

Present: Christopher Morely (Chairman), Bob Beagan, Lynne Remington,
Pat Brown, Fred Floru, Elizabeth Quirk, Diana Warren,
Thomas Friedlander, Sherrill Cline, Director of Planning and
Community Development Jody Kablack

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

**Public Hearing: Community Preservation Act – FY17 Project Submissions –
Part 1**

At 7:35 p.m., Chairman Morely opened the Public Hearing to hear six of the nine presentations for the project submissions received for requests for FY17 Community Preservation Act (CPA) funding. Chairman Morely explained the CPC holds these Hearings each year and the Committee will hear the remaining presentations at its December 2, 2015 meeting. The Committee will deliberate and finalize its recommendations for projects at its January 6, 2016 and January 20, 2016 meetings (and on January 27, 2016, if needed). Chairman Morely stated the Committee is already familiar with the projects and some proponents have attended previous CPC meetings. Tonight's presentations are another opportunity for Committee members and the public to ask any questions they have. He also noted the Project Submission Forms are posted on the Town website.

PROJECT SUBMISSION FORM – TOWN-WIDE WALKWAYS

Present: Department of Public Works Director Bill Place

At 7:36 p.m., Chairman Morely welcomed Department of Public Works Director Bill Place to the Meeting.

Mr. Place described the project submitted by the Department of Public Works (DPW), requesting \$100,000, for engineering, design and construction of priority Town walkways. He stated a total of \$1,000,050 of CPA funds has been appropriated in nine years to build 8.5 miles of walkways, and he listed some of the locations where they were built. Mr. Place stated the cost is approximately \$50 per foot, depending on the challenges of the location. He explained the requests for walkways are received from interested residents, and a Public Walkway Forum was held by the Planning Board in October 2015. Mr. Place stated many neighborhood coordinators are working to obtain the required 75% participation from neighbors, but none have reached this benchmark yet. Some of the locations being pursued now are narrow roads which require easements from property owners, and others have topographical and environmental challenges. Mr. Place stated approximately \$84,344 of last year's walkway appropriation has not been spent, and the Town will continue to work with the neighborhood coordinators through the winter. He asked for the Committee's support of the project.

Mr. Beagan asked for confirmation that there is no walkway ready now to construct. Mr. Place stated this is the case, at this time.

Ms. Remington complimented Mr. Place on the completion of the Powder Mill Road.

Chairman Morely noted the Dudley Road walkway looks great and it is often used.

Ms. Cline asked if it is expected that any walkway group will reach the 75% participation mark. Ms. Kablack explained many of them are difficult sections of roads, which have easement and construction challenges. She stated the Dakin Road neighborhood is the closest to reaching the 75% mark. Ms. Kablack stated the neighborhood coordinators are very committed.

Ms. Remington asked for confirmation that the Town does not spend money on obtaining easements. Ms. Kablack stated the Town has never paid to acquire an easement in the time she has worked for the Town, but rather it works with property owners to voluntarily offer them to the Town. She stated the idea of buying easements and or taking property by eminent domain was broached at the October 2015 Public Walkway Forum.

Ms. Brown referenced a stone wall on Route 117, which was built by the Town as part of a walkway project, and another stone wall which is being built directly behind it. She asked if there is a way for the Town to anticipate this. Ms. Kablack stated the wall built by the Town is a retaining wall, and there is no way to anticipate if a property owner constructs something else as a personal preference on their land.

Sudbury resident Dan DePompei, 35 Haynes Road, stated there is a lot of interest with the neighborhood coordinators for more walkways, and one is at 68% participation. Mr. DePompei noted the roads being worked on now are more complicated, and thus the cost per foot will likely be in the \$75 per foot range. He emphasized that a \$100,000 appropriation does not go far in difficult circumstances, and it may only construct approximately 1,300 feet of walkway.

There were no further questions or comments from the Committee or the public at this time.

PROJECT SUBMISSION FORM – TOWN CENTER LANDSCAPING AND HISTORIC RESTORATION - PART 3

Present: Sudbury Center Improvement Advisory Committee member Frank Riepe

At 7:48 p.m., Chairman Morely welcomed Sudbury Center Improvement Advisory Committee member Frank Riepe to the Meeting.

Mr. Riepe stated the Town has requested \$100,000 for the landscaping and restoration aspects of Phase 3 of the Town Center landscaping project. Mr. Riepe stated \$200,000 of CPA funds have already been appropriated for the project, and he listed some of the items for which the funds have been used. He noted the work has been done cost effectively by utilizing the services of the Department of Public Works. Mr. Riepe summarized the scope of work, noting \$100,000 is being requested to bring the project near completion. He explained there would likely be one more request next year for the construction of an amphitheater envisioned at Grinnell Park.

Chairman Morely highlighted the landscape work being done as part of the road construction is not part of this request. Mr. Riepe stated the work to be done for this project will relate mostly to the Town Common area, to include a low granite and iron fence, stone walls, detailed plantings, brick work and 24 streetlights. He further stated installation of some of the work is a race against winter conditions and may have to be delayed.

Chairman Morely noted the proposed lighting will have an historical aesthetic. Mr. Riepe described the lights as custom made, durable and aesthetically appropriate for the area and using low-energy LED bulbs.

Chairman Morely stated the finished project will allow pedestrians to move through the Common area and to gathering spaces more easily and safely. Mr. Riepe stated this is the objective, and the plan includes new crosswalks.

Mr. Friedlander asked if this is the final request for the project. Mr. Riepe stated one more request may be anticipated in the future for the amphitheater. Mr. Friedlander asked what that anticipated cost is for the amphitheater, and Mr. Riepe stated approximately \$150,000.

Mr. Floru asked if the amphitheater is shown on the plans, and Mr. Riepe and Ms. Kablack directed him to the location on the plans. Mr. Floru asked if the amphitheater would support concerts, and Mr. Riepe stated it is hoped the area could be used for outdoor concerts.

There were no further questions or comments from the Committee or the public at this time.

PROJECT SUBMISSION FORM – HOUSING ALLOCATION TO THE SUDBURY HOUSING TRUST

Present: Sudbury Housing Trust Chairman Bob Morrison

At 7:58 p.m., Chairman Morely welcomed Sudbury Housing Trust (SHT) Chairman Bob Morrison to the Meeting.

Mr. Morrison stated the SHT has a request for approximately \$215,000, which is the mandated 10% housing allocation to the SHT to continue programs, particularly the Home Preservation Program. He stated the SHT has been working since 2006 to develop affordable housing and to support the Town's Housing Production Plan, and 16 affordable units have been created. Mr. Morrison briefly described the SHT's successful Home Preservation Program, noting homes in the \$350,000-\$450,000 range are targeted for sale to eligible households which are permanently deed restricted as affordable, and the SHT subsidy is approximately \$224,000. He also explained the Small Grants Program.

Chairman Morely stated the SHT Home Preservation Program purchases an existing home, completes repairs, and records a deed restriction in perpetuity. He also emphasized the buyers are the actual owners of the home.

There were no further questions or comments from the Committee or public at this time.

PROJECT SUBMISSION FORM – SUDBURY HISTORY CENTER AND MUSEUM AT THE LORING PARSONAGE

Present: Sudbury Historical Society Executive Director Sally Hild and Sudbury Historical Society President and Facilities Committee Chairman Stewart Hoover

Mr. Hoover explained the Sudbury Historical Society (SHS) came before the CPC last year with a request which was denied. However, last year, a lot of suggestions were discussed and the SHS has worked to incorporate this feedback in a new project request for \$400,000 to restore the Loring Parsonage to be repurposed into the Sudbury History Center and Museum operated by the SHS. Mr. Hoover stated the scope of the project has been reduced to focus on the Parsonage building, and currently does not include the large addition to the structure. He also mentioned the SHS has worked to identify additional sources of funds, including working with Town Counsel and the Permanent Building Committee to try to access

two Town Trust Fund accounts. Mr. Hoover also stated the SHS met with Sudbury's State Senators regarding funding opportunities, and a \$290,000 state award was received, which must be spent by June 30, 2016. He emphasized timing is critical to be sure the State funds are used and not forfeited. The SHS also prepared a Request for Quotation (RFQ) for an architect specializing in restoration and the Spencer Vogt Group was awarded the contract, with complete construction drawings anticipated by March 2016.

Chairman Morely asked how the requested \$400,000 would be spent. Mr. Hoover stated the project construction cost is estimated at \$900,000-\$1,000,000, with architectural drawings estimated at \$120,000-\$130,000 and the restoration of the building estimated at \$700,000. He explained further study is being done regarding the 1850 portion of the building to ascertain if it could become a Visitor Center. Mr. Hoover emphasized the building is 300 years old and a Town gem, but it needs work. He believes the building, when it is repurposed, could be a positive draw for Sudbury.

Ms. Hild stated the SHS is a private, non-profit group, and the Parsonage is a Town-owned building. She explained the SHS is working to establish a lease with the Town. Ms. Hild further explained an appraisal would be required as part of the legal process to establish the value of a lease. Mr. Hoover emphasized the building will always remain as a Town building.

Mr. Friedlander asked if the work on the Parsonage will require working with the Sudbury Historical Commission and/or the Sudbury Historic Districts Commission. He also asked if either Commission has signed off on the project proposal. Mr. Hoover stated the SHS works closely with both Commissions. Ms. Kablack stated the process would require working with both Commissions and their approval when final designs are available. Ms. Hild stated both Commissions have supported the plan and they will be involved in the design process. In response to a question from Mr. Friedlander, Ms. Hild summarized the proposed funding for the project. Mr. Hoover highlighted the SHS is also planning a fundraising campaign.

Chairman Morely stated the CPC prefers when projects have also pursued other funding sources.

Ms. Remington asked if the Parsonage will need an elevator. Mr. Hoover stated this is being researched, but the building will need some form of lift capability.

There were no further questions or comments from the Committee or public at this time.

PROJECT SUBMISSION FORM – GOODNOW LIBRARY

Present: Goodnow Library Director Esme Green and Assistant Library Director Karen Tobin

At 8:19 p.m., Chairman Morely welcomed Goodnow Library Director Esme Green and Assistant Library Director Karen Tobin to the Meeting.

Ms. Green stated the Goodnow Library has submitted a request for \$40,000 to migrate to a newly developed product (Presto), which would allow the Library to better manage and add to the content of the Sudbury Archives, as well as to integrate with the Library's website using its current content management system (WordPress). Copies of the PowerPoint presentation slides for tonight were distributed to the Committee.

Ms. Green provided a statistical snapshot regarding the Sudbury archives. She highlighted problems with the current software, including there is no search box, the design does not meet current browser design

standards (not mobile-friendly and it does not scale), and some links to images are not functional. Ms. Green summarized the solutions the new system (Presto) would provide and she displayed an example of the features of the product from the Edmonton, CA website. She reviewed the anticipated costs, noting there is also an additional \$5,600 per year maintenance cost which the Library will fund. Ms. Green stated this project is good for the Library and for the Town, noting Mark Thompson and the Town Clerk's Office are excited about the potential to enrich the database of archives.

Chairman Morely noted CPA funds have been previously used to digitize Town Clerk historical records, and he asked if those documents are in the Library archives. Ms. Tobin stated they are included, and she emphasized the Library will work to help archive any historic collection.

Mr. Floru noted there is no maintenance fee for the current software system, but there would be with the new platform. He asked where the 15,000 documents would reside and what are the backup and safety precautions. Mr. Floru stated a 15% maintenance fee is common, but he asked what it would cover. Ms. Tobin stated the fee would cover product upgrades and tech support. Chairman Morely suggested requesting a sample maintenance agreement from the provider. Ms. Green stated she believes the documents are hosted by the Town, but she will check with Mark Thompson.

Ms. Brown noted 20% of current users are mobile users and she asked if the new platform would be mobile-user friendly. Ms. Green stated it is very user-friendly and it interacts well with WordPress and the Library's website.

Mr. Floru asked if the requested \$40,000 includes moving the documents from the old to the new system. Ms. Green stated she believes the migration is included, but she will check on this.

Sudbury Historic Society Executive Director Sally Hild urged support for the project, stating it is invaluable for Town collections and people around the world who want to use the Town documents for research.

Ms. Warren asked who would be responsible for adding documents on an ongoing basis and whether the process would be controlled. Ms. Green stated the Library would set parameters for additions and best-practice standards would be established.

Speaking as a resident and user, Sudbury Historical society President Stewart Hoover stated the current resource system is very difficult to navigate and it needs to be upgraded.

Ms. Kablack suggested the proponent should work with the Sudbury Historical Commission to take a vote that it considers the archives an historic resource, which would confirm its eligibility under the CPA.

Sudbury resident Dick Williamson , 21 Pendleton Road, stated his experience has taught him it is important to master key words for these types of systems early in the process.

There were no questions or comments from the Committee or public at this time.

PROJECT SUBMISSION FORM – BRUCE FREEMAN RAIL TRAIL DESIGN

Present: Selectman Leonard Simon

Ms. Brown, who is also Chairman of the Selectmen, stated the Board of Selectmen met last night and reviewed the funding request submitted by the Board of Selectmen, for \$100,000 to continue the design phase of the Bruce Freeman Rail Trail to MA DOT standards. She explained the 25% design work is anticipated to be complete by November 2016, when the project will also be out of funds until a new appropriation could be considered at the Annual 2017 Town Meeting. The initial request for \$100,000 was intended to carry the project until July 1, 2017. Ms. Brown stated the Board voted last night to increase its request to \$150,000, and she noted copies of a revised Project Submission Form have been distributed to the Committee tonight, along with the Mass. DOT- Highway Division Scoping Workbook Form 1.4 Summary Table for Sudbury's 25% design and the Massachusetts Department of Transportation Highway Division Standardized Scope of Service Guidance for Preparing Work Hour Estimate Forms for Consultant Services.

Selectman Simon stated an increase was voted to avoid a delay in the design process prior to the Annual 2017 Town meeting.

Ms. Kablack stated the 75% design funds would be requested in two different years.

Ms. Brown asked how solid the estimated 75% design figures are. Ms. Kablack stated this information would not be known until the 25% design is complete in about a year.

Mr. Friedlander asked how far along the 25% process is. Ms. Kablack noted the process had been delayed due to litigation on the appeal of the Conservation Commission Order of Conditions. Mr. Friedlander suggested that it is possible the legal delay could result in there being sufficient funds until the 2017 Town Meeting. Ms. Kablack stated the consulting firm has stated it could make the time up which was lost under the appeal.

Mr. Friedlander asked at what point the applicant files for the Notice of Intent (NOI) with the Conservation Commission. Ms. Kablack stated the NOI will be filed during the 75% design phase. Mr. Friedlander emphasized the process with the Conservation Commission could be lengthy, and he questioned if the requested funds could be better used in the meantime towards other project requests.

In response to a comment from Mr. Friedlander, Ms. Kablack stated the Mass. DOT would be the project applicant for construction of the rail trail, and it would not be subject to local bylaws.

Selectman Simon stated this issue has been broached by the Board of Selectmen and the motion made was for a design which would be according to Mass. DOT standards.

Ms. Brown later clarified this vote was taken before she and Vice-Chairman Iuliano were members of the Board of Selectmen. Selectman Simon stated the Town voted overwhelmingly in May 2014 to support the BFRT.

Mr. Friedlander stated he is not sure how the Conservation Commission will respond to the project issues and it could be a long process with delays. Selectman Simon stated the Mass. DOT works to the best of its ability with local Conservation Commissions.

Sudbury citizen Dick Williamson, 21 Pendleton Road, stated he attended Concord's 75% design meeting last night, and there was a lot of interest about what Sudbury is doing. He believes the Town needs to show its commitment to the project.

Sudbury citizen Dan DePompei, 35 Haynes Road, stated there is still an unanswered question regarding CPA funds being used and eligible on land which is owned by the State, but is leased by the Town. Mr. DePompei believes it is a difficult argument to present as a statutory exclusion that a recreational trail is an emergency need. He also believes there is still a question as to whether local bylaws would apply, and he believes the trail should be in compliance with Town bylaws.

There were no further questions or comments from the Committee at this time.

Ms. Kablack later clarified that Section 12 of the CPA statute states Mr. DePompei's concerns over using CPA funds for rail trails relates only to the acquisition of land, not for construction. CPA funds for rail trail design and construction is eligible, and she noted it is a very popular use in other communities. Chairman Morely stated it is not believed that the law referenced by Mr. DePompei applies to the construction of rail trails. Ms. Kablack stated the reversion clause is a requirement for a deed if land is being acquired, but not for construction.

Ms. Remington asked who owns the rail trail. Ms. Kablack and Chairman Morely stated it is owned by the MassDOT.

Ms. Brown explained the Town must survey the right-of-way.

Sudbury Historical Commission – Administrative Funds Request

Present: Sudbury Historical Society Executive Director Sally Hild and Sudbury Historical Society President Stewart Hoover

At 9:01 p.m., Chairman Morely welcomed Sudbury Historical Society Executive Director Sally Hild and Sudbury Historical Society President Stewart Hoover to the Meeting.

Mr. Hoover explained the Society would like to start to negotiate a lease for the Parsonage with the Town. The Permanent Building Committee (PBC) has advised the Society that an appraisal costing approximately \$3,900 would be needed as part of the lease process. He stated the Society's Board has voted to give the Town \$3,900 of its limited reserves to keep the process moving forward, but it would like to request assistance from CPA Administrative Funds, since the Parsonage is a Town-owned building.

Ms. Kablack stated the purpose is an expense which is related to a CPA eligible project. In response to a few questions from Ms. Cline, she also reported there are sufficient Administrative Funds available because the Sudbury Valley Trustees is willing to wait until next year for receipt of its stewardship funds for Conservation Restrictions on the Dickson and Libby properties. Ms. Kablack stated approximately \$26,000 of the budgeted \$35,000 has been committed. However, she cautioned it is only six months into the funding year and another appraisal will be required for the Wayside Inn proposal which could be between \$5,000 to \$9,000.

Chairman Morely stated the Town will always benefit from work done on the Parsonage building. However, he suggested the Society should perhaps contribute to the appraisal cost, as a show of good faith. Chairman Morely stated he is concerned about having enough funds for the Wayside Inn appraisal.

Ms. Brown and Mr. Friedlander asked when the Committee would have a better idea about the Wayside Inn project costs Ms. Kablack stated this will not be known until the Town sees the Wayside Inn's appraisal. She also stated the project is scheduled for a presentation on December 2, 2015, and it is hoped more information would be available for that Public Hearing.

On motion duly made and seconded, it was unanimously:

VOTED: To approve the request from the Sudbury Historical Society for \$2,000 of CPA Administrative Funds to be used for an appraisal of the Loring Parsonage.

Mr. Beagan asked if more money is being spent on these types of activities than in the past. He suggested the Committee should consider this when establishing its next Administrative Funds budget.

Minutes

On motion duly made and seconded, it was

VOTED: To approve the minutes of November 4, 2015.

Ms. Warren abstained from the vote.

FY17 CPC Financials & CPA Bonding Capacity and Review of FY17 Project Submissions for the Annual 2016 Town Meeting

Ms. Kablack and Chairman Morely explained the CPA State match had been budgeted for \$306,000 (18%), but the Town received \$534,000 (32%) from the State's surplus, which will become FY16 revenue. Ms. Kablack noted this money is for this year, and thus the additional \$224,000 goes into the CPA reserves. Ms. Kablack further stated there is approximately \$3.5 million in the CPA reserves, and there is approximately \$3.5 million in bonding capacity. She distributed copies of updated "CPA Analysis Brief Nov. 2015" spreadsheets to the Committee.

Miscellaneous

Mr. Beagan reported the Park and Recreation Commission decided to pass on the possible PARC grant for the Davis Field project, due to timing. He explained the grant awards have not yet been made. Thus, Mr. Beagan stated the Commission will be revising the Davis Field Project Submission to reflect a reduced scope of work. Due to this decision, Ms. Brown stated the Board of Selectmen were pleased it did not have to call a Special Town Meeting before the end of the year in order to appropriate funds for Davis Field if the PARC grant were awarded.

Ms. Brown stated the Selectmen will make time on a future agenda to discuss the Wayside Inn project, and they will appoint a point person for negotiations.

Chairman Morely stated he is concerned about all that needs to be done on major projects before the Annual Town Meeting, and he noted how extremely busy Ms. Kablack is overseeing many of them.

Chairman Morely welcomed Ms. Warren to her first CPC Meeting as a representative of the Sudbury Historical Commission.

CPC Future Meeting Schedule

Ms. Kablack reviewed the schedule for the next Public Hearing on December 2, 2015 at Town Hall for the presentations of the three remaining project submissions: The Wayside Inn, Davis Field and Featherland Field Tennis Court/Multi-Sport Recreation. At this time, she stated it is likely no meeting would be needed on December 16, 2015. The Committee would then deliberate projects on January 6, 2016 in the Silva Conference Room, on the second floor of the Flynn Building, and it would meet on January 20, 2016 in the Silva Conference Room, on the second floor of the Flynn Building, to continue deliberations and to vote the Warrant articles. A meeting is also tentatively scheduled for January 27, 2016, if needed.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 9:27 p.m.