

Present: Chairman Sherrill Cline, Lynne Remington, Pat Brown, Eric Poch (arrived at 8:01), Diana Warren, Thomas Friedlander, Scott Smigler and Director of Planning and Community Development Meagen Donoghue

Absent: Bob Beagan

At 7:34 p.m., Chairman Cline called the meeting to order.

Review of CPC Finances

At 7:34 p.m., Chairman Cline opened a discussion regarding FY19 CPA finances. The Board was previously in receipt of copies of handouts entitled “FY19 CPC Financials dated November 14, 2017,” “Estimated CPA Bonding Capacity dated November 14, 2017,” a Massachusetts Municipal Association (MMA) article “DLS estimates record-low 15% State match for CPA in FY18” and an “Open Letter from Chief Executives of CPA Communities to Conference Committee Supporting an Increased State Match for CPA communities in the FY18 State Budget dated June 28, 2017.” In addition, copies of a large spreadsheet entitled “Town of Sudbury- Community Preservation Act Projects FY18 Expense Tracking (Thru 08/31/17)” were distributed tonight.

Chairman Cline stated Finance Director Dennis Keohane estimated the State CPA match at 11%, but a communication received today from the Community Preservation Coalition Executive Director Stuart Saginor indicates it could be as high as 17.5%. She stated this new information would be shared with Mr. Keohane.

Mr. Friedlander asked what the \$10,000 for interest noted on the financials was from. Chairman Cline stated she assumes it is the interest received on the CPA reserves. Mr. Friedlander and Chairman Cline stated \$10,000 seems low, and Chairman Cline requested for this figure to be reviewed with Mr. Keohane.

Chairman Cline stated Mr. Keohane estimated FY19 Administrative Funds at the allowed maximum of 5% for a total of \$100,400. However, she noted, historically, the Committee has not allocated the full 5%, and last year, only \$57,500 was allocated. She stated the amount remaining for this year should be reviewed with Mr. Keohane.

Chairman Cline reviewed the financial figures estimated for the FY19 local surcharge, the FY19 debt service, the required reserve amounts for housing and historic preservation and the amount reserved for prior year appropriations. She stated the revenue remaining for new projects is estimated to be \$729,265, noting this number might increase a bit due to new information.

Chairman Cline referenced the large spreadsheet distributed tonight, noting she has sent an email to the Historic Commission asking for updated information regarding project completion and possible funds remaining which could be returned to the CPA account. She highlighted any historic category funds which are returned must be returned to historic reserves, as funds which revert are returned to the categories from which they were appropriated.

Mr. Smigler asked about a few other remaining unspent balances which are not historic. Chairman Cline stated the projects will be reviewed and updated, but the funds returned would revert to the reserve accounts and they would not be added to this year's revenue.

In response to a few questions from the Board regarding differences in the figures reported on different spreadsheets, Chairman Cline noted one set of figures was reported as of June 30, 2017, and another set was reported as of August 31, 2017 (which would include appropriations from the May 2017 Town Meeting).

The Committee spent a brief time discussing some of the previously approved CPA projects and the money which might be remaining from completed projects. Ms. Warren asked what the CSX project was from the 2008 Annual Town Meeting, and Ms. Brown provided a brief description. Chairman Cline stated Environmental Planner Beth Suedmeyer told her the potential purchase of the CSX rail corridor is still pending. Ms. Brown stated she had heard CPA funds could not be used for this purpose. Chairman Cline stated she asked Ms. Suedmeyer to submit a clarifying memo regarding the status of this project.

In response to a question from Mr. Smigler regarding bonding capacity, Chairman Cline explained the required 10% for housing and historic categories reported as \$180,000 on one report was based only on the estimated local surcharge, whereas another report lists the 10% as \$200,800, which is based on the estimated total revenue. She also stated this should be reviewed with Mr. Keohane.

Preliminary Review of FY19 Project Submission Forms Received and Public Hearing Schedule

At 7:55 p.m., Chairman Cline opened a discussion regarding the Project Submission Forms received for this year. The Board was previously in electronic receipt of the proposals, and hard copies of the funding requests and a "CPC FY19 Project Submission List" chart were distributed tonight. The Committee conducted a preliminary review of each project as follows:

PROJECT SUBMISSION FORM – POND HARVESTING – HOP BROOK PONDS

Present: Hop Brook Protection Association Members Frank Lyons, Ursula Lyons and Susan Collins

This form was submitted by Ursula Lyons, Vice President of the Hop Brook Protection Association, requesting \$45,000 (\$15,000 each year for 2019, 2020 and 2021) for a multi-year project to remove water chestnuts from the Hop Brook Ponds (Grist Mill, Carding Mill, and Stearns Mill Ponds).

Hop Brook Protection Association Member Frank Lyons noted when all of the appropriated project funds are not used for harvesting, the money has previously been returned to the CPA account, and when more money has been needed than what was appropriated, the Association has covered the variance.

Chairman Cline asked about project completion status for previous CPA appropriations for this type of activity and whether there are any remaining funds which can be returned. Hop Brook Protection Association Member Susan Collins stated FY17 project bills will soon be submitted, and thus remaining unused funds cannot be determined at this time.

In response to a few questions from the Committee, Ms. Collins stated this year's request is the same as what was requested in 2015, to work on three ponds each year, for three years, at a cost of \$15,000 per year.

Chairman Cline requested for the proponents to submit a complete project application with supporting documentation. The proponents stated they would work with Ms. Donoghue to access the appropriate forms and previous application submitted.

PROJECT SUBMISSION FORM – PLAYGROUND MODERNIZATION FOR SUDBURY PUBLIC SCHOOLS (SPS) – Submitted by Combined Facilities Director Jim Kelly for SPS, requesting \$1,070,482 for a multi-year project to bring the SPS playgrounds into compliance with federal and state regulations.

Chairman Cline stated this project was presented to the Committee for consideration at the October 2017 Special Town Meeting (STM), and she asked if the Committee needs any more information before the upcoming Public Hearings which will be held in December.

Mr. Friedlander stated he would like to know what other funding sources are available because it is listed as "TBD" on the Submission Form.

Ms. Brown stated the October STM appropriated \$275,000 for the first year of this multi-year playground project.

Mr. Smigler stated the proponents may have a status update on the vendor they have chosen for the first-year's work and what grants they have applied for.

Ms. Remington stated the Committee previously made it clear to the proponents that the whole amount could not be funded with CPA funds.

Chairman Cline stated the proponents should be prepared to update the Committee on the project's progress.

PROJECT SUBMISSION FORM – SMILE PLAYGROUND SURFACE IMPROVEMENTS – Submitted by Department of Public Works (DPW) Director Daniel Nason, requesting \$250,000 to remove the existing surface and replace it with a poured-in-place surface. Copies of a complete Project Submission Form from Mr. Nason were distributed tonight.

Mr. Friedlander noted “Other Funding Sources” is blank on the Submission Form.

Ms. Remington stated all projects submitted are worthwhile, but there are not sufficient CPA monies to fund all requests.

Chairman Cline questioned whether the SMILE Playground could work with the Town/Schools to achieve economies regarding Pour-in-Place materials to lower costs.

Mr. Smigler noted the work estimates provided do not equal \$250,000, and he stated submission of an itemization of costs would be helpful.

PROJECT SUBMISSION FORM – WAYSIDE INN – REMOVAL OF INVASIVE PLANT SPECIES - Submitted by the Wayside Inn, requesting \$12,500 for removal of invasive plant species.

Mr. Friedlander stated the project has been submitted as eligible as an open space and as a recreation project. He suggested the project might fit better in the historic category. Chairman Cline concurred, stating she is not sure it meets open space or recreation criteria, and this should be reviewed.

Ms. Brown referred to the map and photos provided, stating she is not sure where the project work would be located on the property.

Ms. Warren stated the invasive weeds are changing the aesthetics of this historic landscape, including the rock walls, which are considered to be historic.

Ms. Brown questioned how long the plants would remain gone once they are removed and whether the requested \$12,500 would include replantings. She also asked if this would become a recurring request similar to the Hop Brook Protection Association's submissions. Some Committee members stated there may not be the intent to replant these areas in order to facilitate future maintenance and clearing.

Mr. Poch stated the map suggests to him that the work areas are on the border edges, and he would want to know why these areas are important.

Ms. Warren emphasized the field vista view is being blocked by the invasive weeds. The Committee requested for the proponents to provide better photographs and a better explanation of the scope of the project. The Committee also stated it has concerns regarding the eligibility categories as submitted, and it encouraged the proponents to reach out to the Historical Commission.

PROJECT SUBMISSION FORM – LIBERTY LEDGE CONSERVATION

RESTRICTION - Submitted by Mark Taylor for Camp Sewataro/Liberty Ledge LLC – Funds Requested = To Be Determined – for the preservation of the land used by Camp Sewataro by purchasing a Conservation Restriction for approximately 46+/- acres.

In response to a question from the Board, Ms. Donoghue stated she does not have any information regarding the status of this project, but she believes the Town is working on paperwork related to the Broad Acres Farm request.

Ms. Brown stated it is unlikely the Committee would have a substantial amount of information available in time for the Public Hearings.

Chairman Cline stated there is no total project cost submitted, and it is listed as “To Be Determined.” She stated there is nothing for the Committee to deliberate without a project price, an appraisal and a purchase offer. Chairman Cline stated the Town would be purchasing a Conservation Restriction, and thus she assumes the Selectman/Town would need to provide the Committee with the relevant information. Until then, she stated the project request seems to be more of a placeholder.

PROJECT SUBMISSION FORM – FUNDING FOR THE 2018 OPEN SPACE AND RECREATION PLAN UPDATE- submitted by Environmental Planner Beth Suedmeyer, requesting \$15,000 to fund the 2018 Open Space and Recreation Plan update.

Mr. Friedlander stated the Committee would want to know the total project cost, which is listed as “TBD” on the Submission Form.

Ms. Brown stated a related survey was completed in 2015 regarding open space and she asked if that information would be incorporated or if a new survey would be completed. The Committee requested for Ms. Donoghue to follow-up on this.

Mr. Friedlander suggested the project might be better suited as an Administrative Funds’ request. Chairman Cline stated she is inclined to agree.

Chairman Cline asked how the 2009 Open Space Plan was funded.

Ms. Remington stated many volunteers worked on the 2009 Plan. In response to Mr. Smigler, Ms. Remington stated the 2009 Plan was completed very well. She emphasized

the State clearly delineates what is to be included in the Plan, and that each time a Plan is done, it improves due to advances in technology and information available.

Mr. Smigler asked whether work on the Open Space Plan should be coordinated with the Master Plan update or be completed after the Master Plan update. Mr. Friedlander stated the Master Plan is not within the Committee's purview. Ms. Donoghue stated the Open Space Plan needs to be included in the Master Plan.

Ms. Brown asked about the timing for this project, noting CPA funds would not be available until July 1, 2018. It was noted this should be shared with the proponent, who may want to access funds sooner through an Administrative Funds' request.

PROJECT SUBMISSION FORM – LAND CONSERVATION FUND/POTENTIAL ACQUISITION OF BROAD ACRE FARM - submitted by Environmental Planner Beth Suedmeyer, requesting To Be Determined, for a conservation fund which the Town can use for time-sensitive open space acquisition projects.

Chairman Cline stated she does not understand the reasoning for this request to initiate a Land Conservation Fund which the Town already voted to eliminate. She noted the CPC has been considered to be a more responsive forum for addressing the needs presented. Chairman Cline also stated there were concerns expressed previously regarding the difficulty of depositing money into a Conservation Fund and accessing them when needed. Ms. Remington concurred, stating she recalls there were issues with getting funds out of a Conservation Fund.

Ms. Brown stated a consideration for the project request is potential Chapter 61A offers of first refusal, when the timing for a response is short and the Town cannot wait for funds until the following July 1st. Chairman Cline stated the CPA reserves could possibly be accessed in this situation and a Special Town Meeting could be called. It was noted this was done for Johnson Farm.

Chairman Cline stated she would need to understand the rationale for going back to a concept which was previously rejected by the Town. She also stated it is difficult for the Committee to deliberate without a project price, an appraisal, a requested amount, and an explanation of where the Broad Acre Farm project stands.

Ms. Brown stated she would want to understand how money goes into and out of a Conservation Fund.

PROJECT SUBMISSION FORM – COOLIDGE AT SUDBURY PHASE 2 - Submitted by Town Manager Melissa Murphy-Rodrigues on behalf of the Board of Selectmen, requesting \$150,000 to fulfill a State required local contribution to the Phase 2 project at The Coolidge. The total local contribution is \$250,000, of which the Sudbury Housing Trust (SHT) has committed \$100,000.

Chairman Cline asked why the CPC is being asked for \$150,000 when the project already has \$100,000 from the SHT committed as a local contribution.

Ms. Brown stated the Selectmen submitted this request because it did not know if the SHT would extend its commitment beyond \$100,000.

Chairman Cline referenced the SHT revised project request as of November 7, 2017 for its 10% housing allocation for \$200,000, noting the SHT states it would fund the needed \$150,000 from its allocation if it is not awarded CPA funds or WestMetro HOME Consortium funds for the Coolidge Phase 2. She asked Ms. Brown to ask the Selectmen whether they plan to withdraw their CPA request based on the revised SHT Project Submission Form. Ms. Brown stated the Board of Selectmen's next Meeting is November 28, 2017.

PROJECT SUBMISSION FORM – HOUSING ALLOCATION TO THE SUDBURY HOUSING TRUST – submitted by the Sudbury Housing Trust (SHT), requesting approximately \$200,000, which is the mandated 10% housing allocation to the SHT to continue programs, particularly the Home Preservation Program.

Mr. Smigler asked if there is an update on what the SHT has spent on the Maynard Road project. Ms. Donoghue stated she could provide him with some information at another time.

PROJECT SUBMISSION FORM – REGIONAL HOUSING SERVICES OFFICE (RHSO) – FY19 MEMBERSHIP FEE- Submitted by Town Manager Melissa Murphy-Rodrigues, requesting \$30,000 for the Town's portion of the FY19 RHSO membership fee.

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

Strategic Financial Planning Committee for Capital Funding – Discussion Regarding Representation

At 8:44 p.m., Chairman Cline opened a discussion regarding the Selectmen's question regarding whether the CPC wishes to have two representatives serve on the Strategic Financial Planning Committee for Capital Funding.

Ms. Brown stated she is a member of the Strategic Financial Planning Committee for Capital Funding, which discusses all financial sources for capital funding, and this question was recently raised. She further stated she explained to that Committee that the CPC does not see itself as a capital-funding committee. However, Ms. Brown stated some people have made the assumption that there are CPC funds which could be used for capital purposes.

Chairman Cline asked if Ms. Brown could define what is meant by capital, and Ms. Brown stated she could not easily, but, recreational projects have mostly been mentioned. She also stated this question arose from the October 2017 Special Town Meeting article for playgrounds.

Mr. Friedlander asked who is currently represented on the Strategic Financial Planning Committee for Capital Funding, and Ms. Brown listed some of the member composition.

Chairman Cline asked what the mission is of the Strategic Financial Planning Committee for Capital Funding and how long it has been in existence. Ms. Brown stated she believes the Committee has existed for two years, and it discusses how to fund capital projects in a realistic manner so the tax burden for residents is consistent.

Ms. Warren stated she does not believe the CPC members would be able to inform or offer anything to the Strategic Financial Planning Committee for Capital Funding in any meaningful way, without knowing what projects would eventually be submitted for consideration to the CPC.

Mr. Poch stated he does not understand what the purpose of the Strategic Financial Planning Committee for Capital Funding is. He stated there are varying opinions regarding what is a capital project and which projects should be funded with Free Cash. He highlighted the Strategic Financial Planning Committee for Capital Funding already has a lot of members and he believes it would be crazy to add two more to an already large committee. Mr. Poch stated CPA funds are not an open source for capital projects.

Ms. Remington stated during discussions with the Playground proponents, it appeared as if some view CPA funds as the Town's cash cow. Ms. Brown stated the Capital Improvement Advisory Committee (CIAC) had suggested projects come to the CPC for funding, if a project is CPA-eligible.

Chairman Cline stated the CPC seems inclined to say no thank you to the Selectmen's question regarding representation.

Mr. Poch stated something seems very inappropriate to him about having two members from the CPC opining about other Town purchases on another committee. He thinks this could present potential ethical conflicts, and he suggested asking Town Counsel whether it is possible for the Strategic Financial Planning Committee for Capital Funding to have representation from CPC members. Mr. Poch stated the Town needs to better define its sources for funding for Town projects, but he does not believe CPC representation on the Strategic Financial Planning Committee for Capital Funding is helpful in this pursuit.

Chairman Cline stated she does not see how CPC members could serve any useful function on the Strategic Financial Planning Committee for Capital Funding because the CPC does not deal with capital funding and it does not fit with the CPC's mission.

Ms. Warren stated there is no guarantee that an application for a funding request to the CPC will always be granted.

On motion duly made and seconded, it was unanimously:

VOTED: To decline the Board of Selectmen's invitation to send Community Preservation Committee representation to the Strategic Financial Planning Committee for Capital Funding.

CPA-Approved Projects – Requesting Annual Reports – Discussion

At 9:02 p.m., Chairman Cline opened a discussion regarding requesting annual reports from CPA-approved projects. The Board was previously in receipt of copies of a draft 3 "CPC Reporting Requirement Policy" and accompanying form dated November 15, 2017.

Chairman Cline summarized the revisions she and Ms. Brown made to the initial draft prepared by the Town Manager, noting the deadline for submission of reports each year to the Planning Office would be October 15th.

Ms. Warren referenced the draft language, stating she believes it is important to recognize that the project proponent and recipient of project funds may not always be the same person/group. She believes the CPC needs to clearly identify the possible scenarios for CPA funding to determine who will be responsible for tracking the project and submitting the annual report. Ms. Warren also stated she would like to share the draft with the Historical Commission for discussion. She stated she is inclined to believe that the project reports regarding completion and funds remaining should be generated by the Town's Finance Department. Mr. Friedlander concurred, stating he believes tracking project finances is an accounting/finance function.

Chairman Cline suggested the Project Submission Form should be revised for the future to include space for a project manager to be identified. She stated the major question the CPC wants answered is whether the project is completed or not.

Ms. Brown stated the person identified to track the project would also be the person responsible for submitting the annual project report.

Ms. Warren suggested the word "activities" in bullet point 3. of the CPC Reporting Requirement Policy be deleted and replaced with the word "work."

It was suggested the draft policy and form should be shared with Combined Facilities Director Jim Kelly and Department of Public Works Director Dan Nason for feedback.

Mr. Smigler suggested, and the Committee concurred, adding a checkbox to the Annual Reporting Form regarding whether the project is completed or not.

Mr. Friedlander suggested asking this year's project proponents who the project manager should be.

Chairman Cline stated she would prepare a revised draft based on tonight's discussion for review at a future meeting.

Fall Special Town Meeting – Accepting Applications – Discussion

At 9:31 p.m., Chairman Cline opened a discussion regarding whether the CPC would henceforth accept applications for the October Special Town Meeting. The Board was previously in receipt of copies of a draft "Community Preservation Committee Policy concerning project applications for Special Town Meetings November 2017" dated November 15, 2017.

Chairman Cline stated she discussed with Town Counsel whether there were any prohibitions from setting a policy to only accept CPA project requests once a year so they could be evaluated all together at one time. She explained Town Counsel understood the reasoning for collecting applications once a year, i.e., to analyze and prioritize all the applications at one time, and she stated there is no prohibition to doing so. Chairman Cline also stated Town Counsel advised leaving some "wobble room" for the CPC in the policy for an extenuating circumstance.

Ms. Remington stated she believes the draft language should be tighter so as not to entertain application submissions more than once a year. Ms. Warren concurred, stating the current draft reads as an invitation for other requests to be brought forward.

Chairman Cline stated the CPC still has the final say regarding whether a project is deemed as an important request to be considered at a different time of year. She also stated she discussed with Wayland how it handles its Fall Town Meeting. Chairman Cline explained Wayland is given funds to spend each quarter, whereas, in Sudbury, the CPC spends its budget annually. She believes Sudbury's approach is better because it considers projects as part of all of the Town's needs.

Ms. Warren stated Wayland has very large reserves, which have been set aside for years in anticipation of large projects which will eventually arise.

Ms. Remington offered to work on a revised draft 3 for review at a future meeting,

Minutes

The Board was previously in receipt of copies of the Community Preservation Committee's October 12, 2017 Meeting Minutes.

Mr. Poch asked for the spelling of his first name to be corrected at the top of Page 1.

Ms. Brown previously provided a revision to the end of the fifth paragraph on Page 6 to read, "...Quirk, and then the person would need to be appointed by the Board of Selectmen."

Chairman Cline stated the first name of Mr. Anderson in the last sentence on Page 9 should be corrected to read as "Colin" and not "Tom."

On motion duly made and seconded, it was

VOTED: To approve the Community Preservation Committee's October 12, 2017 Meeting Minutes as amended.

Ms. Warren and Mr. Smigler abstained from the vote.

CPC Future Meeting Schedule

Chairman Cline reviewed the proposed CPC Meeting schedule as follows: December 6, 2017 – Public Hearing, December 20, 2017 – Public Hearing, January 3, 2018 – Vote on Applications, and January 17, 2018 – Finalize Warrant Articles. She also reminded members to keep January 31st tentatively available, if needed.

It was suggested to schedule the projects requiring appraisal information for the December 20, 2017 Public Hearing. Ms. Donoghue stated she would work with Chairman Cline to assign the projects a Public Hearing Date.

On motion duly made and seconded, it was unanimously:

VOTED: To adjourn the meeting at 9:43 p.m.