

Present: Christopher Morely (Chairman), Bob Beagan (attended for approximately a half hour), Jim Hill, Sherrill Cline, Lynne Remington, Bill Kneeland and Director of Planning and Community Development Jody Kablack

Absent: Seamus O'Kelly and John Drobinski

At 7:35 p.m., Chairman Morely called the meeting to order.

FY 14 Budget and Proposed 2013 Annual Town Meeting CPC Warrant Articles – Discussion

Ms. Kablack circulated copies of a listing of the CPC FY14 proposals received, estimated FY14 revenue and spending information by CPA-eligible category to the Committee for review. She reviewed the estimated FY14 CPA budget, noting the estimated FY14 CPA Revenue totals \$2,000,000. Ms. Kablack stated this year's project submissions, if all were approved, along with the Town's debt service obligation and administrative budget, would total \$2,113,035, which is in excess of the anticipated revenue. The debt service is estimated at \$1,141,985, which includes what is known at this time for Pantry Brook Farm.

Ms. Kablack stated she is working with Town Counsel Kenny regarding the Carding Mill Pond project, and it is likely the 2006 article will be amended to capture the left over funds to be used (approximately \$7400). Thus, she has not listed an appropriation request. Within the Warrant article description for this project, she suggested amounts be listed as an approximate amount each year since the project is billed on a time and materials basis. This will give the proponents a little bit more flexibility.

In response to a question from Chairman Morely, Ms. Kablack explained the housing CPA category has \$140,296 in reserves, primarily from the first five years of the program, which was recently discovered by the Housing Coordinator and the Town Accountant. Chairman Morely stated the previous year's reserves should have been spent each year before using current-year funding. He questioned if the historic category reserve figure is accurate. Chairman Morely recommended, and the Committee concurred, that the historic reserve totals be re-examined by the Town Accountant for accuracy, and that the housing and historic budgets be redone to reflect the correct information, if needed. In response to a question later in the evening from Chairman Morely, Ms. Kablack stated the housing funds would likely be used to complete two home preservation units.

Chairman Morely commended the Regional Housing Services Office (RHSO) for being invited to present at the National League of Cities National Conference in Boston. Ms. Kablack stated the invitation to exhibit at the conference came about from the MMA Innovation Award that the RHSO received last year. She also noted that there is considerable interest from other communities to join the RHSO, and it may become a function offered by the Metropolitan Area Planning Council (MAPC) in the future.

Ms. Kablack stated no changes have been made to the Walkways proposal or the Historic projects submitted. She stated the Selectmen may decide to proceed with the Town Center project, noting the traffic lights have been malfunctioning lately, so that the CPC proposal may be activated this year. It is being researched whether Chapter 90 funds for two years could be allocated to this project. Later in the evening, Chairman Morely asked how the \$200,000 funding request was derived, noting it would be important to have this information for Town Meeting. Ms. Kablack will provide this information at a later date.

Ms. Kablack stated the FY14 Administrative Budget is listed at \$82,750, but it could possibly be lowered. In response to a question from Ms. Remington, Ms. Kablack provided data for the past three years, which indicated the amount spent, ranged from \$68,000 to \$60,000. It has been the practice to hold \$25,000 of these funds in reserve for potential feasibility studies. Mr. Bell and Chairman Morely stated this approach seems reasonable.

Ms. Kablack stated the State Match has been conservatively listed at \$400,000, but it could be higher. She provided data for the past five years on the local surcharge revenues collected and the State matches received. It was the consensus of the Committee later in the evening that the FY14 State Match budgeted amount could reasonably be increased to \$425,000.

Ms. Remington asked if the Committee is comfortable approving all proposals, which would exceed the budgeted revenue by \$113,035, if no revisions are made.

Ms. Cline stated she is not necessarily comfortable with spending in excess of the budgeted revenues. She noted the Committee has frequently presented the philosophy to Town Meeting of presenting a balanced budget, and she believes it should abide by this again this year. Chairman Morely noted that the CPC strives to present a balanced annual budget in the absence of any large or compelling projects.

Park and Recreation representative Paul Griffin next answered questions and discussed its proposal with the Committee. Mr. Griffin explained Mr. Beagan is not present tonight due to a health emergency with his daughter. (NOTE: Mr. Beagan arrived later in the meeting, and he stayed for approximately a half hour before needing to leave again.) Mr. Griffin stated a lot of work has been done by several groups regarding the proposal.

The Board was in previous receipt of the Town of Lincoln Community Preservation Committee Project Submission Form completed for the L-SRHS Softball Field Improvement Initiative for \$50,000, a letter from Gale Associates, Inc. dated October 31, 2012 regarding preliminary design and engineering service estimates for Davis and Featherland Fields, slides from a PowerPoint presentation on the L-SRHS Softball Field Improvement Initiative, prepared for the Town of Lincoln on January 10, 2013, and a Revised January 16, 2013 Project Submission Form.

Chairman Morely referenced the letter from Gale Associates, Inc., and he and Ms. Kablack noted the estimated costs for the Davis and Featherland projects are reversed on the revised Project Submission Form. Mr. Griffin stated this would be corrected.

A brief discussion ensued regarding whether design and permitting costs should be pursued at the same time. Mr. Griffin stated this approach was suggested by Gale Associates, Inc. Ms. Remington stated it is helpful to have both before going out for construction bids. She also noted having both done would be helpful to the Conservation Commission in its review. Mr. Bell agreed that the Commission would want to see a specific design. The Committee cautioned that, if the permitting is obtained, there may be a requirement to build within three years to avoid the NRAD expiring. Chairman Morely noted the \$20,000 permitting costs are not being requested from CPA funds, as private fundraising is part of this proposal as well.

Chairman Morely referenced the Town of Lincoln Project Submission Form, stating he liked the argument made that the project costs would be shared at the same percentage rates as the two towns pay for all other High School costs. He strongly suggested that this is the time to make it legally possible within an Inter-

municipal Agreement with the High School for the Town to be able to use all L-SRHS fields. Ms. Kablack asked if the Committee wanted this to be stated as a condition in the Warrant article motion.

Mr. Griffin supports an agreement which benefits all parties, including the Town, and he welcomed the Committee to speak boldly to this point. It was noted the reaction to this idea was not met with enthusiasm by L-SRHS representatives at the Committee's Public Hearing on December 19, 2012. Mr. Griffin stated L-SRHS is being cautious to not agree to anything which might interfere with its ability to raise revenues from the Town for use of the fields in the future.

Chairman Morely reiterated his belief that now is the time to reach an agreement, and he encouraged the Park and Recreation Commission to pursue this discussion with the High School. He also offered to attend meetings to speak to this issue.

Mr. Griffin expressed his hesitation to link the softball field project to an agreement for all-field use at this time, for fear of the project being rejected.

Chairman Morely advised Mr. Griffin it is possible the Committee may decide to make this a condition of its recommendation, and that he is confident its inclusion would not jeopardize the softball field project. He further stated the Committee had asked previously for an all-field agreement at the time it considered the football field project.

Ms. Kablack suggested, and the Board concurred, that she would send an email to all the parties linked to this proposal, informing them that the Committee believes it would be beneficial to establish an all-field agreement with the High School as part of the initiative to improve the softball field, and encouraging them to pursue such discussions.

In response to a question, Mr. Kneeland stated L-SRHS has no money available for capital projects, and there is a sense it will ask for a tax override for its operational budget. He further stated that he visited the softball field. Mr. Kneeland stated the condition of the field is a disgrace, and it is unsafe in its current condition. He believes the field needs to be fixed. Mr. Kneeland stated he is inclined to not want to jeopardize this project going forward by linking it to an all-field agreement.

Mr. Griffin highlighted there are numerous issues related to this problem to be worked through between the Town, Park and Recreation Commission and the High School, and he believes pursuing an all-inclusive agreement with the softball field project at this time may result in paying too high of a price for what is received.

Mr. Hill suggested the Committee proceed with asking Ms. Kablack to send an email to relevant proponents as she suggested. Ms. Kablack noted the final motion for the article can be amended up until May.

Ms. Kablack summarized the proposal requests \$336,000 for three projects, and she noted the Warrant article needs to clearly state that the funds are for three distinct projects.

Ms. Cline noted the original request for the softball field was for \$256,000, prior to the project submission to Lincoln for \$50,000. She suggested the amount now requested from Sudbury be reduced by \$50,000, to reflect the potential Lincoln contribution.

Chairman Morely stated he supports keeping the allocations as proposed because they mirror the percentages each town pays towards L-SRHS costs. He further stated that the CPC would recommend contributing funds to Phase 1 costs, but it would likely not participate in Phase 2 costs.

Ms. Cline asked if the proposed costs provided by Gale Associates, Inc. for the Davis and Featherland projects have been comparison-shopped because they seem high.

Ms. Remington stated the estimated costs are typical. The consensus of the CPC is that comparison bids should be obtained. Ms. Kablack stated she would notify Park and Recreation Commission that the Committee urges it to pursue additional bids.

Ms. Cline asked if there is a compelling reason to request funding for all three projects at the same time. Mr. Griffin stated not really, other than they are trying to pursue the options which will satisfy the most user groups, and to queue projects up for the future, as they all take several years to complete. He further stated that if improvements and enhancements are made to Davis Field, it is possible the Town might not need another field, and that the overuse of other fields could be counterbalanced to allow those fields to be restored.

Mr. Beagan stated that many of the Town's current fields are being overused, which compromises their quality and lifespan. He stated DPW Director Bill Place commented at a recent meeting that Haskell Field is overused.

Ms. Cline asked when the work would be completed if the softball field project is approved at Town Meeting. Mr. Griffin stated he anticipates play could begin in the spring of 2015. Ms. Kablack stated 15 months is estimated from the start to the finish of the project.

Ms. Cline asked if the Davis and Featherland proposals are approved this year, does Park and Recreation anticipate requesting more funds next year for build-out costs. Mr. Griffin stated it would probably take longer than that to reach that stage of the project.

At 8:47 p.m., Chairman Morely thanked Mr. Griffin for his input, and he concluded the discussion on the CPA project submission.

Chairman Morely reminded Mr. Beagan to share with Park and Recreation Commission that all CPA funds spent on recreation-oriented projects, including walkways and a rail trail, should be included in its Capital Plan. Ms. Kablack concurred, suggesting that a full inventory be reported of what is in Park and Recreation's jurisdiction.

FY 2013 Community Preservation Committee Annual Report

The Board was previously in receipt of a Draft 2012 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 to ensure the information is consistently presented.

Ms. Cline recommended, and the Committee concurred, that the Report should include a paragraph on the open space acquisition of Pantry Brook Farm, as it was the largest project accomplished to date.

On motion duly made and seconded, it was unanimously

VOTED: To approve and sign the 2012 Sudbury Community Preservation Committee Annual Report, subject to incorporating the revisions discussed tonight.

Minutes

Ms. Cline requested the last sentence on page 8 be revised to reflect that even if two years of Chapter 90 funds were earmarked, there may not be enough eligible improvements upon which to spend the funds.

On motion duly made and seconded, it was unanimously:

VOTED: To approve the minutes of December 19, 2012, subject to incorporating the revision suggested by Ms. Cline.

FY 14 Budget and Proposed 2013 Annual Town Meeting CPC Warrant Articles – Follow-Up Discussion

Mr. Hill suggested the Town Center Landscape Restoration project amount be reduced to \$100,000 in order to balance the FY14 budget. Ms. Kablack stated she is willing to rework the budget to reduce this figure, and to reduce the Administrative Budget estimate, which should result in a near level-budget. It was also suggested that the State Match estimate could reasonably be increased to \$425,000.

Ms. Kablack noted the budget presented tonight does not include interest income, which is hard to estimate. For FY13, \$50,000 was estimated, due to declining reserves from the refunding of older debt. Ms. Cline suggested the budget information be presented in a consistent manner as it was in previous years. Ms. Kablack will check how the interest income was previously reported.

The consensus of the Committee is that it would prefer to present a balanced budget, which does not spend more than the revenues received each year.

Regarding the Park and Recreation proposal, Ms. Cline stated she questions whether it is best to proceed with the project this year or next year, and whether the proponent should be requested to obtain better cost estimates.

Ms. Kablack stated \$2.7 million in CPA funds have been spent in the recreation category to date.

A brief discussion ensued regarding the pros and cons of an all-field agreement being established with the High School, and what the obstacles are to achieving this.

Miscellaneous **CPC Future Meeting Schedule**

The next CPC meeting is scheduled on January 30, 2013 to vote and sign the Warrant articles.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 9:21 p.m.