

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

At 7:30 p.m., Chairman Morely called the meeting to order.

**Public Hearing: Community Preservation Act – FY18 Project Submissions – Part 2**

At 7:30 p.m., Chairman Morely opened the Public Hearing to hear the remaining presentations for the project submissions received for requests for FY18 Community Preservation Act (CPA) funding. Chairman Morely explained the CPC holds these Hearings each year, and the Committee heard four presentations at its December 21, 2016 Public Hearing. The Committee will deliberate and finalize its recommendations for projects at its January 18, 2017 meeting. Chairman Morely stated the Committee is familiar with the projects and it has had questions answered already by some proponents. Tonight's presentations are another opportunity for Committee members and the public to ask any questions they have.

**PROJECT SUBMISSION FORM – Renovation of 420 Lincoln Road, Sudbury MA (\$400,000)**

Present: Lincoln-Sudbury Regional High School (L-SRHS) Superintendent Bella Wong

Ms. Quirk recused herself from this discussion because her husband is a member of the L-SRHS School Committee.

Chairman Morely welcomed L-SRHS Superintendent Bella Wong to the Meeting.

Through a PowerPoint presentation, Ms. Wong explained Lincoln-Sudbury Regional High School (L-SRHS) has submitted a funding request for \$400,000 to renovate an historic building at 420 Lincoln Road. She displayed a map and described the location. Ms. Wong provided a brief history of the house's use since 1913, noting it has been dormant since 2010. She also described the current condition of the structure, and she offered to provide tours for anyone interested. Ms. Wong stated an architectural study was commissioned in 2016, and she described the process used for selecting the architectural firm of Maryann Thompson Architects to design the restoration of the building for reuse. She explained the overall master plan is to bring the structure up to code regarding structural and systemic elements. Ms. Wong stated the intent is to create an open floorplan on the first and second floors to enhance flexible learning environments. She also stated there could be additional add-ons to the project to enclose the front porch to create a solarium to be used year-round, and to add a deck with solar panels leading to the amphitheater.

Chairman Morely stated the CPC's focus would need to be on preserving the exterior of the house, since CPA funding would not be available for interior work.

Ms. Wong presented budget proposal components for the project to be done in one or two phases. She stated for Phase 1 the first floor renovations are estimated at \$508,000 for necessary code repairs, and \$318,000 for the possible add-ons. Ms. Wong emphasized L-SRHS is open to suggestions regarding what approach would be best for the project. She stated for Phase 2 the second floor renovations are estimated to cost \$305,000, which would include the addition of an elevator, and the possible add-ons are estimated at \$255,000. Ms. Wong stated L-SRHS foresees the project being funded from several different sources, including grants, which are currently being researched. She displayed slides of architectural renderings for an enclosed porch and of a porch with columns and one of the proposed deck.

Ms. Cline asked what the current exterior siding is for the structure and if the intent is to keep it. Ms. Wong stated it is vinyl siding, and the architect suggested extending the siding to make it water-tight. However, she further stated the L-SRHS Director of Building and Grounds believes the siding should be replaced. Ms. Wong emphasized the intent is to maintain an exterior aesthetic which is consistent with the historic district area.

Ms. Warren referenced that the funding application has been submitted for historic-category funding, however the location seems to be adjacent to a historic district rather than being in one. She believes there are elements of the proposed project which are not in line with historic preservation, such as the removal of the chimney. Ms. Wong stated the intent is to change to a ductless heating system, but it is possible that the chimney could be retained if the Town thinks it should be.

Ms. Warren stated it would be important to know what new windows would look like. Chairman Morely stated he is surprised the proposal includes new windows because when he visited the property, the windows appeared to be replacement windows from possibly the 1980s.

Mr. Beagan questioned whether the CPC's design preferences should be a consideration. Ms. Warren stated the Town should know what it is getting, if it is being asked to help fund a project. Chairman Morely stated the CPC needs to determine if the projects, as proposed, qualify for CPA funding.

Mr. Friedlander asked if the Historic Commission has voted to support the project. Ms. Wong stated she has reached out to Lyn MacLean and Fred Taylor. She stated Ms. MacLean stated there has been no vote by her Commission, but there has been discussions with members and there is a consensus of support. Ms. Warren stated this project has not come before the Sudbury Historic Commission and there have been no

discussions, so she does not understand how there could be a consensus for it. She stated there are several questionable project components from an historic standpoint, such as the enclosed porch, solar panels, and the deck. Chairman Morely stated that, if there were to be an agreement to preserve the exterior, there would be no enclosed porch.

Chairman Morely highlighted L-SRHS is a separate legal entity, and the Town would need to have legal rights, if an historic preservation agreement were considered. He stated it appears there is a lot of work to do by L-SRHS with the Town's historic groups prior to the CPC's deliberation of proposals on January 18, 2017.

Ms. Brown stated it would be helpful to have a specific breakdown of interior and exterior project costs. Ms. Wong stated the exterior work would primarily be for siding and possibly windows.

Ms. Warren stated a key question is whether the exterior aesthetic will be preserved because the renderings provided reflect something different.

Mr. Friedlander suggested L-SRHS needs to work with the Historic Commissions to inform the CPC regarding whether this is an historic structure. He referred to the total funding request and he asked if the L-SRHS School Committee has voted to support the cost, and whether Lincoln has committed any funds to the project. Ms. Wong stated the Committee has not voted on the total funding. She also stated she has contacted Lincoln officials regarding the project, but Lincoln's CPC funding cycle for this year is already over. Mr. Friedlander stated he believes the project has been presented prematurely, since there is no vote of support from the School Committee, the Historic groups or the Town of Lincoln.

Ms. Wong stated it is envisioned that the project would be funded primarily from grants and other sources. Mr. Friedlander asked if the other funding sources have been specifically identified. Ms. Wong stated they are still researching options available.

Chairman Morely reiterated the CPC will deliberate the proposals on January 18, 2017, and he suggested L-SRHS should meet with the Town's two Historic groups before then. Ms. Warren stated the Sudbury Historic Commission will not meet again until January 19, 2017, since the Chair is out of town.

Mr. Friedlander suggested it might be helpful for L-SRHS to refer to the process followed for the Loring Parsonage restoration project.

Ms. Cline stated the CPC could only recommend money be given for this project for historic preservation. She suggested L-SRHS should review the CPA statute and it should consider that the Town would want an agreement to preserve any historic components of the building.

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

**PROJECT SUBMISSION FORM – Acquisition, Creation, Preservation, Support of Affordable Rental Housing**

At 7:55 p.m., Sudbury Housing Authority (SHA) Commissioner and CPC Member Sherrill Cline described the proposal for the SHA to receive 10% of the CPA FY18 budget for annual revenues to be used for affordable housing, in combination with other funds previously appropriated, to create units of rental housing in the low to very low income range. She stated the amount requested is estimated at \$212,000. Ms. Cline explained the intention is to find a suitable house to buy to be rented to qualifying tenants. She also stated the SHA is considering vacant lots to purchase, but building a new house is not its preference. Ms. Cline presented a brief summary of the SHA's current rental-housing inventory, and she emphasized there are very few vacancies which become available each year. She stated the SHA closed its waiting list in 2012 because it was too long. In the past few months, Ms. Cline stated the waiting list was re-opened and there were 450 applications received, of which approximately half will be selected by lottery to be added to the waiting list. She believes this is evidence of a significant need in Sudbury for low-income housing.

Ms. Brown stated she tried to research the SHA financing, but she was unable to find much information. Ms. Cline stated the SHA is not part of the Town, and it does not receive funding from the Town other than CPA funding. She explained the SHA is primarily self-supporting, and she summarized how funding has been acquired for projects in the past. Ms. Brown asked what project would be pursued with CPA-funding. Ms. Cline stated the SHA would work to find a home to purchase to then be rented.

Mr. Floru asked if there is enough money from what is collected by the SHA to maintain the SHA properties, and Ms. Cline stated there is.

Sudbury Housing Trust (SHT) member Susan Iuliano stated the SHT usually requests the CPA 10% allocation for affordable housing, but, this year, the SHT supports this request by the SHA.

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

**PROJECT SUBMISSION FORM – Regional Housing Services Office – Affordable Housing**

Present: Sudbury's Town Manager Melissa Rodrigues

At 8:05 p.m., Chairman Morely welcomed Sudbury's Town Manager Melissa Rodrigues to the Meeting.

Through a PowerPoint presentation, Town Manager Rodrigues stated a request has been made for \$30,000 to fund the Town's Regional Housing Services Office (RHSO) membership fee. She explained this had been funded in the past from the CPA Administrative Funds, but it has been determined that funding through this application process is appropriate. Ms. Rodrigues stated the funds would be used for the acquisition, creation, preservation and support of community housing. She briefly described the RHSO as having started in Sudbury in 2011 to regionalize affordable housing services. Ms. Rodrigues stated there are currently seven member towns that are part of an Inter-Municipal Agreement, which is renewed every three years. She displayed a slide of the breakdown for Sudbury's RHSO funding, noting \$30,000 would be funded with this CPA request for the Town's services, and \$29,350 would be funded by the Sudbury Housing Trust for services provided to the Trust. Town Manager Rodrigues emphasized the amount being funded is not being changed with tonight's request, and the only change is for how this item is funded. She briefly summarized some of the services provided to the Town by the RHSO, including affordable-housing inventory monitoring, general support and annual assessment valuations. Ms. Rodrigues noted the funding for these services is important to help ensure the Town maintains its 10% affordable housing threshold, which Sudbury has worked so hard to achieve. She also noted the Town is obligated to fund the existing contract, and there are not funds available in the operating budget to cover this cost.

Mr. Floru stated the RHSO cost is approximately \$60,000 for approximately 571 current units. He asked if the CPC can request from each unit to contribute a portion of that fee up to \$100, which covers the entire cost. Town Manager Rodrigues stated she could research an answer to this question. Mr. Floru stated he believes the current contract is set to expire soon, and he asked if funds should be set aside for future renewal timeframes. Town Manager Rodrigues stated a one-year agreement extension was signed for FY17, and the agreement will need to be renewed in FY18. She also noted such agreements can typically be terminated at any time due to a lack of funding.

In response to a comment by Mr. Friedlander, Town Manager Rodrigues stated this request would now be presented as a separate article at Town Meeting and not as part of the CPA Administrative Funds article.

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

**PROJECT SUBMISSION FORM - Park and Recreation Commission/Department Consulting/Planning Services (\$50,000)**

Present: Park and Recreation Commission Chairman Jim Marotta and Park and Recreation Commission member Bob Beagan

At 8:15 p.m., Park and Recreation Commission Chairman Jim Marotta was welcomed to the Meeting. Mr. Marotta summarized the Park and Recreation Commission's request for

\$50,000 for consulting/planning services for four projects, as outlined in the revised funding application proposal previously submitted (project ideas related to Little League fields to be removed from school properties, Davis Field, Ti-Sales and the Melone property). Mr. Marotta explained the Commission has project ideas it would like to pursue, but many of them need the assistance of outside consultants as part of the vetting process. He stated the Commission believes there is a shortage of fields in Town and that the existing fields are deteriorating, but they have had problems presenting articles at Town Meetings in the past because they did not have proper plans in place,

Park and Recreation Commission member and CPC member Bob Beagan stated he shared feedback from a previous CPC meeting with the Commission regarding the lack of specificity for the funding request, and as a result the Commission revised its application request.

Ms. Quirk asked what other planning processes have been pursued in previous years. Mr. Marotta stated there has not been much of a process in the past because the Commission has not had the money to commission third-party studies. Mr. Beagan stated the Gale Study was the last study done to help analyze the Town's recreational needs. He noted previous project requests for Davis Field received feedback at Town Meetings regarding the need for an independent traffic study, but the Commission does not have such funds.

Ms. Quirk asked if the funds would be used to hire one consultant or several, and for which purposes they would be hired. She noted it is important for the CPC to have a clear sense of where the money is going. Mr. Marotta stated the Commission knows what the recreational Town assets are, and it knows what the priorities are. He stated the consultants would be hired to help vet project ideas. Mr. Beagan stated getting a traffic study done for Davis Field would be a high priority.

Mr. Friedlander asked if the projects have been prioritized and if they are mutually exclusive, and Mr. Marotta answered affirmatively to both questions. Mr. Friedlander also asked if it is the Commission's goal to work on all four projects in FY18, and if the amounts estimated are based on real job bids. Mr. Marotta stated it is possible some projects could be pursued in FY18 and others could be pursued in FY19. He also stated the estimated costs are not based upon any actual bid proposals.

Chairman Morely asked who would be responsible for preparing Requests for Proposals (RFPs). Mr. Beagan stated Park and Recreation Director Kayla McNamara would likely oversee this process.

Ms. Brown stated that, in the past, there might be specific requests made for the use of CPA Administrative Funds for these types of items. However, she noted tonight's presentation suggests the Commission believes the funding application process would help to better prepare projects for being brought forth to Town Meetings.

Ms. Cline asked why the Commission could not just request CPA Administrative Funds on an as-needed basis. Mr. Beagan stated that, in his seven years on the Park and Recreation Commission, he has not been familiar with any Administrative Funds requests by the Commission. Chairman Morely stated he is inclined to think the funding application process is a better approach. Mr. Friedlander concurred, stating it seems to provide a bit more transparency.

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

**PROJECT SUBMISSION FORM - Town Hall Restoration Design Phase (\$600,000)**

Present: Town Hall Blue Ribbon Committee Member Frank Riepe and Combined Facilities Director Jim Kelly

At 8:35 p.m., Chairman Morely welcomed Town Hall Blue Ribbon Committee Member Frank Riepe and Combined Facilities Director Jim Kelly to the Meeting. Copies of the “Sudbury Town Hall Project: Bringing Together Community Spaces in Historic Town Center Report of the Town Hall Blue Ribbon Committee December 6, 2016” were distributed to the Committee tonight.

Mr. Kelly stated the project request was submitted initially as a placeholder in order to meet the CPC proposal submission deadline. However, he emphasized the Town Hall Blue Ribbon Committee has since endorsed the project funding request, and the Blue Ribbon Committee provided the Selectmen with a presentation of its final report and recommendations.

Mr. Riepe provided a brief summary of the Committee’s work, noting the Selectmen formed the Committee in 2015. He stated an architectural study had been done to look at potential uses for Town Hall, and the Committee reviewed this information, while it also took a fresh look at project options. Mr. Riepe stated the Committee also researched what has been done in other towns. He stated the Committee eventually recommended that Town Hall should be fully restored as a meeting and cultural space for the Town, and for it to also include expanded offices for the Town Clerk. Mr. Riepe briefly described some recommendations, including a small addition in the rear to provide handicap access to the building. He also stated the restoration would include all new heating, cooling, plumbing and electrical systems and the roof would be restored. Mr. Riepe highlighted the historic detail on the exterior and interior of the building would be restored. He stated the recommended proposal was also the lowest cost solution of all options reviewed. Mr. Riepe stated architectural and design funds are CPA-eligible for this type of project. He stated tonight’s request is for \$600,000 for design funds to be presented at the May 2017 Town Meeting, and, if approved, then a design team would be contracted with the hope of returning to the 2018 Town Meeting with a request for construction funds.

Chairman Morely noted Town Hall has been on the list of pending CPA historic projects for many years. He noted much of the proposed work would be CPA-eligible, but the new addition in the rear would not qualify for CPA funds.

Mr. Kelly stated restoration of Town Hall was broached at the 2012 Town Meeting. He believes the process has been thoughtful, and he believes tonight's request is an appropriate next step for the Town.

Mr. Floru asked about the timeline for the design and construction funding phases. Mr. Riepe briefly described the selection process which would likely occur for the design firm. Mr. Kelly explained the design fund request of \$600,000 is based on 10% of the estimated project cost for construction.

Ms. Remington noted the proposed project does not include offices for the Sudbury Public Schools' (SPS) administration, and she asked if they will remain in the Fairbank building. Mr. Riepe stated the intention is to find a new home for the SPS administration, which could possibly be on the Nixon School site. Mr. Kelly noted this is a complicated issue, but he noted the Fairbank Task Force is working on this and SPS is also looking at options.

Ms. Cline asked if previous work done on studying Town Hall will be used for the project. Mr. Kelly stated a lot of information from the previous feasibility study was used by the Blue Ribbon Committee as it considered the pros and cons of several options, and he believes this information will be used as a tool by the eventual design team.

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

**Wayside Inn Land Preservation through Conservation Restriction (\$TBD – debt exclusion, TBD CPA)**

At 8:50 p.m., Chairman Morely announced the Wayside Inn proposal has been withdrawn, and thus there would be no discussion regarding the proposed project tonight. He stated the Wayside Inn Trustees and Town officials have been working to reach an agreement for preserving the Inn property, but it has been determined that a presentation of a May 2017 Town Meeting article is not possible, since discussions are still underway.

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

On motion duly made and seconded, it was unanimously:

VOTED: To close the Public Hearing regarding the FY18 Community Preservation Act proposals for funding requests submitted to the Community Preservation Committee.



**Minutes**

Ms. Donoghue had previously distributed electronic copies of the Meeting Minutes for December 21, 2016.

On motion duly made and seconded, it was:

VOTED: To approve the Meeting Minutes of December 21, 2016.

Ms. Warren and Ms. Remington abstained from the vote.

**CPC Future Meeting Schedule**

Chairman Morely stated the next scheduled CPC Meeting will be held January 18, 2017, at the Flynn Building, to deliberate the project proposals. He also stated the January 18, 2017 Meeting will possibly begin with an Executive Session scheduled at 7:30 p.m., to be followed by the Regular Meeting Session.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 8:53 p.m.