



Town of Sudbury

Community Preservation Committee

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MINUTES

MARCH 4, 2020

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

Members Present: Chair Sherrill Cline, Vice Chair Lynne Remington, Pat Brown, Mara Huston, Eric Poch, and Anuraj Shah

Members Absent: Thomas Friedlander, John Hincks, and Diana Warren

Others Present: Director of Planning and Community Development Adam Duchesneau

At 7:03 PM Ms. Cline called the meeting to order.

Discussion of Community Preservation Plan and Administrative Funding Request

Ms. Cline opened the discussion regarding the statutorily required Community Preservation Plan by referencing plan formats used by other towns. Ms. Cline noted the Town of Sudbury's Community Preservation Plan had been completed 2009.

At this time Mr. Poch arrived at the meeting.

Ms. Cline explained Mr. Duchesneau had requested \$10,000 in administrative funds to hire a consultant to update the current (2009) plan.

Ms. Cline asked the Community Preservation Committee (CPC) for their input on what formats they would prefer for the updated plan. Ms. Huston stated a component of the updated plan should be a history of the projects which had been completed and the category from which the funding came.

Ms. Remington felt a listing of the projects from 2009 to the present would be a good element to include.

Ms. Brown felt having links in the plan to certain projects may be beneficial. Ms. Huston also suggested listing the ongoing projects in town. Ms. Cline suggested having a chart showing the percentage of state matching funds from each year.

Mr. Shah asked what the overall purpose was for the Community Preservation Plan. Ms. Cline stated the Community Preservation Act (CPA) indicated the CPC should study the needs of the community. Ms. Cline noted the 2009 plan included a significant discussion regarding the goals of the Town, a number of which had been accomplished. Therefore, drawing on the findings of the ongoing Master Plan and Recreation and Open Space Plan, the CPC Plan would help the committee evaluate the applications that were presented.

Ms. Brown stated she felt it would be helpful to list the CPC's accomplishments as compared to the goals set in the previous Plan to show that the CPC had achieved some stated goals. Having stated goals would also assist the Committee in allocating funds for future use to meet those goals. Mr. Shah agreed.

Ms. Remington noted the CPC should set priorities for projects and felt the priorities of the Town were changing. Ms. Brown pointed out that is why the Plan should be updated.

Ms. Huston inquired if Broadacre Farm could be a priority for CPA funding. She also asked about funding which had not been used on the current year's projects and if it was added to the next year's allocation. Ms. Cline stated it did not get added to the funding allocation for the following year, but it did show up in the amount of funds in the cash reserve.

There was discussion as to how the CPC should allocate funds for specific long term projects. Should the CPC allocate a specific amount or percentage of each year's funds to a particular project?

Mr. Poch noted that he liked the way Concord had broken out the goals for each CPC category in their Plan. It provided a framework for evaluating the applications.

Ms. Cline inquired if the CPC wanted to approve administrative funds to hire a consultant to assist the CPC with updating the current plan. Ms. Huston asked if the request of \$10,000 would be enough funding. Mr. Duchesneau stated he was unsure but it would be a good starting point. He noted that the CPC Plan could draw from the current Master Plan, the Housing Production Plan, and the Recreation and Open Space Plan.

Ms. Huston noted the Town's Master Plan needed to be updated before the new Community Preservation Plan could be completed. Mr. Duchesneau stated it appeared the draft of the Master Plan would be completed in May with the hope that the final be approved in June/July. Ms. Brown asked if the Master Plan would be completed by June or July, could the CPA administrative funds be carried over into the new fiscal year. Mr. Duchesneau indicated he believed they could per Section 6 of the CPA.

Ms. Cline asked if any of the CPC members would like to meet with the consultant for an interview prior to them being hired by the Town. Mr. Shah indicated he would like to be part of any interview process.

There was discussion as to what should be included in the Plan and whether the Committee should have that determined before hiring the consultant or allow the consultant to guide us. Mr. Duchesneau suggested the latter route.

Ms. Cline reviewed a proposed timeline for the project noting the interview with the consultant would likely occur in May or June, a review of a draft updated plan could take place in September, and the finalized updated plan could be completed by October or November. It was agreed that Mr. Duchesneau would begin the process of finding a consultant.

Ms. Huston made a motion to approve the request to use \$10,000 of Community Preservation Committee administrative funds to hire a consultant to prepare/update the Community Preservation Plan. Ms. Remington seconded the motion. The vote was unanimous, 6-0.

Discussion of Grant Agreement

Ms. Cline explained that a Grant Agreement between the Sudbury Housing Authority and the Town of Sudbury was being developed. She outlined the terms of the Grant Agreement as it now stood. The current document stated that the purpose of the CPA grant to the Sudbury Housing Authority was for acquisition, preservation and support of affordable rental housing initiatives. Town Counsel's initial comment was this did not sound like a specific project which was true. Additionally, she noted Town Counsel had raised questions regarding the termination of the Grant Agreement and indicated Town Counsel had suggested the addition of a damage provision. Ms. Cline stated she would speak further with Town Counsel regarding these matters.

Ms. Huston asked why there should be a Grant Agreement with the SHA. Ms. Cline noted that the Community Preservation Coalition recommended that Grant Agreements be used for funds that are going to entities that are not part of the Town; i.e. the SHA, the Sudbury Housing Trust and Coolidge.

Mr. Duchesneau stated the Grant Agreement was to ensure the funding was being spent properly.

Ms. Brown asked if there was a timeline for completion of the Grant agreement. Ms. Cline stated it should be done before the end of the fiscal year.

Mr. Duchesneau indicated he would distribute the Grant Agreement to the CPC for their review and comment.

Approval of Meeting Minutes: December 18, 2019

Ms. Huston made a motion to approve the minutes of December 18, 2019 as amended. Ms. Brown seconded the motion. The vote was 5-0-1, with Ms. Cline, Ms. Remington, Ms. Brown, Ms. Huston, and Mr. Poch in favor, and Mr. Shah abstained from the vote.

Approval of Meeting Minutes: January 15, 2020

Ms. Remington made a motion to approve the minutes of January 15, 2020. Mr. Shah seconded the motion. The vote was 5-0-1, with Ms. Cline, Ms. Remington, Ms. Huston, Mr. Poch, and Mr. Shah in favor, and Ms. Brown abstained from the vote.

Future Meeting Date(s)

The CPC set their next meeting date for June 3, 2020 at 7:00 PM to discuss the Grant Agreement and possibly meet with the consultant for the Community Preservation Plan.

Administrative Report

Mr. Duchesneau verified that Ms. Cline would be meeting with the Board of Selectmen on March 17, 2020 to discuss the CPC Warrant Articles for the May 2020 Annual Town Meeting.

On a motion by Ms. Cline, seconded by Mr. Poch, it was voted unanimously to adjourn the meeting at 7:57 PM.