



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

PROJECT SUBMISSION FORM

Applicant: Victor Garofalo, Assistant Town Manager Submission Date: 09/18/2025

Group or Committee Affiliation (if any):

Applicant Address:

Flynn Building
278 Old Sudbury Road

Applicant Email & Phone Number:

garofalov@sudbury.ma.us
978-639-3377

Purpose (please select all that apply):

- ☒ Open Space & Recreation
☐ Community Housing
☐ Historic Resource

Project Manager Email & Phone Number: Victor Garofalo, garofalov@sudbury.ma.us

Project Name: Haskell Bathroom Improvements and ADA Upgrades

Project Description:

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2027		**	
2028			
2029			
2030			
2031			

Total

** note this is an estimated cost, and we will be getting quotes and have a more secure cost prior to the CPC presentation.

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

For Community Preservation Committee Use:

Form Received On: _____

Project Presented to CPC On: _____

Reviewed By: _____

Determination: _____

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

Guidelines for Project Submission

- 1) Each project request must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Applications should be submitted in five (5) multiple copies and as an electronic PDF file.
- 2) Requests must include a statement of need and be documented with appropriate supporting information. The use of maps, visual aids, and other supplemental information is encouraged.
- 3) Obtain written proposals, estimates, quotes, and such other evidence to document project scope and cost.
- 4) If the request is part of a multi-year project, include the total project cost and allocations.
- 5) Describe the endorsement, support, or other recommendations, if any, by other Town Boards, Committees, Commissions, and Departments.
- 6) Provide examples of similar project proposals in other communities, if any, including examples of project scope, project cost, and status of completion.
- 7) For Applicants that have multiple project requests, please prioritize projects.
- 8) Requests must be received by **Sunday, September 21, 2025** to be considered for recommendation at the May 2026 Annual Town Meeting.
- 9) Applicants must be present at a Community Preservation Committee meeting to answer questions. The Community Preservation Committee meeting schedule has been announced and is posted on the Town's website.

Please keep in mind there are legal limitations on the use of Community Preservation Act funds. Additional information on the Community Preservation Act and the Community Preservation Committee can be found on the Town's website at www.sudbury.ma.us, under Committees. The Community Preservation Committee can be reached by email at cpc@sudbury.ma.us. If you are in doubt about your project's eligibility after consulting these resources, you are encouraged to submit an application so the Community Preservation Committee can determine eligibility.

Please submit the Project Submission Form and accompanying documentation to:

Ryan Poteat, Community Preservation Coordinator
c/o Planning and Community Development Department
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
PoteatR@sudbury.ma.us

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

General Criteria

The Sudbury Community Preservation Committee will give preference to proposals that address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Are consistent with the Town's Master Plan, Open Space and Recreation Plan, Land Use Priorities Committee Report, Town-wide Comprehensive Facility Study, Community Housing Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the Town;
- Receive endorsement by other municipal boards, committees, commissions, or departments.
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation, and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality, feasibility, urgency;
- Demonstrate that the project can be implemented expeditiously and within budget;
- Demonstrate that project alternatives, and alternative funding mechanisms, have been fully explored;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds; and
- Preserve or utilize currently owned Town assets.

Category Specific Criteria

Open Space proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that:
 - are of local significance for biodiversity;
 - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - contain a habitat type that is in danger of vanishing from Sudbury; or
 - preserve habitat for threatened or endangered species of plants or animals;
- Preserve Sudbury's rural and agricultural character;
- Provide opportunities for passive recreation and environmental education;
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
- Provide connections with existing trails or potential trail linkages;
- Preserve scenic views;
- Border a scenic road;
- Protect drinking water quantity and quality;
- Provide flood control/storage;
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones; and
- Preserve a parcel identified in the Open Space and Recreation Plan.

Recreation proposals that address as many of the following criteria as possible will receive preference:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Sudbury residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Sudbury (e.g. school property); and
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

Community Housing proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of 10% affordability;
- Conform to the Town's Housing Production Plan;
- Promote a socioeconomic environment that encourages a diversity of income;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units; and
- Give priority to local residents, and Town employees.

Historic Resource proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore, and/or rehabilitate historic, cultural, architectural, or archaeological resources of significance, especially those that are threatened; and in the case of proposals on private property, the proposal and/or proponent meet certain economic criteria as may be required by the Community Preservation Committee;
- Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore, and/or rehabilitate the historical function of a property or site;
- Project is within a Sudbury Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Sudbury Historic Properties Survey;
- Project demonstrates a public benefit; and
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource; and in the case of proposals on private property, the proposal and/or proponent have demonstrated additional protective measures and have met additional criteria, as may be imposed by the Community Preservation Committee, to ensure the continued permanent protection of the historic resource.

HASKEL BATHROOM UPGRADES AND IMPROVEMENTS

Statement of Need – Haskell Field Bathroom Improvements

Haskell Field is one of Sudbury's most heavily used recreational areas, serving youth sports, community events, and daily use of the playground and open space. Despite the high level of activity, the existing bathroom facilities are outdated and no longer meet the needs of the community. While the bathrooms are ADA compliant, the fixtures are aging and difficult to maintain, and the flooring is deteriorating and in need of resurfacing.

The lack of reliable and updated restrooms creates barriers for residents, particularly families with young children, seniors, and people with mobility challenges. It also places added strain on Town staff to keep the facilities functional and sanitary. As usage of Haskell continues to increase, the need for dependable and safe bathroom facilities has become urgent.

Upgrading the bathrooms with new commercial-grade toilets and sinks, ADA-compliant equipment, and a burnished flooring finish will address these deficiencies, enhance public health and safety, and ensure that Haskell Field can continue to support inclusive recreation for all members of the community.

Community Preservation Committee General Criteria

Eligibility for CPA Funding

This project is eligible for funding under the Community Preservation Act (CPA) in the category of **Recreation**. The proposed improvements directly support and enhance an existing recreational facility that serves a broad segment of the community. By upgrading the bathrooms with commercial-grade fixtures, ADA accessibility features, and durable flooring, the project ensures that Haskell Field remains safe, inclusive, and functional for all users.

The improvements fall within the CPA's allowable uses for recreation by:

- Preserving and enhancing an existing recreational resource.
- Expanding accessibility in compliance with ADA standards.
- Supporting active recreational use through improved infrastructure.

No other municipal funding sources are currently available to address these needs, making CPA funding the most appropriate mechanism to ensure that the bathrooms at Haskell Field are brought up to modern standards and remain a reliable public asset.

Endorsements by Other Municipal Boards or Departments:

The Haskell Bathroom Improvement project is endorsed by the following boards and departments:

- Town Manager & Assistant Town Manager
- Combined Facilities Department
- Parks & Recreation Department
- Public Works Department
- Parks & Grounds Department
- Recreation Commission

Serving Currently Underserved Populations

The Haskell Field Bathroom Improvements project directly addresses the needs of populations that remain underserved by the existing facilities. While the bathrooms are ADA accessible, the fixtures, flooring, and finishes are outdated and difficult to maintain, limiting their functionality and comfort for individuals with disabilities, seniors, and others with mobility challenges. Upgrading to modern ADA-compliant fixtures, entrances, and layouts will improve reliability, safety, and usability for all residents.

In addition, families with young children, who make up a large portion of Haskell's users, are underserved by the current restrooms. Updated commercial-grade toilets, sinks, and durable flooring will enhance cleanliness, safety, and convenience for children and caregivers alike.

Haskell Field is also a key recreational hub for youth sports leagues and community events. Many participants, particularly visiting teams and community members unfamiliar with the site, rely on public restrooms to comfortably use the facilities. By modernizing and improving accessibility, this project ensures that all residents and visitors—regardless of age, ability, or circumstance—can fully enjoy and participate in recreational opportunities at Haskell.

Multiple CPA Purposes:

This project qualifies under the Community Preservation Act for Recreation as its primary purpose, while also advancing the goals of Open Space preservation and enhancement. Haskell Field, which is directly adjacent to the playground, is an active community resource utilized year-round by families for walking, biking, and organized sports. The proposed improvements will therefore strengthen both recreational opportunities and the enjoyment of open space.

Practicality, Feasibility, and Urgency:

The Haskell Field Bathroom Improvements project is highly practical and feasible. The scope of work—replacing existing bathrooms with commercial-grade toilets and sinks, upgrading ADA accessibility features, and installing durable flooring—utilizes standard construction methods and widely available

materials. The project can be completed within a single construction season, minimizing disruption to field and playground use.

From a feasibility standpoint, the Town has the capacity to manage the project, including securing necessary permits, contracting qualified vendors, and overseeing construction. Design and planning are straightforward, and the improvements align with existing infrastructure, ensuring a smooth and efficient implementation process.

The urgency of this project is significant. The current bathrooms are deteriorating, creating safety, hygiene, and accessibility concerns for users. Without timely improvements, the facility will continue to pose barriers to residents, particularly individuals with disabilities, seniors, families with young children, and youth sports participants. Upgrading the bathrooms now prevents further deterioration, reduces ongoing maintenance challenges, and ensures that Haskell Field remains a safe and welcoming recreational hub for all members of the community.

Implementation:

The Haskell Field Bathroom Improvements project will be implemented in a phased and organized manner to ensure efficiency, minimize disruption, and meet all safety and accessibility standards. Key steps include:

1. **Design and Planning:**
 - o Develop detailed design plans for the replacement bathrooms, including ADA-compliant layouts, fixture specifications, and durable flooring materials.
 - o Obtain all necessary permits and approvals from Town departments and state agencies as required.
2. **Procurement:**
 - o Solicit bids from qualified contractors for construction and installation of commercial-grade fixtures, ADA upgrades, and flooring.
 - o Review bids and select vendors based on cost, quality, and experience.
3. **Construction and Installation:**
 - o Temporarily close the existing bathrooms while construction is underway, providing signage directing users to alternative facilities if available.
 - o Remove existing fixtures and flooring and install new commercial toilets, sinks, ADA-accessible features, and durable flooring.
4. **Inspection and Completion:**
 - o Conduct final inspections to ensure compliance with building codes, ADA standards, and quality expectations.
 - o Reopen the bathrooms to the public, fully operational and compliant with safety and accessibility requirements.

The project is expected to be completed within a single construction season, allowing the Town to restore and enhance this essential facility quickly and efficiently while maintaining minimal impact on public use.

Project Alternatives and Funding:

Several alternatives were considered to address the deficiencies of the existing bathrooms at Haskell Field:

1. Do Nothing / Minimal Maintenance:

- o Continuing to maintain the existing bathrooms without upgrades was considered.
- o This alternative is not feasible long-term, as the current facilities are deteriorating, pose safety and accessibility issues, and do not meet ADA requirements.

2. Partial Upgrades:

- o Replacing only fixtures or flooring without addressing ADA compliance was evaluated.
- o This option would reduce some maintenance concerns but would leave the facility inaccessible to individuals with disabilities, failing to meet the Town's commitment to equity and inclusivity.

3. Full Renovation / Replacement (Recommended):

- o Fully replacing and upgrading the bathrooms with commercial-grade toilets and sinks, ADA accessibility features, and durable flooring is the preferred option.
- o This ensures safety, functionality, and long-term usability while meeting all regulatory requirements and serving the entire community.

Funding:

The Town currently has no alternative municipal funding sources available to fully address the bathroom deficiencies. Community Preservation Act (CPA) funding is the most appropriate mechanism to support this project, as it preserves and enhances a public recreational resource and provides equitable access to all residents. Leveraging CPA funds ensures the Town can implement a comprehensive solution in a timely manner while maintaining high standards for safety, accessibility, and durability.

Cost/Benefit Analysis:

Costs:

The project entails the following expenses:

- Demolition and removal of existing fixtures and flooring
- Purchase and installation of commercial-grade toilets, sinks, and durable flooring
- ADA accessibility upgrades, including entrances, stalls, and hardware
- Contractor labor and project management

While this represents a significant investment, the costs are reasonable for a comprehensive solution that addresses long-standing deficiencies.

Benefits:

- **Enhanced Accessibility:** Upgrades ensure compliance with ADA standards, providing equitable access for individuals with disabilities, seniors, and families with young children.
- **Improved Safety and Hygiene:** Modern, durable fixtures and flooring reduce maintenance challenges and improve public health conditions.
- **Long-Term Durability:** Commercial-grade materials and professional installation extend the lifespan of the facility, reducing recurring repair costs.
- **Support for Community Recreation:** Functional and accessible restrooms encourage continued and increased use of Haskell Field for playground activities, youth sports, and community events.
- **Preservation of Town Assets:** Investing in upgrades now prevents further deterioration and protects the Town's recreational infrastructure.

Preservation of Town Assets:

Haskell Field is one of Sudbury's most heavily used recreational facilities, hosting playground activities, youth sports, and community events throughout the year. The existing bathroom facilities are aging, deteriorating, and no longer adequately meet the needs of the community. Without timely improvements, these facilities risk further degradation, leading to higher maintenance costs and potential safety hazards.

By replacing and upgrading the bathrooms with commercial-grade fixtures, ADA-compliant features, and durable flooring, the Town will preserve the functionality, accessibility, and long-term value of this critical public asset. These improvements protect the Town's investment in Haskell Field, ensuring that the facility remains safe, inclusive, and welcoming for all residents. In addition, the project helps avoid more costly repairs or full facility replacement in the future, representing a prudent and responsible use of public funds.







