

Present: Christopher Morely (Chairman), Sherrill Cline, Jim Hill,
Richard Bell, Bill Kneeland, Lynne Remington, Seamus O'Kelly, John
Drobinski, Dick Williamson and Director of Planning and Community
Development Jody Kablack

At 7:34 p.m., Chairman Morely called the meeting to order.

FY 13 Budget and Proposed FY 13 Annual Town Meeting CPC Warrant Articles – Discussion and Vote

Ms. Kablack distributed copies to the Board of updated spreadsheets entitled, “CPA Analysis Brief dated January 18, 2012,” “CPA Bonding Capacity dated January 18, 2012 (2 sheets),” the “Proposed CPC FY13 Administrative Budget” and draft “2012 Town Meeting Warrant Articles – Community Preservation Committee.”

Ms. Kablack reviewed the FY12 CPA Revenue information totaling \$2,156,743 (includes the CPA 3% tax surcharge, State matching funds and interest). She stated the FY13 CPA revenue has been estimated to total \$2,140,000. Although Ms. Kablack increased the local surcharge amount by \$25,000, she decreased the anticipated interest income by \$50,000, given that the principal balance in FY13 will likely be less if cash is used to fund some portion of the cost to acquire Pantry Brook Farm. Given the estimated revenues, Ms. Kablack suggested the Committee may want to increase the Community Housing 10% allocation in this year's warrant article to \$200,000.

Ms. Kablack stated this year's project submissions, if all were approved, along with the Town's debt service obligation, would total \$2,279,498, which assumes nothing factored in for acquiring Pantry Brook Farm and a cost of \$300,000 to acquire 15 Hudson Road.

Ms. Kablack reviewed the CPA Bonding Capacity Information, noting the lowest capacity is in 2012, and that the debt is already decreasing. Assuming another \$5 million were bonded in combination with the revenue assumptions which have been made for FY13, Ms. Kablack noted the bonding capacity exists so that in only two years would a small amount of money (\$58,965 and \$39,863) need to be accessed from reserves.

Chairman Morely stated it has always been the policy of the Committee to not recommend bonding over the allowed CPA revenue, but a big reserve exists from which to pay down the debt.

Mr. Hill asked for confirmation that using some reserve funds is anticipated.

Ms. Kablack stated, if all projects were approved this year, approximately \$139,000 of reserve funds would be tapped, not including funds for Pantry Brook Farm.

Mr. Kneeland asked what interest rate was used for the bonding calculations. Ms. Kablack stated it is less than 4%, and that she would check the actual figure used. The Town's AAA bond rating has resulted in very favorable interest rates on borrowing. She commended former Committee member Sheila Stewart and Chairman Morely for developing the spreadsheets in conjunction with the Finance Department as an effective tracking mechanism.

Ms. Kablack reviewed the percentage of actual expenditures to date by CPA category, noting approximately 90% has been dedicated to open space projects.

Historically, Chairman Morely stated the Committee has aimed to spend no more than its annual revenue. However, if all projects are recommended and passed this year, he stated it is possible this figure will be exceeded. Chairman Morely reiterated there is a large reserve from which to draw, if the Committee deems all projects worthy of recommendation.

In response to questions from Mr. Bell and Ms. Cline, Ms. Kablack stated the opening CPA FY13 balance is approximately \$7 million, and that actual information for the first two quarters has been used to prepare the budget, and the last two quarters of the year have been estimated.

Chairman Morely stated the CPC planned for having a large reserve when, and if, a large parcel of land came before the Committee. He noted that this year, two parcels have been presented for acquisition, one of which is nearly 100 acres. Chairman Morely opined it is good the reserve fund exists, and it now may be time to spend some of it.

At 7:50 p.m., the Committee began its review of the draft Town Warrant articles.

Ms. Kablack stated Town Counsel will also review the draft articles, and if revisions are made, she will circulate final versions to the Committee for review. She also stated Committee members could email revisions to her in the next week to be incorporated into the final version. The articles were discussed and voted as follows:

1. COMMUNITY PRESERVATION FUND – TOWN HALL ARCHITECTURAL AND DESIGN STUDY

To see if the Town will vote to appropriate an amount not to exceed \$50,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing an architectural and design study of the Town Hall for the renovation, including historic rehabilitation, and restoration of the building, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from FY13 Revenue.

Chairman Morely recommended, and the Board concurred, adding a sentence to the Committee's Report for this article, stating that one of the most prevalent and popular uses of historic CPA funds is for Town Hall restorations.

In response to a question from the Committee, Ms. Kablack stated she will research with the Town Accountant whether there are Historic Reserves from which to fund the article, and if so, she will revise the appropriation source language accordingly.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$50,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing an architectural and design study of the Town Hall for the renovation, including historic rehabilitation, and restoration of the building, or act on anything relative thereto, and to add a sentence to

the Committee's Report on this article, stating that one of the most prevalent and popular uses of historic CPA funds is for Town Hall restorations.

2. COMMUNITY PRESERVATION FUND – TOWN CENTER LANDSCAPING RESTORATION

To see if the Town will vote to appropriate an amount not to exceed \$200,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for landscaping restoration as part of the Town Center intersection project, or act on anything relative thereto. All appropriations will be allocated equally to the Open Space and Historic category and funded from FY13 Revenue.

Chairman Morely explained that, if the Board of Selectmen recommends a Warrant article for the Town Center construction road layout, that process would include some landscaping work. Ms. Kablack later described these to include, sidewalks, curbing and retaining walls and the like. However, this article would be intended to use CPA historic funds to enhance the landscape for lighting, benches, stone walls, etc.

In response to a question from Mr. Williamson, Ms. Kablack explained that no funds have yet been committed to the Town Center engineering construction project total, which is estimated to cost approximately \$1,870,000. Mr. Williamson suggested, and the Board concurred, this be clarified in the Committee's Report. Ms. Kablack and Mr. Drobinski stated the Selectmen have bookmarked an article for construction funds, but are debating on whether to proceed with an article, which would also need to be presented on the Town Election ballot as a debt exclusion.

In response to a question from Ms. Cline, Ms. Kablack stated the Town's application for a Massworks Infrastructure grant was denied, and that the grant process was very competitive and awards were given to projects which generated growth. Unfortunately, Sudbury's project application did not meet this criterion.

Mr. Kneeland asked for confirmation, which he received, that this article would be pulled by the Committee if the Selectmen do not proceed with the construction article for the Town Center.

Ms. Remington asked what is meant by "historic" landscaping. Ms. Kablack and Chairman Morely described the type of historic landscaping enhancements which this article would cover, including the services of a landscape architect, possibly new tree plantings, lighting, benches, and stone walls.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$200,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for landscaping restoration as part of the Town Center intersection project, or act on anything relative thereto, only if the Board of Selectmen proceed with a Town Center engineering re-design article, and to clarify in the Committee's Report on this article what the outside funding sources are for the full engineering project total and that basic landscaping is to be included in the construction budget.

3. COMMUNITY PRESERVATION FUND – TOWN CLERK HISTORIC DOCUMENT PRESERVATION

To see if the Town will vote to appropriate an amount not to exceed \$106,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of restoring and preserving historic Town records, said work to be performed under the direction of the Town Manager with the involvement of the Sudbury Historical Commission or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from FY13 Revenue.

Ms. Cline and Mr. Williamson recommended, and the Committee concurred, that the Committee's Report on this article should state that this is the third request from the Town Clerk for funding for this ongoing project to restore and digitize historic Town records.

The consensus of the Committee was that the first sentence of the Warrant article should replace the word "involvement" with another word such as advisement, or better yet, to entirely delete the part of the sentence referencing the project as under the direction of the Town Manager with the involvement of the Sudbury Historical Commission (SHC).

Ms. Kablack clarified that, once Town Meeting appropriates funds, all articles are under the direction of the Town Manager.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$106,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of restoring and preserving historic Town records, or act on anything relative thereto, or as better revised by Ms. Kablack to then be circulated to the Committee for review and final approval.

4. COMMUNITY PRESERVATION FUND – HISTORIC PROJECTS

To see if the Town will vote to appropriate an amount not to exceed \$67,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing the following projects as recommended by the Sudbury Historical Commission: install a fire suppression system at the Hosmer House; restore timbers and wooden gate at the Town Pound; and survey no less than ten (10) old homes as directed by the Massachusetts Historical Commission, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from FY13 Revenue.

Mr. Hill stated he would like to revise the entire Committee Report on this article to more clearly present the three recommended projects. He also stated he will circulate his revisions to the Committee for review and approval. Chairman Morely agreed the report is repetitive in sections.

Mr. Williamson suggested, and the Committee concurred, that the word "fabric" in the second sentence of the Committee's Report on this article be replaced with the word "assets."

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$67,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing the following projects as recommended by the Sudbury Historical Commission: install a fire suppression system at the Hosmer House; restore timbers and wooden gate at the Town Pound; and survey no less than ten (10) old homes as directed by the Massachusetts Historical Commission, or act on anything relative thereto, and to replace the word “fabric” in the second sentence of the Committee’s Report on this article with the word “assets.”

5. COMMUNITY PRESERVATION FUND – TOWN-WIDE WALKWAYS

To see if the Town will vote to appropriate an amount not to exceed \$100,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of constructing new walkways within the Town, such design and construction to be guided by the spirit and intent of the Town of Sudbury 2001 Master Plan, the February 2000 Report of the Walkway Committee, the July 2005 Sudbury Board of Selectmen directive regarding public works projects on Scenic Roads, and by recommendation of the Town of Sudbury Planning Board, the Director of Planning and Community Development, and the Director of the Department of Public Works, or act on anything relative thereto. All appropriations will be allocated to the Recreation category and funded from FY13 Revenue.

Chairman Morely explained this is another project which has been funded for many years, and that it is for new construction of walkways based on the Town of Sudbury 2001 Master Plan and the February 2000 Report of the Walkway Committee.

Ms. Cline believes it is important to state in the Committee’s Report on this article that neighborhoods play a key role each year in providing input for walkway construction. Chairman Morely and Mr. Hill agreed, stating it would be helpful to include in the Report that there is a Neighborhood Planning Initiative which “drives” the project and a Walkway Public Forum conducted each year by the Planning Board.

Mr. Williamson and Mr. Hill stated it is important to state the history of how many times appropriations have been approved for this project and how many miles of walkways have been built.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$100,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of constructing new walkways within the Town, such design and construction to be guided by the spirit and intent of the Town of Sudbury 2001 Master Plan, the February 2000 Report of the Walkway Committee, the July 2005 Sudbury Board of Selectmen directive regarding public works projects on Scenic Roads, and by recommendation of the Town of Sudbury Planning Board, the Director of Planning and Community Development, and the Director of the Department of Public Works, or act on anything relative thereto, and to revise the Committee’s Report on this article to state how many times appropriations have been approved for this project, how many miles of walkways have been built, and that there is a Neighborhood Planning Initiative which “drives” the project and a Walkway Public Forum is conducted each year by the Planning Board.

6. COMMUNITY PRESERVATION FUND – SUDBURY HOUSING TRUST 10% ALLOCATION

To see if the Town will vote to appropriate an amount not to exceed \$195,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of providing funds to the Sudbury Housing Trust in support of its efforts to provide for the preservation and creation of affordable housing, or act on anything relative thereto. All appropriations will be allocated to the Community Housing category and funded from FY13 Revenue.

Chairman Morely recommended, and the Committee concurred, that the appropriation amount be increased to \$200,000.

Ms. Remington asked if the appropriation is planned to be used for specific projects which could be listed. Ms. Kablack and Chairman Morely stated Sudbury Housing Specialist Beth Rust typically addresses the Trust's ongoing projects and programs at Town Meeting. Ms. Cline thought they could also be mentioned in the Committee's Report for this article.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount not to exceed 200,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of providing funds to the Sudbury Housing Trust in support of its efforts to provide for the preservation and creation of affordable housing, or act on anything relative thereto.

7. COMMUNITY PRESERVATION FUND – PANTRY BROOK FARM PRESERVATION RESTRICTION

To see if the Town will vote to appropriate an amount of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of purchasing an Agricultural Preservation Restriction or Conservation Restriction on approximately 94 acres of land located on Concord Road, or act on anything relative thereto. All appropriations will be allocated to the Open Space category and funded from unrestricted reserves.

Mr. Drobinski asked if a map of the property would be included in the Warrant. Ms. Kablack stated there would be a map provided.

Mr. O'Kelly asked about inclusion of the purchase price. Ms. Kablack stated the price does not have to be included in the article published in the Warrant.

Mr. Williamson asked for clarification between the 94 acres referenced in the article and the 100 acres referenced in the Committee's Report. Ms. Kablack explained six acres, which include the old farm house and barns, will not be part of the Restrictions. She further stated that negotiations will likely be successful in protecting the unrestricted six acre parcel as a single-family lot, as has been agreed to by the property owners.

Chairman Morely stated by the time of Town Meeting in May, the purchase price will be known and other issues will have been resolved.

Ms. Remington asked if it is possible the appraisals will come in at a price which is too expensive, and thus the project would not proceed. Ms. Kablack stated this is highly unlikely, and that the price is expected to be known by the end of January and to be within the CPA-funding budget. It was also noted that only the Restrictions are being purchased and not the entire property. Mr. Hill noted the Committee would vote on the project article again once the purchase price becomes available. Ms. Kablack stated price negotiations are conducted in Executive Session meetings by the Selectmen.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of purchasing an Agricultural Preservation Restriction or Conservation Restriction on approximately 94 acres of land located on Concord Road, or act on anything relative thereto.

8. COMMUNITY PRESERVATION FUND – PURCHASE PROPERTY, 15 HUDSON ROAD

To see if the Town will vote to appropriate an amount of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of purchasing an approximately one acre parcel of land located at 15 Hudson Road, or act on anything relative thereto. All appropriations will be allocated equally to the Open Space and Historic categories and funded from unrestricted reserves.

Chairman Morely and Mr. Williamson suggested the article include language to clarify that the existing structure thereon will be removed, or that the purchase is for the land and the demolition of the structure. Mr. O’Kelly suggested stating that it is to purchase the “property located at 15 Hudson Road,” since “property” typically includes land and existing structures.

Ms. Remington asked if there are wetlands behind the existing structure. Ms. Kablack and Chairman Morely explained there are wetlands in a small back section, but none directly next to the house.

Mr. O’Kelly asked if a map of the property would also be in the Warrant. Ms. Kablack stated a map would be published in the Warrant.

Mr. Williamson asked if the Committee needs to make the decision as to whether funds will come from the Open Space or Historic categories. Chairman Morely explained that, for this project, it makes sense to split the funding between those two categories. Mr. Hill agreed, noting it is an historic property and it is intended to be used for wither Open Space or historic purposes.

Ms. Remington asked if interest has been expressed for a particular use.

Ms. Kablack and Mr. Hill stated the site has been identified as a good location for a Town museum, as an extension of Grinnell Park and for stormwater management purposes.

Mr. Williamson asked if the trees will be removed between this property and Grinnell Park. Several Committee members noted damaged trees on the property and nearby which should be removed.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the request to appropriate an amount of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of purchasing an approximately one acre parcel of land located at 15 Hudson Road, or act on anything relative thereto.

9. COMMUNITY PRESERVATION FUND – AMEND ARTICLE 43 OF THE 2006 ANNUAL TOWN MEETING, SUDBURY HOUSING AUTHORITY UNIT BUY-DOWN

To see if the Town will vote to amend Article 43 of the 2006 Annual Town Meeting authorizing the expenditure of \$360,000 for the purpose of purchase by the Sudbury Housing Authority of housing units within the Town for use as affordable rental residences, expending no more than \$90,000 on any one unit by increasing the per unit subsidy so that no more than \$180,000 per unit can be expended under this article, as recommended by the Community Preservation Committee, or act on anything relative thereto.

Ms. Cline stated the first sentence of the article should be revised to include the word “which” after the word “Meeting,” and to possibly delete “\$360,000” so as not to appear as if more funds are being requested. She also explained the intent of the Sudbury Housing Authority is to purchase and/or renovate no fewer than two units and that the article language should be revised to include the words “and/or renovate.” The Committee offered suggested wording of, “...for the purpose to create two additional units by either purchasing or reconfiguring existing units....”

Ms. Cline suggested the Committee’s Report for this article be re-written. She will revise the draft Report and re-circulate it to the Committee at a later date for review.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the concept and request to amend Article 43 of the 2006 Annual Town Meeting, which authorizes the expenditure for the purpose of purchase and/or renovation by the Sudbury Housing Authority of housing units within the Town for use as affordable rental residences, expending no more than \$90,000 on any one unit by increasing the per unit subsidy so that no more than \$180,000 per unit can be expended under this article, as recommended by the Community Preservation Committee, or act on anything relative thereto, or as otherwise amended by Ms. Cline and approved by the Committee.

10. COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND APPROPRIATIONS

To see what sum the Town will vote to appropriate from Community Preservation Act funds, as recommended by the Community Preservation Committee, for the FY13 Community Preservation Act budget, or act on anything relative thereto.

Ms. Kablack summarized the “Proposed CPC FY13 Administrative Budget” distributed tonight. She explained the rationale used to develop the FY 13 budget, and she recommended a total of \$82,750

compared to the \$85,000 approved for FY12. Chairman Morely and Ms. Kablack noted this is well below the allowed 5% maximum of \$97,500.

Ms. Cline asked how much has been expended to date for FY12. Ms. Kablack stated salaries are on target, but project feasibility costs are well below budget at this time.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend the Community Preservation Act Administrative FY13 Budget for \$82,750, as presented and reviewed tonight, and to revise the Committee's Report for this article accordingly.

A brief discussion ensued to review the proposed FY13 General Budget.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2012 Town Meeting be finalized regarding the Community Preservation Act FY13 General Budget and Appropriations, as presented and amended tonight, and to revise the Warrant information accordingly to reflect the overall budget of \$2,040,000, which does not include anticipated interest income.

FY 2012 Community Preservation Committee Annual Report

The Board was previously in receipt of a Draft 2011 Sudbury Community Preservation Committee Annual Report. Ms. Kablack stated the final report is due at the end of the month. She asked the Committee to submit any comments or revisions to her as soon as possible to be incorporated in the final version. Ms. Kablack will review the reserve balances to ensure the information is consistently presented.

On motion duly made and seconded, it was unanimously

VOTED: To approve and sign the 2011 Sudbury Community Preservation Committee Annual Report as reviewed tonight.

Minutes

Ms. Cline suggested revisions to the Meeting Minutes of December 7, 2011 to clarify the two average subsidies referenced by Sudbury Housing Trust Chairman Michael Buoniconti on page 2 and page 3. She also suggested a revision on page 3 to the first paragraph of the Sudbury Housing Authority Project Submission section to clarify that the purpose is to create, or purchase and/or renovate two additional rental units.

Ms. Cline further suggested a revision to the 15 Hudson Road Project Submission section on page 5. Ms. Kablack provided an explanation of what she had intended to convey.

On motion duly made and seconded, it was unanimously:

VOTED: To approve the minutes of December 7, 2011, as amended tonight.

Miscellaneous

Ms. Kablack announced the Community Preservation Coalition will hold a tenth-year anniversary meeting to discuss CPA-related topics at the Maynard Town Hall on January 23, 2012. She and Chairman Morely will attend, and she invited Committee members to also attend the meeting.

CPC Future Meeting Schedule

The next meeting is scheduled for April 4, 2012.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 9:00 p.m.