



Town of Sudbury

Community Preservation Committee

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MINUTES

JANUARY 18, 2023

VIRTUAL MEETING

Members Present: Chair Sherrill Cline, Vice Chair Kirsten Roopenian, Jan Costa, Dave Henkels, John Hincks, Mara Huston, Lynne Remington, Jennifer Roberts, and Colin Wang

Members Absent: None

Others Present: Director of Planning and Community Development Adam Duchesneau, Community Preservation Coordinator Ryan Poteat

At 7:02 PM, Ms. Cline called the meeting to order.

Ms. Cline reminded the members that they all need to sign the annual report which is located in the vestibule at the Town Clerks Office.

Deliberation and Potential Vote on Applications Submitted for May 2023 Annual Town Meeting

Bruce Freeman Rail Trail CSX Extension to Route 20

There were no questions or concerns about this project.

Ms. Roopenian made a motion to bring forth the Bruce Freeman Rail Trail CSX Extension to Route 20 CPC application to the May 2023 Annual Town Meeting to seek \$300,000 of funding for the proposed project. Ms. Remington seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

SudburyTV Video Digitization and Archival Project

Ms. Cline stated that it was the opinion of Town Council that this project did not qualify for CPA funding. Ms. Costa stated the Historic Commission discussed this project and voted this project did not qualify for CPA funding. Although the Historic Commission believed this application to be a worthwhile and commendable project, its determination was based upon the Sudbury's Town Council's statement, feedback from the Community Preservation Coalition and documentation from the Massachusetts Department of Revenue. Ms. Roberts expressed her disappointment of these opinions and that she believes this project is preservation and suggested reaching out to legislators to have the regulations changed so that project might be able to move forward in the future. Ms. Roopenian also expressed her disappointment with these opinions and believed the project had merit.

Ms. Roopenian made a motion to bring forth the SudburyTV Video Digitization and Archival Project CPC application to the May 2023 Annual Town Meeting to seek \$25,000 of funding for

the proposed project. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Nay, Ms. Roopenian – Nay, Ms. Costa – Nay, Mr. Henkels – Aye, Mr. Hincks – Nay, Ms. Huston – Nay, Ms. Remington – Nay, Ms. Roberts – Nay, and Mr. Wang – Nay.

Historic Resource Inventory Surveys Phase V

Ms. Cline asked about the \$5,000 remaining from a previous CPA funded survey. Ms. Costa explained that the Historical Commission planned to use these funds to expand the survey to include barns and agricultural buildings. Mr. Hincks had objection to this and questioned if the funds were being used as they were originally intended. He suggested the funds be reverted and possibly changing the current article to include this work and pointed out that funds cannot be used for anything not included in the original warrant article. Ms. Roopenian agreed that the unused funds should be reverted. There was further discussion about the need to use the \$5000 allocated in 2015 for “home surveys”, Ms. Costa indicated that the term “home surveys” was used colloquially and encompassed all historic properties. There was consensus that the SHC should use a FY24 allocation to potentially include all historic properties in addition to homes, and the 2015 allocation to specifically complete home surveys. Mr. Hincks inquired about adding sunset clauses. Ms. Cline stated these were replaced with annual reports and there was not currently any requirement to spend awarded CPA funds within a set time period.

In response to a question about a matching grant from the State, Ms. Cline explained that this application did not qualify for a matching state grant as there would need to be at least 100 homes to be surveyed and that Sudbury did not have enough left to meet that requirement.

Ms. Costa made a motion to bring forth the Historic Resource Inventory Surveys Phase V CPC application to the May 2023 Annual Town Meeting to seek \$23,000 of funding for the proposed project. Mr. Wang seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Accessible Pathways to Athletic Fields

Mr. Hincks and Ms. Roopenian both stated that many questions had been asked and were still unanswered. Ms. Cline commented that the application was based on national cost averages and not locally quoted prices. She also pointed out that Ms. Duran had applied for a grant which was not approved. However, Ms. Duran stated she intended to reapply. Ms. Cline thought the application should be denied this year to give her an opportunity to reapply for the grant. Ms. Roberts expressed her support and spoke to the importance of ADA compliance. Ms. Roopenian had concern about granting CPA funds without having a fully formed plan. Mr. Hincks stated that he believed CPA funds should not be used as sole funding for projects and that the town needs to have the staff support and capacity to complete projects efficiently.

Ms. Huston made a motion to bring forth the Accessible Pathways to Athletic Fields CPC application to the May 2023 Annual Town Meeting to seek \$187,744 of funding for the proposed project. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Nay, Ms. Roopenian – Nay, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Nay, Ms. Huston – Aye, Ms. Remington – Nay, Ms. Roberts – Aye, and Mr. Wang – Aye.

Curtis Outdoor Health & Wellness Space

Ms. Huston stated that the location of this projects is in close proximity to recreational fields and was concerned about how this would impact the current uses of the fields. Mr. Duchesneau displayed an aerial map showing 379' from the baseball home plate to the wellness space along the first base line and 310' from the softball home plate to the beginning edge of the proposed project along the third base line. Ms. Roberts asked if these were safe distances. Mr. Duchesneau stated he believed the distances were well within what would be considered safe. Ms. Cline stated she was concerned about the lack of a specific cost breakdown, comparable projects, the time sensitivity for this project (or lack thereof) and that other funding sources had not been researched. Ms. Roberts stated that she thought the project was time sensitive due to increased mental health challenges among Sudbury students. Ms. Costa stated that this project had received a lot of public support and seemed like something many of the community members wanted to see move forward.

Ms. Roopenian made a motion to bring forth the Curtis Outdoor Health & Wellness Space CPC application to the May 2023 Annual Town Meeting to seek \$480,000 of funding for the proposed project. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Fence & Lights for Fairbank Multisport Court

Ms. Cline stated that this project had been lowered by \$100,000 because of state funding. Mr. Hincks stated that he had previously expressed concern about the chain-link fencing but had since spoken to the Planning Board and no longer had concern. He requested the fence be coated to prevent rusting and be either black or green.

Ms. Roopenian made a motion to bring forth the Fence & Lights for Fairbank Multisport Court CPC application to the May 2023 Annual Town Meeting to seek \$100,000 of funding for the proposed project. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Review and Approval of May 2023 Annual Town Meeting Warrant Articles and Reports

The draft warrant articles were reviewed and minor edits were made throughout during the meeting. The warrant articles were approved in the following order. Ms. Huston asked about the wording of funding sources and if the wording should be improved to include using reserves. Mr. Duchesneau stated he would consult with town counsel.

Feeley Fields Improvements Phase II

Ms. Roberts made a motion to approve the wording of the Feeley Fields Improvements Phase II Warrant Article and Report. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

67-73 Nobscot Road

Ms. Roopenian made a motion to approve the wording of the 67-73 Nobscot Road Warrant Article and Report. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms.

Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Hosmer House Historic Structure, Cultural Landscape, and Collection Study

Ms. Costa made a motion to approve the wording of the Hosmer House Historic Structure, Cultural Landscape, and Collection Study Warrant Article and Report. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Housing Trust Allocation

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

Hop Brook Watershed Based Plan

Ms. Roopenian made a motion to approve the wording of the Hop Brook Watershed Based Plan Warrant Article and Report. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Indigenous Cultural Landscape Study

Ms. Costa made a motion to approve the wording of the Indigenous Cultural Landscape Study Warrant Article and Report. Ms. Roberts seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

General Budget and Appropriations

Ms. Costa made a motion to approve the wording of the General Budget and Appropriations Warrant Article and Report. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Regional Housing Services Office (RHSO) Membership Fee

Ms. Roopenian made a motion to approve the wording of the Regional Housing Services Office (RHSO) Membership Fee Warrant Article and Report. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Return of Unspent Funds

Ms. Roopenian made a motion to approve the wording of the Return of Unspent Funds Warrant Article and Report. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Review and Approval Administrative Budgets for FY 2024 and FY 2025

Ms. Cline stated the budget had not changed significantly from FY23 and that staff had informed her that level funding would be appropriate. Ms. Huston questioned if cost of living increases should be budgeted for the “CPC Administrator” line item; Mr. Duchesneau explained that budgets often change and that this line item has been estimated at a higher than anticipated amount. Ms. Huston asked about the “Project Feasibility” line item. Ms. Cline explained this is used for consultants in varying degrees such as an appraisal. Ms. Roberts asked about the line item “Comm. Pres. Plan Consultant line item. Ms. Cline explained this is budgeted for consultant to create a Community Preservation Plan.

Ms. Roopenian made a motion to approve the Fiscal Year 2024 Administrative Budget in the amount of \$114,500. Mr. Hincks seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Ms. Cline stated the projects approved by the Community Preservation Committee now total \$2,897,012. The difference between the FY24 revenue remaining for new projects of \$1,814,858 (our self-imposed annual budget) and that figure is further reduced by approximately \$860,000 (the excess state match received in FY22 and FY23).

She added that that she would also like to have the committee approve the FY25 Administrative Budget. Ms. Huston requested the budgeted amount for the “CPC Administrator” line item for fiscal year 2025 be increased by \$5,000 to \$55,000.

Ms. Remington made a motion to approve the Fiscal Year 2025 Administrative Budget in the amount of \$119,500. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

2023 Community Preservation Coalition Dues

Ms. Remington made a motion to approve the 2023 Community Preservation Coalition Dues in the amount of \$4,350. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Approval of Meeting Minutes: December 21, 2022 and January 4, 2023, if presented

Ms. Remington made a motion to approve the minutes of December 21. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr.

Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

Ms. Huston requested staff add a higher level of information to the Frank Feeley section of the January 4, 2023 minutes which were tabled until the January 25th meeting.

Future Meeting Schedule:

Ms. Cline noted the upcoming meeting dates.

Administrative Report

There was no administrative report presented at this meeting.

Ms. Roberts made a motion to adjourn. Mr. Henkels seconded the motion. Roll Call Vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Mr. Hincks – Aye, Ms. Huston – Aye, Ms. Remington – Aye, Ms. Roberts – Aye, and Mr. Wang – Aye.

The meeting was adjourned at 9:37 PM.