



Town of Sudbury

Community Preservation Committee

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MINUTES

JANUARY 6, 2021

VIRTUAL MEETING

Members Present: Chair Sherrill Cline, Vice Chair Lynne Remington, John Hincks, Mara Huston, Jean Nam, Jennifer Roberts, and Diana Warren

Members Absent: Dave Henkels and Anuraj Shah

Others Present: Director of Planning and Community Development Adam Duchesneau

At 7:04 PM, Ms. Cline called the meeting to order.

Deliberation and Potential Vote on Applications Submitted for May 2021 Annual Town Meeting

Frank Feeley Fields Improvements

Park and Recreation Director Dennis Mannone was in attendance to discuss the proposal with the Community Preservation Committee. He stated the design and safety concerns would be the first issues to be addressed. Mr. Mannone provided an email to the Community Preservation Committee which discussed the details regarding the contingency being included in the financial numbers.

Ms. Huston made a motion to bring forth the Frank Feeley Fields Improvements CPC application to the May 2021 Annual Town Meeting to seek funding for the proposed project in the amount of \$386,000. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

SMILE Playground Improvements

Park and Recreation Director Dennis Mannone was in attendance to discuss the proposal with the Community Preservation Committee. He was prepared to answer the questions raised by the Community Preservation Committee as follows: 1) Cost of tree investigations; 2) Cost of saving the trees; 3) Additional cost of poured in place (PIP) surface around the septic area; 4) Additional cost of shade and new equipment; 5) Research any additional accounts from the past; and 6) Adding additional contingency money. He explained there would be a sonic investigation of the trees around the perimeter of the fence via a sonic air tool to determine where roots were located (root discovery). Mr. Mannone indicated the root discovery would cost approximately \$1,500.

He noted the wood fiber surface material would remain around the two septic system cleanouts as access was necessary. However, the area of wood fiber material could be reduced and replaced by additional PIP and additional equipment. Little Tykes recommended a rocker apparatus which was all-inclusive and two shade structures would be added to the playground as well.

Mr. Mannone discussed the budget breakdown and additional costs resulting from the requests of the Community Preservation Committee. The cost would increase from \$230,000 to \$300,150.

Mr. Mannone then discussed there being \$5,000 available in the Boundless Playgrounds Grant account and \$18,000 in the Boundless Playgrounds Trust account, totaling \$23,169 of additional funds which could be applied against the project cost for a request of \$277,000.

Mr. Hincks asked if the \$25,000 would cover all of the tree removal/rescuing costs and Mr. Mannone indicated that amount would cover the cost of the work.

Ms. Hincks asked if some of the funding allocation would be set aside for maintenance of the playground. Ms. Cline noted most of the maintenance was leaf blowing performed by the Department of Public Works. Mr. Mannone said he agreed that some funds should be withheld in case some of the equipment needed repair/maintenance. Ms. Nam said there was ongoing maintenance such as resealing of the PIP at a seven to nine year interval which she estimated would cost 20% of the cost of a new surface. She thought this would be a capital project. Mr. Hincks suggested at that cost, the funds should not be withheld now.

Mr. Mannone was not aware of the specific terms of the Boundless Playgrounds Grant or the Boundless Playgrounds Trust that governed their use.

Ms. Huston stated that some of the Boundless Playgrounds money should remain in the accounts for the repairs of the playground and playground equipment and therefore proposed approval of the project for \$285,000 which would leave half of the Grant and Trust funds available for future use

Ms. Nam indicated she felt the application was incomplete as there was no firm number for the tree work. Ms. Cline asked whether replacement of the trees could be separated from this project and done at a later time. Ms. Huston noted she believed there was too much risk to resurface the playground now and to perform the tree work at a later time.

There was further discussion regarding the amount of requested funds. Ms. Cline stated the Community Preservation Committee could vote to move the application to the Town Meeting Warrant and change the dollar amount at the next meeting or at Town Meeting.

Ms. Cline asked for a motion to recommend this application to be moved to the 2021 Annual Town Meeting Warrant.

Ms. Huston made a motion to bring forth the SMILE Playground Improvements CPC application to the May 2021 Annual Town Meeting to seek funding for a not to exceed amount of \$285,000 for the proposed project. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Nam – Nay, Ms. Roberts – Aye, and Ms. Warren – Aye.

Housing Trust Allocation

Cynthia Howe, Chair of the Housing Trust, and John Riordan, Vice Chair of the Housing Trust, were in attendance to discuss the proposal with the Community Preservation Committee. Ms. Howe explained the

funding request in the amount of \$388,500 was for one new unit of affordable housing and the expansion of the Emergency Rental Assistance Program (ERAP).

Ms. Howe discussed the increasing need for the ERAP due to the COVID pandemic. Ms. Cline asked if the applicants needing assistance were required to be directly impacted by COVID. Ms. Howe stated that was currently a requirement, but there might be a possibility to broaden the minimum requirements in the future.

Ms. Cline asked if the Housing Trust would prefer the Grant Agreement to reflect just one lump sum of \$388,500 rather than to hold each request to a specific funding allocation. Ms. Howe stated the Housing Trust would prefer the Grant Agreement to reflect one lump sum amount. The Community Preservation Committee agreed to this approach.

Ms. Huston asked what the assistance commitment timeframe was and Ms. Howe stated applicants were granted four months of assistance with an option of four additional months. Ms. Howe noted there were eight households participating in the program and the total assistance provided to date was \$25,400.

Ms. Huston asked how many applications had been received and the Director of the Regional Housing Services Office (RHSO), Liz Rust, indicated 14 were received, two were pending, and three were deemed ineligible.

Mr. Riordan noted how applicants qualified for the rental assistance if COVID had impacted them economically, not just if they were affected by the virus physically. Ms. Howe indicated the state program helped to define program eligibility.

Ms. Remington made a motion to bring forth the Housing Trust CPC application to the May 2021 Annual Town Meeting to seek \$388,500 of funding for the proposed project. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Housing Production Plan

Ms. Rust was in attendance to discuss the proposal with the Community Preservation Committee. She reviewed an email she had sent to the Community Preservation Committee explaining the revised requested funding amount of \$36,000. She indicated the Housing Production Plan would not get started until the 2020 census data was complete and that the price could vary depending on the level of engagement for the consultant. Some of the information from the Master Plan process could be used.

Ms. Huston inquired if there was enough money in the Community Preservation Committee's budget given that two projects had increased the amount of funds sought. Ms. Cline indicated there was and that the total requested amount was now \$1,157,500, which was within the budget.

Ms. Remington made a motion to bring forth the Housing Production Plan CPC application to the May 2021 Annual Town Meeting to seek \$36,000 of funding for the proposed project. Ms. Roberts seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Review and Approval of May 2021 Annual Town Meeting Warrant Articles and Reports

Mr. Duchesneau presented the draft Warrant Articles he had prepared for the Historic Preservation Plan and Regional Housing Services Office Membership Fee funding requests.

The Community Preservation Committee approved the draft Warrant Articles for submission to the 2021 Annual Town Meeting Warrant.

Review and Approval of 2020 Community Preservation Committee Annual Report

Mr. Duchesneau noted the numbers in green had all been changed and all numbers had been finalized with Ms. Cline and Finance Director Dennis Keohane.

Ms. Remington recommended some wording changes and adjustments to certain portions of the text. Ms. Cline indicated she would work with Mr. Duchesneau to develop some appropriate revisions to the report for the next Community Preservation Committee meeting.

Approval of Meeting Minutes: November 24, 2020

Ms. Remington made a motion to approve the minutes of November 24, 2020 as amended. Ms. Warren seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Approval of Meeting Minutes: December 2, 2020

Ms. Warren made a motion to approve the minutes of December 2, 2020. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Approval of Meeting Minutes: Executive Session from December 16, 2020

The Community Preservation Committee decided not to discuss these minutes until the draft Open Session minutes for this meeting had been prepared. As such, it was determined these minutes would not be discussed until a future meeting.

Administrative Report

Mr. Duchesneau noted there had been discussions by the Town's administration about when and where the 2021 Annual Town Meeting would be held.

Mr. Hincks made a motion to adjourn the meeting. Ms. Warren seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Nam – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

The meeting was adjourned at 8:48 PM.