



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

AGENDA

Wednesday, September 4, 2024

7:00 PM

Hybrid Meeting

Flynn Building, Silva Room

278 Old Sudbury Rd, Sudbury, MA 01776

Please click the link below to join the virtual Community Preservation Committee Meeting:

<https://zoom.us/j/85063255351>

For audio only, call the number below and enter the Meeting ID on your telephone keypad:

Call in Number: 978-639-3366 or 470-250-9358

Meeting ID: 850 6325 5351

- Interview Applicant – Sam Markuse
- Review Financials
- Review and Approval of April 3, 2024 Meeting Minutes
- FY26 Project Submissions
- Administrative Report – if presented
- Future Meeting Schedule
 - Wednesday, October 16, 2024 at 7:00 PM

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

If you have questions, please contact Ryan Poteat, Community Preservation Coordinator, at 978-639-3388, or email poteatr@sudbury.ma.us, or Community Preservation Committee at cpc@sudbury.ma.us.

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
Sudbury Community Preservation Committee

Planning and Community Development Department
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

PHONE: 978.639.3387
FAX: 978.639.3314
E-MAIL: PCD@sudbury.ma.us

Name: **Sam Markuse**

Brief resume of background and experience:

In my professional life I've spent the last 7 years as a Managing Director of Corporate Governance for Nasdaq. Primarily I'm responsible for working with Boards/Leadership teams to develop, implement, and deploy of good governance practice at public/pre-IPO companies. In my personal life I'm a frequent outdoorsman, cyclist, hiker, and dog dad. I'm passionate about conserving history and ensuring the historical importance of our community is protected and celebrated.

Address: XXXX Puritan Lane

Home phone: XXX-XXX-XXXX

Work phone:

Years lived in Sudbury: 1

E-Mail Address:XXXXXXXX

Municipal experience (If applicable):

In high school I acted as the student representative to the Bedford School Committee (2012-2013). Additionally, I served on a working committee in Walnut Creek California in 2019 to expand conservation efforts on their open space projects, ultimately was delayed due to the pandemic.

Educational background:

Bedford High School '13

University of Massachusetts, Amherst '17

BA, Management, History, and Innovation Management

Employment and/or other pertinent experience:

See responses above

Reason for your interest in serving:

I'm a new resident to Sudbury but grew up in the area. This is going to be my home for the next 40 years and I want to get involved in the community. I moved here because of this town's beauty, history, and focus on conservation. I would like to be a part of making the town better and I think being a young person (29) and serving the community can hopefully inspire others to step up and make their towns better.

Times when you would be available (days, evenings, weekends): Mon-Thurs post-5pm, weekends with notice

Do you or any member of your family have any business dealings with the Town? If yes, please explain: N/A

SM

(Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committees' mission statement as adopted by the Board of Selectmen and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature XXXXXXXXXXXXXXXXXXXXXXXXXXXX Date 7/31/2024

Community Preservation Projected FY2026 Budget

FY26 ESTIMATED REVENUE	
Estimated FY26 Local Surcharge	\$ 2,600,000
Estimated State Match	580,000
Estimated Interest	50,000
Total Estimated Revenue	\$ 3,230,000

FY26 FIXED EXPENSES	
FY26 Debt Service	\$ 628,943
FY26 Administrative	161,500
Total Fixed Expenses	\$ 790,443

Required 10% - Reserve Fund *	
Historic Preservation	\$ 323,000
Open Space - Included in Debt	-
Housing	\$ 323,000

** Reserve Fund appropriation is only required if there are no projects for this category that meet or exceed the 10%*

Revenue Available for New Projects	\$ 1,793,557
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Estimated Fund Balance 06/30/2025	\$ 6,630,042
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Total Estimated Available	\$ 8,423,599
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Reserve and Cash Balances - as of June 30, 2024	
Reserved for Housing	\$ -
Reserved for Open Space	\$ -
Reserved for Historic Preservation	\$ 621,563
Reserved for prior year appropriations	\$ 7,459,085
Cash Balance Bank 06/30/2024	\$ 11,785,690
Unencumbered Cash Balance 7/1/2024	\$ 3,705,042

**Town of Sudbury
CPA Budget Summary
FY2025**

Article	Project	Category	Carryforward	New Appropriation	Total Budget Avail	FY25 Expenditures	Adjustments	Encumbrances	Available
ATM 04/27	Revolutionary War Cemetery	Historic	15,038.09		15,038.09				15,038.09
ATM 06/43	Sudbury Housing Authority Unit Purchases	Housing	171,232.50		171,232.50				171,232.50
ATM 15/48	Historic Projects	Historic	22,000.00		22,000.00				22,000.00
ATM 17/31	Town Hall Restoration/Rehabilitation	Historic	191,867.23		191,867.23			13,862.00	178,005.23
ATM 17/33	Sudbury Housing Authority Allocation	Housing	212,600.00		212,600.00				212,600.00
ATM 20/44	Design of Wayside Inn Road Bridge Over Hop Brook	Historic	6,347.29		6,347.29			51,682.75	(45,335.46)
ATM 20/46	SHA Acquisition, Creation, Preservation, and Support of Affordable R	Housing	259,000.00		259,000.00				259,000.00
ATM 20/48	Library Historic Room Conversion	Historic	126,162.51		126,162.51				126,162.51
ATM 21/29	DR. Bill Adelson Playground Improvements	Open Space/Recreation	273,712.00		273,712.00				273,712.00
ATM 21/30	Frank Feeley Fields Improvements	Open Space/Recreation	141,813.94		141,813.94				141,813.94
ATM 21/32	Housing Production Plan	Housing	(7,092.00)		(7,092.00)				(7,092.00)
ATM 20/43	Removal of Invasive Species from King Phillip Woods	Historic	23,800.00		23,800.00				23,800.00
ATM 20/43	Removal of Invasive Species from King Phillip Woods	Open Space/Recreation	23,800.00		23,800.00				23,800.00
ATM 19/34	Smoke and Fire Detection for Loring Parsonage	Historic	55,640.00		55,640.00				55,640.00
ATM 22/47	Bruce Freeman Rail Trail Design and Construction Phase 2D	Open Space/Recreation	411,329.18		411,329.18				411,329.18
ATM 22/48	Bruce Freeman Rail Trail Design Southern Extension	Open Space/Recreation	181,191.65		181,191.65				181,191.65
ATM 23/41	67-73 Nobscott Road Acquisition, Design, and Construction	Housing	426,835.85		426,835.85				426,835.85
ATM 23/42	Accessible Pathways Town Properties	Open Space/Recreation	187,433.89		187,433.89				187,433.89
ATM 23/43	Bruce Freeman Rail Trail CSX Extension	Open Space/Recreation	295,569.25		295,569.25				295,569.25
ATM 23/44	Curtis Outdoor Health and Wellness Space	Open Space/Recreation	70,173.15		70,173.15				70,173.15
ATM 23/45	Frank Feeley Fields Improvements Phase II	Open Space/Recreation	799,668.00		799,668.00				799,668.00
ATM 23/46	Fence and Lights for Fairbank Multisport Court	Open Space/Recreation	100,000.00		100,000.00				100,000.00
ATM 23/47	Historic Resource Inventory Survey Phase V	Historic	20,000.00		20,000.00				20,000.00
ATM 23/48	Watershed Based Plan; Restoring Water Quality in Hop Brook	Open Space/Recreation	56,827.88		56,827.88				56,827.88
ATM 23/49	Hosmer House Hist Structure, Cultural Landscape Study	Historic	92,710.00		92,710.00			90,240.00	2,470.00
ATM 23/50	Housing Trust Allocation	Housing	292,000.00		292,000.00				292,000.00
ATM 23/51	Indigenous Cultural Landscape Study	Historic	35,000.00		35,000.00				35,000.00
ATM 23/54	Administrative Expense	Administration	73,910.98		73,910.98				73,910.98
ATM 22/49	Historic Districts Commission Design Guidelines	Historic	50,000.00		50,000.00				50,000.00
ATM 22/51	Open Space, Recreation Plan, Athletic Fields Needs Assessment	Recreation	100,000.00		100,000.00				100,000.00

**Town of Sudbury
CPA Budget Summary
FY2025**

Article	Project	Category	Carryforward	New Appropriation	Total Budget Avail	FY25 Expenditures	Adjustments	Encumbrances	Available
ATM 22/53	SHA Acquisition, Creation, Preservation, and Support of Affordable R	Housing	276,600.00		276,600.00				276,600.00
ATM 24/35	Wayside Inn Road Bridge Reconstruction	Historic		400,000.00	400,000.00				400,000.00
ATM 24/42	Regional Housing Services Office Membership Fee	Housing		33,000.00	33,000.00				33,000.00
ATM 24/38	Sudbury Housing Trust Allocation	Housing		380,000.00	380,000.00				380,000.00
ATM 24/41	Community Gardens	Open Space		40,000.00	40,000.00				40,000.00
ATM 24/40	Parkinson Field Driveway Design	Recreation		100,000.00	100,000.00				100,000.00
ATM 24/39	Hop Brook Pond Remed	Open Space		56,221.00	56,221.00				56,221.00
ATM 24/36	Bruce Freeman Rail Trail - Phase 3	Recreation		600,000.00	600,000.00				600,000.00
ATM 24/44	Administrative and Operating Cost	Administration		114,500.00	114,500.00				114,500.00
ATM 24/44	Libby	Open Space		117,300.00	117,300.00				117,300.00
ATM 24/44	Nobscot Reservation	Open Space		379,275.00	379,275.00				379,275.00
ATM 24/44	Pantry Brook Farm Preservation Restriction	Open Space		185,992.50	185,992.50				185,992.50
ATM 24/44	Johnson Farm	Open Space		67,625.00	67,625.00				67,625.00
Total CPA Projects			4,985,171.39	2,473,913.50	7,459,084.89	-	-	155,784.75	7,303,300.14

Estimated Community Preservation Fund Bonding Capacity

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025 (est)	FY2026 (est)
Town Revenue - 3%	\$ 1,961,810	\$ 2,171,674	\$ 2,240,178	\$ 2,381,114	\$ 2,553,631	\$ 2,300,000	\$ 2,600,000
Less 10% Housing	(190,000)	(200,000)	(200,000)	(210,000)	(220,000)	(230,000)	(323,000)
Less 10% Historical	(190,000)	(200,000)	(200,000)	(210,000)	(220,000)	(230,000)	(323,000)
Administrative	(90,000)	(90,000)	(90,000)	(105,000)	(110,000)	(115,000)	(161,500)
Net for debt Available	\$ 1,491,810	\$ 1,681,674	\$ 1,750,178	\$ 1,856,114	\$ 2,003,631	\$ 1,725,000	\$ 1,792,500
State Match (not included in Debt Capacity)	\$ 403,176	\$ 342,975	\$ 525,058	\$ 1,055,262	\$ 948,629	\$ 575,000	\$ 580,000

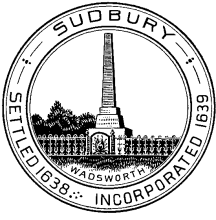
	Debt Service Capacity ^	Libby	Nobscot I & II	Pantry Brook	Johnson	Total CPA Debt Service	Remaining Debt Service Capacity
Principal Borrowed		\$ 1,590,000	\$ 5,825,000	\$ 3,010,000	\$ 1,000,000		
Fiscal Year 2025	\$ 1,725,000	\$ 117,300	\$ 379,275	\$ 185,993	\$ 67,625	\$ 750,193	\$ 974,808 *
Fiscal Year 2026	\$ 1,792,500		\$ 375,975	\$ 187,843	\$ 65,125	\$ 628,943	\$ 1,163,558 **
Fiscal Year 2027	\$ 1,837,313		\$ 354,875	\$ 184,643	\$ 63,625	\$ 603,143	\$ 1,234,170
Fiscal Year 2028	\$ 1,883,245		\$ 341,525	\$ 186,393	\$ 62,125	\$ 590,043	\$ 1,293,203
Fiscal Year 2029	\$ 1,930,326		\$ 327,988	\$ 188,043	\$ 60,625	\$ 576,655	\$ 1,353,671
Fiscal Year 2030	\$ 1,978,585		\$ 91,800	\$ 184,643	\$ 59,125	\$ 335,568	\$ 1,643,017
Fiscal Year 2031	\$ 2,028,049		\$ 90,900	\$ 186,193	\$ 57,625	\$ 334,718	\$ 1,693,332
Fiscal Year 2032	\$ 2,078,750			\$ 187,643	\$ 56,125	\$ 243,768	\$ 1,834,983
Fiscal Year 2033	\$ 2,130,719			\$ 184,448	\$ 54,625	\$ 239,073	\$ 1,891,647
Fiscal Year 2034	\$ 2,183,987			\$ 186,526	\$ 53,125	\$ 239,651	\$ 1,944,336
Fiscal Year 2035	\$ 2,238,587				\$ 51,563	\$ 51,563	\$ 2,187,024
^ Capacity increased by 2 1/2% annually							

* The approximate amount of bonding available with this capacity is as follow

- \$12,200,000 for 20 years at a rate of 3.0%
- \$11,500,000 for 20 years at a rate of 3.5%
- \$10,800,000 for 20 years at a rate of 4.0%

** The approximate amount of bonding available with this capacity is as follow

- \$14,500,000 for 20 years at a rate of 3.0%
- \$13,700,000 for 20 years at a rate of 3.5%
- \$12,900,000 for 20 years at a rate of 4.0%



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CPC MINUTES

April 3, 2024

VIRTUAL MEETING

Members Present: Chair Sherrill Cline, Vice Chair Kirsten Roopenian, Jan Costa, Mara Huston, Lynn Remington, and Jennifer Roberts.

Members Absent: Justin Finnicum, Dave Henkels, and Colin Wang

Others Present: Community Preservation Coordinator Ryan Poteat

Ms. Cline called the meeting to order at 7:04

Outstanding Minutes for Approval

Ms. Remington made a motion to approve the November 1, 2024 minutes. The motion was seconded by Ms. Roopenian. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Ms. Huston – Abstain, Ms. Remington - Aye, and Ms. Roberts – Aye.

Ms. Huston made a motion to approve the November 15, 2024 minutes. The motion was seconded by Ms. Roopenian. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Ms. Huston – Aye, Ms. Remington - Aye, and Ms. Roberts – Aye.

Ms. Remington made a motion to approve the December 6, 2024 minutes. The motion was seconded by Ms. Roopenian. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Ms. Huston – Aye, Ms. Remington - Aye, and Ms. Roberts – Aye.

Ms. Remington made a motion to approve the December 20, 2024 minutes. The motion was seconded by Ms. Costa. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Ms. Huston – Aye, Ms. Remington - Aye, and Ms. Roberts – Aye.

Ms. Roopenian made a motion to approve the January 3, 2024 minutes. The motion was seconded by Ms. Huston. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Ms. Huston – Aye, Ms. Remington - Aye, and Ms. Roberts – Aye.

Ms. Roopenian made a motion to approve the January 17, 2024 minutes as amended. The motion was seconded by Ms. Costa. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Ms. Costa – Aye, Ms. Huston – Aye, Ms. Remington - Aye, and Ms. Roberts – Aye.

2024 Warrant Articles

Ms. Cline asked if anyone had questions about the warrant articles. No one had any questions but inquired if all the CPC warrant articles would be on the consent calendar. The answer was unknown but there was a conversation pertaining to the Finance Committee's vote to not support the Parkinson's Field Driveway project and whether it would be removed from the consent calendar. Ms. Roberts stated that the Fin Com's vote to not support this project had been rescinded. Ms. Roopenian expressed her relief and added that they did not have enough information to make this decision. The Fin Com had made their decision based on CIAC's decision to not support the project, again without having enough information. While these decisions were reversed, Ms. Roopenian stressed her disappointment that they had been made without any questions being brought before the CPC. Ms. Cline had stated that the CPC had not been invited to Capital Night and requested that staff be notified and in turn notify the CPC so a representative could be available. Ms. Roopenian further stated that when the CPC had made their decision, the information pertaining to how and why that decision was made was always available.

A request was made that all applicants be present and prepared to present their applications at Town Meeting even if they were on the consent calendar. A second request was made that after the first night of town meeting, staff notify any applicant on the consent calendar in the event their project were pulled from the consent calendar. Ms. Cline asked if presentations would be prerecorded this year but the answer was unknown. Ms. Cline asked if the committee thought it was of value for her to make a presentation explaining what the CPC does for Town Meeting. Ms. Costa expressed her belief that this was valuable. Ms. Cline stated she will have an updated prerecorded presentation available should it be requested or needed.

Annual Project Reports

Ms. Cline stated that Mr. Poteat had received 25 annual project reports representing the currently active (or recently completed) projects. Ms. Huston asked Ms. Cline why the Housing Authority had asked for additional funds this year when they had several years of open project requests, meaning the funds for those years were still available. Ms. Cline stated that the Housing Authority was similar to the Housing Trust in how they operate. The funds they receive are in a sense "banked" so that they are able to move quickly on projects as they present themselves. Should a potential property become available for development, most sellers would not be able to wait an entire year or more for CPA funds to become available. Ms. Huston asked why there were multiple years for SHA when SHT only had one. Ms. Cline explained the SHT appropriations are moved into their own holding account. This makes the funds appear

as spent and the project is no longer on our spreadsheet. Those funds may or may not actually be spent. Ms. Costa requested the project annual reports be distributed in Word form instead of as a fillable PDF. She also requested that the applicants get them earlier in order to have more time to put them together.

Administrative Report

Mr. Poteat stated that the planning office had planned to move the deadline for application up for the FY25 season. This would offer staff the opportunity to begin to review and gather/request information from applicants prior to the CPC's review. The goal of moving the timeline up is to offer greater flexibility and increased applicant assistance. Staff's goal is to tackle some of the common questions the CPC asks and give the applicants more time to begin gathering information such as plans, quotes, designs, estimated timelines and offer a generally greater amount of information needed for a viable project. Mr. Poteat also spoke about increasing public outreach beginning early in the CPC season. This would include information about the CPA, how the 3% surcharge is used, projects that qualify, how to apply and greater visibility on past and current projects. Public outreach could also bring a greater awareness to some of the less glamorous applications, specifically housing. Open space, parks and historic preservation tend to be easy to understand and easy to explain, whereas housing comes with a negative stigma and the projects cannot be as black and white. Applications for housing are normally in a hypothetical form, i.e. they are unknown. No one knows when an opportunity may arise or when a property with potential to be converted to affordable with a deed restriction may arise. The inability to define project specific housing requests often lowers their perceived priority and importance. Explaining this early and often could help increase their appeal. Mr. Poteat also spoke about communication and how keeping different groups connected could decrease division and competition while increasing collaboration and teamwork.

Ms. Huston asked if the plan was to move the deadline up or increase the period when applications could be submitted. Mr. Poteat stated that doing both could have a positive impact. Early applications could receive a bit more guidance from staff and an earlier deadline could motivate applicants to begin working on the applications earlier. Many submissions are received right before the deadline. An earlier deadline offers more flexibility and the ability to be more lenient with a late or incomplete request. Ms. Huston stated she would push back against moving the deadline up. She stated the Parks and Recreation are focused on summer camp during the summer and often take breaks towards the end of summer before ramping back up in September. Mr. Poteat stated there was a need for a longer period of time for applications to be accepted and that time was also needed for staff to be able to answer question or assist with applications. Ms. Cline stated that many applications come in right at the deadline and come in

“thin”. Staff then only has 2-3 days to get them organized and out to the CPC. Ms. Cline acknowledged Ms. Huston’s example of Parks and Receptions timelines but stated the Housing Authority, Housing Trust and many other applicants generally have an idea of what they plan to request and do not have the same summer crunch. She stated she was in support of a buffer window in order to receive more complete applications that have been vetted by staff. Ms. Roopenian suggested maybe having an online work shop showing everyone how to submit a CPC application. Ms. Costa added that there should be no special treatment given to any specific project. Mr. Poteat clarified that what he was suggesting was a period of time where staff could support applicants by vetting their applications in an administrative capacity and when necessary, assisting them identify missing information so that applications could be presented to the CPC in a more complete manner. Ms. Cline suggested the October 4th be the deadline for applications, giving Mr. Poteat a week to vet applications and at the very least have an opportunity to speak to applicants about getting last minute information submitted. This would also give Mr. Poteat the ability to let the CPC whether or not an applicant was aware of missing information and whether or not they were working on getting it.

In Person vs Hybrid vs Virtual Meetings

Ms. Cline made a suggestion that they start meeting in person during the fall. Ms. Roberts stated the Select Board run their meetings with the option for members to physically or remotely attend. Ms. Roopenian stated she was completely amenable to meeting in person. Ms. Huston stated she liked remote meetings because they were more convenient. She added that she tended to print everything for in person meetings but now she can pull things up on her computer. Ms. Roberts said the Select Board members often use computer during meetings.

Ms. Remington announced her resignation and added that she felt that she did not get to know everyone as well as she would have liked had the meetings been in person. Ms. Costa, Mr. Wang, Mr. Finnicum, Ms. Roberts, Ms. Roopenian, Mr. Henckels and Mr. Poteat were all “new during Covid” (virtual meetings). Ms. Cline and Ms. Huston were the only committee members Lynne “knew”. The members decided the October 16th meeting would be held as hybrid to give this format a try.

Mr. Poteat let the committee know that CPC project signs had been put up around town.

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

The meeting ended at 8:50 PM