance the categories as much as possible.

Chairman Morely noted that the current CPA fund balance includes \$460,000 of reserve funding for Historic Preservation. He emphasized that these funds can only be used for historic preservation projects. Mr. O'Kelly opined that it is important to help educate the public that such reserve funds cannot be used for any other purpose, even if the Town is experiencing financial constraints.

On behalf of the Sudbury Historical Commission, Mr. Hill stated that the Commission submitted projects this year, some of which have been in development for a long time, knowing that the use of some Historic reserves might be needed to bring the projects to fruition.

Chairman Morely reiterated his apprehension to present articles at Town Meeting which could be perceived by the public as financially unnecessary at this time. Ms. Remington concurred, stating that the CPC could be perceived as spending frivolously. She opined that funds do not need to be spent just because they are available.

Ms. Stewart opined that the local economic environment this year is devastating. She believes projects should be prudently put forth to voters at Town Meeting, and to do otherwise would be unwise. Ms. Stewart noted that the Finance Committee, of which she is a member, will meet tomorrow night. To date, the Finance Committee has assessed the Town's financial condition this year as extremely difficult, and is considering not recommending an override vote to the community. Ms. Stewart further stated that in difficult economic times, citizens may perceive the CPA as unnecessary and question why they should continue to tax themselves an additional 3%.

Ms. Kablack and Chairman Morely highlighted that the existing State match of CPA funds is a consideration, as is the need to retire the existing CPA project-related debt. Ms. Kablack clarified that, by law, a CPA surcharge would continue to be assessed on residential tax bills until all CPA-related debt is paid. Mr. O'Kelly asked if the CPA could be repealed at a Town Meeting. Ms. Kablack briefly explained the process, which would require a majority vote of Town Meeting and a subsequent ballot vote.

Ms. Heerwagen opined that she believes it is important to cautiously present articles this year which will be positively received by the community. She further believes that the CPC needs to be sensitive to the reality of people currently losing jobs and experiencing financial hardships. Ms. Stewart concurred, noting that all the projects submitted this year were worthy.

**CPC FY10 Recommendations for Annual 2009 Town Meeting Articles**

**Loring Parsonage- Exterior Restoration**

Present: Permanent Building Committee members Liz Radowski and Michael Melnick, and Building Inspector James Kelly

Permanent Building Committee member Liz Radowski updated the Committee on plans for the exterior restoration of the Loring Parsonage. Ms. Radowski circulated photographs of the Parsonage, depicting the areas needing to be restored, including the roof, siding, and doors. She also referenced finished plans, which were in her possession. Ms. Radowski is scheduled to meet with the Sudbury Historic Districts Commission on February 19, 2009, regarding issuance of a Certificate of Appropriateness. She noted that two sides of the building have lead paint, and that re-siding will be less costly and less labor intensive than other lead-removal processes. Additionally, Ms. Radowski explained that two sides of the building are sided with historically incorrect clapboards, therefore all 4 sides of the building will be re-sided. A preliminary estimate received today for the proposed exterior work is \$300,000, including materials. Ms. Radowski stated that bids are anticipated to be in place prior to the 2009 Town Meeting so that an appropriation figure can be finalized.

Permanent Building Committee member Michael Melnick noted that the highest priority work to be completed involves the roof and interfacing trim restoration, which should be completed in tandem. In response to a question from the Committee, Mr. Melnick also stated that, until landscape regrading occurs, it is difficult to assess how much of the lower siding is rotted.

Ms. Radowski stated that, although the working group believes the entire exterior restoration can be completed for less money as one cohesive project, she has also prepared estimates for a two-phased project. Mr. Hill later stated that the Historical Commission also prefers that the entire project cost be recommended for Town Meeting appropriation. He also noted that, since the Parsonage is owned by the Town, maintenance will only become more expensive if delayed. Ms. Radowski further explained what items would be completed in each phase, and she estimated Phase I costs to be \$135,000 and Phase II costs to be \$175,000.

Mr. O'Kelly asked if the Parsonage is currently structurally sound. Mr. Melnick and Ms. Radowski responded affirmatively. Mr. Hill concurred, noting that the structure is stable.

Ms. Remington asked what the plans are for the use of the building once restored. Ms. Radowski noted that there are several meeting rooms within the building which could be used, and that some first-floor space is currently leased by the Lincoln-Sudbury Credit Union. However, it was noted that the building's second floor is not handicap accessible.

At 8:41 p.m. Chairman Morely closed the discussion, and later in the evening,

On motion duly made and seconded, it was unanimously:

VOTED: To retain the approved draft Warrant Article for the Annual 2009 Town Meeting, as presented and revised this evening, requesting an estimated appropriation of \$300,000 of FY10 CPA funds, to complete construction and restoration work on the exterior of the Loring Parsonage.

### **Town Clerk Document Preservation**

Present: Town Clerk Rosemary Harvell and Sudbury Historical Commission Chair Lyn MacLean

Chairman Morely reviewed that, at its last meeting, the CPC decided to withdraw this article for funding this year, and further suggested that the Town Clerk consider a request for Administrative Funds to hire a consultant to establish priorities and a master plan for the project.

Town Clerk Rosemary Harvell was welcomed to the meeting to provide the Committee with additional information regarding her request for \$170,000 of FY10 CPA funds for the restoration and preservation of 16 historic Town volumes of records. She circulated copies to the Committee of the "Report of a General Preservation Assessment," prepared by Northeast Document Conservation Center, and dated January 13, 2009. The Committee was also previously in receipt of supplemental information provided by Ms. Harvell, including goals of the project and an updated cost breakdown and identification of the eight volumes of historic documents most at risk, and in need of restoration, and similar information for eight additional volumes of documents. Restoration of the eight volumes most at risk of deterioration is estimated to cost \$103,995.

Ms. Harvell emphasized that a professional consultant has already assessed Sudbury's document preservation general needs and provided the Town with a report of findings. Recommendations for restoration and storage have been identified and prioritized. Ms. Harvell stressed the importance of protecting the Town's information and how fortunate Sudbury is to have records from centuries ago.

Mr. Hill stated that the Historical Commission unanimously supports the recommendation of this proposed article as a high priority for CPA funding. He emphasized that the law requires the Town Clerk to maintain and preserve the Town records to the best of their ability. He further stated that the Commission has been aware of the need for this project and has planned for its eventual cost. Sudbury Historical Commission Chair Lyn MacLean stated that the oldest records, which are the most deteriorated, are often accessed by the public for genealogical purposes and by historians. Ms. MacLean further stated that it is important for the public to know that time is of the

essence, since these records will be gone forever once they are beyond repair.

Ms. Harvell concurred that restoration work for many of these 16-identified volumes is long overdue.

In response to questions from the Committee, Ms. Harvell briefly reviewed the present deficiencies for storage at Town Hall, including that the building has no sprinklers in case of fire. She also described several suggestions for future storage options, including custom-made archival storage boxes and vaults.

Ms. Harvell further highlighted that an important feature of the project is the digitization of documents at the time of restoration. She explained that digitization will allow the documents to be more accessible to the public on the Town website, and will eliminate the need for the most fragile documents to be handled again and compromised after restoration.

Mr. Hill noted that Ms. Harvell has applied for many small grants which, if awarded, would help to defray the project costs.

Ms. Remington asked if there were significant cost savings and efficiencies to be reaped by restoring all 16 volumes versus a smaller number. Ms. Harvell responded probably not.

At 9:04 p.m., Chairman Morely closed the discussion, and later in the evening,

On motion duly made and seconded, it was unanimously:

VOTED: To reinstate the draft Warrant Article for the Annual 2009 Town Meeting, as presented this evening and submitted by the Town Clerk, in the amount of \$170,000, for the restoration and preservation of 16 historic Town volumes of records.

**Sudbury Housing Trust - Housing Buy down -Home Preservation Program and Sudbury Housing Trust Fund Allocation**

The Committee briefly reviewed the purpose and merit of each article submitted by the Sudbury Housing Trust (SHT) within the larger context of the Town's current financial condition. Ms. Kablack clarified for Ms. Cline the SHT current balance, which includes assumed previous commitments to developers for two Chapter 40B units from 2006, and funds planned for completion of the Maynard Road project. Ms. Kablack further stated that the likelihood of the SHT using the funds in FY10 for development of Maynard Road is low. It was noted that purchasing opportunities could slow in the coming year, due to the local real estate and economic downturns, presenting possible difficulties for the SHT to spend available funds.

Ms. Heerwagen opined that, this year, she is inclined not to support excessive funding for housing, especially if it will be difficult for the SHT to use the funds. She is apprehensive that to do otherwise might be perceived by the public as wasteful.

On motion duly made and seconded, it was unanimously:

VOTED: To restate the Committee's approval of the draft Warrant Article for the Annual 2009 Town Meeting, as reviewed and revised this evening, submitted by the Sudbury Housing Trust, requesting an amount not to exceed \$208,000, from FY10 CPA funds, for the purpose of funding the Sudbury Housing Trust's efforts to provide for the preservation and creation of affordable housing.

On motion duly made and seconded, it was also unanimously:

VOTED: To withdraw the draft Warrant Article for the Annual 2009 Town Meeting, as reviewed this evening, submitted by the Sudbury Housing Trust, requesting an amount not to exceed \$400,000, from FY10 CPA Funds, for the purpose of creating funding for no less than two (2) permanent affordable housing restrictions on single or multiple-family units in Sudbury, for homeownership, in accordance with affordability guidelines set forth by the Department of Housing and Community Development and such other guidelines as may be established by the Sudbury Housing Trust, for households making less than 100% of the Boston area median income.

### **CSX Rail Corridor Acquisition**

In response to the Committee's question at its last meeting, Ms. Kablack stated that it is highly unlikely that the CSX land purchase article can be presented as split between a FY09 and FY10 appropriation. It appears as if the entire estimated purchase price of \$700,000 would need to be newly appropriated at the 2009 Town Meeting. Another option discussed was that the appropriated funds from the Annual 2008 Town Meeting of \$400,000 be offered to CSX as a final cash offer to accelerate acquisition of the parcel prior to June 30, 2009.

Chairman Morely stated that, in previous discussions, the CPC has recognized value in the Town maintaining control of this land whether or not Sudbury is reimbursed by a State Drinking Water Grant. Ms. Stewart noted that Town ownership of this parcel could provide additional protection of the Town's water supply, access to abutting conservation land, recreational use of some sort (rail trail) and/or enable a Union Avenue extension to Nobscot Road.

Ms. Cline asked what the likely consequences are if the funds are not appropriated this year. Ms. Kablack responded that, in the short-term, the impact to future negotiations could be minimal, since another interested buyer is not evident at this time. She noted that negotiations have progressed slowly with CSX over the past few years. Ms. Kablack

further noted that, next year, the Town will be bonding the second phase of the Nobscot Land Acquisition, with which a CSX-land purchase could possibly be coupled, significantly reducing the appropriated costs.

On motion duly made and seconded, it was unanimously:

VOTED: To withdraw the draft Warrant Article for the Annual 2009 Town Meeting, as reviewed this evening, for \$700,000, to purchase in fee simple 9.76 +/- acres of undeveloped land known as the CSX rail corridor.

**Article 25 - Community Preservation Fund - Sudbury Historic Commission  
Proposal: Radar Survey at the Revolutionary War Cemetery Project**

Mr. Hill reported that the Historical Commission, in the spirit of conserving CPA financial resources, has offered to withdraw the Radar Survey at the Revolutionary War Cemetery article this year.

On motion duly made and seconded, it was unanimously:

VOTED: To withdraw the previously approved article, submitted by the Sudbury Historical Commission, for the Annual 2009 Town Meeting, to appropriate an amount not to exceed \$20,000 from FY10 CPA Funds for the purpose of conducting a ground-penetrating radar survey of the Revolutionary War Cemetery to identify unmarked graves.

**Miscellaneous**

Ms. Kablack reported that this year's Annual Town Meeting Warrant will include a description of CPA-related debt. She also noted that the Finance Committee Chairman had concerns that there might not be enough funds available to cover the debt service. Ms. Kablack confirmed that the CPA fund reserves can aptly cover the debt and that this is not a future issue the Town will face.

Sudbury resident Arnold Barnes, 223 Nobscot Road, stated that he believes the Town's debt service will be its undoing in the long run. He welcomes more information about debt being available to the public on the Town website and in the Town Warrant. Mr. Barnes is concerned that, if State funds are no longer available, the Town will solely be responsible for covering the debt.

Chairman Morely noted that, by law, the CPA debt service cannot exceed the local revenue, and that there are nearly \$6 million dollars of reserves.

Ms. Kablack reiterated that, even if a CPA program was eliminated in Sudbury, the Town would still assess close to the 3% CPA surcharge to the tax bills until the debt was retired.

Mr. O'Kelly opined that the more information and education which can be provided to the public, including debt figures, is key to having an informed audience at Town Meeting. He also enthusiastically supports the information being posted on the Town website and in the Warrant.

#### **Approval of CPC Reports for Annual 2009 Town Meeting Warrant Articles**

The Committee reviewed the draft copies of draft Committee reports to appear for each approved CPC article to be published in the Town Warrant and revised language as needed.

On motion duly made and seconded, it was unanimously:

VOTED: To approve all draft Committee reports as reviewed and amended this evening for each approved CPC article to be published in the Town Warrant.

On motion duly made and seconded, it was also unanimously:

VOTED: To authorize Chairman Morely and Ms. Kablack to draft a Committee Report for the article approved this evening for Historic Records Restoration and Preservation, which will be circulated to Committee members for review prior to its final submission for publication.

#### **CPC Future Meeting Schedule**

The next meeting will be February 18, 2009, at 7:30 p.m., in the Silva Conference Room.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 10:16 p.m.