

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

At 7:33 p.m., Chairman Morely called the meeting to order.

FY 2013 Community Preservation Committee Annual Report

The Board was previously in receipt of a Draft 2012 Sudbury Community Preservation Committee Annual Report.

Chairman Morely suggested, and the Committee concurred, that the address/location for Pantry Brook Farm should be added to the Report, and that language should also be added to reflect that the Committee strives to not exceed its annual budget, unless large and unique projects compel it to do so.

Chairman Morely also suggested, and the Committee concurred, a sentence be added to the end of the fourth paragraph of the Annual Report to reflect that excess Administrative Funds are returned to the CPA account each year.

On motion duly made and seconded, it was unanimously

VOTED: To approve and sign the 2012 Sudbury Community Preservation Committee Annual Report, as amended tonight.

Minutes

Ms. Cline asked that the word "possibly" be replaced with the word "reasonably" in the last sentence of the second paragraph on page 2, and in the last sentence of the first paragraph on page 5 under the heading "FY14 Budget and Proposed 2013 Annual Town Meeting CPC Warrant Articles – Follow-Up Discussion."

Chairman Morely suggested adding a sentence at the end of the fourth paragraph on Page 2 to reflect that the CPC tries to adhere to a balanced budget philosophy in the absence of compelling projects, which might lead it to exceed its annual budget revenues.

On motion duly made and seconded, it was unanimously:

VOTED: To approve the minutes of January 16, 2013, as amended tonight.

Mr. Drobinski abstained from the vote.

FY 14 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 January 2013," "CPC FY14 Proposals dated January 30, 2013," "Proposed CPC FY14 Administrative Budget dated January 30, 2013" and draft "2013 CPC Town Meeting Warrant Articles."

Ms. Kablack summarized revisions made since the last meeting to the “CPC FY14 Proposals dated January 30, 2013,” including reducing the amount requested for the Town Center Landscape Restoration project to \$100,000. The total requested for all projects is now \$790,800. Changes were also made to the revenue projections by increasing the projected state match to \$425,000.

Ms. Kablack briefly reviewed the “Proposed CPC FY14 Administrative Budget dated January 30, 2013,” noting no revisions have been made since the last meeting, and that the proposed budget of \$80,000 provides a comfortable spending cushion for unexpected expenses.

Ms. Kablack reviewed the “CPA Analysis Brief January 2013,” report, noting the information for anticipated annual revenue is \$2,075,000 because it includes the estimated interest income, which is not included for budget purposes. The report also reflects the debt repayment approved in FY13 as an expense.

Ms. Kablack reported she reviewed the historic reserves with the Town Accountant and identified a few minor errors. The final historic reserve balance will be given to the committee in the near future.

At 8:00 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.

COMMUNITY PRESERVATION FUND –LSRHS SOFTBALL FIELD AND DAVIS/FEATHERLAND FIELD DESIGN

Present: Park and Recreation Commission Chair Thaddeus Gozdeck and Commission members Dick Williamson and Paul Griffin

The Board was previously in receipt of copies of a draft Warrant article as follows:

“To see if the Town will vote to appropriate an amount not to exceed \$336,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing the following projects as proposed and recommended by the Park and Recreation Commission: Improvement of the Lincoln-Sudbury Regional High School Women’s Softball Field, and Featherland Park Redesign, and Davis Field Design, or act on anything relative thereto. All appropriations will be allocated to the Recreation category and funded from FY14 Revenue.”

Ms. Kablack stated the funds requested for the three projects are \$256,000 for the L-SRHS Women’s Softball Field, \$30,000 for Featherland and \$50,000 for the Davis Field portion.

Chairman Morely asked if the amount requested for the Softball Field includes fencing and electricity, and he asked for what the electricity would be used. Mr. Beagan stated they are included, but lighting is not. Park and Recreation Commission Chair Thaddeus Gozdeck stated it is possible the electricity could service a future scoreboard and/or ball thrower.

Ms. Remington questioned whether a decision had been made by the CPC to condition an Inter-municipal Agreement with the High School as part of this article. Chairman Morely stated no final decisions have been made regarding any proposed articles, and issues are open to discussion tonight. He stated the consensus at the last meeting was that the P&R and the High School are willing to include only the softball field in the Inter-municipal Agreement.

Mr. O'Kelly asked for clarification regarding the CPC Report language about use of the softball Field during non-school times, which was provided. He stated he believes access to the softball Field by non-L-SRHS students seems appropriate.

Chairman Morely stated the Committee envisions the Park and Recreation Commission, the High School and both Towns of Lincoln and Sudbury to work together cooperatively. He believes L-SRHS will have difficulty on its own covering the costs of its anticipated field needs over the next ten years, but it is possible Park and Recreation could help with pending projects.

Park and Recreation Commission member Paul Griffin stated that, although it would be ideal to have a global Inter-municipal Agreement covering all the LSRHS fields, it is probably best to only ask for the requested softball field at this time.

Mr. Beagan stated he has reached out to begin discussions with L-S School Committee members.

Ms. Remington asked if the Committee wishes to condition funding for the softball Field to its inclusion in an Inter-municipal Agreement. Chairman Morely and Mr. Beagan stated the High School is "on board" with the idea of including the softball Field in an Agreement, given that the School will be getting a new field.

Ms. Cline asked several questions regarding what would be done with monies received from other private sources, which had been originally budgeted for \$70,000, prior to the Lincoln CPC proposal for \$50,000.

Ms. Kablack stated one option would be that, if Sudbury CPA funds the requested \$256,000 this year, it might choose not to contribute to Phase 2 projects. It was noted Phase 2 anticipated costs are estimated at \$300,000 to cover amenities.

Chairman Morely opined Park and Recreation may determine it wants to pursue funding next year for another one of its many projects.

Ms. Remington asked if the Phase 2 amenities would be eligible for CPA funding. Ms. Kablack believes they probably would be eligible.

Ms. Cline questioned what she believes to be a high cost for the Featherland proposal, and the amount of money users would raise. She also questioned the estimated cost of \$1 million for the Davis Field proposal, as stated in the Park and Recreation Master Plan. Ms. Cline questions whether \$50,000 should be spent this year, given all the other Town priorities, when the remainder of the Davis Field proposal may not come to fruition for several years. She asked where this request ranks within the list of all Town priorities, and she questioned whether the \$50,000 request should be postponed to a later time.

Mr. Griffin briefly explained how the fields could possibly be reconfigured.

Mr. Drobinski stated completion of a feasibility study is a typical step in the Town's evaluation process for projects. He also stated the Selectmen met recently with the Finance Committee to begin to look at capital projects totaling \$60 million projected for the next ten years, in order to determine how they should be prioritized. Mr. Drobinski further stated these philosophical questions arise each year, and just because a feasibility study is completed does not mean the project needs to move forward quickly. A feasibility study is just one step in a vetting process.

Ms. Cline stated the CPC is asked to make recommendations to the Town about whether funding is appropriate at this time, and thus she believes this is a factor for consideration, since a study completed now could become outdated in a few years. Ms. Kablack stated that, if a project were not to proceed in a timely fashion, it is possible approved permitting could expire.

Chairman Morely stated he believes the CPC needs to decide if a project is CPA-eligible, and whether it chooses to recommend it. Ultimately, he stated Town Meeting decides whether projects come to fruition.

Ms. Kablack encouraged Park and Recreation to educate the community about its pending projects and to share the information it has been able to amass. She urged the Commission to integrate these projects into discussions regarding Town capital projects, and to continue to present its case to the community that these projects are essential. Chairman Morely also encouraged the Commission to continue to do its job to promote its projects.

Mr. Griffin stated the Davis Field project could take three or four years to complete, and that early work would comprise of some re-grading and leveling.

Mr. Beagan emphasized the Commission has learned a lot through accumulating information, and that it began the data collection process with no preconceived notions of what was needed. He stated the information collected indicated that many of the Town fields are overused, and user groups were growing in numbers.

Ms. Cline reiterated her question regarding how private funds raised would be used.

Mr. Beagan assured her that user groups are committed to raising funds, and he believes Ms. Cline will be pleased with the eventual results.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2013 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$336,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing the following projects as proposed and recommended by the Park and Recreation Commission: Improvement of the Lincoln-Sudbury Regional High School Women's Softball Field, and Featherland Park Redesign, and Davis Field Design, or act on anything relative thereto, as amended tonight. All appropriations will be allocated to the Recreation category and funded from FY14 Revenue.

**COMMUNITY PRESERVATION FUND – CARDING MILL POND/STEARNS MILL POND
INVASIVE WEED REMOVAL**

Ms. Kablack briefly described the following article proposed to amend previously appropriated funds from 2006:

“To see if the Town will vote to amend Article 38 of the 2006 Annual Town Meeting by expanding the use of those funds to include habitat restoration of Stearns Mill Pond as well as Carding Mill Pond, and to remove the time limitation for use of the funds, as recommended by the Community Preservation Committee, or act on anything relative thereto.”

Chairman Morely stated, and the Committee concurred, that the program has proven to be a cost-effective approach to the problem, and the program is well run.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2013 Town Meeting be finalized regarding the request to amend Article 38 of the 2006 Annual Town Meeting by expanding the use of those funds to include habitat restoration of Stearns Mill Pond as well as Carding Mill Pond, and to remove the time limitation for use of the funds, as recommended by the Community Preservation Committee, or act on anything relative thereto.

COMMUNITY PRESERVATION FUND – SUDBURY HOUSING TRUST 10% ALLOCATION

The Committee reviewed the following article:

“To see if the Town will vote to appropriate an amount not to exceed \$202,500 of Community Preservation Act Funds from FY14 Revenue, and \$140,296 of Restricted Reserves for Housing, 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.”

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2013 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$202,500 of Community Preservation Act Funds from FY14 Revenue, and \$140,296 of Restricted Reserves for Housing, 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.

COMMUNITY PRESERVATION FUND - TOWN-WIDE WALKWAYS

The Committee reviewed the following article:

“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 FY14 Revenue.”

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2013 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. All appropriations will be allocated to the Recreation category and funded from FY14 Revenue.

COMMUNITY PRESERVATION FUND – TOWN CENTER LANDSCAPING RESTORATION

The Committee reviewed the following article:

“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 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, Recreation and Historic categories and funded from FY14 Revenue.”

Ms. Kablack stated the request has been reduced to \$100,000.

Mr. Drobinski stated he believes the Selectmen are inclined to support the article for funding the construction of the intersection being presented to Town Meeting. He stated it is likely a large portion of Chapter 90 funds for two years would be designated for the Town Center project. Mr. Drobinski explained a major reason to proceed with the project is the poor condition of the traffic lights in the Town Center, which would be a significant cost to repair if a crisis-failure were to occur.

Ms. Kablack noted a cost estimate for the project is being developed.

Ms. Cline stated she is pleased the project is going forward to Town Meeting.

Mr. O’Kelly recommended, and the Committee concurred, that the word “enhancements” in the second sentence of the CPC Report section of the Warrant article be replaced with the words “to be an enhancement...”.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that the draft Warrant Article for the Annual 2013 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 landscaping restoration as part of the Town Center intersection project, or act on anything relative thereto, as amended tonight. All appropriations will be allocated equally to the Open Space, Recreation and Historic categories and funded from FY14 Revenue.”

COMMUNITY PRESERVATION FUND – HISTORIC PROJECTS

The Committee reviewed the following article:

“To see if the Town will vote to appropriate an amount not to exceed \$52,300 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing the following projects as proposed and recommended by the Sudbury Historical Commission: Paint the exterior of the Hosmer House and window restoration; historic map restoration and document preservation; install signage at Town cemeteries; invasive plant removal in Town Center; and installation of a kiosk at the Hearse House, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from Historic Reserves.”

Mr. Hill asked if the work scope of the original article for restoring gravestones at the Revolutionary War Cemetery could be expanded to include gravestones not covered by the Town’s Perpetual Care Program at this and other Town Cemeteries. It was noted \$107,000 of the original \$172,000 appropriation remains unspent.

Ms. Kablack read aloud the original article language as approved by the 2004 Town Meeting.

The consensus of the Committee was that a separate article should be bookmarked to expand the scope of work by amending Article 27 of the 2004 Annual Town Meeting to include that all historic gravestones not eligible for the Town’s Perpetual Care Program be surveyed and restored at all Town Cemeteries.

On motion duly made and seconded, it was unanimously:

VOTED: To approve and recommend that a Warrant Article for the Annual 2013 Town Meeting be drafted and finalized regarding the request to expand the scope of work by amending Article 27 of the 2004 Annual Town Meeting to include at all Town Cemeteries that historic gravestones, which are not eligible for the Town’s Perpetual Care Program, be surveyed and restored.

Ms. Kablack asked for clarification regarding the historic map and document preservation project portion of the article. Mr. Hill explained six maps and two ledgers from the 1800s were found at the Town’s Highway Department. The items will be restored using similar techniques as was commissioned by the Town Clerk’s Office in recent years. The items will also be duplicated, with the originals to be housed in the Town Clerk’s Office, and the duplicates to be kept by the Building Department.

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

VOTED: To approve and recommend that a Warrant Article for the Annual 2013 Town Meeting be finalized regarding the request to appropriate an amount not to exceed \$52,300 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of completing the following projects as proposed and recommended by the Sudbury Historical Commission: Paint the exterior of the Hosmer House and window restoration; historic map restoration and document preservation; install signage at Town cemeteries; invasive plant removal in Town Center; and installation of a kiosk at the Hearse House, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from Historic Reserves.

COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND APPROPRIATIONS

The Committee reviewed the following article:

“To see what sum the Town will vote to appropriate from Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the FY14 Community Preservation Act budget; or act on anything relative thereto.

Ms. Kablack stated the budget figures are not yet available, but she will circulate the information to the Committee once finalized.

On motion duly made and seconded, it was unanimously:

VOTED: To recommend submission of the Community Preservation Fund – General Budget and Appropriations Warrant Article for the Annual 2013, subject to the inclusion of financial data by Ms. Kablack prior to Town Meeting.

Some Committee members briefly discussed the ordering of the Warrant articles with Ms. Kablack.

Miscellaneous
CPC Future Meeting Schedule

The next CPC meeting is tentatively scheduled for Wednesday, April 3, 2013, in the Silva Conference Room, on the second floor of the Flynn Building.

On motion duly made and seconded, it was unanimously:

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