



Town of Sudbury

Community Preservation Committee

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MINUTES

SEPTEMBER 18, 2019

SILVA ROOM, FLYNN BUILDING, 278 OLD SUDBURY ROAD, SUDBURY, MA

Members Present: Chair Sherrill Cline, Vice Chair Lynne Remington, Pat Brown, Thomas Friedlander, John Hincks, Mara Huston, and Diana Warren

Members Absent: Eric Poch

Others Present: Adam Duchesneau, Director of Planning and Community Development, and Anuraj Shah

At 7:05 p.m., Ms. Cline called the meeting to order.

Vote for Officers

Mr. Friedlander made a motion to nominate Ms. Cline for the position of Chair. Mr. Hincks seconded the motion. The vote was unanimous, 6-0, with Ms. Remington absent from the vote.

Ms. Cline stated she had spoken with Ms. Remington regarding her remaining on the Community Preservation Committee (CPC) and Ms. Remington had indicated she would stay.

Mr. Friedlander made a motion to nominate Ms. Remington for the position of Vice Chair. Ms. Warren seconded the motion. The vote was unanimous, 6-0, with Ms. Remington absent from the vote.

Interview for Community Preservation Committee Member

Ms. Cline thanked Scott Smigler who had been on the CPC for several years. Ms. Cline explained Mr. Smigler, who had been an At Large member, had to resign from the CPC as he had taken a position on the Finance Committee and they already had a designee (Mr. Poch).

Ms. Cline also thanked Nancy Kilcoyne from the Planning Board who had decided not to return to the CPC this year and Mr. Hincks had taken her place.

Ms. Cline then asked Mr. Shah to introduce himself and explain why he would like to be on the CPC.

Mr. Shah stated he, his wife, and his son had moved to Sudbury in 2015. He indicated he had left his home in Andover, Massachusetts to relocate to Sudbury and he felt the town was a friendly community. Mr. Shah felt his experience and background could help the CPC.

Ms. Warren thanked Mr. Shah for stepping forward and felt his experience would be a benefit to the CPC.

Ms. Cline stated she assumed and believed Mr. Shah was familiar with the mission of the CPC as well as the historic preservation, community housing, and open space and recreation categories of the Community Preservation Act (CPA). Ms. Cline asked Mr. Shah to affirm those were missions he was in favor of supporting. Mr. Shah stated yes, absolutely.

There was a general consensus by the CPC that Mr. Shah should be recommended to the Board of Selectmen for appointment to the CPC to fill the vacant At Large seat.

Ms. Cline explained the At Large member would be appointed by the Board of Selectmen and should be on their agenda between now and the CPC's next meeting on October 16, 2019. Ms. Brown did not feel the appointment could be placed on the Board of Selectmen's agenda until October 22, 2019, but she would attempt to advance this item to an earlier meeting if possible.

Approval of Minutes: March 20, 2019

Ms. Warren made a motion to approve the minutes of March 20, 2019 as amended. Mr. Friedlander seconded the motion. The vote was unanimous, 4-0, with Mr. Hincks and Ms. Huston abstaining from the vote, and Ms. Remington absent from the vote.

Future Meeting Schedule

Ms. Cline noted CPC applications were due on September 30, 2019 and then explained the purpose of the CPC's future meetings.

Ms. Cline stated Mr. Duchesneau would conduct the preliminary review of the applications to ensure there were enough supporting materials. Ms. Cline explained the timeline for the proposed meeting schedule. October 16th would be the initial review of the applications by the CPC, and then questions and comments for Applicants would be distributed. On November 6th the CPC would review any additional information which had been received and the public hearing schedule would be set. Ms. Cline proposed November 20th and December 4th be used for the public hearings. She also recommended the CPC deliberate on the applications on December 18th, and at the January 15th meeting the CPC could approve and finalize the Warrant Articles. The January 29th meeting would only be held if necessary. The proposed meeting dates for the CPC were as follows:

- October 16, 2019
- November 6, 2019
- November 20, 2019
- December 4, 2019
- December 18, 2019
- January 15, 2020
- January 29, 2020

Mr. Friedlander stated he felt there was typically a lot of information covered at the first preliminary meeting. He also felt it might be more efficient to hold the public hearings earlier and use the subsequent meetings for additional questioning.

Ms. Brown felt the deadline for application submissions should be pushed back to November. Mr. Friedlander and Ms. Warren agreed with Ms. Brown. Mr. Friedlander suggested the CPC hold the

preliminary meeting on November 6th and skip the proposed October 16th date to give Applicants more time to get their applications together. Ms. Warren agreed and Mr. Hincks also felt it would be better to have the deadline further out. Ms. Warren noted how the Historical Commission was scrambling to get their application organized for the submission deadline. She stated she would like to see the application submission deadline pushed back to October 16, 2019.

Mr. Duchesneau did not see any issues with extending the submission deadline and stated he could simply perform additional public outreach to let people know the deadline was being extended.

Ms. Warren asked Chris Morely of 321 Old Lancaster Road, a former member of the CPC, what the history had been for application submission timing. Mr. Morely stated approximately 98% of the applications come from the Town of Sudbury and have been allowed to come after the deadline. Ms. Warren felt other Applicants should have the same opportunity and she again requested the CPC consider pushing back the application submission deadline until October 16th.

Ms. Cline stated the issue with the schedule was the CPC was missing a meeting in January because of New Year's Day and the Planning Board had its meetings on the second and fourth Wednesdays in January. Ms. Cline also indicated the draft Warrant was usually completed by the end of January. Ms. Brown stated the draft Warrant was due January 31, 2020.

Ms. Cline noted last year the CPC had a lot of questions about the applications and the CPC should send back a list of questions to almost every Applicant so they could respond to the questions of the CPC.

Ms. Cline responded to Mr. Friedlander's earlier comment regarding the process being very redundant. Ms. Cline noted it may be redundant for the CPC, but she felt it was good for the Applicants because, at a minimum, it would make them more prepared for the public hearing.

Mr. Hincks stated he was unfamiliar with the CPC's process but had participated in many other processes that were similar. He noted the earlier the submission deadline was set, the better, as it was human nature to make the initial submission and then have revisions regardless of when the deadline had been set.

Ms. Huston felt the existing schedule could still work and a meeting could be canceled if it was not needed.

Ms. Cline asked Mr. Duchesneau what the process would be to notify the public regarding a submission deadline extension. Mr. Duchesneau stated he could change the notice on the website and send an email to the Town Boards, Committees, and Commissions.

Ms. Cline then agreed with the members of the Committee that the submission deadline for CPC applications would be extended from September 30, 2019 until October 10, 2019. In that case, Planning and Community Development Department staff would not need to conduct a preliminary review before the CPC's initial review of the applications on October 16, 2019.

Ms. Huston asked if there was an option to have only one public hearing if there were not that many applications. Ms. Cline indicated that was a possibility.

Ms. Cline then stated the CPC's schedule would remain with no changes.

Mr. Friedlander asked Mr. Duchesneau to list the CPC applications which were going to be submitted. Mr. Duchesneau stated he knew of the following applications which were going to be submitted:

- Funding for the services of the Regional Housing Services Office (RHSO)
- Home surveys for the Historical Commission
- Design funding to repair the Wayside Inn Road Bridge
- Funding to update the Housing Production Plan which will expire next year

Ms. Cline noted the Sudbury Housing Authority would also be submitting an application.

At this time Ms. Remington arrived at the meeting.

Review of Financial Projections for FY 2021

Ms. Huston asked when the CPC would receive the financial assessment of CPA funding. Ms. Cline stated she was hoping the CPC would have the numbers for their next meeting on October 16, 2019. She also noted some preliminary numbers had been received and the good news was the state match was projected to be 30%. Ms. Cline stated there would be more money than the CPC has had recently to allocate.

Ms. Huston noted the Town Hall renovation project had been postponed last year because of funding issues. She asked if there were only a few projects coming forth this year, is there was an opportunity to bring the Town Hall renovation project into this round of funding? Ms. Cline noted the failure of the Town Hall renovation project to move forward last year was not based upon the number of projects. Ms. Cline also stated the Town Hall renovation project was not ready to move forward, and, even if it were, the project would exhaust the Town's CPA funding and the project would have to go to Town Meeting for a debt override, as would the Fairbanks Community Center project.

Mr. Duchesneau stated the Town Hall renovation project was not ready to move forward and indicated the project team was seeking some variances from the Architectural Access Board. The proponents would not be able to go before the Historic Districts Commission until December, so the timing was not right for a CPC application this year.

Ms. Brown asked what the CPC was waiting for in terms of financials if they were not waiting for information regarding the State match. Ms. Cline indicated they were waiting for the calculation of the reserves. Ms. Cline explained she had obtained a number from the Finance Director, Dennis Keohane, but had asked him to look at it again. She hoped this inquiry would be resolved by the October 16, 2019 meeting.

Ms. Brown indicated she had a few items she wanted to inform the CPC regarding. The first was the Annual Town Forum held by the Board of Selectmen which would be conducted either November 14 or 21, 2019 to discuss possible future uses for the Broadacres Farm property.

Secondly, Ms. Brown noted at their meeting on September 17, 2019, the Board of Selectmen had discussed the CPA money which had been allocated for the CSX rail corridor acquisition (\$420,000). She stated the Board of Selectmen was very interested in reverting those funds.¹

¹ For additional information please see the Community Preservation Committee minutes of October 16, 2019.

Lastly, on the Community Preservation Coalition website, Ms. Brown noted there had been an argument about developing a Community Preservation Plan. Ms. Brown indicated she would like to discuss whether or not the CPC had a plan and whether one was needed as a future agenda item.

Ms. Cline explained the State statute describes the process of forming the plan which involves a lot of community input and a number of public forums. It had been agreed within the last two years that the most efficient way to move forward was with a plan which incorporated the elements of the Master Plan, and the Open Space and Recreation Plan, both of which are currently in the planning process. Since those planning processes were similar, it did not make sense for the CPC to conduct a third planning process at the same time.

Ms. Brown asked if a Community Preservation Plan would come out of the Master Plan or would the Master Plan be used as the basis for a Community Preservation Plan. Mr. Hincks stated he believed it would be the latter. Mr. Hincks felt the Master Plan would incorporate some of the aspects you would find in the Community Preservation Plan, but probably not all of them.

Mr. Hincks agreed it would not make sense to launch a whole separate process to create/update the Community Preservation Plan.

Mr. Duchesneau stated the Master Plan was anticipated to be completed in the spring of 2020. He also suggested working on the Community Preservation Plan in the early spring of 2020. Ms. Cline suggested the CPC arrange its schedule for this process in January. She noted the last Community Preservation Plan was completed in 2009. Ms. Cline indicated the planning process involved a lot of work from the staff in the Planning and Community Development Department and therefore the staffing levels of that department had to be considered.

Ms. Cline stated she would invite Representative Carmine Gentile to the CPC meeting in January to report on the status of the legislation aimed at removing the impediment to using CPC funds for the CSX rail line.

On motion by Ms. Huston, seconded by Ms. Warren, it was voted unanimously to adjourn the meeting at 7:49 p.m.