

Present: Christopher Morely, Seamus O’Kelly, Sherrill Cline, Jim Hill, Richard Bell, Lynne Remington, John Drobinski, Georgette Heerwagen, and Bill Kneeland.

At 7:35 p.m., Chairman Morely called the meeting to order. He announced that as anticipated the Town of Sudbury has received \$431,234 from the State Community Preservation Fund to match the FY10 Sudbury CPA surcharge revenue of \$1,471,024. He noted that funding is down somewhat from past years due to the recession.

Mr. Morely then asked whether anyone had any comments about or changes that needed to be made to the 2010 Annual Report for the Community Preservation Committee prior to submission for the 2010 Annual Town Report.

On motion duly made and seconded, it was:

VOTED: To approve the 2010 Annual Report as written.

Potential CPA FY12 Projects

The Committee was previously in receipt of FY12 Project Submission Forms for the following proposals, which the applicants, or representatives for the applicants, then discussed:

Project Submission Form – Restoration and Preservation of Historic Town Records

Town Clerk Rosemary Harvell was present to request \$117,000 to restore, preserve, and digitize twenty-two (22) historic Town documents currently stored in the Town vaults at the Town Hall. Conditions assessments, along with recommendations for conservation treatments, were previously submitted along with the proposal. Costs for digitizing were also included.

Ms. Harvell reminded the Committee that in 2009 a request of \$107,000 for similar treatment of approximately sixteen volumes of Town Records was requested and approved. The work has been under way. Nineteen volumes have been treated and there is about \$20,000 remaining so that a few more could perhaps be conserved out of those initial funds.

Ms. Harvell acknowledged a question from the last CPC meeting regarding the known total number of volumes that are stored in the vaults that will need future conservation. She said that it is difficult to estimate a total as the records and their condition are still being catalogued. Records also take a number of forms and treatments vary. A better idea will be known as the items are removed from the vaults while the climate control and fire suppression systems are installed in the vaults. At this point, the funds being requested are for treatment of the most frequently used records.

Ms. Harvell then passed around an example of a conserved volume for the Committee to review. She explained that the records conserved to date have been digitized for public use and are of photo quality. Therefore the digital version is in some cases of better quality than the original. The Goodnow Library’s on-line archives either have or will have scans of all conserved items so that their transcripts can be accessed via computer.

Mr. Morely asked who was creating the scans. Ms. Harvell explained that some of this work was originally done by a former Town Clerk, Betsy Powers, and has recently been completed by senior workers working with Town Clerk employees.

Mr. Morely asked about the process for determining what needs to be conserved. Ms. Harvell said that since the Town does not have its own archivist the task falls to the Town Clerk and staff to determine what should be conserved. As items are being shifted from the vaults while the vaults are being improved this has enabled a better look at the contents. She said that the Town has a three-year contract with the Northeast Document Conservation Center (NEDCC) for document conservation so that they can continue the work.

For the CPC's planning purposes Mr. Morely asked whether Ms. Harvell could offer a sense of how much more work was to be done and how long it would take. Ms. Harvell said that given the number of records it was still difficult to determine as projects are always ongoing. However she said that perhaps next year, once the work on the vaults is complete, there might be a better assessment. Mr. Hill asked whether it was feasible that the records could be conserved as a ten-year project. Ms. Harvell thought that time frame could be accomplished.

Ms. Harvell thanked the committee for its consideration and said that the Town is very lucky to have these records as past record keepers had done a careful job of maintaining them and the Town has a vault. She said that the Building Inspector, Jim Kelly, and Permanent Building Committee Member Tom Joyner will be issuing an RFP for the installation of the climate control and fire suppression systems in the vault. The work would most likely begin in the next year.

Project Submission Form - Melone Recreation Feasibility Study

Director of Park and Recreation Nancy McShea was present on behalf of the Park and Recreation Commission to request \$38,740 to complete a feasibility study to determine the best recreational use of the Melone property based on user demand, configuration of fields at the site, and financial feasibility.

Ms. McShea began by thanking the Committee for its consideration. She said that the Town of Sudbury has a current, clear and documented need for additional fields and recreational space. This need stems from a 2004 field assessment done by Gale Associates, Inc. and she noted that since then there has been a continued increased demand on the Town's facilities. She mentioned Boys Lacrosse and Girls Softball as examples where user numbers have illustrated increased demand with youth sports. The Park and Recreation Commission felt that the Melone Property represents the best and most appropriate use for field needs.

The feasibility study will provide a current user needs assessment. It is the Commission's hope that the feasibility study would also suggest potential physical layouts based on topography and location of conservation land, estimate construction costs associated with those different scenarios, estimate ongoing finances associated with labor and facilities maintenance, and also determine whether any project would be cost neutral or revenue producing for the Town.

Ms. McShea said that the Commission understands that there are needs in town that are not being met. For example she mentioned baseball diamonds and flat multi-use fields. The feasibility study should be able to determine the best use scenario. She said that the Commission is coming before

the CPC because the Melone property is the one parcel left in town that is known to be developable for recreation using CPC funds. Ms. McShea opined that CPC funds cannot be used at Davis Field, for example. She said that the Commission has not yet determined whether or not a ball complex is the answer, but it is one idea being studied.

Mr. Morely asked how the Town has moved beyond the 2004 Gale study and whether everything in the 2004 master plan has been accomplished. Ms. McShea said no. Some of the multi-use field needs have been addressed, but not the three or four ball diamonds as previously recommended. Additionally it has been discovered that some of the existing fields have drainage issues in the spring rendering them unusable and there are more scheduling conflicts among various sports that utilize the same fields thus adding to the demand.

Mr. Bell asked whether it is known what portion of the area is buildable due to wetlands. Ms. McShea said that the feasibility study will help to determine the wetlands delineation and useable space, what can be built there, and whether or not it is the right site for the project. She said that the use would be determined first before money is spent on any design concepts.

Mr. Morely asked if the Melone site is the only site being considered or whether all of the fields are being looked at with a creative eye. Ms. McShea answered that Davis was not being considered because projects there would not be eligible for CPA funds. She said that it would be perhaps possible to do a larger assessment of existing facilities so that the older ones could be reconfigured if the Melone property was also in use. She noted, however, that the money just isn't available at the moment to revamp existing fields.

Mr. Morely wondered whether it would cost less to reconfigure existing spaces than to build on a new site given that the Town has not determined the best use of the Melone site. Mr. Drobinski said that this is precisely what Ms. McShea and the Park & Recreation Commission is attempting to do with its study. Ms. McShea reminded the Committee that part of the study will include a needs assessment of the Town's current user groups and that will pinpoint where the deficiencies are with fields.

Mr. Morely mentioned the residential property sitting in the middle of the lot and the fact that the Water District is located across the street as issues that would need to be addressed. Ms. McShea explained that Town Manager Maureen Valente instructed the Park and Recreation Commission to look at Park and Recreation needs and that would be the main focus of the feasibility study. Mr. Drobinski said that the Park and Recreation Commission needs to do its due diligence by going before Town Meeting to see what's in the best interest of the Town. Ms. Kablack said that considering timing, the Park and Recreation Commission's proposal is a well-developed idea which may not be ready for Town Meeting because other studies, such as a highest and best use analysis, would not be ready by then.

Ms. Remington asked whether any consultant would look into stormwater management implications. Ms. McShea said that all impacts would be studied, including traffic.

Mr. O'Kelly asked whether a comprehensive analysis been done on the property. Ms. Kablack said that a draft feasibility study has been done, funded with \$25,000 of CPA money, but is not

yet finalized. Mr. O'Kelly asked whether recreation was considered in this analysis. Ms. Kablack said that it was but only in a preliminary way.

Mr. O'Kelly asked for confirmation that the \$38,000 is being spent only on recreational feasibility. Ms. McShea said that it was. She said that the cost is higher to look at not only the physical analysis of the Melone property but also at the user needs and how they have changed since the 2004 Gale study. Site management costs would also be included. She said that an RFP would be issued for the work and the consultant hired would offer the best results for the cost. She also reminded the Committee that the costs would not exceed \$38,000 and could be less.

Mr. Morely said that for past recreation projects user groups had contributed significant funds. He asked whether or not Ms. McShea anticipated receiving any funds from any of the sport leagues. Ms. McShea said that funds from user groups would be a potential resource.

Project Submission Form Sudbury Housing Trust – 10% Allocation

Community Housing Specialist Beth Rust was present to discuss The Sudbury Housing Trust's (SHT) request for \$180,000 for the FY12 10% Community Preservation Act housing allocation to be appropriated to the SHT for the purposes of preservation and creation of affordable housing in Sudbury for low and moderate-income households. Ms. Rust noted that this is the fifth year that the SHT has submitted such a request and the CPC has consistently recommended funding the SHT in the past. She then distributed a handout with an overview of the SHT's work in Sudbury.

Ms. Rust explained in its 5-year plan, the Trust has committed resources towards the creation of 14 units of housing at an average subsidy of \$165,000; six of these units have already been created and added to the State Subsidized Housing Inventory. She reminded the Committee that the SHT receives funds through annual CPA appropriations, external revenue obtained through lottery and monitoring agent services, and interest income on its fund balance, with CPA funds being the largest. Each year that that the CPC has recommended funding the SHT at Town Meeting the article has passed.

Ms. Rust said that over the past four years CPA funds have been instrumental in developing the housing program and have been used to purchase land and develop two units of permanently restricted affordable housing at the Dutton Road Habitat for Humanity project, create four units of permanently restricted affordable housing under the Home Preservation program, and to purchase the parcel at 278 Maynard Road which will create three units of permanently restricted affordable housing.

Ms. Rust reported that for fiscal year 2012 the SHT plans to create one new unit of housing under the Home Preservation Program, which converts existing market rate homes around Sudbury into affordable units with perpetual deed restrictions thus preserving the Town's existing housing stock and preventing tear-downs. The Home Preservation Program began with CPA funds and the SHT has continued to fund the program through its annual CPA allocation to provide the required subsidies. A total of four homes have been preserved through this program with an average subsidy of \$180,000, slightly higher than the overall average for the Trust. Since the request to the CPC is for \$180,000 the money would essentially purchase one of these homes.

Mr. Bell asked whether state subsidies are available for Home Preservation. Ms. Rust said that there are not really grants available for existing housing, but rather for new construction, for more units of housing, or for larger rehabilitation programs.

Ms. Rust thanked the Committee for their consideration.

Project Submission Form - Carding Mill Pond Harvesting

Frank Lyons presented a request from the Hop Brook Protection Association (HBPA) for \$4,000 for four consecutive years (total cost \$16,000) to continue aquatic weed harvesting on Carding Mill Pond. Mr. Lyons said that Carding Mill Pond is one of four ponds in the Hop Brook Watershed that is comprised of 90 acres of ponds. He explained that this pond was hyper-eutrophic, which means that it can support vegetation better than other aquatic life. He said that the high levels of phosphorous and effluence in the water are caused in large part by the sewage treatment facility in the Town of Marlborough. The State is involved in resolving that situation.

Mr. Lyons said that harvesting of the pond began in 1999 when there was no open water available and the fish-kill was apparent. A harvester was borrowed by U.S. Fish and Wildlife and the Sudbury Department of Public Works has been helping out with site preparation and with taking away the biomass. Additional harvesting was done between 2005 and 2010 and improvements are evident.

Mr. Lyons said that a uniform number of funds have not been requested every year because the costs depend upon the harvester. \$4,000 for four years is the best estimate for anticipated costs. The reason the Association feels that harvesting should be done for four more years is because during this time Marlborough's Sewage Treatment Plant will have been upgraded and the effects of the improvements should be known. Also the four major invasive plants have a growing cycle and so it could potentially take this amount of time to eradicate the species.

Mr. Drobinski, noting that Marlborough hasn't always complied with regulations, expressed that the Selectmen are behind this project.

Mr. Bell said that the Conservation Commission is also enthusiastic about this project.

Mr. O'Kelly said that he lived in the area of the pond and asked for clarification on the invasive plants. Mr. Lyons gave a brief explanation about the science behind the changes to the pond's ecosystem and mentioned that the harvested plants have also been recycled as fertilizer for various farms in the area, hence adding to the benefits of harvesting.

Project Submission Form – Water for Center Islands –

Ralph Tyler was present to request \$12,500 in FY12 and \$12,500 in FY13 to install either faucets or automatic sprinklers for the planted traffic center islands throughout Sudbury in order to further beautify the Town and supplement the work done by the Sudbury Garden Club members who plant and maintain these community resources. While Mr. Tyler is not a member of the Sudbury Garden Club he has observed the efforts of and helped volunteers with the hand-watering of the islands, which takes tremendous effort to haul water to the sites. Mr. Tyler

referenced photographs of the islands included in his proposal and said that he saw an example of the sprinkler in the Town of Concord. He felt that sprinklers would be a simple solution and would cost the town very little while boosting the efforts of the volunteers.

Mr. Tyler then asked the CPC to look past the concerns about whether or not CPA funds could be used for maintenance of the islands, and find a way to fund the project. Mr. Tyler said that he did speak with Sudbury Water District Superintendent Al Renzi about his cost estimates and Mr. Renzi concurred that the costs were accurate. He said he also had conversations with the Department of Public Works about potentially adding the costs in their budget, however at this time the project cannot be included in the DPW budget.

Mr. Morely, speaking as a life-long Sudbury resident, said that the islands are a nice feature in the town, but that the statute does not make provisions for funding maintenance projects, but he would revisit this and perhaps speak with Town Counsel. He suggested that there may be other creative ways to obtain the funds other than through the CPA.

Mr. Hill suggested that Mr. Tyler talk with the Sudbury Historical Commission with a better thought-out plan and perhaps the Commission could help identify ways to fund the project. He suggested that the islands on scenic roads may be a beginning point. Mr. Hill said that he appreciates the work that the volunteers do on the islands and he appreciates driving by them, however as the proposal stands Mr. Hill does not feel that it is ready for Town Meeting.

Mr. Drobinski agreed with Mr. Hill that the project is a good one given the efforts of the volunteers, but perhaps there are other ways of going about getting the funds.

Mr. Tyler said that he had limited time but thought talking with the Historical Commission was a good suggestion. He then thanked the CPC members for their service.

Project Submission Form – Sudbury Historical Commission Historic Multi-Project Submission –

Mr. Hill presented the proposals from the Sudbury Historical Commission, requesting \$58,000 to complete seven projects:

Regarding chimney restoration at the Hosmer House, Mr. Hill said that he had made an error with the initial amount requested. Rather than \$15,000 Mr. Hill said that the Commission is requesting \$30,000. The estimates for repairs and restoration are \$7,000 per chimney. He said that there are a total of six chimneys at the Hosmer House, four main and two smaller ones. Building Inspector Jim Kelly has looked at the chimneys with the mason, as part of a roof study conducted. Due to weathering, the mortar has come loose in many places and there is also spalling as well. He noted that the chimneys on the Concord Road side of the house are in the worst shape, mostly because of the vibration of the trucks and traffic. He said that the two chimneys facing Concord Road would need the most rebuilding while the other two main chimneys could be repaired. It is the Commission's hope to do the repairs at the same time rather than stagger the work. The smaller two chimneys are not as deteriorated.

Mr. Morely asked what percentage of the bricks could be reused. He was concerned about how rebuilt chimneys might look and the fact that new materials would be used. Mr. Hill said that it

was hard to gauge this until the chimneys are disassembled but he said that old materials would be used where possible to achieve a historic look.

Mr. Hill said that \$10,000 was being requested to restore and repair stone walls at the Town Pound and Revolutionary War Cemetery, Stage I. He said that the Commission is referring to the project in stages because they know that there are many levels to the project and it would be easier to control. He also noted that they do not want to work on the stone wall along Concord Road until the Town Center Improvement Project is underway. The Town Animal Pound is the area where the Commission would like to begin. He then discussed the condition of the stones and estimated that work was last done on the wall about twenty years ago. He said that the Pound work would have a direct correlation with the restored Hearse House. Repairs to the iron gate at the Cemetery would also be included.

Mr. Hill reported that repairs to the Wadsworth Cemetery Gazebo could cost \$8,000. He described the purpose of the structure and noted that it was constructed with concrete and a slate roof. There were wooden benches but many have been vandalized or removed over time. Mr. Hill said that Cemetery Foreman Scott Taylor has been consulted about the project and he agrees that the work is necessary. Aside from leaks in the roof, and a section of the structure that needs to be stabilized, the floor also needs resealing, and the stucco needs painting, however it is in fairly good shape. Three new wooden benches will be made. The estimates include materials and labor.

Ms. Cline asked about the age of the structure. Its approximate age was unknown. Ms. Cline said that she would like to have that information. Mr. Hill will check with Mr. Taylor.

Florence Hosmer is buried at the Wadsworth Cemetery. Mr. Hill noted that there is a footstone for Ms. Hosmer but no headstone. She is buried near other family members. He said that Ms. Hosmer had purchased headstones for her siblings but not for herself. Historical Commission Member Lyn McLean obtained estimates based on Ms. Hosmer's sister's headstone which would cost \$3,395. DPW Director Bill Place and Scott Taylor have offered assistance with installation and maintenance. Mr. Hill then presented a description of Florence Hosmer as a woman painter and Sudbury citizen in order to illustrate her importance.

Mr. O'Kelly asked how a gravestone for a private citizen would fit the statute for CPA funds. Ms. Kablack referenced a handout from the Community Preservation Coalition that lists the uses for CPA funds and said that the gravestone could be considered a historic marker for an historic person. The Cemetery is within the Town Center Historic District. Provisions for a gravestone were not noted in Ms. Hosmer's will.

Mr. Hill then explained the Commission's request for \$4,000 for an interpretive sign and kiosk for the Hearse House. He said that the kiosk would pull together all of the various projects that have been done in the area that support the Town Center Interpretive Signage project which includes the restoration of the Revolutionary War Cemetery, Town Animal Pound and the Hearse House.

Ms. Heerwagen said that the costs seem high. Mr. Hill said that it would be an enclosed kiosk that people could visit. It would have the ability to house artifacts from the Commission's permanent

collection and would interpret the entire history of the downtown area of Sudbury. Committee members felt that it would be important to emphasize that the project is all-encompassing, including revolving histories plus information on the cemetery along with its restoration, and not just about the Hearse House itself. Mr. Hill said that this would allow an opportunity for the Historical Commission to share with the public the work that it does.

Also included in the proposal is a request for \$500 for materials for Invasive Plant Removal along the stone walls and in the area of the Town Center Historic District. Mr. Hill described the amount of labor involved in removing the damaging weeds and the efforts of SWEET, the Sudbury Weed Education and Eradication Team. He said that SWEET would still provide the labor but the funds would go toward materials. Mr. Hill handed out photographs showing the before and after effects of the weed removal in a previously restored area in the town center area.

Ms. Heerwagen wondered whether materials would be eligible for funding. Ms. Kablack said that care should be taken in presenting this proposal. The landscape needs a full restoration with significant removal of plant material over a long period of time to eradicate plants that are detrimental to the historic features of the Town Center. Mr. Hill explained the efforts expended around the stone walls.

In total the revised request from the Sudbury Historical Commission for a variety of historic projects total \$58,000.

Project Submission Form – Town-wide Walkways –

Jody Kablack was present to request \$200,000, for engineering, design and construction of priority Town walkways. The request is similar to past requests that have received funding at Town Meeting. She noted that 65% of the money appropriated last year for walkways has already been spent. Ms. Kablack further reported that the interest and need for walkways in Town has increased in recent years. Ms. Kablack then gave an update on the status of town walkway projects, listing the roads from which neighborhood walkway petitions have been filed. She said that given interest the program and because the walkway program supports the goals of the 2000 Master Plan, walkway construction will continue as long as there are funds available.

Project Submission Form - Fairbank Farm Agricultural Preservation Restriction

Ms. Kablack also described a petition as submitted by the Town Manager and the Board of Selectmen, requesting \$750,000 to purchase an Agricultural Preservation Restriction on approximately 33 acres of land located at 135 Old Sudbury Road known as the historic Fairbank Farm, with the allowance for one building envelope on the property. She noted the owner has offered the Town the opportunity to purchase development rights to the entire parcel which would preclude construction of any other residential homes on the land. As with all agricultural preservation restrictions the uses that are allowed are dictated by the M.G.L. Chapter 184 which allows new construction of barn buildings and residences for the landowner and for their employees so the Town would be working within the confines of M.G.L. Chapter 184 to see which uses would be permitted and which would be restricted.

Ms. Kablack reported that the Town is actively negotiating on this property at the present time as a number of issues have come up during negotiations such as public access for lands that are developed with public money. She said that Mr. Fairbank is interested in preserving the main

barn, which is sizeable, is located within the historic district and is an integral feature of the property, so perhaps a historic preservation restriction can be placed on the barn and pay the owner money to preserve it. She said that research is being done to see how this could be achieved. She also noted that given the cost of a historic preservation restriction for the barn the number of CPA funds requested would likely increase.

Ms. Remington asked about the status of appraisals for the property. Ms. Kablack said that the Town was in receipt of two.

Ms. Cline asked for clarification about the number of single-family dwellings that would be allowed on the property. Ms. Kablack said that there would be one, with the potential for farm worker housing.

Ms. Kablack then spent time describing the farmland and the Committee discussed the potential for a site walk.

Mr. Bell asked what would happen to the land should no one be interested in farming it. Ms. Kablack said that if it lay fallow it would revert to forest. In any case, it could not be used for housing development.

Project Submission Form - Town Hall Historic Structures Report

Ms. Kablack also reported on the petition submitted by Town Manager Valente, requesting \$20,000 to fund an Historic Structures report, which would be the basis for a later phase of design and architectural construction documents for renovations/restoration of Town Hall into Town offices. She explained that \$10,000 may be reimbursable by the Mass. Historical Commission, and a preliminary application for Preservation Project Funding has been submitted. Ms. Kablack noted that the project would not proceed unless this grant funding were received. A decision on the Town's application is expected before February 2011.

Ms. Kablack reminded the Committee that restoration of the Town Hall is one of the Selectmen's long-term goals. The Town Hall is a historic structure in an historic district and the report would not offer a design plan but would determine the building's history, its architectural features and structural aspects, a current conditions assessment, and offer recommendations on restoration, as well as how to keep it functioning.

Mr. Hill said that he felt the project should move forward regardless of whether the \$20,000 is approved. He said that the Hosmer House has an historic structures report that has been an invaluable resource for the work that has been done there.

Ms. Cline asked for clarification on whether this was simply an historic assessment and not a design study. Ms. Kablack said that was correct and that it would not be a design study but would be a report that would provide the Town with a lot of information about the building and enable the town to prioritize its restoration projects.

Sudbury Housing Authority Unit Reconstruction

Ms. Kablack reported that Ms. Cline had notified her that Article 31 of the 2008 Annual Town Meeting which authorized \$600,000 for the SHA unit reconstruction was due to expire in 2011 and so a request for an extension has been duly submitted.

Minutes

Mr. Morely then asked the Committee to approve or make any changes to the November 17 minutes. Ms. Heerwagen, Ms. Cline, and Ms. Kablack listed a few minor changes.

On motion duly made and seconded, it was:

VOTED: To approve the minutes of November 17, 2010, as amended this evening.

Next CPC Meeting

Ms. Kablack said that the next meeting to discuss the proposals is scheduled for January 5, 2011. Ms. Kablack will publicize the meeting accordingly.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 10:00 p.m.