



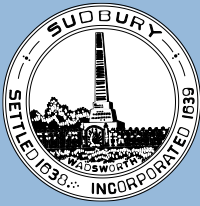
SUDBURY BOARD OF SELECTMEN
TUESDAY MARCH 12, 2019
6:15 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	6:15 PM		CALL TO ORDER
EXECUTIVE SESSION			
1.		<i>VOTE</i>	Vote to immediately enter Executive Session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Camp Sewataro) pursuant to General Laws chapter 30A, §21(a)(3).
2.		<i>VOTE</i>	Vote to close Executive Session and resume Open Session.
	7:00 PM		Opening remarks by Chairman
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
TIMED ITEMS			
3.	7:15 PM		Discuss Whole Foods request for liquor license. Potential attendees: Michael Scott of Nutter McClennen & Fish LLP; Jim Hughes and John Forziati of Whole Foods.
4.	7:25 PM		Vote to accept the audited financial statements for the Town of Sudbury for the fiscal year ending June 30, 2018. Said statements include Sudbury's Comprehensive Annual Financial (CAFR) report, Governance Letter, and Schedule of Expenditures of Federal Awards (SEFA) reports. Dennis Keohane, Finance Director, and Renee Davis, Partner, and Kyle Warne, Manager, of Powers & Sullivan will attend.
MISCELLANEOUS			
5.			Town Manager to present FY20 budget
6.			Review Annual Town Meeting articles, take positions on articles, and assign motions and presentations.
7.			Discussion on potential next steps regarding Camp Sewataro.

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.

Item #	Time	Action	Item
8.			Discussion on Fairbank proposals
9.			Discussion on Town Manager evaluation.
10.			Discussion on possible Town Forum
11.		<i>VOTE</i>	Discussion and vote whether to authorize the Town Manager to endorse MassDOT letter with the intent to become a Complete Streets municipality within one year.
12.		<i>VOTE</i>	Vote whether to release Town Counsel opinion regarding the Bruce Freeman Rail Trail (BFRT) and local bylaw
13.		<i>VOTE</i>	Discussion and vote whether to approve the regular session minutes of January 22, 2019 as amended by Selectman Simon, and whether to incorporate edits provided by other Board members.
14.			Discussion of regional school district formula and future steps regarding the regional agreement with Lincoln Sudbury Regional High School
15.			Citizens' comments (cont)
16.			Discuss upcoming agenda items
CONSENT CALENDAR			
17.		<i>VOTE</i>	Vote to approve regular session minutes of February 5, 2019.
18.		<i>VOTE</i>	Vote to approve to continue the Opt-Out Incentive Program through 6/30/22 for those Active Employees who currently participate in the program and for those Active Employees enrolled in our health plans and who Opt Out of being covered by the Town of Sudbury health plans, as described in the attached document "Opt-Out Incentive Program."
19.		<i>VOTE</i>	Vote to appoint Maura F. Carty, 15 Stonebrook Rd., as an Election Officer for a term to expire August 14, 2019, as recommended by the Town Clerk.
20.		<i>VOTE</i>	Vote to accept the resignation of Jonathan O'Brien, Zoning Board of Appeals associate, and member of the Earth Removal Board, and send him a letter of thanks for his service to the Town.
21.		<i>VOTE</i>	Vote to approve the Town Manager appointments of Susan Rushfirth, 48 Harvard Drive, and Doug Frey, 74 Cutler Farm Road, to the Commission on Disability, for a term expiring 5/31/22.

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.



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

EXECUTIVE SESSION

1: Exec Session to discuss Sewataro

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to immediately enter Executive Session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Camp Sewataro) pursuant to General Laws chapter 30A, §21(a)(3).

Recommendations/Suggested Motion/Vote: Vote to immediately enter Executive Session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Camp Sewataro) pursuant to General Laws chapter 30A, §21(a)(3).

Background Information:

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

EXECUTIVE SESSION
2: Close Executive Session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Executive Session and resume Open Session.

Recommendations/Suggested Motion/Vote: Vote to close Executive Session and resume Open Session.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

TIMED ITEM

3: Whole Foods request for liquor license

REQUESTOR SECTION

Date of request:

Requestor: manager, Whole Foods

Formal Title: Discuss Whole Foods request for liquor license. Potential attendees: Michael Scott of Nutter McClennen & Fish LLP; Jim Hughes and John Forziati of Whole Foods.

Recommendations/Suggested Motion/Vote: Discuss Whole Foods request for liquor license. Potential attendees: Michael Scott of Nutter McClennen & Fish LLP; Jim Hughes and John Forziati of Whole Foods.

Background Information:
see attached

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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Michael E. Scott
 Direct Line: (617) 439-2811
 Fax: (617) 310-9811
 E-mail: mscott@nutter.com

February 22, 2019
 110905-32

Via Email (boardofselectmen@sudbury.ma.us) and Overnight Delivery

Town of Sudbury
 Board of Selectmen
 Flynn Building
 278 Old Sudbury Road
 Sudbury, MA 01776

Re: Whole Foods Market
 536 Boston Post Road

Dear Chairman Haarde and Members of the Board of Selectmen:

I am writing on behalf of Whole Foods Market Group, Inc. (“Whole Foods”), as its legal counsel and representative. Whole Foods enjoys being a part of the Sudbury community and is always looking for new and innovative ways to serve its customers. Whole Foods is interested in obtaining a restaurant pouring liquor license for its Sudbury location at 536 Boston Post Road. We understand, based on communications with Town Manager Murphy-Rodrigues, that the Town is currently at its quota under G.L. c. 138 for restaurant pouring licenses. Whole Foods would appreciate the opportunity to discuss with the Board of Selectmen the possibility of initiating a Home Rule Petition to authorize the Town of Sudbury to grant additional on-premises liquor licenses. As such, Whole Foods respectfully requests that it be placed on the agenda for a meeting of the Board of Selectmen.

Very truly yours,

Michael E. Scott

cc: By Email
 Town Manager Melissa Murphy-Rodrigues (TownManager@sudbury.ma.us)
 Rick Bonin, Regional President, Whole Foods Market (rick.bonin@wholefoods.com)
 Jim Hughes, Executive Coordinator of Strategic Support, Whole Foods Market
 (jim.hughes@wholefoods.com)
 John Forziati, Store Team Leader, Whole Foods Market—Sudbury
 (john.forziati@wholefoods.com)

4416566.1

Attachment3.a: WF-Sudbury LT Bd of Selectmen (3175 : Whole Foods request for liquor license)



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

TIMED ITEM
4: CAFR presentation

REQUESTOR SECTION

Date of request:

Requestor: Dennis Keohane, Finance Director

Formal Title: Vote to accept the audited financial statements for the Town of Sudbury for the fiscal year ending June 30, 2018. Said statements include Sudbury’s Comprehensive Annual Financial (CAFR) report, Governance Letter, and Schedule of Expenditures of Federal Awards (SEFA) reports. Dennis Keohane, Finance Director, and Renee Davis, Partner, and Kyle Warne, Manager, of Powers & Sullivan will attend.

Recommendations/Suggested Motion/Vote: Vote to accept the audited financial statements for the Town of Sudbury for the fiscal year ending June 30, 2018. Said statements include Sudbury’s Comprehensive Annual Financial (CAFR) report, Governance Letter, and Schedule of Expenditures of Federal Awards (SEFA) reports. Dennis Keohane, Finance Director, and Renee Davis, Partner, and Kyle Warne, Manager, of Powers & Sullivan will attend.

Background Information:

Click link below to view CAFR report (129 pgs):
<https://sudbury.ma.us/boardofselectmen/sudbury-fy2018-cafr/>

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)
5: FY20 budget and presentation

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Town Manager to present FY20 budget

Recommendations/Suggested Motion/Vote: Town Manager to present FY20 budget

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

6: ATM action

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review Annual Town Meeting articles, take positions on articles, and assign motions and presentations.

Recommendations/Suggested Motion/Vote: Review Annual Town Meeting articles, take positions on articles, and assign motions and presentations.

Background Information:
attached list

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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#	Article Title	Status	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	IN MEMORIAM RESOLUTION										
	FINANCE/BUDGET										
1	Hear Reports	submitted	BOS							Majority	
2	FY19 Budget Adjustments	submitted	BOS							Majority	X
3	FY20 Budget	submitted	Finance Dir/Town Mgr							Majority	
4	FY20 Capital Budget - Town Manager	submitted	Town Manager							Majority	
5	FY20 Transfer Station Enterprise Fund Budget	submitted	Finance Dir/ Town Mgr							Majority	
6	FY20 Pool Enterprise Fund Budget	submitted	Finance Dir/ Town Mgr							Majority	
7	FY20 Recreation Field Maintenance Enterprise Fund Budget	submitted	Finance Dir/ Town Mgr							Majority	
8	FY19 Snow & Ice Transfer	submitted	Town Manager							Majority	
9	Unpaid Bills	submitted	Town Accountant							Four-fifths	X
10	Chapter 90 Highway Funding	submitted	DPW Director							Majority	X
11	LSRHS Excess & Deficiency	submitted	BOS						\$595,000	Majority	
12	Stabilization Fund	submitted	Town Manager						\$194,894	Majority	
13	Repurpose of Rolling Stock Stabilization Account	submitted	Town Mgr.							Two-thirds	

Attachment 6.a: Articles list ATM 2019_02.11 (3185 : ATM action)

ATM 2019 Articles

#	Article Title	Status	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
14	Surplus Vehicle Revolving Fund (new)	submitted	DPW Dir./ Fire Chief/ Police Chief							Majority	X
15	Board of Health Revolving Fund - Scope Expansion (new)	submitted	Health Director							majority	X
16	ZBA Revolving Fund - Scope Expansion (new)	submitted	ZBA chairman							majority	X
17	FY20 Revolving Funds Spending Limits	submitted	SPS & Town							Majority	X
18	Fund Litigation Costs - Eversource	submitted	BOS							Majority	
CAPITAL ARTICLES											
19	DPW One Ton Dump Truck	submitted	DPW Director							Majority	
20	Concord Road Culvert Design	submitted	DPW Director							Majority	
21	Purchase of Fire Engine	submitted	Fire Chief						\$570,000	majority	
22	Sudbury Public Schools Playground Improvement	submitted	SPS						\$0	Majority	
23	Funding of CWMP Impact Report	submitted	Town Mgr						\$500,000	2/3 if borrowed	
24	Fairbank Community Center Design and Construction Funds	submitted	BOS							2/3 if borrowed	
25	Camp Sewataro Acquisition	submitted	BOS							2/3 if borrowed	
26	Amend Article XXV Capital Planning	submitted	BOS							Majority	
27	Raymond Road Conveyance to Water District	submitted	BOS							Two-thirds	
28	Amend Zoning: Melone Smart Growth Overlay District	submitted	BOS							Two-thirds	

Attachment 6.a: Articles list ATM 2019_02.11 (3185 : ATM action)

ATM 2019 Articles

#	Article Title	Status	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
CPC Articles											
29	SPS Playground Modernization	submitted	CPC						\$275,000	Majority	
30	Community Preservation Fund - Featherland Park Multisport Court Reconstruction, Phase 2	submitted	CPC							Majority	
31	Community Preservation Fund - Regional Housing Service Office (RHSO)	submitted	CPC							Majority	
32	Community Preservation Fund - The Coolidge at Sudbury Phase 2	submitted	CPC							Majority	
33	Community Preservation Fund - Sudbury Newspaper Digitization	submitted	CPC						\$25,000	Majority	
34	Community Preservation Fund - Smoke and Fire Detection for Loring Parsonage	submitted	CPC						\$63,000	Majority	
35	Community Preservation Fund - General Budget and Appropriations	submitted	CPC							Majority	

Attachment 6.a: Articles list ATM 2019_02.11 (3185 : ATM action)



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

7: Discussion on Camp Sewataro

REQUESTOR SECTION

Date of request:

Requestor: Chairman Haarde

Formal Title: Discussion on potential next steps regarding Camp Sewataro.

Recommendations/Suggested Motion/Vote: Discussion on potential next steps regarding Camp Sewataro.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

8: Fairbank discussion

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Discussion on Fairbank proposals

Recommendations/Suggested Motion/Vote: Discussion on Fairbank proposals

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

9: Town Manager evaluation

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Town Manager evaluation.

Recommendations/Suggested Motion/Vote: Discussion on Town Manager evaluation.

Background Information:
see attached summaries from 4 board members

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

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TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectmen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

Draft for 1.19.16 meeting

1. Vision and Community Leadership	1	2	3	4	5	N/A
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

2. Communications/Public Relationships	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.					X	
Comments:						

Draft for 1.19.16 meeting

3. Board of Selectmen Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen's policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.				X		
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						
4. Personnel Management	1	2	3	4	5	N/A
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.				X		

Attachment9.a: Brown_Summary_complete (3151 : Town Manager evaluation)

Comments:

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6. General Management and Planning	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment9.a: Brown_Summary_complete (3151 : Town Manager evaluation)

Draft for 1.19.16 meeting

Comments:

7. Personal Qualities and Characteristics	1	2	3	4	5	N/A
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

8. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

Attachment9.a: Brown_Summary_complete (3151 : Town Manager evaluation)

1. Vision and Community Leadership

The Town Manager has demonstrated her leadership and vision this year by directing two major initiatives—acquisition of Broadacres Farm and the Melone land swap—which preserve the character of historic Sudbury. The Town Manager’s capable and prompt response to the ice storms of last March, both in communicating public safety responses during the event and in organizing and publicizing the massive cleanup efforts that followed. Her pro-active efforts to secure relief funding from the state, while unsuccessful, were indicative of her energy and resourcefulness on the Town’s behalf. I also appreciate her support for placing a member of the Sudbury Police Force as School Resource Officer at the high school. Leadership is not only vision, but also reacting to situations as they develop with a focus on public awareness and public safety.

She has implemented a moderated meeting at which the Board of Selectmen determine their goals, although she has not participated directly in working with the Board to develop those goals nor in establishing priorities. I’d like to see more effort on communicating progress on the Selectmen’s goals to the community and to the Board.

2. Communications/Public Relationships

Communications is one of the Town Manager's greatest strengths. She has been generally available not only to the Board of Selectmen but also to other boards and committees and to residents in general. She makes an effort to be accessible and to step out from her office to meet people where they are. The Town Manager has been proactive in supporting community events put on by various departments, and this year worked with numerous sponsors to revive the Sudbury Tree Lighting—a very successful event that brought the town together in celebration.

In addition, the Town Manager works hard to educate the public about town matters. This includes the publishing the Town Manager's Newsletter and managing the Town's Facebook and Twitter accounts. The Melone presentation at the November Town Forum was a triumph of exposition. Both the GFOA budget document and the Sudbury ClearGov site present and explain the town's finances.

I appreciate the Town Manager's willingness to pursue professional relationships outside the town, and to encourage staff to do so as well.

3. Board of Selectmen Support/Relations

The Town Manager has been consistently available when asked for information and advice. I find her guidance to be thoughtful and valuable. She listens to my information and concerns, and generally proposes a course of action to address them.

I appreciate her efforts and balance in addressing top priority (most important) issues facing the town, while meeting deadlines and doing the “housekeeping” of municipal government. Specifically, the Town Manager’s focus on producing the RFP for the Melone property last spring, followed by her work on defining the process for evaluating the responses in accordance with the legally required procedure, organizing and participating in the negotiating team to promote the Melone land swap, and describing the proposal to the town in a clear and convincing presentation is an outstanding example of support for the Selectmen’s goals. I was particularly impressed with the success of the town forum/town meeting format and with the masterful presentation of an enormous amount of inter-related data in a clear, thorough, and logical way, informative to residents of all levels of familiarity with the issues. This complex, difficult and time-consuming process has occurred during the past year with the Town Manager’s able support and assistance. She has been a key player in achieving this major goal.

I am not familiar with the Eversource proceedings, and will not comment on them.

Particularly in light of the town’s multiple and complex negotiations, her use of Town Counsel has been shown to be extremely effective.

The Town Manager pursued the acquisition of Broadacres Farm with creativity and persistence, working with staff to acquire this high-priority parcel by negotiating a phased purchase agreement acceptable both to the property owner and to the voters. This is an example of the Town Manager pursuing an item not specifically listed as a goal by the Selectmen, but recognizing a time-critical opportunity.

I also appreciate the Town Manager’s counsel and assistance in working with the Fairbank Task Force to create the ultimately unsuccessful proposal put before October 2018 Town Meeting. She spent hours

managing the contractors for this project in accordance with the requests of the Task Force and providing me with advice.

The Town Manager has not handled Bruce Freeman Rail Trail (BFRT) design in the same professional manner. In prior years the town bypassed the normal design process to get the project on the TIP before completion of the 25% design and has subsequently failed to meet project milestones. This year, the Town Manager attempted to expedite by putting the contract for the bridge sketch plans out only to two firms, one of which was not supplying satisfactory work. While this is not illegal, since the work is technically engineering exempt from procurement law, it does not secure the best price for the town not does it address the issue that the original inadequate estimate was provided by the engineer chosen. A subsequent effort to advertise the work as requested by the Board had the predictable and predicted result—no one else bid. The Board has received no explanation of how MassDOT became the project proponent working with Jacobs, or how the town will apply our environmental safeguards to this project. I am deeply disappointed that our project management permits direct access between members of the Board and of the public to the contractors and that my questions concerning this practice remain unanswered. I have raised these issues in writing and in person with the Town Manager as I became aware of them.

I greatly appreciate the Town Manager's efforts to maintain professional relationships with each member of a divided board, and recognize that this is a very difficult assignment. I also appreciate the many higher priority demands upon her time, and her professional focus on those issues. However, my trust has been shaken by the lack of communication and transparency regarding the BFRT. I hope to see more professional project management, more reliable communications concerning project status (including expenditures) to the Board, and equal access for all Board members to staff and contractors moving forward.

4. Personnel Management

The Board of Selectmen has little insight into day-to-day management of town departments and personnel. Given that, here are a couple comments.

The Town Manager's diligence in fiscally responsible contracts (across five bargaining units this year), which respect both the employees and the taxpayers, is outstanding. This is a stellar achievement.

Town Staff, under her guidance, have provided excellent support to volunteer boards and committees. The Town Manager has, at least on occasion, attempted to de-escalate some of the more difficult interactions between town staff and deeply committed project advocates (Fairbank Center, Rail Trail).

She supports ongoing staff training and development.

Her staff is very supportive of volunteer committees and of Selectmen, allowing for their other duties.

I also appreciate her efforts in moving promptly to replace departing staff.

5) Financial Management

The Town Manager's commitment to transparency and communication about how the town spends its money is evident in the multiple means she uses to communicate the town's financial position, such as ClearGov and the GFOA budget.

Within the framework dictated by the negotiated labor contracts, the Town Manager and her team were able to produce both a three-year revenue and expense forecast and a balanced budget to present to Town Meeting, meeting the dates required by the budget process. I will again call out her attention to containing costs and respecting both taxpayers and employees, particularly during contract negotiations, which makes this possible.

The Town Manager has worked with the Park & Recreation Commission to oversee the pool and athletic field enterprise funds, to set responsible rates, and to envision a long term recreation (capital) plan.

Additionally, the Town Manager has been diligent in pursuing outside grants and other funding to defray taxpayer expense.

I look forward to the Board of Selectmen implementing a set of financial policies with her input and insight. Together with a capital plan and the three-year forecast, these are the linchpins of prudent municipal financial management.

6) General Management and Planning

The Town Manager has taken proactive steps to implement cyber security measures, update our ancient master plan, negotiate responsible contracts, encourage staff training in procurement and licensing requirements, and generally to prepare for the future. She has also attempted to address long-standing issues before the community, among them the Fairbank Center and the Frost Farm House.

She handles major issues like last spring's ice storms and the ensuing cleanup promptly and professionally.

Given the number of extraordinary challenges this year (storms, Melone, Broadacres) and the need to ensure day-to-day management of the town affairs (budget, tax rate hearing, licensing) some mid-level concerns have not been addressed. I look forward to her help in creating a strong set of financial policies to be enacted by the Board of Selectmen, while recognizing this did not happen this year.

7) Personal Qualities and Characteristics

Melissa Rodrigues is pretty much off the charts on all of the scales we rate. One scale we don't rate is "work ethic", and that's exemplary also. Melissa consistently manages to receive late and incomplete data and yet to meet her deadlines, and this is a result of the extraordinary time, skill and energy she devotes to her work. She does it with a cheerful can-do attitude that makes it look easy. It is an honor, a privilege and a pleasure to work with Melissa.

8) Overall Rating

The Town Manager is highly effective.

TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectmen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

1. Vision and Community Leadership	1	2	3	4	5	N/A
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Although still relatively new to the position I believe Melissa has grown into a well known and respected figure in the community. She has a nice balance between vision and reality - this was exemplified during the Melone/Sudbury Station/Quarry North project and process where she kept us informed of possibilities but also grounded in reality as to what was possible.</p>						

2. Communications/Public Relationships	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.				<input checked="" type="checkbox"/>		

Comments: Great strides this year in PR and communications. Highlights included the wildly successful tree & menorah lighting as well as a strong and consistent social media presence not just from the TM office but also Police, Fire, DPW, etc. Also noted should be the embracing of the Livable Sudbury concept, the creation of the Transportation Committee, and the revival of the Commission on Disability.

3. Board of Selectmen Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen’s policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.				x		
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: We're not the easiest group to work with and Melissa for the most part navigates through the politics in order to get work done. She is always available to me to answer quesitons or discuss issues and on the few occasions that I have had leg questions she has engaged Town Counsel on my behalf. She also proactively seeks counsel in advance of my questions.						
4. Personnel Management	1	2	3	4	5	N/A
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.				x		

Comments: I do not have too much insight into how Melissa directly engages with her staff day to day but I do believe, at least from where I sit, that she has assembled an effective team and has dealt with turnover appropriately. There were many contracts negotiated this year and all were done quickly and relatively smoothly. As for public input and participation she and her staff were a tremendous help to me in putting together the Melone Town forum -- not an easy task but done well which allowed for a tremendous amount of public input

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments: I believe this is not only an area of strength but also will prove to be an area of growth in the near and mid-future. The budget awards tell part of the story, but I point to nothing less than the fact that we are purchasing a fire truck this year without having to raise taxes, something that exemplifies the changing "vibe" coming from the TM office. We still have many challenges in this area, in particular funding capital maintenance, but I believe Melissa possesses the skills, patience, and persistence to drive this towards success.</p>						

6. General Management and Planning	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: I scored b as a 3 but in this case that is good -- this has been a "trouble area" in Sudbury for years. Scoring it a 3 shows not only very good progress but also that there is still much more work to be done, not only by the TM but also by the Board of Selectmen. Financial records are in order and are (to me at least) always readily available and I find her staff to be willing and able to work on any issues or requests that I bring forward, all signs of a good manager.

7. Personal Qualities and Characteristics	1	2	3	4	5	N/A
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: All areas of strength for Melissa. She is a straight shooter and of high moral character. I see creativity and innovation as a place she showed growth this year and look forward to more of it as we tackle ever tightening budget issues. She seems to always want to get better at what she does and seeks out training opportunities accordingly.

8. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: No review would be complete without some constructive commentary...I believe Melissa had an outstanding year but one area where I was surprised was it seemed as if she allowed herself to get bullied by the Rail Trail funding citizen petition brought forward by Selectman Simon. If we really needed the funding to move the project forward this should have been brought to the Board and discussed accordingly. However this is admittedly a political hot potato and other than this I believe, as mentioned previously, she does a great job of navigating the politics to get great work done.

Thank you for everything you do Melissa - I appreciate it.

TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

Instructions

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Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

Draft for 1.19.16 meeting

1. Vision and Community Leadership	1	2	3	4	5	N/A
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

2. Communications/Public Relationships	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

Attachment9.c: Dretler_summary_complete (3151 : Town Manager evaluation)

Draft for 1.19.16 meeting

3. Board of Selectmen Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen's policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.				<input checked="" type="checkbox"/>		
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						
4. Personnel Management	1	2	3	4	5	N/A
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.					<input checked="" type="checkbox"/>	

Attachment9.c: Dretler_summary_complete (3151 : Town Manager evaluation)

Draft for 1.19.16 meeting

Comments:

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

6. General Management and Planning	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Draft for 1.19.16 meeting

Comments:

7. Personal Qualities and Characteristics	1	2	3	4	5	N/A
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

8. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

Janie Dretler
February 27, 2019

Town Manager Evaluation Comments

Vision and Community Leadership

I am pleased with Town Manager Rodrigues' leadership in important areas including goal setting, her ability to work with the Board and staff to move goals forward as well as her success in achieving time sensitive goals. She also offers a practical viewpoint so that the development of goals for the Town are realistic and therefore attainable. Ms. Rodrigues provides an environment where residents, employees and volunteers work together in a respectful way.

The Town has significant challenges related to a number of major capital projects and this will require a clear, well communicated vision to inform and educate residents.

Communications/Public Relations

Town Manager Rodrigues exudes a positive attitude which reflects positively in her dealings with everyone she comes in to contact with in Sudbury and elsewhere. This attitude reflects well on our community. She communicates well and has developed an open and transparent approach in the sharing of information with the community. She frequently encourages feedback from residents, staff and volunteers. The recent Fall Town Forum and Town Meeting is an excellent example of her ability to communicate effectively. She heard the issues and concerns of town residents and delivered information in depth and in a way that could be easily understood by all.

Board of Selectmen Support/Relations

I appreciate that Town Manager Rodrigues is accessible and always knowledgeable about issues that come before the Board. She is available to meet as needed to provide advice, information and recommendations. She is very adept at offering solutions to complex situations. Ms. Rodrigues works well with the Board and always encourages a climate of mutual respect and trust.

Personnel Management

Town Manager Rodrigues appears to have a positive working relationship with town staff. She is inclusive and respectful. My interactions with Town Staff are positive which I believe is a reflection of Ms. Rodrigues' management style.

Financial Management

Prudent financial management is a critical component of the role of Town Manager. Ms. Rodrigues has demonstrated significant knowledge and competence in this complicated area. She works well with the Finance Team and other committees and commissions. I appreciate the numerous grants that the Town has been awarded under Ms. Rodrigues' leadership and management. This shows a sensitivity to the impact of taxes on all taxpayers.

Janie Dretler
February 27, 2019

Town Manager Evaluation Comments

General Management and Planning

Town Manager Rodrigues guided our town through a number of complicated issues this past year. She is transparent and open to ideas and suggestions. She is knowledgeable and communicates well with the Board. She is reliable and manages her time well. I am amazed by all that Ms. Rodrigues accomplishes in the course of a day!

This year, we are facing more high profile issues including Fairbank, Sewataro and our fire stations on Route 20 and Route 117 to name just a few. We will also be moving forward with the Quarry North development which will need to be management and planned appropriately. I have confidence that Ms. Rodrigues will continue to guide our community to a good and fair outcome.

Personal Qualities and Characteristics

Ms. Rodrigues has a positive, can-do attitude. She has integrity, is honest and takes pride in her role as Town Manager. She looks for solutions to difficult situations and delivers these solutions before deadline. She shows empathy for staff and volunteers and connects well with others. Ms. Rodrigues is committed to the success of our community.

It is a joy for me to work with Town Manager Rodrigues.

LEN SIMON

TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectemen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

LEN SIMON

Draft for 1.19.16 meeting

1. Vision and Community Leadership	1	2	3	4	5	N/A
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

2. Communications/Public Relationships	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.					<input checked="" type="checkbox"/>	
Comments:						

Attachment9.d: Simon_summary_complete (3151 : Town Manager evaluation)

LEN Simon

Draft for 1.19.16 meeting

3. Board of Selectmen Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen’s policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.				<input checked="" type="checkbox"/>		
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
4. Personnel Management	1	2	3	4	5	N/A
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.				<input checked="" type="checkbox"/>		

Attachment9.d: Simon_summary_complete (3151 : Town Manager evaluation)

LEN SIMON

Draft for 1.19.16 meeting

Comments:

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

6. General Management and Planning	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LEN SIMON

Draft for 1.19.16 meeting

Comments:

7. Personal Qualities and Characteristics	1	2	3	4	5	N/A
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

8. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

1) THE TOWN MANAGER DOES AN EXCELLENT JOB OF WORKING WITH EACH MEMBER OF THE BOARD AND AVOIDS ALIENATION. A GREAT STRENGTH.

2) PUBLIC COMMUNICATION WOULD BENEFIT FROM SLOWER AND MORE MODULATED SPEECH. THE COMMENTS AND POINTS MAY BE WORTHWHILE, BUT NOT EFFECTIVE IF NOT UNDERSTOOD BY THE AUDIENCE.

**TOWN OF SUDBURY
TOWN MANAGER EVALUATION FORM**

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectmen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

1. Vision and Community Leadership	1	2	3	4	5	N/A
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board’s goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Melissa did an outstanding job understanding and communicating the vision this year which was a very difficult year with Sudbury Station, Eversource, Broadacres, the Fairbanks Center, the Frost Farm house situation and other challenging issues.</p>						

2. Communications/Public Relationships	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town’s vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.						
<p>Comments: Melissa did a great job and always remained positive during some very tough situations this year.</p>						

3. Board of Selectmen Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen’s policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.						
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p>Meliss is very open with her time with all board members. There was a time when only the chair had access to the town manager. I am glad that has changed in Sudbury and all board members can meet with the town manager upon request, and they do!</p>						
4. Personnel Management	1	2	3	4	5	N/A
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.					<input checked="" type="checkbox"/>	

Comments:
 The only area of constructive criticism has to do with the Town Clerk. That should have been handled one on one with the Town Manager and the Town Clerk and the longstanding and troubled relationship with the Assistant Town Manager should not have been allowed to impact the situation with the Town Clerk, who was a treasured and highly valued town employee.

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:
 This is a true strength of Melissa's. Every year the budget process proceeds so much smoother than previously. She has brought competence, professionalism and collaboration to the budget process and her efforts are well received by many town committees and she is praised for it.

6. General Management and Planning	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:
 The town is managed very professionally and we have raised the standard to which Sudbury should be managed and I hope it continues for many years.

7. Personal Qualities and Characteristics	1	2	3	4	5	N/A
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:
 Meliss has raised the bar when it comes to ethics, honesty and integrity in Sudbury. She dealt with some very difficult situations this year such as the Frost Farm House situaton in a very professional manner.

8. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:
 2018 -2019 was a very difficult and trying year and Melissa managed the town with grace and integrity. We accomplished some very difficult projects and I am thankful that she is our Town Manager.



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

10: Town Forum discussion

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on possible Town Forum

Recommendations/Suggested Motion/Vote: Discussion on possible Town Forum

Background Information:

Financial impact expected:none

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

11: Complete Streets

REQUESTOR SECTION

Date of request:

Requestor: Dan Nason and Bill O'Rourke

Formal Title: Discussion and vote whether to authorize the Town Manager to endorse MassDOT letter with the intent to become a Complete Streets municipality within one year.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to authorize the Town Manager to endorse MassDOT letter with the intent to become a Complete Streets municipality within one year.

Background Information:
attached letter

Financial impact expected:

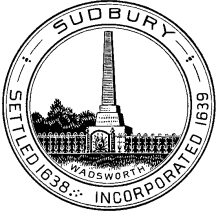
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM



Melissa Murphy-Rodrigues, Esq.
Town Manager

TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: townmanager@sudbury.ma.us

March 12, 2019

Complete Streets Program Administrator
Massachusetts Department of Transportation
10 Park Plaza
Boston, MA 02116

RE: Intent to Become a Complete Streets Municipality

Dear Complete Streets Program Administrator,

The Town of Sudbury is committed to Complete Streets and intends to pass a Complete Streets Policy within one year from the date of this letter. The Complete Streets Policy will be passed as a bylaw, ordinance, or administrative policy by our highest elected body, the Board of Selectmen. The Town will hold at least one public meeting to present the policy for public comment.

The Town of Sudbury is committed to being a part of the Complete Streets Funding Program and would like to begin work on the development of our Complete Streets Prioritization Plan (Tier 2) while our Complete Streets Policy (Tier 1) is being developed.

Sincerely,

Melissa Murphy-Rodrigues
Town Manager



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

12: Town Counsel opinion made public re: BFRT

REQUESTOR SECTION

Date of request:

Requestor: Selectman Simon

Formal Title: Vote whether to release Town Counsel opinion regarding the Bruce Freeman Rail Trail (BFRT) and local bylaw

Recommendations/Suggested Motion/Vote: Vote whether to release Town Counsel opinion regarding the Bruce Freeman Rail Trail (BFRT) and local bylaw

Background Information:
attached opinion

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM

D. A. DePompei Notes from Recent Bruce Freeman Rail Trail (BFRT) Discussions

- 12/18/2018: D. DePompei provided a citizen comment at the BoS meeting stating the nominal 4.4 miles of BFRT in Sudbury (the submitted 25% design) exceeds the MEPA threshold(s) for BVW and impervious surface. When the actual 5.9 miles of planned BFRT in Sudbury (as shown on “Friends” website maps and as presented by Selectman Simon) is considered, the Town significantly exceeds MEPA Thresholds. We have not met MEPA ENF/EIR filing requirements for design. We have not reported the actual planned extent of the BFRT in Sudbury. We are in violation of MEPA requirements and Advisory Opinion 03107107

It is my understanding that MassDOT and/or the Town will be filing an Environmental Notification Form (“ENF”) with MEPA. Further, a MEPA Advisory Opinion regarding the Bruce Freeman Rail Trail dated March 3, 2007 indicates that the Town of Sudbury must file an ENF and that the Secretary finds that the rail trail does not comprise a common plan subject to the provisions of segmentation.

- 12/19: D. DePompei called Conservation to discuss the 12/18 citizen comment and discuss current status of ConCom involvement in the trail 25% design process. I derived the following from my questioning of ConCom:
 1. The Commissioner confirmed the Town has not met the MEPA Requirement.
 2. As part of 25% design, the Town is in process of filing an NOI for boring/sampling along the RoW. Please note the Town has not completed the required ORAD. The ORAD is the first step in enabling the Commission to consider any such request. The incomplete ORAD is subject of prior correspondence from both myself and Conservation. It is my perception the Town is knowingly and willfully disregarding Bylaws, customary oversight of MEPA and customary oversight of ConCom for a project they perceive as a “public project”.
 3. The Town has requested to be put on the ConCom 1/0-7/19 agenda to discuss proceeding with their NOI

No legal response is required.

- Without a complete, accurate and current Delineation (ORAD), without the proper understanding(s) through MEPA, it is impossible for ConCom to issue appropriate conditions for work. Please note Eversource is being held accountable to the WPA, MEPA and the Bylaws and it would be disingenuous (and illegal) to apply lesser conditions on the Town than those we apply to Eversource (or to any applicant). From my perspective we would lose all credibility in our arguments at the EFSB.

Please see my prior response regarding precedent. Please also note that I am not familiar with the work Eversource is proposing.

- While the ConCom has authority to discuss, vote and enforce the Bylaws for each applicant/project, it does not have the authority to disregard Bylaws (or show

favoritism) for any applicamnt or project. Any vote to disregard the bylaws would be no different than the Selectman's illegal vote in May 2016.

The Bylaws are the province of Town Meeting. Neither ConCom nor Planning nor BoS is granted authority to disregard the bylaws.

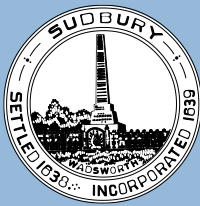
Local by-laws and regulations apply to a state agency only where the local regulation serves an important purpose and either would have no effect at all or a merely negligible effect on the state entity's ability to fulfill it essential government function. Massachusetts Bay Transportation Authority v. Somerville, 451 Mass. 80 (2008). In my opinion, the exemption from local bylaws is pursuant to the doctrine of sovereign immunity and not by the authority of the Conservation Commission.

- I believe now is the time for you as Chair of the BoS to formally announce the BoS 3MAY2016 vote not to comply with the Bylaws was not within the BoS authority and is null and void. Bylaws (building, zoning, healty, conservation, et. al.) apply equally to all project applicants.

Please see response above, in my opinion, the exemption from local bylaws is pursuant to the doctrine of sovereign immunity and not by the discretion of a town board.

- The 1/07/19 ConCom meeting is a public meeting and I certainly plan to attend

No legal response is required.



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

13: Minutes approval Jan 22

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and vote whether to approve the regular session minutes of January 22, 2019 as amended by Selectman Simon, and whether to incorporate edits provided by other Board members.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to approve the regular session minutes of January 22, 2019 as amended by Selectman Simon, and whether to incorporate edits provided by other Board members.

Background Information:

Attached (a) original draft minutes without Selectman Simon's amendment; (b) Selectman Simon's amendment; (c, d) Redline edits to this amendment submitted by Selectmen Carty and Brown.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM

Len Simon
February 26, 2019

Board of Selectmen meeting
Edits to minutes of January 22, 2019 meeting

Add, after last full paragraph at bottom of page 8:

Selectman Simon said he attended some of the meetings of the SFPCCF meetings but was unable to participate in deliberations or discussion because of concern of violating the Open Meeting Law. Selectman Simon said the January 15, 2015, SFPCCF report mentioned there was a 10-year backlog of capital asset that needed funding because of 10 years of underinvesting and the backlog was now 14 or 15 years. He said others had said there was 20-years of underfunding of capital assets.

Selectman Simon said the SFPCCF mission statement called for long term strategies for maintaining a capital improvement plan, and that this was a plan for one term. He questioned whether this plan was therefore sustainable and that it might work for the short term but overtime it was not. He said over time the lack of a sustainable mechanism for funding would drain money from the capital bucket faster than it was being filled.

He noted that the SFPCCF reports from 2015 and 2016 called for a five-year capital plan that should be reviewed annually and that it should start with the capital plan from the previous year. Selectman Simon said the current report did not use a plan from a prior year as a starting point. He also noted there was a list of capital projects in the reports prior years and that there was no list if capital items in the current SFPCCF report, that it was entirely lacking. He mentioned there was a lack of continuity in prior SFPCCF reports as compared to this one.

Selectman Simon noted if this committee is disbanded, as it is recommending for itself, then how would one ever know if the plan it is recommending being put in place is actually working, unless it is in business next year to look back to see if it had worked. Selectman Simon called this a major flaw in the plan brought forth.

Selectman Simon referenced slide 28 in the presentation, Situation, replacing or upgrading equipment and replacing rolling stock has averaged and will likely continue to average about two and one half million dollars per year. Selectman Simon said the 2016 report shows non-major capital spending from FY 13 to 16 was less than 2 million dollars per year, and from FY 07 to FY 16 it was around 1 million dollars, not two and a half million dollars. Also, the projected capital spending for FY 17 to FY 21 and the average projected fiscal spending for those years, excluding large projects is about 6 million dollars, not the 2.5 million dollars as suggested in the current SFPCCF report. Selectman Simon said the capital we have is deteriorating and will continue to deteriorate much faster because the capital spending to replace it is not in place.

Selectman Simon said he had spoken with two members of CIAC who said that the amount needed to main capital was about 5-6% of town's capital which was about \$200 million dollars, and 5% of 200 million would be 10 million. So, 2.5 Million dollars is woefully inadequate to support the maintenance of the capital.

Selectman Simon said he wanted to address the funding options, packet page 28. One of the funding mechanisms is reallocation of current budgets, which would mean taking money from existing cost centers. This is squeezing those budgets and questioned whether before doing so the cost centers had been asked if they could afford to have their budget squeezed by a half a percent or $\frac{3}{4}$ of a percent, knowing that this year SPS has asked for a 3.8% increase in their budget. Selectman Simon said taking money from the cost centers is squeezing the cost centers and that before such a proposal was made the cost centers, SPS, LS and the town would have been considered he would have thought the committee would have gone to each of the cost centers to see how they felt about that, knowing that each year each cost center is looking for additional funding, and with SPS this year it is particularly difficult situation. Selectman Simon questioned whether doing one override would be sufficient, and it may lead to further

overrides because of inadequate funding. This may lead to voter fatigue because of the request for further overrides. Selectman Simon noted that 2 years ago there were two overrides that passed, SPS and safety. Selectman Simon felt this was a flaw in the committee report.

Selectman Simon mentioned that because there was very little debt in the levy it would be difficult to roll that over and come up with the two and one half million dollars that was proposed. Selectman Simon suggested taking into account large debt and small debt.

Selectman Simon said reduction of CPA and reallocation to capital was the least advisable option in his view. He noted there is 'free money' from the state in matching funds, which would be lost and would require a change in the law. Selectmen noted Sudbury had been the beneficiary of many tremendous CPA projects, and there are groups that benefit such as the historical aspect, open space, recreational, and housing, and the last thing we would want to do is reduce CPA funding because we get money back from that from the state. Selectman Simon said to do so would be counterproductive.

Selectman Simon said the use of free cash as a funding option is non-sustainable and non-predictable, that this is uncertainty. Selectman Simon said the sources of funding should be predictable, consistent, and sustainable and that none of these are predictable, consistent or sustainable.

Selectman Simon said funding included capturing extraordinary new growth and regular new growth. He said that extraordinary new growth is just that, and is rare, non-sustainable, non-predictable, and that the town's requirement for providing new services rose at the same time, that is the new growth is received but it has to be serviced as well. Selectman Simon said this was one of the reasons the proposal was faulty.

Selectman Carty edits highlighted

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Len Simon
February 26, 2019

Board of Selectmen meeting
Edits to minutes of January 22, 2019 meeting

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Selectman Simon said the SFPCCF mission statement called for long term strategies for maintaining a capital improvement plan, and that this was a plan for one term. He questioned whether this plan was therefore sustainable and that it might work for the short term but overtime it was not. He said over time the lack of a sustainable mechanism for funding would drain money from the capital bucket faster than it was being filled.

He noted that the SFPCCF reports from 2015 and 2016 called for a five-year capital plan that should be reviewed annually and that it should start with the capital plan from the previous year. Selectman Simon said the current report did not use a plan from a prior year as a starting point. He also noted there was a list of capital projects in the reports prior years and that there was no list if capital items in the current SFPCCF report, that it was entirely lacking. He mentioned there was a lack of continuity in prior SFPCCF reports as compared to this one.

Selectman Simon noted if this committee is disbanded, as it is recommending for itself, then how would one ever know if the plan it is recommending being put in place is actually working, unless it is in business next year to look back to see if it had worked. Selectman Simon called this a major flaw in the plan brought forth.

Selectman Simon referenced slide 28 in the presentation, Situation, replacing or upgrading equipment and replacing rolling stock has averaged and will likely continue to average about two and one half million dollars per year. Selectman Simon said the 2016 report shows non-major capital spending from FY 13 to 16 was less than 2 million dollars per year, and from FY 07 to FY 16 it was around 1 million dollars, not two and a half million dollars. Also, the projected capital spending for FY 17 to FY 21 and the average projected fiscal spending for those years, excluding large projects is about 6 million dollars, not the 2.5 million dollars as suggested in the current SFPCCF report. Selectman Simon said the capital we have is deteriorating and will continue to deteriorate much faster because the capital spending to replace it is not in place.

Selectman Simon said he had spoken with two members of CIAC who said that the amount needed to main capital was about 5-6% of town's capital which was about \$200 million dollars, and 5% of 200 million would be 10 million. So, 2.5 Million dollars is woefully inadequate to support the maintenance of the capital.

Selectmen Simon said he wanted to address the funding options, packet page 28. One of the funding mechanisms is reallocation of current budgets, which would mean taking money from existing cost centers. This is squeezing those budgets and questioned whether before doing so the cost centers had been asked if they could afford to have their budget squeezed by a half a percent or ¼ of a percent, knowing that this year SPS has asked for a 3.8% increase in their budget. Selectman Simon said taking money from the cost centers is squeezing the cost centers and that before such a proposal was made the cost centers, SPS, LS and the town would have been considered he would have thought the committee would have gone to each of the cost centers to see how they felt about that, knowing that each year each cost center is looking for additional funding, and with SPS this year it is particularly difficult situation. Selectman Simon questioned whether doing one override would be sufficient, and it may lead to further

Selectman Carty edits highlighted

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Selectman Simon mentioned that because there was very little debt in the levy it would be difficult to roll that over and come up with the two and one half million dollars that was proposed. Selectman Simon suggested taking into account large debt and small debt.

Selectman Simon said reduction of CPA and reallocation to capital was the least advisable option in his view. He noted there is 'free money' from the state in matching funds, which would be lost and would require a change in the law. Selectmen noted Sudbury had been the beneficiary of many tremendous CPA projects, and there are groups that benefit such as the historical aspect, open space, recreational, and housing, and the last thing we would want to do is reduce CPA funding because we get money back from that from the state. Selectman Simon said to do so would be counterproductive.

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Selectman Simon said funding included capturing extraordinary new growth and regular new growth. He said that extraordinary new growth is just that, and is rare, non-sustainable, non-predictable, and that the town's requirement for providing new services rose as the same time, that is the new growth is received but it has to be serviced as well. Selectman Simon said this was one of the reasons the proposal was faulty.

At the beginning of Selectman Simon's 26 minutes of commentary he stated that he had reviewed all committee meetings and read the minutes and documents when they were published and also noted that he took 15 pages of notes from the January 11 meeting.

During Selectman Simon's 26 minutes of commentary Selectman Carty attempted multiple times to correct Selectman Simon's statements but was denied the opportunity by Selectman Simon.

During Selectman Simon's 26 minutes of commentary Selectman Carty asked if this were a personal attack and Selectman Simon said no, it was the report.

During Selectman Simon's 26 minutes of commentary he talked about the proper use of Free cash and Selectman Carty pointed out that his commentary was nearly verbatim what he had reported about Free Cash.

19 minutes into Selectman Simon's 26 minutes of commentary Chairman Haarde asked how much more time was needed and Selectman Simon replied back that he would need 10 more minutes.

After Selectman Simon's 26 minutes of commentary SFPCCF and CIAC member Tom Travers asked to go on the record to state that Selectman Simon's criticisms were unfounded and unjustified. Mr. Travers stated that the committee worked hard to analyze all options and that he thought Selectman Simon just picked them apart.

After Selectman Simon's 26 minutes of commentary Selectman Carty thanked Selectman Simon for his comments and pointed out that during the 26 mites of commentary there was not a single question asked by Selectman Simon. Selectman Carty again stated that he believes Selectman Simon's 26 minutes of commentary was a personal attack on him. Selectman Carty also asked for clarification of Selectman Simon's comment that committee minutes were not available in a timely manner and Selectman Simon stated that there was no connotation of minutes not being available in a timely manner.

Selectman Carty edits highlighted

After Selectman Simon’s 26 minutes of commentary Selectman Carty asked Selectman Simon how he would solve the problem and Selectman Simon responded back that he was not an expert in this area and that he had not done any analysis on the topic. Selectman Simon opined on the value of bringing DLS in to speak on the topic as they had done so successfully with other towns but when Selectman Carty asked him what the other towns that had utilized these services were and where the money had come from Selectman Simon stated he did not know. After further discussion on DLS Selectman Carty stated that he agreed on bringing in DLS for their opinion but again asked Selectman Simon that beyond bringing in DLS how he saw us solving this problem and Selectman Simon said that he realized that he has been critical and has punched holes in things and while he appreciated the work done by this committee he did not at this point personally have what he would call a solution to the problem. Selectman Simon then brought up an earlier meeting held between Selectman Simon and Selectman Carty and stated that Selectman Carty asked that this meeting be kept confidential. Selectman Carty then corrected Selectman Simon saying he never asked it be kept confidential.

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Selectman Brown edits highlighted

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Len Simon
February 26, 2019

Board of Selectmen meeting
Edits to minutes of January 22, 2019 meeting

Add, after last full paragraph at bottom of page 8:

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Selectman Brown edits highlighted

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knowing that this year SPS has asked for a 3.8% increase in their budget. [Selectman Carty asked when the committee had recommended doing that. Selectman Simon told Selectman Carty to let him \(Simon\) finish.](#) Selectman Simon said taking money from the cost centers is squeezing the cost centers and that before such a proposal was made the cost centers, SPS, LS and the town would have been considered he would have thought the committee would have gone to each of the cost centers to see how they felt about that, knowing that each year each cost center is looking for additional funding, and with SPS this year it is particularly difficult situation. Selectman Simon questioned whether doing one override would be sufficient, and it may lead to further overrides because of inadequate funding. This may lead to voter fatigue because of the request for further overrides. Selectman Simon noted that 2 years ago there were two overrides that passed, SPS and safety, [and that he did not support them. Selectman Carty asked whether that meant he \(Carty\) did not support them, or the committee did not support them. Selectman Simon insisted that he was talking about the committee report.](#) Selectman Simon felt this was a flaw in ~~the~~ committee report.

Selectman Simon mentioned that because there was very little debt in the levy it would be difficult to roll that over and come up with the two and one half million dollars that was proposed. Selectman Simon suggested taking into account large debt and small debt.

Selectman Simon said reduction of CPA and reallocation to capital was the least advisable option in his view. He noted there is 'free money' from the state in matching funds, which would be lost and would require a change in the law. Selectmen noted Sudbury had been the beneficiary of many tremendous CPA projects, and there are groups that benefit such as the historical aspect, open space, recreational, and housing, and the last thing we would want to do is reduce CPA funding because we get money back ~~from~~ ~~that~~ from the state. Selectman Simon said to do so would be counterproductive.

Selectman Simon said the use of free cash as a funding option is non-sustainable and non-predictable; that ~~there is~~ ~~is~~ uncertainty. [Selectman Carty pointed out that he \(Carty\) had used almost exactly those same words.](#) Selectman Simon said the sources of funding should be predictable, consistent, and sustainable and that none of these are predictable, consistent or sustainable.

Selectman Simon said funding included capturing extraordinary new growth and regular new growth. He said that extraordinary new growth is just that, and is rare, non-sustainable, non-predictable, and that the town's requirement for providing new services rose as the same time; that is, the new growth is received but it has to be serviced as well. [Selectman Carty pointed out that that would not be extraordinary new growth, and that he believed he had addressed that.](#) Selectman Simon said this was one of the reasons the committee's proposal was faulty.

[Selectman Simon went on to criticize the proposal to capture realized efficiencies. He believes virtually all town departments attempt to be more efficient each year. Not spending does not mean they can write a check for capital expenditures. These savings are rolled back into the budget.](#)

[Selectman Simon discussed page 32 of the proposal. This proposes two options: an override or progressive funding. He pointed out the issue with progressive funding—as described in the report—is that it might take longer than you might like. He again found this not predictable or sustainable. This is taking from existing budgets to fund capital.](#)

[Chairman Haarde asked Selectman Simon how much more time he needed. Selectman Simon estimated ten minutes.](#)

[Selectman Simon continued, citing page 33 concerning oversight and assumptions. He has major concerns about this. He cited Part IV Section 10 of the Town Charter that the Town Manager with the assistance of the finance director shall be responsible for all the financial management functions of the town, including an annual operating budget and capital improvement program for all town departments. He thinks it would require a charter change to remove these functions from the Town Manager's authority. He thinks it would incur an additional cost. He thinks it doesn't seem to be necessary. He can't think of a need for this kind of oversight. This oversight should be done by the committee as it reviews the funding plan for the prior year.](#)

[Selectman Carty asked which committee this was. Selectman Simon said the Strategic Funding Plan Committee. Selectman Carty asked whether this committee has oversight. Selectman Simon said that, in](#)

Selectman Brown edits highlighted

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order to see whether the assumptions are working, oversight should be done by the committee which has implemented them. Selectman Carty believes that would require an administrative change to the mission of the committee. Selectman Simon rejoined that it would require a bylaw change or a town charter change to change to implement what the committee suggested—as was noted in the report. If this is so complicated that it requires a bylaw change, the proposal just doesn't work, in his (Simon's) view. Discussing page 38, the Board of Selectmen is a policy making board, Asking it to opine on all capital budgets is placing another responsibility on the Board. Selectman Simon finds the oversight and timetables for review proposed by the committee problematic because this process doesn't exist. This assumes the process would be put in place. He believes the committee that creates the process should determine whether it's working. He cited loopholes allowing CPC or citizens' petition to avoid the process. Selectman Simon said there's been a lot of work, which he appreciates. Even during this meeting he found that we're very far behind in funding small capital. He said there was a \$40 million to \$50 million large capital backlog. He says there are two major issues: one is small capital projects; one is large capital projects, which we cannot manage to ignore any more. The Fairbank Center is failing. There will be an override for this, and further capital exclusions. He believes we should face all the issues at one time. This report doesn't take into account what had been done in prior years, and because it doesn't take into account the funding sources it's unsustainable. Chairman Haarde thanked Selectman Simon. Selectman Brown pointed out that that comment had taken twenty-four minutes by the clock. The Chairman said that was OK, and thanked her.

Attachment13.d: BOS_draft1_1.22.19_min LAS edits PB1 (3177 : Minutes approval Jan 22)



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

14: Discussion on school regionalization

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Discussion of regional school district formula and future steps regarding the regional agreement with Lincoln Sudbury Regional High School

Recommendations/Suggested Motion/Vote: Discussion of regional school district formula and future steps regarding the regional agreement with Lincoln Sudbury Regional High School

Background Information:

Financial impact expected:

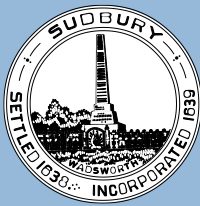
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Barbara Saint Andre Pending
- Robert C. Haarde Pending
- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Jonathan Silverstein Pending
- Robert C. Haarde Pending
- Board of Selectmen Pending

03/12/2019 6:15 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)

15: Citizens' comments (cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizens' comments (cont)

Recommendations/Suggested Motion/Vote: Citizens' comments (cont.)

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

MISCELLANEOUS (UNTIMED)
16: Discuss upcoming agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
March 25	Annual Town Election
March 26	Joint meeting with Finance Committee
April 9	Sign Annual Town Meeting Warrant which must be delivered to residents by April 29, 2019. Meet with legislators (Rep. Gentile, Sen. Eldridge, Sen. Barrett)
May 6, 7:30 PM @LSRHS (Mon-Wed)	Annual Town Meeting @LSRHS Auditorium
June 4	Special Town Election
Date to be determined	Update from BOS Policy Subcommittee Discussion on Fairbank Center Discussion on Sewataro property Route 20 empty corner lot – former gas station HOME program Update on traffic policy (Chief Nix) Update on crosswalks (Chief Nix/Dan Nason) Discussion and potential vote on next steps regarding CSX Rail Trail acquisition
STANDING ITEM FOR ALL MEETINGS	BOS requests for future agenda items at end of meeting Citizens Comments, continued (if necessary)

Attachment16.a: POTENTIAL UPCOMING AGENDA ITEMS_03_12_19 (3118 : Discuss upcoming agenda items)



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

CONSENT CALENDAR ITEM

17: Minutes approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve regular session minutes of February 5, 2019.

Recommendations/Suggested Motion/Vote: Vote to approve regular session minutes of February 5, 2019.

Background Information:
attached draft

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

CONSENT CALENDAR ITEM
18: Continue Opt-Out Incentive Program

REQUESTOR SECTION

Date of request:

Requestor: Maryanne Bilodeau, Asst. Town Manager/HR Director

Formal Title: Vote to approve to continue the Opt-Out Incentive Program through 6/30/22 for those Active Employees who currently participate in the program and for those Active Employees enrolled in our health plans and who Opt Out of being covered by the Town of Sudbury health plans, as described in the attached document "Opt-Out Incentive Program."

Recommendations/Suggested Motion/Vote: Vote to approve to continue the Opt-Out Incentive Program through 6/30/22 for those Active Employees who currently participate in the program and for those Active Employees enrolled in our health plans and who Opt Out of being covered by the Town of Sudbury health plans, as described in the attached document "Opt-Out Incentive Program."

Background Information:
see attached

Financial impact expected:

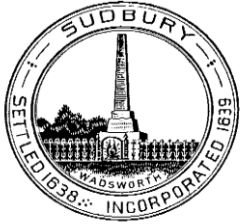
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
 Asst. Town Manager/HR Director

278 Old Sudbury Road
 Sudbury, Massachusetts 01776
 Tel: (978) 639-3386
 Email: bilodeaum@sudbury.ma.us

To: Board of Selectmen
 From: Maryanne Bilodeau
 Re: Continuation of Opt-Out Incentive Program
 Date: February 28, 2019

Attached is information describing the Opt-Out Incentive Program which was started on July 1, 2011.

Basically, how the program works is that if an employee, who has been covered by the Town's health insurance for at least two years, decides to Opt Out of being covered by health insurance through the Town and shows proof of being enrolled in health insurance elsewhere, the Town will pay a set amount of \$1,500 per year for an individual, and \$3,000 per year for a family plan.

The first year we started this program we had 4 participants. The program has grown to approximately 46 participants and continues to save the Town a tremendous amount of money.

Since this continues to be a successful program, we are asking to continue the program for three more years, from 7/1/19 through 6/30/22. (In the past we have extended the program for two years at a time, but given the fact that we have successfully offered the program for 8 years, we recommend extending it for three years.) In three years, we will reevaluate the program and come back to you at that time to discuss extending the incentive longer.

Thank you.



Town of Sudbury
 Human Resources Office
 278 Old Sudbury Rd.
 Sudbury, MA 01776
hr@sudbury.ma.us

FOR OFFICE USE ONLY

Date Enrolled in Plan: _____ Opt Out Date: _____

Plan Name _____ Ind/Family _____

Proof of Other Insurance (on employer letterhead or health cards showing coverage effective date): Y or N

Approved by: _____

OPT-OUT INCENTIVE PROGRAM - 7/1/19 to 6/30/22

With this option, the Town will pay a set amount of \$1,500 per year for an individual and \$3,000 per year for a family plan to Active employees, who are covered under the Town's health insurance for a minimum of two years and then opt-out of being covered through our plans and enroll in health insurance elsewhere. You can enroll in the Opt-Out at any time of the year as long as there is a qualifying event.

The guidelines for the Program are:

- (a) The Opt-Out incentive is only available to Active employees who have been enrolled in the Town's health insurance for a minimum of two (2) continuous years and then choose to Opt Out.
- (b) The Town will pay a set waiver incentive amount: \$1,500 per year for individual plan; and \$3,000 per year for a family plan upon proof of other insurance.
- (c) The Town will pay the Opt-Out benefit via payroll on a bi-weekly basis, less any required withholdings.
- (d) If there is a qualifying event in which an employee who has opted-out needs to opt back onto Town insurance, the employee will be allowed to do so as long as it is within 30 days of the qualifying event.
- (e) The only way to receive the Opt-Out incentive is if the employee is not covered by the Town's health plans in any way OR by health insurance coverage through the Lincoln-Sudbury Regional High School. (This includes through a parent or spouse's plan.)
- (f) Changing from a family to individual plan does not count.
- (g) The Opt-Out will have a sunset provision. We'll continue the program for three years and will then review as to whether or not to continue to offer it. If the Town decides not to continue the Opt-Out Program, employees will be given an opportunity to get back onto the Town's health plans if they choose. (The three year period runs from 7/1/19 to 6/30/22.)
- (h) Any issues or disputes that arise regarding enrollment periods or rules and regulations relating to the implementation of the program shall be reviewed by the Town's Assistant Town Manager/Human Resources Director. His/her determination shall be final and binding.
- (i) Should there be a case where an employee did not meet the criteria and received the opt-out in error, the employee must reimburse the Town the Opt-Out money they received through Town payroll deductions.
- (j) Employee must provide "proof of other insurance" on employer letterhead or health cards showing coverage effective date.

I hereby acknowledge that:

- My decision not to participate in one of the Town’s health plans is made voluntarily and that I have read and understand the guidelines stated above.
- I also certify that I am not covered by health insurance through the Lincoln Sudbury Regional High School.
- I understand that I will receive the bi-weekly Opt-Out Incentive payments during the period of time I am not covered by the Town’s health insurance.
- Should I choose to come back onto the Town’s health insurance, the Opt Out payments will cease.
- Should I receive opt out money in error because I do not qualify for the program, I agree to reimburse the Town for all Opt Out money received.

Print Name: _____

Date: _____

Signature: _____

Attachment18.b: opt out enrollment form FY20 - FY22 2-28-19 Final (3181 : Continue Opt-Out Incentive Program)



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

CONSENT CALENDAR ITEM

19: Election worker appointment

REQUESTOR SECTION

Date of request:

Requestor: Town Clerk

Formal Title: Vote to appoint Maura F. Carty, 15 Stonebrook Rd., as an Election Officer for a term to expire August 14, 2019, as recommended by the Town Clerk.

Recommendations/Suggested Motion/Vote: Vote to appoint Maura F. Carty, 15 Stonebrook Rd., as an Election Officer for a term to expire August 14, 2019, as recommended by the Town Clerk.

Background Information:
attached application

Financial impact expected:none

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM



Town of Sudbury

Town Clerk's Office

Town Hall
322 Concord Road
Sudbury, MA 01776-1843
978-639-3351
Fax: 978-639-3340

clerk@sudbury.ma.us

Application for Appointment as Election Official

I hereby apply for a position as Election Official in the Town of Sudbury for a one-year term or effective from the date of appointment through August 14. I understand that I will be responsible to work at the polling location and in the position as assigned by the Board of Registrars of Voters for each Election Day during this period. I swear that I am a resident and a registered voter in the Commonwealth.

Name: Maura Carthy F.

Address: 15 Stonebrook Rd
Sudbury, MA

Telephone: 978 590-7483

Email Address: mccart71@gmail.com

Party (Unenrolled if not affiliated with a party): U

Signature: *M. Carthy*

Date: 2/19/2019

PREFERRED SHIFTS

- 6:30a.m. - 2p.m. OR
- 2p.m. - End OR
- Teller: 8:00 p.m. until Completion of Tallying

Fairbank

PLEASE NOTE: Election officials are appointed by the Selectmen and assigned by the Town Clerk for the Board of Registrars. Applicants must be interviewed by the Town Clerk to qualify for appointment.

Attachment19.a: Election_worker_application (3178 : Election worker appointment)



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

CONSENT CALENDAR ITEM

20: Accept resignation of ZBA associate OBrien

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Jonathan O'Brien, Zoning Board of Appeals associate, and member of the Earth Removal Board, and send him a letter of thanks for his service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Jonathan O'Brien, Zoning Board of Appeals associate, and member of the Earth Removal Board, and send him a letter of thanks for his service to the Town.

Background Information:
attached memo

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM

Golden, Patricia

From: Duchesneau, Adam
Sent: Tuesday, March 5, 2019 1:48 PM
To: Board of Selectmen
Cc: Golden, Patricia; Vert, Lillian
Subject: FW: Resignation from the ZBA

Members of the Board of Selectmen,
 Please find below the resignation of Jonathan O'Brien from the Zoning Board of Appeals.

If this resignation could be included on an upcoming BOS Agenda to accept the resignation and to send a thank you letter to Mr. O'Brien, that would be appreciated.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP
 Director of Planning & Community Development
 Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776
 t 978-639-3398 | f 978-443-0756 | DuchesneauA@Sudbury.MA.us
www.sudbury.ma.us

From: Jonathan O'Brien <jfxobrien@runbox.com>
Sent: Tuesday, March 5, 2019 1:02 PM
To: Appeals, Board of <appeals@sudbury.ma.us>
Subject: Resignation from the ZBA

To the board:

Please accept my resignation from the Zoning Board of Appeals.

I am sad to leave but also happy to know there is a good team in place on the board. I also feel like we achieved some really great progress on the town's behalf over the years, and that I am leaving the board in a good place. In particular, I am extraordinarily proud of what the board achieved on the town's behalf regarding our 40B obligations.

My decision is motivated by two facts, the first being that I took a bit of a break after we wrapped up on Sudbury Station, and I have become even less involved over the past year. I think it is time for fresh faces to join the board to bring things forward. The second fact in my decision-making process is that I switched jobs last summer, after leaving the law firm world to start my own law practice, which has a new set of challenges that I must focus on.

I do look forward to running into everyone from the board around town and staying up to date on the latest town news.

My sincere regards,

Jonathan

Sent from [Mail](#) for Windows 10

Attachment20.a: ZBA_assoc_resign_O'Brien (3188 : Accept resignation of ZBA associate O'Brien)



SUDBURY BOARD OF SELECTMEN
Tuesday, March 12, 2019

CONSENT CALENDAR ITEM

21: Appointments to Commission on Disability

REQUESTOR SECTION

Date of request:

Requestor: Pat Guthy, COD chair

Formal Title: Vote to approve the Town Manager appointments of Susan Rushfirth, 48 Harvard Drive, and Doug Frey, 74 Cutler Farm Road, to the Commission on Disability, for a term expiring 5/31/22.

Recommendations/Suggested Motion/Vote: Vote to approve the Town Manager appointments of Susan Rushfirth, 48 Harvard Drive, and Doug Frey, 74 Cutler Farm Road, to the Commission on Disability, for a term expiring 5/31/22.

Background Information:
attached memo from COD Chair Pat Guthy.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

03/12/2019 6:15 PM

Golden, Patricia

From: CHAS GUTHY <c.guthy@verizon.net>
Sent: Wednesday, February 27, 2019 10:02 PM
To: Selectmen's Office
Cc: lisa kouchakdjian; kaybell@mail.com; s_iuliano@yahoo.com
Subject: Appointment of Two New Members on the Commission on Disability
Attachments: Doug Frey.PDF; Sue Rushfirth.PDF

February 27, 2019

Town of Sudbury Board of Selectmen
 Flynn Building
 278 Old Sudbury Road
 Sudbury, Ma. 01776

Dear Board of Selectmen:

The Town of Sudbury Commission on Disability has continued to strive to recruit new members for the Commission to achieve the prerequisite number of active members. We now have four active members on the Commission with the appointment of Lisa Kouchakdjian. We have learned that Susan Iuliano will be leaving the Commission due to the appointment of her husband to the Presidency of Gettysburg College in Pennsylvania. She has contributed so much to our Commission's work, especially at the nacent stage of our formation.

However, we have been very fortunate to be able to attract two well qualified potential members, who have completed applications to become members of the Commission (see attached).

Sue Rushfirth, a long time resident of the Town, is a retired Physical Therapist who has had many years of experience working with both adult and children facing physical, cognitive, and sensory challenges. Her professional experiences working with those living with disabilities would bring a broadening of the Commission's understanding of the challenges faced by these citizens of the Town. In addition, Sue has served as a member of the MA Emergency Medical Care Advisory Board and the MA Coalition for Fall Prevention.

Doug Frey is a resident of the Town for 17 years. Six years ago, Doug sustained a spinal cord injury and understands, first hand, the hurdles that those living with disability need to overcome in all aspects of life, including employment, housing, and transportation. He is also the President of the Board of Greater Boston Chapter of the United Spinal Injury Association and is also a professional in the finance industry.

Both of these individuals attended our last Commission on Disability meeting on February 25th, and enthusiastically and appropriately contributed to our discussions.

We urge you again for your positive consideration of both Doug's and Sue's candidacies and their appointment to the Commission on Disability as soon as possible when your meeting schedule and agenda allows.

Thank you for your continued support.

Very truly yours,

Patricia Guthy, Chair
 Town of Sudbury Commission on Disability

Attachment21.a: COD_Memo_Guthy (3179 : Appointments to Commission on Disability)

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: Commission on Disability

Name: DOUG FREY

Address: 74 CURTIS FARM RD, Sudbury Email Address: [REDACTED]

Home phone: 978 443 0292 Work or Cell phone: [REDACTED]

Years lived in Sudbury: 16

Brief resume of background and pertinent experience:

I sustained a spinal cord injury in 2012. Although I'm ambulatory, I'm very interested in helping persons with disabilities achieve maximum independence and quality of life. I'm President of the Board of the Greater Boston Chapter of United Spinal Association.

Municipal experience (if applicable): None

Educational background: Univ of Pennsylvania BA, Framingham South H.S.

Reason for your interest in serving: *I'm interested in helping those with disability have access to public areas, access to affordable, accessible housing and employment to increase independence and opportunity.*

Times when you would be available (days, evenings, weekends): ALL

Do you or any member of your family have any business dealings with the Town? If yes, please explain:
NO

DF (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 committee's mission statement; 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 Douglas E Frey Date 12.24.18

Attachment 21.b: COD_applicants (3179 : Appointments to Commission on Disability)

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: Commission on Disability

Name: Sue Rushfirth

Address: 48 Harvard Drive, Sudbury

Email Address: [REDACTED]

Home phone: _____

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 29

Brief resume of background and pertinent experience:

I am a retired Physical Therapist with 40 + years experience. For most of my career I specialized in the treatment of children and adults facing severe physical, cognitive and sensory challenges. For the 12 years prior to my retirement, I moved to Home Care and my last position was as Manager of Rehabilitation Services at Parmenter Community Health in Wayland. I have been a member of the MA Coalition for Fall Prevention and a member of the MA Emergency Medical Care Advisory Board.

Municipal experience (if applicable):

Sudbury Cultural Council

Educational background:

BSc (Dip PT) UK

Reason for your interest in serving:

My experience of working with multiply challenged individuals was focused less on direct physical PT and more on working with families and care givers on issues such as seating, functional positioning, locomotion, and the adaptation of environments. As a PT in Home Care, I became very aware of the challenges, both large and small, facing people who wish to stay in their homes and require help and support to do so.

Times when you would be available (days, evenings, weekends):

Various

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

No

[Signature] (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 committee's mission statement; 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 _____

[Signature]

Date _____

2/24/19

Attachment 21.b: COD_applicants (3179 : Appointments to Commission on Disability)