



Town of Sudbury

Community Preservation Committee

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CPC MINUTES

October 16, 2024

VIRTUAL MEETING

Members Present: Chair Sherrill Cline, Vice Chair Kirsten Roopenian, Granger Atkeson, Andrew Bettinelli, Dan Carty, Jan Costa, and Sam Markuse

Members Absent: Justin Finnicum and Dave Henkels

Others Present: Director of Finance Victor Garofalo, Community Preservation Coordinator Ryan Poteat

Ms. Cline called the meeting to order at 7:01

Introductions

Ms. Cline began the meeting with welcoming the new members on the Community Preservation Committee.

Nomination of Community Preservation Committee Chair and Vice Chair

Ms. Cline stated that the CPC needed to nominate a Chair and Vice Chair. She stated that both she and Ms. Roopenian were both willing to continue in their current roles of Chair and Vice Chair respectively.

Ms. Costa made a motion to appoint Ms. Cline as the Chair and Ms. Roopenian as Vice Chair of the Community Preservation Committee. Mr. Sam Markuse seconded the motion. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Mr. Atkeson – Aye, Mr. Bettinelli – Aye, Mr. Carty – Aye, Ms. Costa – Aye, and Mr. Markuse – Aye.

Minutes of September 4th

Ms. Roopenian made a motion to approve the minutes of September 4th, 2024 as amended. Mr. Carty seconded the motion. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Mr. Atkeson – Aye, Mr. Bettinelli – Present, Mr. Carty – Aye, Ms. Costa – Aye, and Mr. Markuse – Aye.

Financials

Mr. Garofalo gave a presentation of the financials. Some highlights Mr. Garofalo presented were the current projects and their respective balances. Current projects carried forward from FY24 in FY25 totaled \$4,985,171, new appropriations (projects) FY25 totaled \$2,473,914. The undesignated fund balance as of June 30, 2024 was \$6,282,046. FY26 estimate revenue is \$3,240,000. Mr. Garofalo showed a history of CPA funding for the last 20 years. In that time the town has received \$34,405,512 from the local surcharge and a state match of \$15,469,202. Ms. Roopenian asked for clarification on the undesignated fund balance. The undesignated fund balance is the total amount which may be spent in any category, while reserve fund balances are restricted to their corresponding categories. Mr. Carty asked for clarification on the estimated revenue specifically the estimated interest. The town uses conservative estimates so revenues generally exceed the estimates. Funds earning interest are invested in US Treasury

Bonds or in high interest high yield money market accounts. Mr. Carty asked about the historic reserve fund balance which is currently \$621,563. He asked about the Housing Trust which was explained is outside the Community Preservation accounting.

FY26 CPC Project Submissions

Ms. Cline stated that the purpose of this portion of the meeting was to review the applications and ask the committee members if they had any questions for the applicants. She stated Mr. Poteat would bring those questions to the applicants and come back to the committee with their responses.

Fairbanks Community Center – Ask is for \$600,000

Mr. Carty asked if the request was for two fiscal years. The way the application was submitted is a single ask to be appropriated this year for a multiyear project. The application references a prior allocation as other funding. Mr. Atkeson stated that he believed that several requests were all part of a broader plan for Haskell and Fairbanks to occur over the next few years but needed to ask the Combined Facilities Director Sandra Duran. There was shared concern among the committee that Facilities has multiple open CPA funded projects with little visual progress or financial movement. There was further concern with having no stated timeline on those projects translating to hesitancy to approve more projects without a stated timeline.

- Is this application a two-year request? Meaning, is this ask for \$500,000 to be allocated this year to be spent over the next two years or is the ask for \$150,000 in FY26 with a planned FY27 ask of \$350,000?
- There is \$182,761.39 from ATM 23-42, Accessible Pathways on Town Properties, this is a separate project; why is it listed as other funding?
- The application is lacking general information, can more clarity be provided on what exactly is being requested?
- What is the cost estimate based on?
- What is the timeline for completion of this project?
- Is this project going to cause further delays in older ones?
- When will implementation begin?
- When will the Fairbanks project end?
- Will you be adding a construction component to this application? When will construction begin?
- In 2021 ATM 21-29 Dr. Bill Adelson Playground Improvements was approved for \$285,000 and still has a balance of \$262,912. What is going on with this project? Is this part of your ask this year? When will this project (meaning the Smile Playground) be completed?

BFRT Floral Beautification – Ask is for ~\$10,000

There was some confusion with this application and it appeared to be submitted by a resident. The application lacked pertinent information and was difficult to read.

- Is this application independent of BFRT Phase 2D or is the applicant asking to access the BFRT Phase 2D ATM 22-47 funds.
- What is the dollar amount being requested?
- Who is the project manager and what is their contact information?
- Who is responsible for purchases and plantings?
- When and how will this be done?
- Does the applicant have a stated commitment from Friends of the BFRT, Thursday Garden Club & Sudbury Garden Club?
- What types of flowers will be planted?
- Who will maintain the plantings?

- How were the locations selected?
- The application lacks a clear narrative. The applicant will be asked to write one.

Hop Brook Watershed – Ask is for \$50,000

- Is this application for physical remediation or data collection?
- Is this request to hire and pay a new consultant?
- How does this ask relate to or differ from previous awards?
- In simple terms what was/is/will each allocation used for?

Hosmer House Envelope and Grounds – Ask is for \$500,000

- Should all three Hosmer applications be combined? *OR* Should this project be broken into smaller pieces? *OR* Should the Grounds, Roof, Envelope and Collection be their own projects?
- Is there a maintenance place?
- Will the Hosmer House be more frequently be open to the public?
- What is the status of the foundation?
- What has been/is being done to mitigate future damage done by deferred maintenance?

Hosmer House Wooden Roof – Ask is for \$386,000

- How is the condition of the roof impacting the building in general?
- How is the condition of the roof impacting the interior of the house and art?
- What has been done to mitigate the damage?
- How does the proponent justify this expense to tax payers?
- What can be done to make this project more reasonable (excessive cost/cost benefit)?
- What is the exact condition of the roof? Can it be repaired?
- How do the envelope and roof relate to each other?
- What order should these projects be done in?
- What is the time sensitivity?
- Who is responsible for this property?

Hosmer House Collection – Ask is for \$119,500 (archivist, strategic/collective management plan)

- How do the different parts of this project relate to each other?
- What is the proper order to complete the home?
- What is the current state of the mold in the Hosmer House?
- What is the time line?

Housing Trust Allocation – Ask is for \$750,000 (mission and operation) & Housing Trust Appropriation – Ask is for \$426,835.85 (return of reversion appropriated to Nobscot

- What is the condition of the property on [REDACTED]?
- Can you supply a brief history of the homes in the Housing Trusts inventory?
- How much was spent on the Nobscot project?
- What is the history of the work the housing Trust has done and how do they plan to move forward?
- What is the balance of CPA funds that the Housing Trust has?
- Ms. Costa ask how the Housing Trust came up with their ask of \$750,000 & \$426,835.85.
 - Ms. Cline did not know how the Housing Trust came up with \$750,000 but explained that the \$426,835.85 was the remaining balance of ATM 23-41. The CPC had put a restriction on ATM 23-41 which stated the funds could be used the Nobscot project only. Mr. Carty asked if the Housing Trust had any option but to revert the funds. Ms. Cline stated the

Housing Trust does not bring forward the article reverting funds, that is a function of the CPC. \$426,835.85 will be reverted regardless of whether or not the CPC votes to approve either of the requests submitted by the Housing Trust.

Mr. Carty asked why the Revolutionary War Cemetery ATM 04-27 still had funds awarded 20 years ago.

Housing Authority Allocation – Ask is for \$450,000

This is a resubmission of the application indefinitely postponed last year.

- What is the maintenance history on 21 Great Lake Drive, 8 Oakwood Avenue, 2 Beechwood Avenue and 9 Richard Avenue?

Metal Sculpture on the BERT – Ask is for \$10,000 (metal sculpture made from rail materials)

It was stated that this application may be more appropriately classified as Historic Preservation and not split between Open Space.

- Is the applicant aware of ATM 22-47? Have they requested funds from this award?
- What is the timeline?

Regional Services Housing – Ask is for \$43,000

- How did the RHSO come up with a \$10,000 one-time increase?
- Is the request an estimated or actual cost to the town of Sudbury?
- How much is being asked of Sudbury vs. other towns?
- Is the RHSO membership fee the same for each community?
- How is the fee calculated?
- What is the percentage of the one-year increase for each community?
- Does the RHSO provide services to Sudbury that differ from other communities?
- Is the increase being used to find an appropriate replacement, training them or both?
- How long will onboarding a replacement take?
- What will that onboarding look like? Will they shadow Liz?
- Will the same services be provided in the future?
- Why did the RHSO membership fee increase last year?
- Why isn't the one-time increase evenly split between CPA and SHT?
- What happens if the Housing Trust decides to not pay their portion?
- Why isn't the entire membership fee its own application? Why does the CPC give money to the Trust so they can turn around and use those funds to cover part of the fee?

Ms. Roopenian stated she would like everyone to be mindful that many things the CPC does is/should be congruent with the Select Board's, Planning Board's and Town Master Plan's goals and objectives. There is a wealth of guidance in the documents provided by these collective minds. Ms. Roopenian mentioned that some residents do not pay a CPA surcharge. She also mentioned that commercial and industrial businesses do not pay a CPA surcharge. She wanted the committee to discuss this topic at a future meeting.

Future Meeting Schedule

Ms. Cline stated that the next meeting would be held on October 30th at 7:00 PM. The general topic for the next meeting will be a second review of the projects and over view of questions asked of the proponents and any responses received. The future meeting schedule will be:

Wednesday November 20, 2024 – Public Hearing

Wednesday December 4, 2024 – Public Hearing

Wednesday December 18, 2024 – Public Hearing

Wednesday January 8, 2025 – Vote on applications

Wednesday January 15, 2025 – Approve warrant articles and reports

Wednesday January 22, 2025 – Approve warrant articles and reports

Mr. Carty made a motion to adjourn. Ms. Roopenian seconded the motion. Roll call vote: Ms. Cline – Aye, Ms. Roopenian – Aye, Mr. Atkeson – Aye, Mr. Bettinelli – Aye, Mr. Carty – Aye, Ms. Costa – Aye, and Mr. Markuse – Aye.

The meeting ended at 8:56 PM