



Town of Sudbury

Community Preservation Committee

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CPC MINUTES

January 3, 2024

VIRTUAL MEETING

Members Present: Chair Sherrill Cline, Vice Chair Kirsten Roopenian, Jan Costa, Justin Finnicum, Dave Henkels, Mara Huston, Lynn Remington, Jennifer Robert, Colin Wang

Members Absent: None

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

Ms. Cline welcomed the new Director of Planning and Community Development Adam Burney and called on the members of the Community Preservation Committee (CPC) to introduce themselves.

Lynn Remington – Longtime member of the CPC., She is a member at large, and her background is with the Conservation Commission (Con Com).

Dave Henkels – CPC member for approximately 3 years; Con Com member for 10 years.

Jan Costa – On the Historical Commission. This is her second year as a CPC member.

Mara Huston – CPC member for approximately 7 years and is in her third term on the Park and Recreation Commission. Mara represents Park and Recreation. Mara invited Mr. Burney to attend a Park and Recreation meeting.

Kirsten Roopenian – This is Kirsten’s second term as a CPC member and is a member at large as well as the Vice Chair of the CPC. Kirsten had served on the CPC when it was established in Sudbury in 2003. Kirsten has also served on the Select Board and was with the Conservation Commission until last year.

Justin Finnicum – This is Justin’s first term as a CPC member. He represents the Planning Board.

Colin Wang – This is Colin’s second year serving as a CPC member and represents the Finance Committee.

Jennifer Roberts – This is Jennifer’s third year serving as a CPC member and represents the Select Board.

Sherrill Cline – Sherri has served on the CPC for 16 years and represents the Housing Authority. She is the Chair of the CPC and hopes to continue to serve on the CPC as well as seeking another 5-year term to serve on the Housing Authority.

Mr. Burney thanked everyone for their warm welcome. Adam stated he had an open-door policy and encouraged everyone to reach out any time. Mr. Burney explained that he would attend as many CPC meetings as possible but wanted everyone to know that meetings frequently overlap with other town meetings and that if he attended every meeting that fell under the Planning Department he would never not be in a meeting.

Deliberation and Potential Vote on Applications Submitted for May 2024 Annual Town Meeting:

Ms. Cline had asked if any additional information had been received from the SHT or Ms. Rasmussen. At this time, there was no additional information available. Ms. Cline went over the financial projections. She stated that the estimated administrative expenses in FY25 were stated in the FY 25 budget as \$146,250. This number is 5% of the annual allocation which is the amount allowed by the statute. In FY24, the actual amount allocated was \$114,500, well below the budgeted amount. Assuming no change in FY25, this would add \$31,750 to the budget.

- **Parkinson's Field Driveway**

Ms. Cline stated that Parkinson's Field Driveway request had been lowered from \$250,000 to \$100,000. The estimate provided was for \$76,100 and was rounded up to \$100,000 for anticipated cost increases at meetings that had not yet occurred. Ms. Cline thought this was an excessive contingency. Mr. Burney explained that the lower dollar amount was an estimate from Fuss and O'Neil but the contingency was likely as large as it was due to nearby wetlands which would significantly increase costs.

- **Sudbury Housing Trust Allocation**

Ms. Cline stated that the Housing Trust had reduced their request to \$400,000. Ms. Cline suggested to the board members that they approve the Housing Trusts request of \$400,000. Mr. Finnicum asked if other funding opportunities had been explored and felt that \$400,000 was a lot of money to award to a speculative single-family home. Ms. Huston explained that the Housing Trust operates differently than most other CPA funded projects. She went on to say because of how the housing market works, should a viable property come on the market the Housing Trust would need to have money in their reserve to purchase or buy down the property. It is very difficult to anticipate when this would happen. The Trust needs to build up a reserve to meet their goals. She further explained that Housing Authority is geared towards rental property where as the Trust is geared towards home ownership. The Housing Trust had been asked if they were awarded \$350,000 would they be able to meet their goals. No official answer had been received. Ms. Roopenian expressed frustration that no response had been received. Ms. Roberts requested more time for the applicants to respond before making a decision. Ms. Huston and Ms. Costa both agreed with Ms. Roberts.

Ms. Costa suggested splitting the costs over two fiscal years. Ms. Cline said that in a situation where neither of these two requests could come down, going over budget was a possibility. It was agreed across the board to table both these requests. Ms. Huston pointed out that there was \$7M in reserve and was not uncomfortable going over this year's annual allocation. Ms. Huston also expressed her understanding as to why responses had not yet been received, i.e. the end of year holidays and the absence of staff during that time period.

Ms. Cline explained that after the warrant articles are approved by the CPC, they would go to town counsel for review and edit. In the past, the committee has granted the Chair the power to approve any non-substantive edits made by town counsel so as to avoid holding an additional meeting.

Ms. Huston made a motion to grant Ms. Cline the power to approve any non-substantive edits made by Town Counsel to the warrant articles. The motion was seconded by Ms. Roopenian. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington - Aye, Ms. Huston – Aye, Mr. Finnicum - Aye, and Mr. Wang – Aye.

Review Draft Warrant Articles for May 2024 Annual Town Meeting – if presented

Ms. Roopenian made a motion to approve the Sudbury Housing Authority warrant article and report as amended. The motion was seconded by Mr. Henkels. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington – Aye, Ms. Huston – Aye, Mr. Finnicum – Aye, and Mr. Wang – Aye.

Ms. Roopenian made a motion to approve the Bruce Freeman Rail Trail Phase 3 warrant article and report as amended. The motion was seconded by Mr. Henkels. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington – Aye, Ms. Huston – Aye, Mr. Finnicum – Aye, and Mr. Wang – Aye.

Ms. Roopenian made a motion to approve the Community Garden at Lincoln Meadows warrant article and report as amended. The motion was seconded by Mr. Henkels. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington – Aye, Ms. Huston – Aye, Mr. Finnicum – Aye, and Mr. Wang – Aye.

Ms. Roopenian made a motion to approve the Regional Housing Services Office (RHSO) membership fee warrant article and report as amended. The motion was seconded by Mr. Henkels. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington – Aye, Ms. Huston – Aye, Mr. Finnicum – Aye, and Mr. Wang – Aye.

Ms. Roopenian made a motion to approve the Remediation of Water Chestnuts from Hop Brook Pond System warrant article and report as amended. The motion was seconded by Mr. Henkels. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington – Aye, Ms. Huston – Aye, Mr. Finnicum – Aye, and Mr. Wang – Aye.

Ms. Roopenian made a motion to approve the Wayside Inn Road warrant article and report as amended. The motion was seconded by Mr. Henkels. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington – Aye, Ms. Huston – Aye, Mr. Finnicum – Aye, and Mr. Wang – Aye.

Review and Approve Meeting Minutes - if presented

Ms. Roopenian made a motion to approve the of October 18th, 2023. The motion was seconded by Mr. Henkels. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington – Aye, Ms. Huston – Aye, Mr. Finnicum – Abstain, and Mr. Wang – Aye.

A higher level of detail was requested for the minutes of November 15th, 2024. The minutes of November 15th were tabled until the next meeting.

Administrative Report

No Administrative report was presented at this meeting

Future Meetings

The next meeting will be held Wednesday, January 17, 2024 at 7:00 PM. There is a tentative meeting scheduled Wednesday, January 24, 2024 if necessary.

Mr. Henkels made a motion to adjourn the meeting. The motion was seconded by Ms. Roopenian. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Mr. Henkels – Aye, Ms. Roberts – Aye, Ms. Remington - Aye, Ms. Huston – Aye, Mr. Finnicum - Aye, and Mr. Wang – Aye.

The meeting was adjourned at 9:31 pm