

**COMMUNITY PRESERVATION COMMITTEE
MINUTES OF OCTOBER 17, 2018
SILVA CONFERENCE ROOM, FLYNN BUILDING**

Present: Chairwoman Sherrill Cline, Lynne Remington, Scott Smigler, Pat Brown, Mara Huston, Diana Warren and Thomas Friedlander (via phone).

Staff: Director of Planning and Community Development, Meagen Donoghue

Absent: Eric Poch and Nancy Kilcoyne

At 7:34 p.m., Chairwoman Cline called the meeting to order.

Discussion regarding nomination and vote for Chair and Vice Chair commenced with Chairwoman Cline offering to continue as Chairwoman unless someone else was interested. Ms. Remington nominated Ms. Sherrill Cline. Chairwoman Cline accepted the nomination as Chair. Mr. Scott Smigler seconded the nomination. Chairwoman Cline called for a roll call vote to approve Chairwoman Cline to continue as Chair. The vote was unanimously approved.

Chairwoman Cline asked for a nomination for Vice Chair. Ms. D. Warren nominated Ms. Lynne Remington; the nomination was seconded. Chairwoman Cline called for a roll call vote to approve Ms. L. Remington as Vice Chair. The vote was unanimously approved.

Review CPC finances:

Chairwoman Cline opened the discussion by reviewing the CPC budget for FY20. The committee members have received a copy of the finances which were provided by Mr. Dennis Keohane, Finance Director. Chairwoman Cline explained to the committee the funds to be appropriated for FY20 will be voted on at the May 2019 Town Meeting. Chairwoman Cline reviewed the expenses and noted that the debt service line item is an expense that has already been incurred for open space. The other fixed expense is for administration which was voted on at the May 2018 Town Meeting. Chairwoman Cline reviewed the next line item which is the revenue remaining for new projects in the amount of \$872,840. This is projected revenue for FY20 minus the fixed expenses for debt service for prior allocations and administration expenses.

Next Chairwoman Cline explained the estimated fund balance for FY 19 which Mr. Keohane calculated to be \$7,197,000.00 by taking the FY18 balance, then adding the FY19 estimated revenue and subtracting the FY19 expenses which were approved at the 2018 Town Meeting. However, from this figure is deducted the amounts to be held in reserve for community housing and historic preservation and the unspent appropriations made through FY18. Thus the total unreserved funds is \$4,635,010. If the Broadacres Farm acquisition is approved at the polls, this figure must be reduced by \$1,880,000 bringing the available fund balance to \$2,755,010.

There was also discussion that the historic reserve included the 10% mandatory allocation for this FY plus \$530,712 that remained in the historic reserve from previous years.

Chairwoman Cline advised that the practice and policy of previous years is to try to keep spending for each fiscal year within the current year's projected revenue. In this year, that would be \$872,840.

Ms. Brown asked about the status of the CSX legislation and the reversion of those funds. Chairwoman Cline stated that she would contact Representative Gentile.

Preliminary review of applications and public hearing schedule:

Chairwoman Cline informed the committee that the applications received exceed this year's budget. She opened the discussion with the application from Park and Recreation for the Featherland Park. Ms. Mara Huston explained that Park and Recreation will be asking for \$200,000 to complete two additional multi-purpose courts. She explained that there were not sufficient funds in last year's allocation to complete all 4 courts as anticipated. It is expected that there will be \$36,000 remaining from this allocation which can be carried over for the balance of the project. She also explained that she has spoken with a representative from Lincoln/Sudbury High School who is seeking funds for this project. The rationale for their contribution is the extent to which the Junior Varsity tennis team uses the courts. Finally, Park and Recreation has submitted a request for free cash because of the extent of use by the general public.

Ms. Huston stated she has spoken with Dan Nason of the DPW regarding going out to bid. Dan suggests going out to bid in March which would be more reasonable for a contractor given the anticipated change in the cost of materials between now and then. She stated that the requested amount from CPA will be \$200,000 with the expectation that by Town Meeting, they will have a definitive number.

Mr. Smigler asked whether the Park and Rec Department had a reservation system. Ms. Huston noted there is not a system in place. There are no fees being paid for the use of the courts although private lessons on the court are subject to fees. Therefore, there is no way of tracking how much use the courts are getting from school vs. non-school users. Mr. Smigler asked whether a town wide survey had been done to determine the importance of tennis to the public. Ms. Huston confirmed that the last survey showed that tennis ranked high. Mr. Smigler asked that the list of the ranking of the sports be provided during the upcoming hearings.

Mr. Smigler asked when there would be a comprehensive plan for the use of Parcel 1 of Broadacres Farm. Ms. Huston stated that Park and Recreation has not begun to consider how to use the 9.5 acres which the Town hopes to acquire if the Broadacres Farm purchase is approved. She anticipates that the Department will consult the reports on the fields which have previously been completed, do some evaluation of the needs, and consult with the user groups. The Department is also considering how best to use recreational fields throughout the Town. She stated that in connection with the Open Space and Recreation Plan evaluation, Ms. Suedmeyer had made Park and Rec aware of properties they were unaware of. One in particular may be more suitable to sell and use the funds for other Park and Rec projects. Ms. Huston stated that the Department is finding that although the registration for individual sports is declining, that the number of different sports people are interested in is increasing; for example, rugby is becoming popular.

Ms. Donoghue requested a narrative from Ms. Huston that was missing from her application package. Chairwoman Cline explained that the application consisted of the project submission form and a list of general and specific criteria and that the CPC wanted each applicant to state which criteria each project met to be eligible for CPA funds.

Chairwoman Cline asked for clarification of the splash park that is noted in the next application. Ms. Huston explained the park would be located behind Fairbanks and is comprised of a flat paved surface with water that would spray up from the ground or have apparatuses that would spill water from above. She had no estimate of the cost. This is proposed as another fun way to cool off in the summer. There are a number of similar parks in neighboring towns. The CPC needs a lot more information on this proposal.

Chairwoman Cline reviewed the next application which was from Melissa Rodrigues for the Town Hall renovation. It would be bonded. The project is to restore and preserve the historic exterior, update the interior and make it handicap accessible. Ms. Warren asked whether it had been before the Historical District Commission. The application indicates the intent to present to a number of boards and committees. Ms. Diana Warren asked whether the project will be considered an addition/expansion. Chairwoman Cline believes an elevator will be installed in the rear of the building as well as restrooms and a computer room. The plan would also redesign the Clerk's Office. Ms. Remington asked whether it would include the plan to move school offices to Town Hall. Ms. Pat Brown gave some background regarding renovation of the Town Hall. The first floor meeting room is rated for 150 occupancy load with accessible parking. It is not easy to find and office space was not its historical purpose. The Town Hall Blue Ribbon Advisory Committee did not look favorably on creating additional offices in the building.

Ms. Lynne Remington asked what was the amount of funds requested for the project. Chairwoman Cline stated between \$7.2 million to \$7.6 million. Ms. Remington questioned whether the entire building would qualify as Historical. Chairwoman Cline stated she had seen a memo from Town Counsel which found the building project did qualify for CPC money under historic preservation. Chairwoman Cline asked the committee if they had any questions for the applicant regarding this project.

Mr. Scott Smigler would like clarification of the goals of the project and the changes to be made to the building such as the capacity. Ms. Brown would like to know what are the existing problems with the building and what is the actual scope of the problems to be fixed. Ms. Remington would like to see if there are any other sources of funding available, as the requested amount is beyond the CPC's capacity. Chairwoman Cline concurs and states the requested amount is even beyond their bonding capacity. However, the CPC could recommend a portion of the expense be paid with CPA funds. Mr. Smigler would like to know what other scenarios were considered and why this one was chosen. Ms. Warren asked to see the opinion from Town Counsel. Ms. Warren also wanted to understand the history of the current structure since its rebuilding in 1932.

The next application reviewed was for Coolidge of Sudbury, Phase 2. Their request is for \$631,000. They have a shortfall of that amount in their funding. Ms. Brown asked what happened to their application for funds from the HOME consortium. Chairwoman Cline pointed to the budget contained in their application which includes \$550,000 of HOME funds. It also includes the \$250,000 from the Sudbury Housing Trust which was approved at the 2018 Town Meeting. Included in their application package is a letter of support for their project from the Housing Trust. Ms. Brown wondered whether there were additional funding sources. Mr. Smigler wondered why the debt they are incurring is not higher. Mr. Smigler would also like some more information regarding the mechanics of the SHI. Ms. Donoghue suggested he could consult with RHSO or Liz Rust. Chairwoman Cline indicated that Ms. Rust will be presenting on the proposal along with Ms. Gittleman.

The applicant is requesting funds for an additional 56 units to be constructed. Mr. Smigler asked if the 56 projected units could be scaled back. Ms. Donoghue stated no, the project has been approved for 56 units and therefore the number of units could not be scaled back. There is some question as to whether the number of units or the quality of the services would have to be scaled back if this proposal was not approved. Mr. Smigler also wanted to know whether there were other risks that would prevent Coolidge from building the full 56 units.

The next application reviewed was for Sudbury Newspaper Digitization presented by the Goodnow Library. Chairwoman Cline noted that the application did not include any statement as to how the application fulfilled the general Sudbury criteria or whether they had considered alternative funding sources, such as the Friends of the Goodnow Library. Mr. Smigler wondered whether there were any other public data bases that had the same data that could be bought.

The next application for reviewed was for the Playground Modernization Project. Chairwoman Cline discussed how this is not related to Park and Recreation and that it is part of a grass roots effort presented by Play Sudbury. Chairwoman Cline stated one playground was approved in the fall Town Meeting of 2017 and was funded with free cash and the second playground was funded in the spring Town Meeting of 2018 by CPA funds. Ms. Remington inquired whether the CPC had committed to a certain amount each year and whether they had obtained additional funding. Chairwoman Cline advised that CPC had not made any commitments and that the group had obtained a lot of outside funding from various groups including the State. Ms. Brown noted that the outside funding was not stated in their application and Chairwoman Cline noted that the funding information in the application was outdated. Members of the Committee want additional and current funding and spending information.

Ms. Brown inquired to any additional funding being available to the applicant and the status of the \$250,000 that was funded last year. Chairwoman Cline pointed to the spreadsheet provided by the Finance Director that states that the funds were spent.

There was discussion as to whether the new Annual Reporting Form should have been completed by these proponents.

The next application for review was for \$30,000 requested by the Town Manager for RHSO staffing out of the housing budget. This application has to be approved for staffing. This is an expense attributed to community housing. Each year the Committee decides whether the payment will be in addition to or part of the 10% mandatory housing allocation.

The next application for review was Camp Sewataro. Ms. Donoghue noted that the proponents had only submitted the Project Submission Form with no supporting data. The proponents asked that the information submitted last year be provided until updated information is available. Camp Sewataro had previously submitted an application for the Town to purchase the property so that it may continue to operate in some sort of camp capacity. This proposal is for the Town to purchase the entire property. Ms. Warren asked if there was a current appraisal on the property. Ms. Donoghue stated there is not a current appraisal. Mr. Smigler asked to see the old appraisal.

Ms. Brown questioned the what assessment the property fell under. Ms. Donoghue believes the land falls under Chapter 61B, which is a recreational classification. Ms. Brown asked what rights the Town had, assuming the property is under 61B. Ms. Donoghue said she would have to research that. Ms. Warren wanted to know about the topography – i.e. wooded? Ms. Brown stated the property has an approved 32 lot subdivision which should be available in the Planning

Office. The subdivision was approved quite some time ago. Ms. Donoghue noted the subdivision had not been built within the two year allotted time frame and therefore the permit has expired. Ms. Brown noted that any new application would probably come up with the same number of lots. Ms. Donoghue noted that the owners hoped that the property would be used by another private party or Park and Rec as a camp.

Mr. Smigler noted that the owner had advised the Board of Selectmen that he had hired a real estate broker to sell the land. Ms. Brown noted that if the rights of the Town are analogous to those for land under 61A, then the Town would have to be in a position to make a fast response to any offer made to the seller. The CPC have a number of questions, including the current appraisal, what would the Town do with the property, and whether Park and Rec is interested in the property. Ms. Brown would also like to know the structure of the purchase. Would the sellers require all cash, or payments over time?

Chairwoman Cline wondered whether the Committee was interested in a site visit. Ms. Donoghue will look into the Committee doing a site visit.

The last application for review is for the request of \$60,000 for Smoke and Fire Protection by the Historic Society for a state of the art smoke detector system. Ms. Warren noted that the owner of the property is the Town, not the Sudbury Historic Society. Chairwoman Cline noted that the Society has a long term lease and owns the contents of the building. Ms. Warren noted that the building is also an important historic asset and agrees that this type of system is imperative. Chairwoman Cline noted this system is similar to what has been installed in the Hosmer House. Chairwoman Cline asked the committee if there were any specific questions they would like answered. Ms. Huston noted the quote will expire on November 16, 2018 and wondered whether they were asking for enough funds? Ms. Brown suggested the Society get an appraisal that will be good until at least July, 2019 when the funds will be released. Chairwoman Cline noted that the Society had not completed the general and specific criteria part of the application which needed to be submitted. Ms. Brown asked if there any additional sources of funding.

Ms. Brown noted that Legislation was pending to increase the State match to the CPA funds. Chairwoman Cline pointed out that any monies allocated in November were included in the FY19 estimated income.

Status of annual reporting forms.

The Committee then reviewed the spreadsheet showing the funds remaining in each of the allocations made in prior years. A number of projects appeared to be completed and therefore additional funds could be reverted in the 2019 Town Meeting. However, additional information is needed for the various historic projects to confirm the projects are completed.

With regard to the Town Center Landscaping, Ms. Brown stated that Dan Nason is exploring the cost of finishing the stone wall in Grinnell Park. She will get further information on the status of this project. There were a number of other items on the list of possible projects to be completed, but the stone wall will be priced out. There was discussion that the original allocation was divided between historic preservation and open space. It was noted that it would have been helpful if the Committee's new Annual Report Form had been completed for this project. Ms. Brown agreed to complete the Form.

With regard to the Featherland Park multisport courts, Phase 2, Chairwoman Cline noted that if there is money left from the 2018 allocation that will be carried over to Phase 2, it should be noted in the warrant article and/or report for the 2019 Town Meeting.

There was additional discussion regarding what information is needed by the Committee and from whom on our new Annual Report Form. The Committee should see the Form for each project that was allocated funds in or before the 2017 Town Meeting.

Town-Wide Annual Report:

Chairwoman Cline stated the town wide annual report on the CPC has not been done since 2009. The report is very extensive and Chairwoman Cline thinks it should be incorporated with the Open Space and Recreation Study and the Master Plan which the Town is working on. Ms. Donoghue noted there is a lot of data to be collected for this report and the Town Manager suggested the collection of the data should be outsourced.

Administrative Report:

Ms. Donoghue informed the Committee that she has given her resignation and her last day will be October 30, 2018. Chairwoman Cline informed the Committee that Ms. Donoghue will be moving on to take a position as Executive Director of the Fitchburg Redevelopment Authority. The Committee thanked Ms. Donoghue for her help and wished her well in her new position.

Approval of Minutes October 3, 2018: Chairwoman Cline was in receipt of the minutes and will distribute to the committee members once she has had a chance to complete the edits. Ms. Cline requested that any edits be sent to her.

Meeting Schedule:

The next meeting will be November 7, 2018 at which the Committee can schedule the public hearings in December.

Adjourned at 9:22 pm