

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

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

Community Preservation Committee – Interview At-Large Member Candidate

Present: Candidate Elizabeth Quirk

At 7:34 p.m., Chairman Morely welcomed Sudbury resident Elizabeth Quirk to the meeting to discuss why she is interested in serving on the CPC. The Board was previously in receipt of copies of Ms. Quirk's Town of Sudbury Application for Appointment to the Community Preservation Committee and accompanying cover letter dated August 10, 2015 and resume.

Ms. Quirk stated she had served on the Zoning Board of Appeals for 11 years and took a break from those duties last year. She now would like to become involved with Town activities again. Ms. Quirk stated she believes one gets out of a community what one puts into it, and she believes it is important to be a part of shaping Sudbury's future.

Committee members all thanked Ms. Quirk for volunteering for the position.

Chairman Morely stated the Board of Selectmen appoints this position and it will be interviewing Ms. Quirk on September 17, 2015. However, he further stated the CPC could make its opinions known to the Selectmen.

Ms. Kablack noted no other candidates have come forward for the position, which was advertised this summer. She also emphasized it is a good time to bring a new member on board to be part of the CPC funding recommendation cycle this Fall.

On motion duly made and seconded, it was unanimously

VOTED: To recommend to the Board of Selectmen the appointment of Elizabeth Quirk as an at-large member of the Community Preservation Committee.

Chairman Morely stated he would send the Board of Selectmen an email tomorrow for their consideration at its September 17th meeting.

Sudbury Historical Commission – Administrative Funds Request

Present: Sudbury Historical Commission member Jim Hill

At 7:41 p.m., Chairman Morely welcomed Sudbury Historical Commission (SHC) member Jim Hill to the Meeting. The Board was previously in receipt of copies of an email from SHC Chair Lyn Maclean dated September 13, 2015 and an accompanying quote and information from Fire Equipment Inc., dated July 14, 2015.

Mr. Hill thanked the CPC for the enjoyable interaction he had for the past six years serving on the Committee. He explained he recently resigned as the SHC's representative to the Committee because he is also a Board member for the Wayside Inn, which might bring a project before the Committee. To avoid any perception of a conflict of interest, Mr. Hill thought it best to resign from the CPC.

Mr. Hill explained the SHC is requesting up to \$10,000 of CPA Administrative Funds to design a fire detection system to help protect the Hosmer House. The system was approved at the 2012 Annual Town Meeting (as amended in 2015), with \$56,000 of CPA funds appropriated. Mr. Hill explained it has since been determined a fire detection system rather than a fire suppression system would be more appropriate for the project. He noted Sudbury's Building Inspector recommended evaluating the detection system. Mr. Hill briefly described the system would be installed in two stages. He stated Facilities Director Jim Kelly has recommended completing the design bid first to ensure a design is proposed which is appropriate for Hosmer House. Mr. Hill stated a bid for design, not including installation, has been received for \$9897, and the SHC would like to proceed as soon as possible with this work.

Chairman Morely asked for more information regarding the proposed two stages of work.

Mr. Hill explained Stage 1 would cover the majority of the first and second floors of the House, and Stage 2 would provide for more needs from the attic to the basement.

Mr. Hill stated the SHC received positive feedback from Nantucket where a similar system is installed. He also noted many museums in the world are using similar systems. Mr. Hill also explained a lot of technical options cannot be utilized at the Hosmer House because the building is not air-tight and it cannot be sealed. He also noted the Hosmer House is hard-wired to the Fire Department, which is located in very close proximity.

Ms. Cline summarized tonight's request for \$10,000 of Administrative Funds for design, noting the \$56,000 appropriated at Town Meeting would be used for Stage 1 and if additional funds are needed for Stage 2, the SHC would likely request it at the Annual 2017 Town Meeting.

Ms. Brown asked if there has been an incident in Nantucket to confirm the system works. Mr. Hill stated he does not believe so, but Nantucket is very pleased with its performance, noting no false triggers have occurred.

Ms. Cline asked if the project qualifies for CPA Administrative Funds. Ms. Kablack stated it does, noting the CPC already recommended the project for funding and Administrative Funds are often used for the design stage.

Ms. Remington asked if \$10,000 is available in the Administrative Funds budget. Ms. Kablack stated this budget is rarely, if ever used in its entirety each year. She believes there are ample funds this year for this request.

Ms. Brown asked if unused funds roll forward to the following year. Chairman Morely and Ms. Kablack explained the unused administrative funds are returned to the CPA balance each year.

Mr. Beagan opined electrical issues are probably a concern, and he asked if there has been related preventative work done at Hosmer House. Mr. Hill stated significant work has been done to add two electrical panels and to change and upgrade wiring.

On motion duly made and seconded, it was unanimously

VOTED: To approve the CPA Administrative Funds request submitted by the Sudbury Historical Commission for up to \$10,000 to design a fire detection system for the Hosmer House.

Regional Housing Services Office – Housing Allocation – Discussion

At 8:03 p.m., Chairman Morely opened a discussion regarding housing allocations for the Regional Housing Services office (RHSO). The Board was previously in receipt of a memorandum from RHSO Coordinator Liz Rust dated September 9, 2015.

Ms. Brown stated she had broached her concerns about how Sudbury allocates its housing costs last year to the Committee, but the Committee believed it needed more time to consider the topic. She referenced Ms. Rust's memo, noting three of the other RHSO member towns pay their fees through a CPA Town Meeting article each year for affordable housing, and she believes Sudbury should too.

Chairman Morely stated previous thinking on this matter considered the housing staffing costs as providing an administrative function.

Ms. Brown questioned why housing staff should be reflected differently than recreation or conservation-related staff.

In response to a question from Ms. Remington, Ms. Kablack stated approximately \$30,000 of the Administrative Funds is allocated for direct housing staff of the CPA. She further explained these funds are for staff members who support affordable housing, which is completely supported through the CPA.

Chairman Morely stated the CPA does not spend recreation or conservation-related money in the same way it does for housing and nor do recreation or conservation perform administrative activities for the CPA the way housing does. He further stated the sole funder for housing, which performs services, is the CPA.

Ms. Kablack asked what Ms. Brown would suggest as a mechanism, and whether it would be to present a separate Town Meeting article to fund the RHSO office.

Ms. Brown stated she would prefer to see a Town Meeting article which would present the accounting for all affordable-housing related funds.

Mr. Beagan asked if the other RHSO member towns solely fund affordable housing through the CPA.

Ms. Kablack stated she was not sure how other towns entirely fund affordable housing administration. However, she emphasized her concern is that the Sudbury Housing Trust's (SHT) Home Preservation Program might be compromised by not having sufficient funds available from its CPA 10% allocation to pursue one home per year, when subsidies are approaching approximately \$250,000.

Ms. Cline stated the RHSO is working well, and so is the SHT. She also stated the work of both entities is needed, and she suggested that, "if it ain't broke, don't fix it."

Ms. Brown stated the \$30,000 is a known request which occurs each year. She believes the SHT should request its 10% allocation at Town Meeting each year, and if it needs more, it should also be requested at Town Meeting.

Ms. Remington stated it appears as if Ms. Brown is concerned about transparency of costs. However, Ms. Remington believes the costs are very transparent as part of the CPA information. Mr. Beagan suggested the costs are not voted at Town Meeting.

Ms. Kablack stated the CPA Administrative Fund is voted every year as part of the separate CPA budget article.

Mr. Friedlander stated the housing staff provides ongoing administrative functions. He further stated he has no issues or concerns about how the funds are currently being tracked and reflected.

Ms. Kablack stated the staff work related to affordable housing is far more technically-oriented than what is done for the other CPA-eligible categories.

Ms. Brown stated the RHSO work is very popular in the member towns and others are interested in replicating it. She stated she would be curious to know what the CPA articles look like in the three member towns which do them.

Mr. Friedlander stated he views this topic as generating a lot of discussion about a very minor issue.

Ms. Brown stated she wanted to have the discussion with the Committee earlier this year to be sure people had a chance to consider it.

Ms. Kablack stated she would request copies of the CPA articles from the three RHSO member towns which do them.

Ms. Remington suggested more information regarding the Administrative Fund could be put in the CPC report and the Town Warrant. The consensus of the Board was this would be helpful.

Preliminary Project List and FY17 CPC Financials

At 8:23 p.m., Chairman Morely opened a discussion regarding a preliminary FY17 CPC Project List. Copies of a handout entitled, "FY17 CPC Financials" dated September 1, 2015 were distributed tonight, which also listed FY16 CPC Anticipated Proposals.

Ms. Kablack listed the following project submissions she anticipates receiving proposals for: Town-wide Walkways (\$100,000), Town Center Landscape Restoration – Phase 3 (\$100,000), Sudbury Housing Trust Allocation (\$202,600), and the Bruce Freeman Rail Trail (BFRT) 50% Design (\$100,000). She stated the Town Center Landscape request would probably be quite specific regarding what would remain to be funded by the time of Town Meeting. She stated the project will soon start to take shape and provide residents with a better vision of the final results. Ms. Kablack also explained the BFRT would likely finish its 25% design in December 2016, and this request allows the project to not be stagnant for several months until the 2017 funding round.

Ms. Kablack briefly summarized the anticipated FY17 CPA revenue, noting figures include an estimated 18% State match and anticipated interest, and the anticipated FY17 expenses. She noted the remaining estimated funds available to fund new projects would be approximately \$679,802.

Chairman Morely asked if there will be a request for Davis Field Re-Development. It was noted the project is currently estimated at \$1,200,000.

Mr. Beagan stated Park and Recreation has been actively working to refine the proposal to improve the current athletic field at Davis Field and to relieve the field burden at Haskell, since the Davis project was rejected at last year's Town Meeting.

Ms. Kablack stated a capital request has been submitted to repave the tennis courts at Featherland Park. She noted this would be a CPA-eligible project. Mr. Beagan stated it is still being determined where best to locate tennis courts. He also stated Park and Recreation has been busy keeping abreast of Fairbank Community Center plans. Mr. Beagan stated it was unsettling news to hear some talk about relocating the Fairbank Center to Haskell Field.

Chairman Morely noted that, if a \$1.2 million proposal came before the Committee, it would likely want to bond the project, but it may be too small a figure to bond.

Ms. Kablack stated she does not know yet if a project will be proposed by the Wayside Inn and/or the Loring Parsonage.

Ms. Brown stated representatives of the Sudbury Historical Society (SHS) presented their plans for the Loring Parsonage to the Board of Selectmen. She further stated the SHS has received State budget funds earmarked for the building design, which need to be spent by June 30, 2016. Ms. Kablack stated the SHS is being realistic with its plans and it is working cooperatively with other Town groups regarding other Town Center projects. Ms. Brown further explained the SHS is looking at all funding options, including having Town Counsel assist with trying to access funds held in trusts for similar and dissimilar purposes.

Ms. Kablack stated the CPA reserves are approximately \$3.1 million.

Ms. Remington asked how close the CPA is to its maximum bonding capacity. Ms. Kablack estimated approximately \$4 million, but she stated she is working on having these figures for the next CPC Meeting.

Miscellaneous

Ms. Remington asked for a status on the bathroom renovation project at Muskethaquad Village.

Ms. Cline stated the Sudbury Housing Authority project is proceeding. She explained the bidding process took longer than expected and costs were more than what had been anticipated. Ms. Cline stated the project is now underway, but not as many units may be able to be renovated as initially proposed.

Minutes

On motion duly made and seconded, it was unanimously:

VOTED: To approve the minutes of June 17, 2015.

CPC Future Meeting Schedule

Ms. Kablack reviewed the proposed CPC Meeting Calendar, with tentative meetings scheduled on November 4, 2015, November 19, 2015 (Public Hearing), December 2, 2015 (Public Hearing), December 16, 2015 (Public Hearing, if needed), January 6, 2016 (Deliberations), January 20, 2016 (Deliberate and vote warrant articles) and January 27, 2015 (if needed). She asked Committee members to let her know of any known scheduling conflicts and whether they wish to have the Public Hearings taped.

Ms. Kablack stated CPA project requests are due by November 2, 2015, and Town Meeting Warrant articles are due January 30, 2016.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 8:43 p.m.