



Town of Sudbury

Community Preservation Committee

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MINUTES

AUGUST 5, 2020

VIRTUAL MEETING

Members Present: Chair Sherrill Cline, Pat Brown, Thomas Friedlander, Mara Huston, Anuraj Shah, and Diana Warren

Members Absent: Vice Chair Lynne Remington, John Hincks, and Eric Poch

Others Present: Director of Planning and Community Development Adam Duchesneau and Department of Public Works Director of Operations Kevin McCabe

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

Ms. Cline thanked Pat Brown for her contributions to the Community Preservation Committee.

Presentation Re: Article 40 of 2016 Annual Town Meeting: Town Center Landscaping

Mr. McCabe began by providing an overview of the proposed project to install an irrigation system at Grinnell Park and noted the Community Preservation Act (CPA) funding expenditures to date. He indicated the new stone wall at the park was approximately 171 feet long and had just been completed on July 31, 2020. Mr. McCabe stated Article 40 of the 2016 Annual Town Meeting had allocated approximately \$84,708 of CPA funds for landscaping in Grinnell Park. The construction of the stone wall had cost \$41,418 which left a remaining balance of allocated funds of \$43,289.

Mr. McCabe indicated the Department of Public Works was requesting the remaining CPA funds from Article 40 in 2016 be allowed to be used for an irrigation system at Grinnell Park. He stated he felt the proposed irrigation system qualified as part of the "additional landscaping" category of the wording in Article 40 of 2016 and would also enhance the open space qualities of the area. Mr. McCabe noted the Town Common has an irrigation system which was funded with CPA money by Article 50 of the 2015 Annual Town Meeting,

Ms. Cline noted that Town Meeting had allocated \$100,000 in each of 3 years for landscaping in Town Center which included the irrigation of the Town Commons.

Mr. Friedlander wondered if the request for the use of the remaining CPA funds from Article 40 of 2016 was unnecessary.

Ms. Cline stated if the irrigation system was an appropriate usage of the 2015 allocated funds for landscaping purposes at the Town Common, then there appeared to be no reason why the 2016 allocated funds could not be used for the same purpose at Grinnell Park.

Mr. McCabe noted \$8,000 had been expended for the Town Center irrigation system. Ms. Cline asked what the cost would be for an irrigation system at Grinnell Park and Mr. McCabe indicated it would cost close to \$30,000.

Ms. Huston requested the language of Article 40 of 2016 be reviewed and the Community Preservation Committee discussed its language in greater detail. Ms. Huston and Mr. Shah agreed an irrigation system would fit within the wording of additional landscaping purposes.

Mr. Friedlander asked if Town Counsel had expressed any concerns with the proposed use of the funding for an irrigation system. Ms. Cline stated Town Counsel had not indicated any concerns.

Mr. Friedlander made a motion to approve the usage of Community Preservation Act funds from Article 40 of the 2016 Annual Town Meeting for the installation of an irrigation system at Grinnell Park. Ms. Warren seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Brown – Aye, Mr. Friedlander – Aye, Ms. Huston – Aye, Mr. Shah – Aye, and Ms. Warren – Aye.

Discussion of Community Preservation Act Grant Agreements

Ms. Cline stated the Grant Agreement between the Town of Sudbury and the Sudbury Housing Authority had been finalized in coordination with Town Counsel.

The Community Preservation Committee agreed they were satisfied with the Grant Agreement if Town Counsel was also comfortable with the agreement.

Ms. Cline noted if the Warrant Article was approved at Town Meeting, the Town of Sudbury and the Sudbury Housing Authority would then execute the Grant Agreement.

Ms. Cline indicated the Grant Agreement would be used as a template when there were other agreements between the Town of Sudbury and the Sudbury Housing Authority, or between other entities and the Town.

Status Update regarding Community Preservation Plan Update

Mr. Duchesneau stated there were no significant updates regarding this matter, but requested the Community Preservation Committee reallocate \$10,000 from the FY2021 administrative funds for this initiative since FY2020 had ended.

Mr. Friedlander made a motion to approve the allocation of \$10,000 of FY2021 Community Preservation Act administrative funds to hire a consultant to update the Town's Community Preservation Plan. Ms. Brown seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Brown – Aye, Mr. Friedlander – Aye, Ms. Huston – Aye, Mr. Shah – Aye, and Ms. Warren – Aye.

Preparations for September 12, 2020 Annual Town Meeting

Ms. Brown stated the 2020 Annual Town Meeting had been scheduled for September 12, 2020 at 9:00 AM, outside at the Lincoln-Sudbury Regional High School. She also indicated the backup dates were September 13, 2020 and September 20, 2020.

Mr. Duchesneau asked Ms. Brown to confirm there would be no presentations made at the Annual Town Meeting, and that presentations would be prerecorded and posted to the Town website in advance. Ms. Brown stated that was the goal, but noted some proponents may want to present and that would be a determination made by the Town Moderator.

Ms. Brown noted there was an effort to condense the Town Meeting as much as possible.

Mr. Duchesneau inquired if the Chair of the Community Preservation Committee typically presented the CPA Warrant Articles at Town Meeting. Ms. Cline stated the Chair provided an overview of the Community Preservation Act and the function of the Community Preservation Committee and then each proponent made a 5 to 10 minute presentation. Ms. Brown stated the presentations could be submitted for the consent calendar.

Ms. Cline asked how the presentations would be recorded and Mr. Duchesneau indicated this would be done by Sudbury TV, who would also post them to the Town website.

Ms. Huston felt it made sense to place the CPA Warrant Articles on the consent calendar since there were fewer funding requests this year, the total amount of funding requested was well below the budget, and all Applicants had met the requirements.

Ms. Cline asked for a vote to request the Board of Selectmen to place all the CPA Warrant Articles on the consent calendar for the Annual Town Meeting.

Mr. Friedlander made a motion to request the Board of Selectmen place all of the Community Preservation Act Warrant Articles on the consent calendar for the September 2020 Annual Town Meeting. Ms. Warren seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Brown – Aye, Mr. Friedlander – Aye, Ms. Huston– Aye, Mr. Shah – Aye, and Ms. Warren – Aye.

Discussion regarding Schedule for Submission and Review of Funding Request Applications for the 2021 Annual Town Meeting. Draft Proposed Dates as Follows

The Community Preservation Committee discussed a proposed application review timeline and meeting schedule, and decided upon the following dates:

- Applications Due: October 9, 2020
- First Review: October 21, 2020
- Second Review: November 10, 2020
- Public Hearings: November 24, 2020 and December 2, 2020
- Final Decisions on Applications: December 16, 2020 and January 6, 2021
- Finalize Warrant and Annual Report: January 20, 2021
- January 27, 2021 (If Necessary)

Future Meeting Date(s)

This topic was covered under the discussion of the application review timeline and meeting schedule.

Approval of Meeting Minutes: March 4, 2020

Ms. Huston made a motion to approve the minutes of March 4, 2020. Ms. Brown seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Brown – Aye, Mr. Friedlander – Abstain, Ms. Huston Aye, Mr. Shah – Aye, and Ms. Warren – Abstain.

Administrative Report

Ms. Huston reminded Mr. Duchesneau that Proponents/Recipients of funds in FY19 and before needed to submit their Annual Reporting Forms and suggested a due date of October 9. Mr. Duchesneau stated he would send out a reminder to the various parties.

Mr. Duchesneau stated that Town Hall remained closed as a result of COVID 19 and probably would remain closed for the fall.

Mr. Friedlander made a motion to adjourn the meeting. Ms. Warren seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Brown – Aye, Mr. Friedlander – Aye, Ms. Huston – Aye, Mr. Shah – Aye, and Ms. Warren – Aye.

The meeting was adjourned at 8:00 PM.