



Town of Sudbury

Community Preservation Committee

cpc@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

www.sudbury.ma.us/cpc

MINUTES

JANUARY 20, 2021

VIRTUAL MEETING

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

Members Absent: Dave Henkels, Jean Nam, and Anuraj Shah

Others Present: Director of Planning and Community Development Adam Duchesneau

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

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

Dr. Adelson Playground Improvements Warrant Article

Ms. Cline asked the Community Preservation Committee about possible revisions to the Warrant Article for the SMILE Playground.

Ms. Huston noted the amount voted on was \$285,000 and not \$230,000.

Ms. Huston stated the wording in the Warrant Article should be changed from “removing equipment” to read “replacing equipment.”

Ms. Huston stated “SMILE” was a nickname for the playground, but the official name was the Dr. Bill Adelson Playground.

Ms. Cline suggested changing the name of the playground in the Warrant Article to read Dr. Adelson Playground (A.K.A. the SMILE Playground) at Haskell Field.

Ms. Huston suggested removing the size of the shade structure from the text of the Warrant Article.

Ms. Huston stated she would prefer the “adjacent restroom” be changed to “the septic system.”

The Community Preservation Committee discussed adding the wording “playground equipment that is not ADA compliant and unsupported by the manufacturer for replacement parts will be removed.”

Ms. Huston confirmed that Dennis Mannone had checked and was able to confirm that the \$25,000 budget for tree work was sufficient.

Ms. Huston made a motion to approve the wording of the Dr. Adelson Playground Improvements Warrant Article. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Frank Feeley Fields Improvements Warrant Article

Ms. Remington suggested removing the wording “accounting” and replacing it with “includes mitigating for significant water issues.”

There was discussion to clarify that the work on the fields would be done in two phases with design work for all the fields being done in the first phase as well as safety improvements to the upper fields.

Ms. Huston recommended adding the pledges of \$7,000 to \$10,000 by Sudbury Girls Softball and \$25,000 toward the design by the Park and Recreation Commission.

The Community Preservation Committee reviewed and discussed edits to the draft Warrant Article and Report.

Ms. Huston made a motion to approve the wording of the Feeley Fields Improvements Warrant Article. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Housing Trust Allocation Warrant Article

The Community Preservation Committee reviewed and discussed the edits to the draft Warrant Article and Report.

Ms. Remington made a motion to approve the wording of the Housing Trust Allocation Warrant Article. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Historic Preservation Plan Warrant Article

The Community Preservation Committee reviewed and discussed the edits to the draft Warrant Article and Report.

Ms. Warren made a motion to approve the wording of the Historic Preservation Plan Warrant Article. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Housing Production Plan Warrant Article

The Community Preservation Committee reviewed and discussed the edits to the draft Warrant Article and Report.

Ms. Remington made a motion to approve the wording of the Housing Production Plan Warrant Article. Ms. Roberts seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Regional Housing Services Office (RHSO) Membership Fee Warrant Article

The Community Preservation Committee reviewed and discussed edits to the draft Warrant Article and Report.

Ms. Remington made a motion to approve the wording of the Regional Housing Services Office Membership Warrant Article. Ms. Huston seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Reversion of Funds Warrant Article

The Community Preservation Committee reviewed and discussed the draft Warrant Article and Report.

The Community Preservation Committee agreed to consolidate the CSX reversions into one line item.

The Community Preservation Committee indicated they would prefer to have the Annual Report submitted to explain why projects did not use the total allocation of funds.

Ms. Remington made a motion to approve the wording of the Reversion of Funds Warrant Article. Ms. Roberts seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

General Budget and Appropriations Warrant Article

The Community Preservation Committee did not have a draft of this Article but would need to get the accurate figures from the Finance Director. However, one of the figures in this Article would be the Administration Funds for the Community Preservation Committee for the year.

Ms. Cline explained the Community Preservation Committee could allocate up to 5% of the annual revenue for administrative costs, which would amount to \$127,500 for Fiscal Year 2022.

The Community Preservation Committee approved \$85,000 for the Administrative Fund for Fiscal Year 2022. A portion of the funds is used for Town Staff. Mr. Hincks inquired as to whether these funds could be used to hire staff to work for the Community Preservation Committee. Mr. Duchesneau indicated that other towns use these funds for that purpose. It was decided to review this issue at the next meeting.

Ms. Remington made a motion to approve an Administrative Budget for FY 2022 in the amount of \$85,000. Ms. Roberts seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Ms. Huston made a motion to approve the wording of the General Budget and Appropriations Warrant Article based on the identical article from FY 2021. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Review and Approval of 2020 Community Preservation Committee Annual Report

The Community Preservation Committee reviewed and discussed the revisions to the 2020 Annual Report since it was discussed at their last meeting.

Ms. Remington made a motion to approve the 2020 Community Preservation Committee Annual Report. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

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

Ms. Huston made a motion to approve the minutes of December 16, 2020. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

Ms. Remington made a motion to approve the Executive Session minutes of December 16, 2020. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Abstain, Ms. Roberts – Aye, and Ms. Warren – Aye.

Ms. Remington made a motion to release the Executive Session minutes of December 16, 2020. Ms. Warren seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Abstain, Ms. Roberts – Aye, and Ms. Warren – Aye.

Administrative Report

Community Preservation Coalition Dues for 2021

Ms. Cline presented the invoice for \$4,350 from the Community Preservation Coalition for Fiscal Year 2021.

Ms. Huston made a motion to approve payment of the 2021 Community Preservation Coalition Dues with Community Preservation Committee Administrative Funds. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

The Community Preservation Committee voted to authorize Ms. Cline to approve amendments from Town Counsel on behalf of the Community Preservation Committee if needed.

Mr. Hincks made a motion to authorize Ms. Cline to act on behalf of the Community Preservation Committee to approve edits made by Town Counsel to the 2021 Town Meeting Warrant Articles if necessary, so long as the changes were not substantive or material. Ms. Warren seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Remington – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Roberts – Aye, and Ms. Warren – Aye.

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

The meeting was adjourned at 9:15 PM.