

SUDBURY BOARD OF SELECTMEN
TUESDAY AUGUST 4, 2020
5:30 PM EXECUTIVE SESSION
7:00 PM OPEN SESSION

REVISED AGENDA

Please click the link below to join the virtual Selectmen’s Meeting:
<https://us02web.zoom.us/j/360217080>
 For audio only, call the number below and enter the meeting ID on your telephone keypad
 Call In number: **978-639-3366** or **470 250 9358**
 Meeting ID: **360 217 080**

Item #	Time	Action	Item
			Call to Order/Roll Call
			Executive Session and Roll Call
1.	5:30 PM	<i>VOTE</i>	Open in regular session and immediately vote to enter executive session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (proposed Eversource transmission line), pursuant to General Laws chapter 30A, §21(a)(3).
2.	6:00 PM		Continue in executive session to discuss the purchase, exchange, lease or value of real property and that the chair declare that an open meeting may have a detrimental effect on the negotiating position of the body. Also discuss strategy relative to litigation and that the chair declare that an open meeting may have a detrimental effect on the litigating position of the body. And to meet with Legal Counsel (Lampke Law LLC) and obtain legal advice relative to same.
3.	6:30 PM	<i>VOTE</i>	Continue in 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, pursuant to General Laws chapter 30A, §21(a)(exception 6) with respect to the Sudbury portion of the CSX rail corridor.
4.		<i>VOTE</i>	Also to review executive session meeting minutes, pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).
5.		<i>VOTE</i>	Vote to close Executive Session and resume Open Session.
	7:00 PM		Roll Call and Opening remarks by Chairman

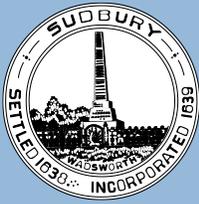
These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Item #	Time	Action	Item
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
MISCELLANEOUS			
6.		<i>VOTE</i>	Discuss Annual Town Meeting date, time and location, and vote to add September 13, 2020 as an alternative date in addition to September 20.
7.		<i>VOTE</i>	Interview candidate for Historic District Commission (HDC). Following interview, vote whether to appoint Susanna Finn, 58 Hudson Road, to the HDC for a term expiring 1/1/2025.
8.		<i>VOTE</i>	Interview candidates Kenneth Holtz, 175 Landham Road, and Jeremy Cook, 123 Maynard Farm Road, for appointment to the Conservation Commission. Following interview, vote whether to approve Town Manager appointment of Kenneth Holtz to the Conservation Commission, effective upon the resignation date of Charles Russo, for a term ending May 31, 2021. Also, vote to accept the resignation of Charles Russo, 30 Juniper Road, member of Conservation Commission, and send a letter of thanks for his service to the Town.
9.	8:00 PM	<i>VOTE</i>	Vote to open a joint meeting with the Finance Committee.
10.			Finance Committee to present FY21 budget.
11.		<i>VOTE</i>	Vote to close a joint meeting with the Finance Committee and resume Board of Selectmen meeting.
12.			Discussion on joint letter from BOS, SPS, Board of Health, and Lincoln BOS, Lincoln Schools, and Lincoln Board of Health
13.			Discuss Town Reopening Plan
14.			Discussion on Town Manager 90-day check-in, goals and 6-month evaluation
15.		<i>VOTE</i>	Discussion and possible vote on the Fairbank Community Center Town Forum.
16.			Discussion on Board's Social Media Policy
17.			Discussion on Ballot question policy "pro" and "con".
18.		<i>VOTE</i>	Review regular session minutes of 6/22/20 and possibly vote to approve minutes.
19.			Citizen's Comments

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
20.			Upcoming Agenda Items
CONSENT CALENDAR			
21.		<i>VOTE</i>	Vote to add the following Annual Town Meeting articles to the Consent Calendar: 14, 15, 25, 26, 28, 29, 30, 39, 40, 41; and such other articles as may be approved by the sponsors and found to be legally suitable.
22.		<i>VOTE / SIGN</i>	Vote to sign the state primary election warrant which must be posted by Aug. 25, 2020.
23.		<i>VOTE</i>	Vote to enter into the Town record and congratulate Noah Buttner, Russell Forester, and William Maloney of Boy Scout Troop 61 for having achieved the high honor of Eagle Scout.
24.		<i>VOTE</i>	On behalf of the Town, vote to accept a \$100 donation from Friends of the Sudbury Senior Citizens, Inc. The purpose of this donation is for the Board of Health to purchase hand sanitizer for distribution to at-risk residents.
25.		<i>VOTE</i>	Vote to adjourn meeting

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, August 4, 2020

EXECUTIVE SESSION

1: Executive Session - Historical Commission and Eversource

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Open in regular session and immediately vote to enter executive session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (proposed Eversource transmission line), pursuant to General Laws chapter 30A, §21(a)(3).

Recommendations/Suggested Motion/Vote: Open in regular session and immediately vote to enter executive session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (proposed Eversource transmission line), pursuant to General Laws chapter 30A, §21(a)(3).

Background Information:

Financial impact expected:

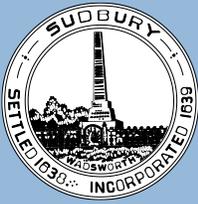
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

EXECUTIVE SESSION

2: LSRHS District agreement

REQUESTOR SECTION

Date of request:

Requestor: 30 min

Formal Title: Continue in executive session to discuss the purchase, exchange, lease or value of real property and that the chair declare that an open meeting may have a detrimental effect on the negotiating position of the body. Also discuss strategy relative to litigation and that the chair declare that an open meeting may have a detrimental effect on the litigating position of the body. And to meet with Legal Counsel (Lampke Law LLC) and obtain legal advice relative to same.

Recommendations/Suggested Motion/Vote: Continue in executive session to discuss the purchase, exchange, lease or value of real property and that the chair declare that an open meeting may have a detrimental effect on the negotiating position of the body. Also discuss strategy relative to litigation and that the chair declare that an open meeting may have a detrimental effect on the litigating position of the body. And to meet with Legal Counsel (Lampke Law LLC) and obtain legal advice relative to same.

Background Information:

Financial impact expected:

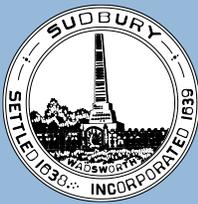
Approximate agenda time requested:

Representative(s) expected to attend meeting: James. B. Lampke, Esq. and Daniel I. Lampke Esq.

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

EXECUTIVE SESSION

3: Exec session to discuss CSX

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Continue in 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, pursuant to General Laws chapter 30A, §21(a)(exception 6) with respect to the Sudbury portion of the CSX rail corridor.

Recommendations/Suggested Motion/Vote: Continue in 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, pursuant to General Laws chapter 30A, §21(a)(exception 6) with respect to the Sudbury portion of the CSX rail corridor.

Background Information:
attached

Financial impact expected:

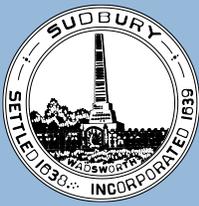
Approximate agenda time requested: 60 minutes

Representative(s) expected to attend meeting: Beth Suedmeyer, Environmental Planner

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

EXECUTIVE SESSION

4: Exec Session to review minutes

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Also to review executive session meeting minutes, pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Recommendations/Suggested Motion/Vote: Also to review executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Background Information:

Attached draft executive minutes of 12/3/19

Financial impact expected:

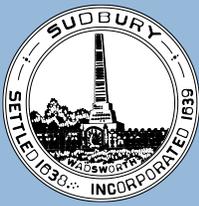
Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

EXECUTIVE SESSION

5: 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:

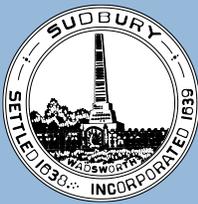
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

6: ATM dates and time - update

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Hayes/Chairman Carty

Formal Title: Discuss Annual Town Meeting date, time and location, and vote to add September 13, 2020 as an alternative date in addition to September 20.

Recommendations/Suggested Motion/Vote: Discuss Annual Town Meeting date, time and location, and vote to add September 13, 2020 as an alternative date in addition to September 20.

Background Information:

Financial impact expected:

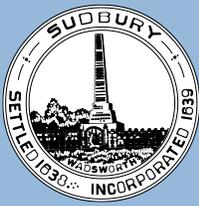
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

7: Interview candidate for HDC

REQUESTOR SECTION

Date of request:

Requestor: Adam Duchesneau, Director of Planning & Community Development

Formal Title: Interview candidate for Historic District Commission (HDC). Following interview, vote whether to appoint Susanna Finn, 58 Hudson Road, to the HDC for a term expiring 1/1/2025.

Recommendations/Suggested Motion/Vote: Interview candidate for Historic District Commission (HDC). Following interview, vote whether to appoint Susanna Finn, 58 Hudson Road, to the HDC for a term expiring 1/1/2025.

Background Information:

Attached letter from Adam Duchesneau and application

Financial impact expected:none

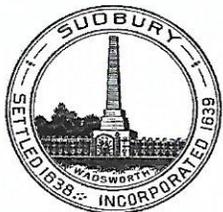
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



Town of Sudbury

Historic Districts Commission

HistoricDistricts@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
www.sudbury.ma.us/historicdistricts

July 10, 2020

Mr. Daniel E. Carty, Chair
Board of Selectmen
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Appointment of Susanna Finn to the Historic Districts Commission

Dear Chair Carty,

At their meeting on July 9, 2020, the Historic Districts Commission voted unanimously, 4-0, to recommend the Board of Selectmen appoint Susanna Finn to the Historic Districts Commission.

Therefore, I am writing to recommend the Board of Selectmen appoint Ms. Finn to the Historic Districts Commission, and to request the Board of Selectmen consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think interviews with the candidate will be necessary. Thank you.

On behalf of the Historic Districts Commission,

Adam L. Duchesneau, AICP
Director of Planning & Community Development

cc: Historic Districts Commission
Susanna Finn

Attachment 7.a: Appointment Letter - Susanna Finn (4013 : Interview candidate for HDC)

**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: Sudbury Historic Districts Commission

Name: Susanna Finn

Address: 58 Hudson Rd., Sudbury, MA 01776 Email Address: XXXXXXX

Home phone: _____ Work or Cell phone: XXXXXX

Years lived in Sudbury: 2

Brief resume of background and pertinent experience:

I am a research scientist with a broad background and skill set, including project management, technical writing, and data analysis. I am also the Assistant Director of a small non-profit cat rescue, a role in which I manage volunteers, fundraise, and run many day-to-day operations. I have strong interpersonal skills and enjoy problem solving. I have experience serving on review panels and communicating with the public. I have a deep interest in historic preservation, and own an antique home here in Sudbury. Please see my attached resume for additional experience and skills.

Municipal experience (if applicable):

Educational background:

ScB in Physics-Mathematics, Brown University, 2005
MA in Astronomy, Boston University, 2007
PhD in Astronomy, Boston University, 2012

Reason for your interest in serving:

I have a keen interest in history and preservation of antique homes. I am the proud owner of an antique home in the Sudbury Centre Historic District. My interest in history, research skills, and sense of fairness will enable me to serve the community well in this role. I would like to be more involved in helping to preserve Sudbury's history. Please see my attached Cover Letter for more details on my interest in this role and my qualifications.

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

Currently I am very flexible and can be available most days and times. In the future, assuming a return to work, typically evenings and weekends will be best.

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

No.

SCF (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 _____ Date June 1, 2020

Attachment 7.b: Susanna Finn Application 200601_redact (4013 : Interview candidate for HDC)

SUSANNA C. FINN

58 Hudson Rd., Sudbury, MA 01776
c. 1790 Reuben Moore House, Sudbury Centre Historic District
[linkedin.com/in/susannafinn/](https://www.linkedin.com/in/susannafinn/)

June 1, 2020

Sudbury Select Board
278 Old Sudbury Road
Sudbury, MA 01776

Dear Sudbury Select Board, Historic Districts Commission, and Town Manager Hayes:

I am writing to express my strong interest in being appointed a member of the Sudbury Historic Districts Commission. I am passionate about preservation and protection of historic buildings and properties, and I am confident that my good judgment, sense of fairness, and commitment to thorough research will be valuable to your committee.

I have always had an interest in American history, from early explorations in local history at summer camp at the Huntington, NY Historical Society's 1795 Kissam House, through travels across the country with visits to museums and historic sites. Now I am the proud owner of a beautiful antique home here in the Sudbury Centre Historic District (c. 1790), as well as a property in Somerville built in 1910, and my interest in history has become a passion. Furthermore, after seeing many homes irrevocably altered, I see the great importance of preservation and protection of these buildings, structures, and properties.

Since moving to Sudbury in 2018, I have become an active participant in the community. Voting and attending Town Meeting, attending Sudbury Historical Society events and fundraisers, touring the Hosmer House, and enjoying the town's conservation lands have deepened my appreciation of Sudbury's history. Reading books and magazines on antique homes has broadened my knowledge of preservation. I attended the New Hampshire Preservation Alliance Old House & Barn Expo, and hired an antique chimney mason specialist to work on the fireplaces in my home. I am interested in the history of a home, how to maintain and preserve it, and how to do so appropriately for the needs of the 21st century.

My relevant experience for this role comes from my past work as a scientist, as well as my role as Assistant Director of a non-profit organization. I have served on committees and panels, learning to listen to others and form opinions based on critical thinking. One aspect of my work experiences which would be of assistance should I become a member of the Commission is my involvement with reviewing grants. That work required skills in communicating with applicants in diplomatic and supportive ways about how to improve and modify grant proposals.

I would appreciate the opportunity to serve this wonderful town and be a piece of protecting its beloved history. Please feel free to contact me at XXXX. Thank you for your time and consideration.

Sincerely,
Susanna Finn

SUSANNA C. FINN

58 Hudson Rd., Sudbury, MA 01776
 c. 1790 Reuben Moore House, Sudbury Centre Historic District
[linkedin.com/in/susannafinn/](https://www.linkedin.com/in/susannafinn/)

SUMMARY

Research professional with broad background and experience. Demonstrated leadership and management. Exceptional interpersonal and communication skills. Analytical and critical thinker. Enjoys problem solving and learning, particularly with real-world applications.

Highlights of Qualifications and Skills:

- Management, leadership, and public relations
- Technical writing, grant writing, copy editing, content editing
- Excellent interpersonal skills, works well in diverse teams
- Effective communication to both technical and non-technical audiences
- Extensive data analysis experience

EDUCATION

Doctor of Philosophy (2012), Master of Arts (2007)

Astronomy | Boston University | Boston, MA

Bachelor of Science (2005)

Mathematics-Physics | Brown University | Providence, RI

SELECTED VOLUNTEER EXPERIENCE

Black Cat Rescue | Somerville, MA

Assistant Director (2015 – Present)

- Oversee operations for a 501(c)3 non-profit cat rescue, working closely with the Board of Directors
- Manage volunteers, recruit volunteers
- Identify grant and funding opportunities, organize fundraising events, promote on social media
- Facilitate cat intake, medical care, foster care, and adoption

Sudbury Senior Center | Sudbury, MA

Volunteer (2019 - Present)

- Sand Bucket Brigade, deliver sand buckets during winter months
- Phone Buddy, weekly check-on calls during time of isolation

Somerville Elections | Somerville, MA

Volunteer (2012)

- Filed voter registrations for Somerville residents

WORK EXPERIENCE

University of Massachusetts Lowell – Lowell Center for Space Science and Technology | Lowell, MA

Research Scientist (2016 - 2020)

- Served on review panels for NSF and NASA
- Guest Editor of a peer-reviewed scientific journal, Sun & Geosphere

SUSANNA C. FINN

- Was responsible for project management for various research projects, including an undergraduate small satellite project and a total solar eclipse research project
- Developed successful research grant proposals
- Mentored and trained graduate students, including weekly meetings and serving on thesis committees
- Built and maintained relationships with industry and government partners
- Participated in various outreach events educating students and the public about astronomy and space science
- Invited Panelist at a joint UMass Lowell and John F. Kennedy Library event commemorating 50 years since Apollo 11 (2019)
- Referee for various scientific journals

Postdoctoral Research Fellow (2014 - 2016)

- Instrument Scientist for a space weather instrument, launched in 2017 and installed on the International Space Station
- Adjunct Faculty in the UMass Lowell Department of Physics - Instructor for Physics 95.121 "Exploring the Universe" (2015)

New England College of Optometry | Boston, MA

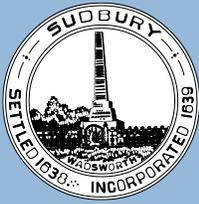
Postdoctoral Research Associate (2011 - 2013)

Boston University | Boston, MA

Research Assistant (2006 - 2011)

INTERESTS

- Historic home preservation, antiques
- Nature, trail walking, bird watching
- Gardening



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

8: Conservation Commission interview and appointment

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Interview candidates Kenneth Holtz, 175 Landham Road, and Jeremy Cook, 123 Maynard Farm Road, for appointment to the Conservation Commission. Following interview, vote whether to approve Town Manager appointment of Kenneth Holtz to the Conservation Commission, effective upon the resignation date of Charles Russo, for a term ending May 31, 2021. Also, vote to accept the resignation of Charles Russo, 30 Juniper Road, member of Conservation Commission, and send a letter of thanks for his service to the Town.

Recommendations/Suggested Motion/Vote: Interview candidates Kenneth Holtz, 175 Landham Road, and Jeremy Cook, 123 Maynard Farm Road, for appointment to the Conservation Commission. Following interview, vote whether to approve Town Manager appointment of Kenneth Holtz to the Conservation Commission, effective upon the resignation date of Charles Russo, for a term ending May 31, 2021. Also, vote to accept the resignation of Charles Russo, 30 Juniper Road, member of Conservation Commission, and send a letter of thanks for his service to the Town.

Background Information:

Conservation Commission voted to recommend appointment of Ken Holtz as Member and Jeremy Cook as Associate. Town Manger Hayes conducted interviews with the applicants and supports the recommendation. Applications are attached.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

From: Capone, Lori
Sent: Wednesday, July 29, 2020 10:05 AM
To: Hayes, Henry
Subject: Conservation Commission Appointment

Hi Henry,

At the Conservation Commission meeting on July 27th, the Conservation Commission interviewed two candidates, Ken Holtz and Jeremy Cook, to replace Charlie Russo when he transitions from the ConCom to the Board of Selectmen. The Conservation Commission voted to recommend Ken Holtz to take Charlie's open seat and for Jeremy Cook to serve as an Associate Member. I have attached their applications so that you can contact them for an interview.

Please let me know if you need anything else from me.

Thanks,

Lori Capone
Conservation Coordinator
Town of Sudbury
275 Old Lancaster Road
Sudbury, MA 01776
Tel: 978-440-5470

**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: Conservation Commission

Name: Kenneth Holtz

Address: 175 Landham Rd Sudbury, MA 01776 Email Address: _____

Years lived in Sudbury: 3

Brief resume of background and pertinent experience:

Through my professional career, I have a depth of experience including management, collaboration, and oversight of large projects. I have been an associate member of the conservation commission since late 2018. Through this associate membership, I have already started taking MACC courses and plan to take more. I also spearheaded some initiatives with the commission such as the recent FlashVote sent town-wide with over 700 responses to help steer the land stewardship efforts of the commission. I have also been a member of SVT since late 2018. Finally, I live within a wetland resource area myself and have gone through the NOI process personally which is very helpful in understanding what many applicants are going through when they come before the commission with their own projects.

Municipal experience (if applicable):

Associate Member of Conservation Commission since late 2018

Educational background:

B.S. Computer Engineering

Reason for your interest in serving:

I purchased my property in Sudbury knowing it was within wetlands. After a lot of personal research and later through experience attending most ConCom meetings over the last ~1.5 years, I have a good understanding of why our wetlands and conservation land are critical resources to the town/environment. I would like to do my part to help protect these resources for today and in the future.

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

Evenings are best and also available most weekends. Days are flexible with notice and depending on work schedule.

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

None

KH (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  Date 07/13/2020

Attachment 8.b: Ken Holtz ConCom Application (4046 : Conservation Commission interview and appointment)

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: _____

Name: _____

Address: _____ Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: _____

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background:

Reason for your interest in serving:

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

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

_____ (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 Jeremy Cook Date _____

Attachment 8.c: Jeremy Cook Conservation commission application (4046 : Conservation Commission interview and appointment)

July 10, 2020

To:
Henry L. Hayes, Jr.
Sudbury Town Manager
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Dear Mr. Hayes,

Please accept this letter as notice of my resignation from the Sudbury Conservation Commission, to be effective no later than 12 noon on the day of the upcoming Annual Town Meeting (now scheduled for some time in mid-September, 2020). In the meantime, should an optimal transition time be identified between now and Town Meeting, as determined in consultation with Conservation Coordinator Lori Capone and ConCom Chairman Tom Friedlander, my resignation may take effect then.

Serving on the Conservation Commission for the past six years has been rewarding and fulfilling. I have learned much about conservation, our town, and myself. I will miss working so closely with the wonderful volunteers and staff who do such great work on behalf of the important conservation issues in our town.

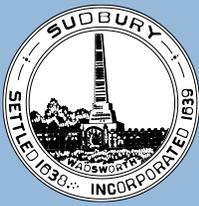
I am happy to help in any way with the transition process. Should you have any questions or concerns, please contact me via the information below.

Sincerely,

Charlie Russo
30 Juniper Road,
Sudbury

CC:

- Lori Capone, Conservation Coordinator
- Conservation Commission
- Select Board
- Leila Frank, Office Supervisor/Information Officer



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

9: Open joint meeting with FinCom

REQUESTOR SECTION

Date of request:

Requestor: FinCom members

Formal Title: Vote to open a joint meeting with the Finance Committee.

Recommendations/Suggested Motion/Vote: Vote to open a joint meeting with the Finance Committee.

Background Information:

Financial impact expected:

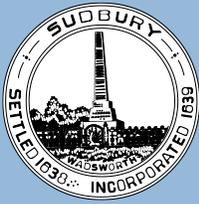
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)
10: FinCom to present FY21 budget

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Finance Committee to present FY21 budget.

Recommendations/Suggested Motion/Vote: Finance Committee to present FY21 budget.

Background Information:
presentation materials provided on 8/4

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

Finance Committee Assessment of the Town Recommended FY 21 Budget

A “Cautionary Tale”

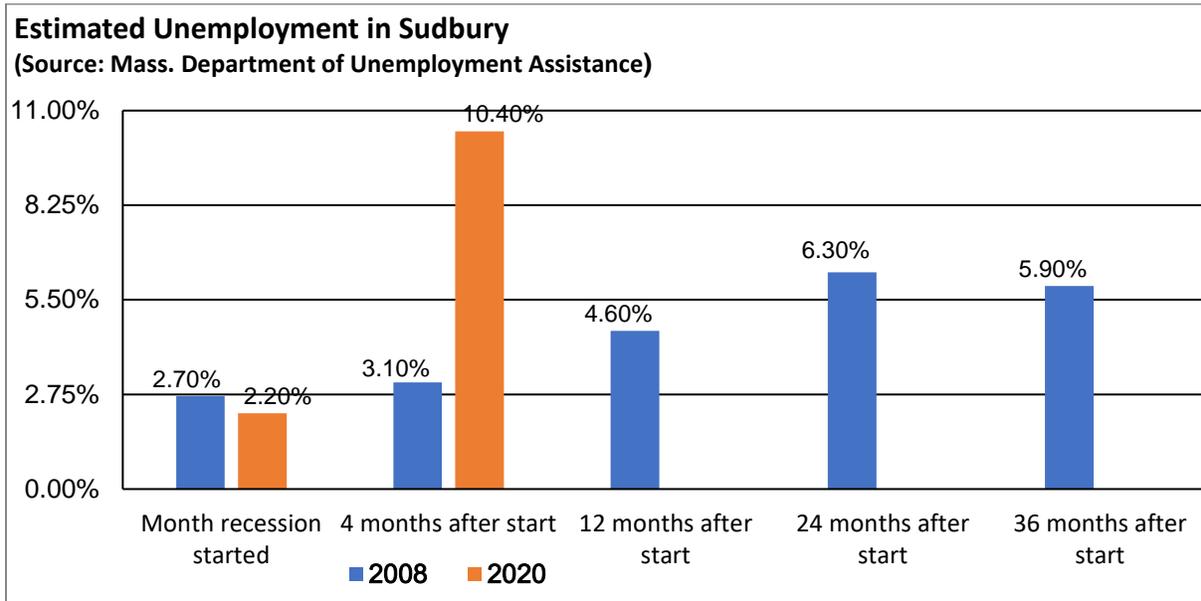
The Finance Committee appreciates the efforts of Town staff to maintain the strength of Sudbury’s finances while meeting the needs of individual taxpayers and after considerable debate and discussion voted unanimously to recommend approval of the Town’s recommended FY 21 budget.

The Finance Committee, however, has significant concerns as described below that our apparent approach toward budgeting remains less flexible both in approach and timing than may be required considering current events.

The Town has a strong balance sheet, substantial financial reserves, and recently re-affirmed its AAA bond rating. These strengths provide adequate buffer against a financial scenario like the Recession that began in December of 2007. While this is reassuring, the Finance Committee believes the current financial scenario is different than 2008 and any other financial crisis and warrants a fresh, analytical and strategic approach.

In the second quarter ending June 30, 2020, Gross Domestic Product (GDP), a “gauge of [the United States’] economy’s overall size and health¹,” experienced its sharpest quarterly drop in two centuries, including the Great Depression ².

The impacts are being felt in Sudbury where the unemployment rate surged immediately when the first round of CV-19 related shutdowns began in the United States, and at a faster pace than observed during the Great Recession.



Data Source ³

¹ <https://www.stlouisfed.org/open-vault/2019/march/what-is-gdp-why-important>

² <https://www.cnbc.com/2020/07/30/us-gdp-q2-2020-first-reading.html>

³ 2008 recession data:

Dec 2007 (first month of recession): <https://lmi.dua.eol.mass.gov/LMI/LaborForceAndUnemployment/LURResults?A=05&GA=000274&TF=3&Y=2007&Sopt=&Dopt=TEXT>

2008: <https://lmi.dua.eol.mass.gov/LMI/LaborForceAndUnemployment/LURResults?A=05&GA=000274&TF=3&Y=2008&Sopt=&Dopt=TEXT>

2009: <https://lmi.dua.eol.mass.gov/LMI/LaborForceAndUnemployment/LURResults?A=05&GA=000274&TF=3&Y=2009&Sopt=&Dopt=TEXT>

2010: <https://lmi.dua.eol.mass.gov/LMI/LaborForceAndUnemployment/LURResults?A=05&GA=000274&TF=3&Y=2010&Sopt=&Dopt=TEXT>

2020 recession data (first month, February): <https://lmi.dua.eol.mass.gov/LMI/LaborForceAndUnemployment/LURResults?A=05&GA=000274&TF=2&Y=&Sopt=&Dopt=TEXT>

Information Classification: General

The Finance Committee believes that the unprecedented nature of the current pandemic and related economic situation requires the utmost fiscal prudence, planning, and transparent communication. The priority should be anticipation and management of multiple scenarios including a worst-case, but we are not yet confident that the Town is fully managing in this manner.

The Town Manager’s Proposed Budget document shared with the Committee on July 27, 2020, for example, included projections for FY 22 and FY 23 that were created *before* the crisis began, without explanation or disclaimers. The Finance Committee asked multiple times for these projections to be updated, or if not practical, for insight into the approach the Town is taking to anticipate and manage alternative scenarios and plan for contingencies based on potential risk and likelihood. We have not been given this insight and the Budget Book remains largely silent on concerns and potential pressures related to CV-19 over the next years.

The Finance Committee believes that the Town should create and provide appropriate insight into a strategic plan. That plan may then be used to establish a proactive process for decision making if any response to CV-19 pandemic or related stakeholder impact (e.g., State aid, public safety expenses) has a greater impact to revenue and expenses than is initially anticipated.

Risks and Unknowns

As part of its deliberations, the Finance Committee noted the following trends and threats, and the strengths that may partially or fully offset them depending on how the current health and economic crisis proceeds.

Trends and Threats	Strengths
<ul style="list-style-type: none"> • Pandemic with rising case counts throughout most of the United States threaten future shutdowns and inestimable economic impact • Gross Domestic Product in the U.S. fell 9.5% in Q2 2020 according to data from the Bureau of Economic Analysis, “by far the biggest [percentage decrease] on record.” This is an economic crisis without precedent • June data from the Bureau of Labor Statistics suggests Massachusetts has one of the highest unemployment rate in the United States (17.4%) • Data available on the State of Massachusetts website estimates unemployment in Sudbury reached 10.4% in June, compared to 2.2% at the start of the current recession • Sudbury Public Schools and Lincoln-Sudbury RHS have not finalized an estimate of increased expenses related to CV-19 • Concerns that increased expenditures will impact local aid funding; Update: This concern related to FY 21 was partially addressed on 7/30/20 when the Baker-Polito Administration and the Legislature committed to using FY 20 as a basis for UGGA and Chapter 70 education aid 	<ul style="list-style-type: none"> • The Town has approximately \$5 million in cash and an additional \$5 million in reserve funds that it can use to offset emergency spending • In FY 21, the Town of Sudbury is eligible for approximately \$1.6 million in federal Cares Act grants, and approximately \$604,000 in State reopening grants; LSRHS is eligible for an additional \$27,000 in Cares Act funds, and approximately \$350,000 in State reopening grants and has set aside \$500k of its E&D funds if needed, specifically to address unexpected or unreimbursed CV-19 related expenses. • In June 2020, the rating agencies reaffirmed Sudbury’s AAA long-term ranking on the Town’s outstanding debt continuing to make appealing financing options available. • Our tax base is 91% residential, which helps to insulate our Town from revenue impacts

Recommendations

The Finance Committee would like to offer the following suggestion to the Town to improve transparency and communication while enhancing the Budget process:

1. Create and provide insight into a CV-19 Crisis Management Plan that establishes a proactive process for decision making if the CV-19 virus has a greater impact to revenue and expenses and necessary response is different than currently anticipated
2. Take a holistic approach to expected financial impacts (including third party vendors) related to CV-19 that considers not just the Town budget, but its taxpayer residents, employees and stakeholders as well.
3. Provide a quarterly report of key metrics related to CV-19's revenue and cost impacts that are relevant to taxpayers and residents, for the duration of the CV-19 health and economic crisis
4. Avoid override scenarios and delay all but the most urgent capital projects until Spring 2021 Town Meeting or longer, based on duration of CV-19 related uncertainties
5. Utilize Free Cash to reduce the tax levy appropriately, providing relief to taxpayers, but not to support one-time spending that otherwise should be funded through the operating budget

Town Recommended Budget

The Town of Sudbury revised its recommended budget from its pre-CV-19 proposal by anticipating a net increase in expenses of \$40,000, and a net decrease in revenues of approximately \$1.4 million, for FY 21. Overall, the budget reflects an increase in revenue of \$3,832,117 (3.74%) compared to the FY 20 budget.

The proposed budget recommends using \$1,390,458 in Free Cash (unspent funds allocated in prior years) to help fund this year's budget. The Town also recommends a decrease in FY 21's contribution to OPEB liabilities (Other Post-Employment Benefits) from \$610,249 in FY 20, to \$468,382 in FY 21. These changes represent a short-term benefit to taxpayers by offsetting a portion of their tax bill increase for FY 21.

The adjustments to the FY 21 budget will result in an estimated residential tax rate of \$18.85 in FY 21 (see Tax Rate Schedule below). \$18.85 is an estimate for discussion and analysis purposes only and is likely to change. This estimate assumes unchanged home values from FY 20, and the same shift from residential to commercial. The final rate will depend on assumptions like these, and most significantly, on revenue from new growth in the Town (see Total Tax Levy Adjusting for New Growth below), which is difficult to estimate in the current environment.

A residential tax rate of \$18.85 would be a 2.17% increase from FY 20. The median residential tax rate annual increase over the past 10 years is 1.11% (see Tax Rate Schedule below). New debt exclusions, which are voted at Town Meeting separately from the budget, like the proposed \$28.8 million for the Fairbanks Community Center, are not accounted for in this estimated tax rate because its debt service will not begin until FY 22 at the earliest. Phase 1 of the \$8.8 million Fire Station No.2 project on RT 20, which was originally planned for May Town Meeting, has been postponed.

Tax Rate Schedule³

This chart shows the change in the average single family tax bill by year

Fiscal Year	Avg Single Family Home Value	Residential Tax Rate	YoY Change	Avg Single Family Tax Bill	YoY Change
2010	650,508	16.08	N/A	10,460	N/A
2011	627,988	17.03	5.91%	10,695	2.24%
2012	621,410	17.6	3.35%	10,937	2.26%
2013	622,862	17.99	2.22%	11,205	2.45%
2014	640,277	18.03	0.22%	11,544	3.02%
2015	658,974	17.6	-2.38%	11,598	0.47%
2016	678,738	17.8	1.14%	12,082	4.17%
2017	705,763	17.74	-0.34%	12,520	3.63%
2018	726,906	17.93	1.07%	13,033	4.10%
2019	745,653	17.91	-0.11%	13,355	2.46%
2020	746,260	18.45	3.02%	13,768	3.10%
2021	746,260	18.85	2.17%	14,067	2.17%

³ Source: FY 10 to FY 20 data is sourced from Sudbury Tax Assessor Recap Sheets.
FY 21 data reflects estimates from the Sudbury Finance Director

Total Tax Levy Adjusting for New Growth⁴

This chart shows the net impact for taxpayers by year

Fiscal Year	Total Tax Levy	% Increase	New Growth	% Increase Net of New Growth
2010	65,529,153	N/A	634,221	N/A
2011	67,418,506	2.88%	440,537	2.21%
2012	69,007,532	2.36%	520,929	1.58%
2013	71,026,410	2.93%	526,287	2.16%
2014	72,951,707	2.71%	634,048	1.82%
2015	73,549,580	0.82%	778,976	-0.25%
2016	76,997,530	4.69%	601,228	3.87%
2017	79,892,487	3.76%	1,248,532	2.14%
2018	83,323,444	4.29%	983,400	3.06%
2019	86,384,635	3.67%	1,401,700	1.99%
2020	89,733,894	3.88%	963,941	2.76%
2021	92,494,678	3.08%	800,000	2.19%

⁴ Source: Sudbury Finance Director
Information Classification: General

Part II

FINANCE SECTION

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Attachment 10.b: FY21 Finance Committee Section as of 8-3-2020 (4042 : FinCom to present FY21 budget)

FY21 MONIED ARTICLES

<u>Article</u>	<u>Description</u>	Finance Committee
		<u>Recommendation</u>
3	FY21 Budget	Approval
4	FY21 Capital Budget	Approval
5	FY21 Transfer Station Enterprise Fund Budget	Approval
6	FY21 Pool Enterprise Fund Budget	Approval
7	FY21 Recreation Field Maintenance Enterprise Fund Budget	Approval
10	Chapter 90 Highway Funding (Consent Calendar)	Approval
11	Stabilization Fund	Approval
12	Goodnow Library Services Revolving Fund	Approval
13	FY21 Revolving Fund Spending Limits (Consent Calendar)	Approval
14	Capital Stabilization Fund	Disapproval
15	Fund Litigation Costs - Eversource	Approval
16	Post-Employment Health Insurance Trust Funding	Approval
17	CSX Corridor	Report at Town Meeting
18	Fairbank Community Center Design and Construction Funds	Report at Town Meeting
21	Purchase Fire Dept. Ambulance	Approval
24	Front End Loader with Plow	Approval
25	Roadway Drainage Improvements	Approval
26	Old Sudbury Road Culvert Design	Approval
27	Multi-purpose Sidewalk Tractor	Approval
28	Dump Truck with Plow	Disapproval
29	One-Ton Dump Truck with Plow, Spreader and Wing	Disapproval
30	6-Wheel Combo Body Dump Truck with Plow and Spreader	Disapproval
31	Sudbury Public Schools Surveillance Cameras	Approval
32	Sudbury Public Schools Playground Improvement	Approval
35	Acceptance of Provisions of the Massachusetts Veterans' Brave Act M.G.L. Chapter 59, Sect. 5, clause twenty-second H	Approval
39	Exchange of Real Property - Brimstone lane parcels	Report at Town Meeting
40	Transfer Care & Custody of Town-Owned Water Row parcel to Conservation Commission (H11-401)	Report at Town Meeting
41	Transfer Care & Custody of Town-Owned Water Row parcel to Conservation Commission (H11-305)	Report at Town Meeting
42	Community Preservation Fund - Historic Resource Inventory Survey	Approval
43	Community Preservation Fund - Removal of Invasive Species from King Philip Woods	Approval
44	Community Preservation Fund - Design of Wayside Inn Road Bridge over Hop Brook	Disapproval
45	Community Preservation Fund - Remediation of Water Chesnuts from Hop Brook Pond System	Approval
46	Community Preservation Fund - Sudbury Housing Authority Acquisition, Creation, Preservation, and support of Affordable Rental Housing	Approval
47	Community Preservation Fund - Regional Housing Services Office (RHSO) membership fee	Approval
48	Community Preservation Fund - Library Historic Room Conversion	Approval
49	Community Preservation Fund - Reversion of Funds	Approval
50	Community Preservation Fund - General Budget and Appropriations	Approval
51	Acquire ¼ mile of CSX Corridor (Station Rd to Rt 20)	Report at Town Meeting
54	Cost/benefit study on burying overhead utility lines	Approval

ESTIMATED IMPACT ON FY21 RESIDENTIAL TAX BILL

ESTIMATED IMPACT OF TOWN MEETING SPENDING ON YOUR FISCAL 2021 TAX BILL												
	100,000	200,000	300,000	400,000	500,000	600,000	700,000	800,000	900,000	1,000,000	AVG.	
Fiscal Current Values	1,845	3,690	5,535	7,380	9,225	11,070	12,915	14,760	16,605	18,450		
Fiscal Current Taxes	1,885	3,770	5,655	7,540	9,425	11,310	13,195	15,080	16,965	18,850		
Fiscal Budget Taxes	1,840	3,680	5,520	7,360	9,200	11,040	12,880	14,720	16,560	18,400		
Debt Exemptions	45	90	135	180	225	270	315	360	405	450		
	2.17%	2.17%	2.17%	2.17%	2.17%	2.17%	2.17%	2.17%	2.17%	2.17%		
To calculate the dollar impact of any additional expenditures that may be considered by Town Meeting, use this chart below.												
Article Amount	\$ 1,000	\$ 2,000	\$ 3,000	\$ 4,000	\$ 5,000	\$ 6,000	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000		
Resident's Share	\$ 911	\$ 1,822	\$ 2,733	\$ 3,644	\$ 4,555	\$ 5,466	\$ 6,377	\$ 7,288	\$ 8,199	\$ 9,110		
25,000	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00		
50,000	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00		
75,000	1.50	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00		
100,000	2.00	4.00	6.00	8.00	10.00	12.00	14.00	16.00	18.00	20.00		
200,000	4.00	8.00	12.00	16.00	20.00	24.00	28.00	32.00	36.00	40.00		
300,000	6.00	12.00	18.00	24.00	30.00	36.00	42.00	48.00	54.00	60.00		
400,000	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00		
500,000	10.00	20.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	100.00		
600,000	12.00	24.00	36.00	48.00	60.00	72.00	84.00	96.00	108.00	120.00		
700,000	14.00	28.00	42.00	56.00	70.00	84.00	98.00	112.00	126.00	140.00		
800,000	16.00	32.00	48.00	64.00	80.00	96.00	112.00	128.00	144.00	160.00		
900,000	18.00	36.00	54.00	72.00	90.00	108.00	126.00	144.00	162.00	180.00		
1,000,000	20.00	40.00	60.00	80.00	100.00	120.00	140.00	160.00	180.00	200.00		

GENERAL FUND BUDGET SUMMARY OF REVENUES & EXPENDITURES

EXPENDITURES	FY19	FY20	FY21
	Actual	Budgeted	Recommended
Education - Sudbury Public Schools (SPS)	38,309,355	38,535,653	39,608,834
Education - LS Regional High School (LS)	24,762,716	25,808,881	26,712,280
Education - Vocational	461,426	615,000	550,000
General Government	3,085,214	3,143,637	3,177,614
Public Safety	8,472,123	8,924,924	9,199,461
Public Works	5,146,416	5,460,288	5,607,520
Human Services	746,973	871,110	937,995
Culture & Recreation	1,327,814	1,422,707	1,515,936
Town-Wide Operating and Transfers	212,237	483,845	686,352
Total Town Departments	82,524,274	85,266,045	87,995,992
Town Debt Service	3,100,625	3,110,425	3,476,446
Employee Benefits (Town and SPS)	11,718,431	12,716,315	13,672,255
OPEB Trust Contribution (Town and SPS)	540,249	610,249	468,382
Total Operating Budget	97,883,579	101,703,034	105,613,075
Capital Operating Budget	403,224	800,000	722,076
TOTAL EXPENDITURES:	98,286,802	102,503,034	106,335,151

REVENUES & AVAILABLE FUNDS	FY19	FY20	FY21
	Actual	Budgeted	Recommended
Real Estate and Personal Property Taxes	86,079,321	88,883,118	91,999,558
State Aid	6,380,977	6,397,013	6,028,179
MSBA Reimbursement	1,605,767	1,605,767	1,605,767
SAFER Grant	-	193,581	210,189
Local Receipts	6,464,838	4,763,555	4,441,000
Other Available	735,502	660,000	660,000
Free Cash	-	-	1,390,458
TOTAL REVENUES & AVAILABLE FUNDS:	101,266,405	102,503,034	106,335,151

See additional budget details in the Town Manager's Proposed Budget which can be found on the Town's website at the following link:

<https://sudbury.ma.us/finance/fy21-gfoa-budget-7-27-2020/>

TOWN MANAGER'S CAPITAL BUDGET

Project Name	Department	Cost
Town-wide Walkway Construction	DPW	\$ 50,000
Town and Schools Carpet Replacement	Facilities	\$ 50,000
Various Building Improvements	Facilities	\$ 75,000
Hosmer House Roof	Facilities	\$ 50,000
Car 2 (Fire Dept.)	Fire	\$ 54,000
Document Scanning	Info Systems	\$ 50,000
Fiber Optic Network (Souther Ring)	Info Systems	\$ 70,820
Buildings & Grounds 2010 Ford F350 Pickup Truck/sander	LSRHS	\$ 35,132
Athletic Van - 2011-Chevrolet Express Van- 15 Passenger	LSRHS	\$ 39,524
Portable Radios	Police	\$ 18,600
UHF Repeater	Police	\$ 25,000
Schools Cafeteria Kitchen Equipment	SPS	\$ 50,000
Paging, Clocks, and Bell Systems	SPS	\$ 25,000
Curtis Ongoing HVAC Repairs.	SPS	\$ 30,000
Noyes Replacement of Rtu-1 and RTU-2 AC package units	SPS	\$ 49,000
Schools classroom VCT Flooring Replacement	SPS/Facilities	\$ 50,000
Town Manager's Capital Operating Budget		\$ 722,076
New Ambulance	Fire	\$ 340,000
Loring School Playground	SPS	\$ 333,000
Surveillance Cameras	SPS	\$ 261,023
Culvert Design/Replacement	DPW	\$ 100,000
6-Wheel 40,000+ GVW Combo Body Dump Truck w/Plow	DPW	\$ 260,000
Replace 2011 Chevy 1 Ton 6 Wheel Dump	DPW	\$ 140,000
Pratts Mill Roadway Improvements	DPW	\$ 120,000
Replace 2011 Chevrolet 6 Wheel Dump, leased in 2012	Parks & Gnds	\$ 110,000
Capital Additions in Excess of \$100,000		\$ 1,664,023
Total FY21 Capital Plan		\$ 2,386,099

See additional budget details in the Town Manager's Proposed Budget which can be found on the Town's website at the following link:

<https://sudbury.ma.us/finance/fy21-gfoa-budget-7-27-2020/>

ENTERPRISE FUNDS BUDGETS

EXPENDITURES	FY19	FY20	FY21
	Actual	Budgeted	Recommended
<u>Direct</u>			
Transfer Station	295,766	295,432	297,764
Atkinson Pool	445,109	449,323	427,421
Recreation Field Maintenance	198,537	228,040	230,435
Total Direct Expenditures	939,412	972,795	955,620
<u>Indirect</u>			
Transfer Station	16,700	17,214	17,163
Atkinson Pool	36,227	18,956	36,828
Recreation Field Maintenance	22,575	23,198	24,269
Total Indirect Expenditures	75,502	59,368	78,260
TOTAL:	1,014,914	1,032,163	1,033,880

RECEIPTS & RESERVES	FY19	FY20	FY21
	Actual	Budgeted	Recommended
Transfer Station	319,222	312,646	314,927
Atkinson Pool	443,107	468,279	464,249
Recreation Field Maintenance	210,093	251,238	254,704
TOTAL:	972,422	1,032,163	1,033,880

See additional budget details in the Town Manager's Proposed Budget which can be found on the Town's website at the following link:

<https://sudbury.ma.us/finance/fy21-gfoa-budget-7-27-2020/>

CPA FUNDS BUDGET

	FY19 Actual	FY20 Appropriated	FY21 Recommended
Beginning CPA Fund Balance	6,883,548	4,733,401	4,740,191
<u>Revenues</u>			
CPA Surcharge & Fees	1,964,765	1,800,000	2,000,000
Intergovernmental	403,176	305,000	570,000
Investment Income	65,412	20,000	20,000
Total Revenues	2,433,353	2,125,000	2,590,000
<u>Expenditures</u>			
Major Land Purchases	1,877,840	-	-
Debt Service	1,178,335	1,140,210	1,111,410
Administrative	30,160	85,000	85,000
Other	1,497,165	893,000	821,000
Total Expenditures	4,583,500	2,118,210	2,017,410
Excess / (Deficiency)	(2,150,147)	6,790	572,590
Ending CPA Fund Balance	4,733,401	4,740,191	5,312,781
<u>ENDING FUND BALANCE</u>			
Projects (in-use)	1,533,489	1,533,489	1,533,489
Unassigned	3,199,912	3,206,702	3,779,292
	4,733,401	4,740,191	5,312,781

LONG-TERM DEBT

Town Outstanding Debt by Type

Issue Types	Schools	Municipal	Pre-CPA	Total	Annual Debt Service	Principal Balance
FY19 Principal Balance	4,530,000	6,628,577	1,365,000			12,523,577
FY20 Principal	2,025,000	505,343	90,000	2,620,343		
FY20 Interest	177,075	241,545	51,463	470,082	3,090,425	9,903,234
FY21 Principal	2,060,000	509,621	85,000	2,654,621		
FY21 Interest	89,413	217,517	46,963	353,892	3,008,513	7,248,613
FY22 Principal	240,000	413,908	85,000	738,908		
FY22 Interest	13,244	194,380	42,713	250,336	989,244	6,509,706
FY23 Principal	85,000	418,503	85,000	588,503		
FY23 Interest	8,050	175,134	38,463	221,647	810,150	5,921,202
FY24 Principal	80,000	423,116	85,000	588,116		
FY24 Interest	4,600	155,772	34,213	194,584	782,700	5,333,086
FY25 Principal	40,000	427,845	85,000	552,845		
FY25 Interest	2,000	136,292	29,963	168,255	721,100	4,780,241
FY26 Principal	-	432,895	85,000	517,895		
FY26 Interest	-	116,693	25,713	142,405	660,300	4,262,346
FY27 Principal	-	438,273	85,000	523,273		
FY27 Interest	-	104,065	23,163	127,227	650,500	3,739,073
FY28 Principal	-	443,787	85,000	528,787		
FY28 Interest	-	91,300	20,613	111,913	640,700	3,210,286
FY29 Principal	-	454,642	85,000	539,642		
FY29 Interest	-	78,396	18,063	96,458	636,100	2,670,645
FY30 Principal	-	460,645	85,000	545,645		
FY30 Interest	-	65,193	15,513	80,705	626,350	2,125,000
FY31 Principal	-	360,000	85,000	445,000		
FY31 Interest	-	51,838	12,963	64,800	509,800	1,680,000
FY32 Principal	-	335,000	85,000	420,000		
FY32 Interest	-	41,038	10,413	51,450	471,450	1,260,000
FY33 Principal	-	335,000	85,000	420,000		
FY33 Interest	-	30,988	7,863	38,850	458,850	840,000
FY34 Principal	-	335,000	85,000	420,000		
FY34 Interest	-	20,938	5,313	26,250	446,250	420,000
FY35 Principal	-	335,000	85,000	420,000		
FY35 Interest	-	10,469	2,656	13,125	433,125	-
Remaining Debt Service	4,824,381	8,360,131	1,751,044	14,935,556	14,935,556	

Attachment 10.b: FY21 Finance Committee Section as of 8-3-2020 (4042 : FinCom to present FY21 budget)

LS Regional High School Outstanding Debt

	Total	Annual Debt Service	Principal Remaining
FY19 Principal Balance			3,555,000
FY20 Principal	530,000		
FY20 Interest	98,700	628,700	3,025,000
FY21 Principal	520,000		
FY21 Interest	82,950	602,950	2,505,000
FY22 Principal	515,000		
FY22 Interest	67,425	582,425	1,990,000
FY23 Principal	510,000		
FY23 Interest	52,050	562,050	1,480,000
FY24 Principal	500,000		
FY24 Interest	36,900	536,900	980,000
FY25 Principal	495,000		
FY25 Interest	21,975	516,975	485,000
FY26 Principal	485,000		
FY26 Interest	7,275	492,275	-
Remaining Debt Service	3,922,275	3,922,275	

Attachment 10.b: FY21 Finance Committee Section as of 8-3-2020 (4042 : FinCom to present FY21 budget)

Community Preservation Outstanding Debt by Project

Issues	Nobscot I & II	Cutting/ Dickson	Libby	Pantry Brook	Johnson Farm	Total	Annual Debt Service	Principal Balance
FY19 Principal Balance	3,595,000	1,140,000	735,000	2,415,000	800,000			8,685,000
FY20 Principal	340,000	240,000	130,000	125,000	50,000	885,000		
FY20 Interest	110,150	20,500	13,463	80,973	30,125	255,210	1,140,210	7,800,000
FY21 Principal	340,000	235,000	125,000	130,000	50,000	880,000		
FY21 Interest	100,075	15,700	10,863	77,148	27,625	231,410	1,111,410	6,920,000
FY22 Principal	345,000	230,000	125,000	135,000	50,000	885,000		
FY22 Interest	88,575	12,175	8,988	73,173	25,125	208,035	1,093,035	6,035,000
FY23 Principal	340,000	220,000	120,000	140,000	50,000	870,000		
FY23 Interest	78,175	8,150	6,800	69,048	22,625	184,798	1,054,798	5,165,000
FY24 Principal	340,000	215,000	120,000	145,000	50,000	870,000		
FY24 Interest	67,625	4,300	4,700	64,773	20,125	161,523	1,031,523	4,295,000
FY25 Principal	340,000	-	115,000	150,000	50,000	655,000		
FY25 Interest	54,525	-	2,300	60,348	17,625	134,798	789,798	3,640,000
FY26 Principal	345,000	-	-	155,000	50,000	550,000		
FY26 Interest	41,200	-	-	55,773	15,125	112,098	662,098	3,090,000
FY27 Principal	340,000	-	-	155,000	50,000	545,000		
FY27 Interest	30,150	-	-	50,929	13,625	94,704	639,704	2,545,000
FY28 Principal	335,000	-	-	165,000	50,000	550,000		
FY28 Interest	21,525	-	-	45,729	12,125	79,379	629,379	1,995,000
FY29 Principal	330,000	-	-	170,000	50,000	550,000		
FY29 Interest	12,588	-	-	40,030	10,625	63,243	613,243	1,445,000
FY30 Principal	100,000	-	-	175,000	50,000	325,000		
FY30 Interest	6,000	-	-	33,906	9,125	49,031	374,031	1,120,000
FY31 Principal	100,000	-	-	180,000	50,000	330,000		
FY31 Interest	2,000	-	-	27,200	7,625	36,825	366,825	790,000
FY32 Principal	-	-	-	190,000	50,000	240,000		
FY32 Interest	-	-	-	19,800	6,125	25,925	265,925	550,000
FY33 Principal	-	-	-	195,000	50,000	245,000		
FY33 Interest	-	-	-	12,100	4,625	16,725	261,725	305,000
FY34 Principal	-	-	-	205,000	50,000	255,000		
FY34 Interest	-	-	-	4,100	3,125	7,225	262,225	50,000
FY35 Principal	-	-	-	-	50,000	50,000		
FY35 Interest	-	-	-	-	1,563	1,563	51,563	-
Remaining Debt Service	4,207,588	1,200,825	782,113	3,130,026	1,026,938	10,347,489	10,347,489	

Attachment 10.b: FY21 Finance Committee Section as of 8-3-2020 (4042 : FinCom to present FY21 budget)

COLLECTIVE BARGAINING

BARGAINING UNIT AND CONTRACT FINANCIAL TERMS

LS Regional High School

The three year memorandum of agreement for the period covering schools year 2019, 2020, and 2021 provides for COLA increases in half-year increments of 0.5%, 1.5%, 0%, 3%, 0.5% and 2%, representing an aggregate COLA increase over three years totaling 6.5%, or approximately 2.17% per year on average.

Sudbury Public Schools, K-8

Teachers

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1 1/2%; 7/1/19: 2 1/4%; 7/1/20: 2 1/2%.

Support Staff

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1 1/2%; 7/1/19: 2 1/2%; 7/1/20: 2 1/4%.

Nurses

The three-year contract covering fiscal years 2019, 2020, and 2021 remains unsettled as of the printing of this document.

Custodians

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1 1/2%; 7/1/19: 2 1/2%; 7/1/20: 2 1/4%

Town

Fire

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget.

Police – Patrol Officers

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget.

Police - Sergeants

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget.

Public Works

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget.

Engineering

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget.

Supervisory

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget.

Civilian Dispatchers

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget.

BUDGET TERMS AND DEFINITIONS

Abatements and Exemptions (previously called Overlay): An amount set by the Assessors to create a fund to cover abatements of (and exemptions from) real and personal tax assessments for the current year, and raised on the tax levy. An abatement is a reduction provided by the Assessors in the assessed tax because of bona fide specific conditions or situations not considered when the tax was levied. An exemption is provided for a variety of purposes, which include, but are not limited to: buildings/property used for religious, government, charity, or pollution control. In addition, exemptions may also be provided to the elderly, handicapped, and veterans under certain conditions.

Abatement Surplus: Accumulation of the surplus amounts of Abatements and Exemptions set aside by the Assessors each year to cover abatements of (and exemptions from) real estate and personal property tax assessments. The accumulated amount for previous years no longer committed for abatements may be used by vote of the Town Meeting.

Benefits and Insurance: This account in the shared expenses section of the budget is comprised primarily of benefits such as health insurance and retirement for both school and general government employees.

Capital Exclusion: A temporary increase in the tax levy to fund a capital project or make a capital acquisition.

Cherry Sheet: An annual statement received from the Department of Revenue detailing estimated receipts for the next fiscal year from the various state aid accounts as well as estimated state and county government charges payable to the state. The name "Cherry Sheet" derives from the color of the paper used.

Circuit Breaker Program: School districts are eligible for reimbursements for students with disabilities whose programs cost greater than four times the statewide foundation budget. "Circuit Breaker" means the reimbursement program for certain costs of special education as specified in M.G.L. c. 71B, § 5.

Debt Exclusion: An override to Proposition 2 ½ for the purpose of raising funds for debt service costs; remains for the life of the debt only.

Enterprise Fund: A separate fund, set up to provide a specific Town service, whereby all direct and indirect/overhead costs of providing the service are funded in total from user charges. An appropriation for an enterprise fund is funded in total from enterprise fund revenue unless otherwise noted. Enterprise fund revenue used to fund services provided by other Town departments will be shown in the warrant after the appropriation total for the department. An enterprise fund is required to fully disclose all costs and all revenue sources needed to provide a service.

Free Cash: Free cash is the available, undesignated fund balance of the general fund and is generated when actual revenue collections are in excess of estimates, when expenditures are less than appropriated, or both. A free cash balance is certified as of July 1 each year by the Department of Revenue and once certified, any or all of the certified amount may be used to defray Town expenses by a vote of the Town Meeting.

Funding Sources for Expenditures: Authorizations for the Town to expend monies are made in the form of a motion at Town Meeting. The wording of the motions will specify the funding source; that is, the place from where money is going to come or will be raised. When a motion reads, "to appropriate a sum of money" without a source being identified, that amount will be included in the tax calculation, whereby the total of all sums to be appropriated will be reduced by an estimate of local and state revenue. The balance needed will be provided by property taxes. When items in the warrant are offset or raised from available funds, those items will also appear as offsets in the determination of the tax rate.

Levy Limit: The maximum amount a community can levy in any given year.

Local Receipts: This is the third largest source of revenue for the Town after property taxes and Cherry Sheet receipts. While it is comprised of a number of different items, the largest source is the auto excise tax.

New Growth: Proposition 2 ½ allows a community to increase its levy limit annually by an amount based upon the valuation of certain new construction and other growth in the tax base that is not the result of property revaluation. New growth becomes part of the levy limit and thus increases at the rate of 2.5% each year as the levy limit increases.

Normal Cost (OPEB): Normal cost generally represents the portion of the cost of projected benefits for active employees allocated to the current plan year.

Override: An override is passed by a majority vote at Town Meeting and at the ballot. There are three types of overrides: An Operating Override, which permanently increases the levy limit; a Debt Exclusion, which increases the levy limit only for the life of the debt; and a Capital Project Override, which increases the levy only for the year in which the project is undertaken.

OPEB: Post-employment benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee. Other post-employment benefits that a retiree can be compensated for are life insurance premiums, healthcare premiums and deferred-compensation arrangements.

Proposition 2½: A Massachusetts General Law enacted in 1980 to limit property taxes.

Revolving Fund: Funds that may be used without appropriation and that are established for special uses. Recreation fees, for example, may be paid into a revolving fund. Revolving funds are established by state law or Town bylaw.

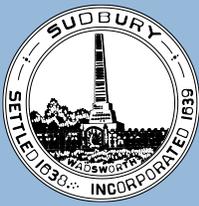
Reserve Fund: An amount appropriated by the Annual Town Meeting for emergency or unforeseen purposes. The Finance Committee, by state law, is the sole custodian of the Reserve Fund and approves transfers from the Fund into the operating budgets throughout the year if: (1) the need for funds is of an emergency and/or unforeseen nature, and (2) if, in the judgment of the Finance Committee, the Town Meeting would approve such an expenditure if such a meeting was held. The Reserve Fund is, therefore, a mechanism for avoiding the necessity of frequent Special Town Meetings.

Stabilization Fund: Similar to a "savings account", this account has been used to fund large capital projects such as fire trucks and school roofs. A recent amendment to state law allows the Stabilization Fund to be used for the operating budget, as well as capital purchases; however, the Finance Committee

would generally be reluctant to recommend doing so. Placing money into, or taking it out of, the Stabilization Fund requires a 2/3 vote of Town Meeting.

Tax Levy: The property tax levy is the revenue a community can raise through real and personal property taxes. In Massachusetts, municipal revenues to support local spending for schools, public safety, general government and other public services are raised through the property tax levy, state aid, local receipts and other sources. The property tax levy is the largest source of revenue for most cities and towns.

Town-wide Operating Expenses: This account in the general government section of the budget is comprised primarily of operating expenses such as postage, telephone and property liability insurance, that support town-wide operations and are not assigned to any one department or cost center.



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

11: Close joint meeting with FinCom

REQUESTOR SECTION

Date of request:

Requestor: FinCom members

Formal Title: Vote to close a joint meeting with the Finance Committee and resume Board of Selectmen meeting.

Recommendations/Suggested Motion/Vote: Vote to close a joint meeting with the Finance Committee and resume Board of Selectmen meeting.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

12: Discussion on joint letter from Town and Lincoln

REQUESTOR SECTION

Date of request:

Requestor: Chairman Carty

Formal Title: Discussion on joint letter from BOS, SPS, Board of Health, and Lincoln BOS, Lincoln Schools, and Lincoln Board of Health

Recommendations/Suggested Motion/Vote: Discussion on joint letter from BOS, SPS, Board of Health, and Lincoln BOS, Lincoln Schools, and Lincoln Board of Health

Background Information:
attached draft provided 8/3/20

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

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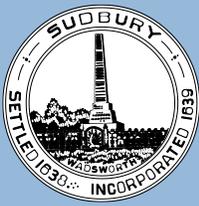
Statement from the Lincoln, Lincoln-Sudbury, and Sudbury School Committees and Superintendents, Select Boards and Town Managers, and Boards of Health

For our children, teachers, and community, please take the pledge to prevent COVID-19.

We all are eager for a safe and healthy 2020-2021 school year. *To make this happen, we must work together and be vigilant, every day, to ensure there is minimal community spread of Covid-19.* For our schools to open and remain open, it is critical that we prioritize the health and safety of our teachers, students, administrators, and families. The best way to educate our children, support families, and re-open our economy is for each one of us to pledge to take all necessary steps to prevent Covid-19 exposure and spread so that we snuff out this dangerous virus.

We ask all residents, local businesses, and visitors to prioritize safe school re-openings in all their decisions. Throughout August, please continue to [stop the spread](#) by practicing healthy hygiene and social distancing, avoiding travel to hotspots, [wearing face coverings](#), [limiting the size of groups and large group activities](#), and [getting tested if you suspect exposure](#). Please make sure you, your family members, and your employees know how to [prevent the spread of Covid-19](#), and that you follow [Centers for Disease Control](#) and [MA Department of Health](#) guidelines.

We are all painfully aware that new Covid-19 cases, hospitalizations, and deaths are increasing across the US, and many school districts are moving to fully-remote learning because of high community transmission. *While MA has made great strides and Lincoln and Sudbury have kept case numbers low, our progress is fragile, and we remain at risk.* Our collective decisions in August and throughout the school year will determine whether Covid-19 spreads throughout our communities and whether our schools can stay open. *Our combined future is in our collective hands.* The health and safety of our teachers and administrators, our town employees, our children, and our families depend on all of us. Thank you for doing your part.



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

13: Discuss Town Reopening Plan

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Hayes

Formal Title: Discuss Town Reopening Plan

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

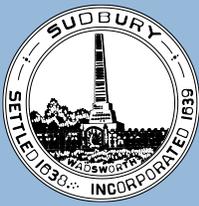
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

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SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

14: Town Manager goals and evaluation

REQUESTOR SECTION

Date of request:

Requestor: Chair Carty

Formal Title: Discussion on Town Manager 90-day check-in, goals and 6-month evaluation

Recommendations/Suggested Motion/Vote: Discussion on Town Manager 90-day check-in, goals and 6-month evaluation

Background Information:
attached process and checklist

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

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Town Manager Goals, Objectives, Reviews, Assessments/Ratings

As of _____

1. First thirty (30) days of the Town Manager's employment: Entry plan goals and objectives
 - a. Complete on-boarding processing as a Town employee
 - b. Meet with and establish professional relationships with the Department Heads and senior Town employees with regard to positions held
 - c. Become familiar with overarching operations of the Town by major functional areas, and review
 - d. Become familiar with Town policy needs
 - e. Become familiar with various Boards, Commissions, Committees, Working Groups and the like across the Town
 - f. Become familiar with sources to access Town data, including but not limited to: network drives, Town websites
 - g. Gain access to municipal management systems and be listed on applicable registries
 - h. Conduct initial training requirements as a municipal employee
 - i. Apply for MMA-Suffolk Certificate in Local Leadership & Management program
 - j. Establish a professional working relationship with the Select Board/Board of Selectmen (Board) members
 - k. Provide quality feedback and information to the Board regarding Town impacting matters relevant to the function of community leadership

2. Ninety (90) days review the onboarding process and experience and to discuss priorities and any resources needed to facilitate full immersion into the position of Town Manager.
 - a. Review the onboarding process and status
 - b. Discuss priorities and any resources needed to facilitate full immersion into the position of Town Manager
 - c. Provide feedback regarding performance as the Chief Executive of the Town
 - i. Leadership of Town employees and provision of service to the Town
 1. Vision casting for Town employees
 2. Handling personnel and benefits
 3. Financial management and budgetary oversight feedback
 4. Administration
 5. Hiring and firing of personnel
 6. Employee performance reviews
 7. Collective bargaining
 8. Purchase of supplies, materials, and equipment
 9. Inventory of all Town property, to include maintenance and use of all Town facilities

- 10. Coordinating the activities of all town agencies serving under the office of the Town Manager and the office of the Board
 - ii. Feedback regarding support to the Board
 - iii. Civic engagement feedback
- d. Continue to enhance professional development activities
- 3. In the first year, six (6) month evaluation of performance:
 - a. 360 degree assessment with solicited input from others
 - b. Subjective feedback from one of the Town's School Superintendents and
 - c. Subjective feedback from at least four direct reports of the Town Manager chosen randomly in a process conducted by the Town Manager and Board
- 4. Annually
 - a. Review and evaluation of Town Manager's accomplishment of
 - i. Established goals and objectives
 - ii. Credentials and professional development status and progress
 - b. The Board and the Town Manager shall
 - i. Review and define goals and performance objectives, for proper operation of the Town
 - ii. Review and establish strategy or anticipatory actions to further the Board's policy objectives
 - iii. Establish a relative priority among the various goals and objectives

Ongoing Professional Development:

- 1. Conference attendance and participation: the Town shall pay the Town Manager's registration fee(s) and related expenses for
 - a. International City and County Management Association's (ICMA) Annual Conference
 - b. Massachusetts Municipal Association Annual Conference (MMA)
 - c. Massachusetts Municipal Management Association Annual Spring and Fall conferences (MMMA).
- 2. Memberships: The Town agrees to budget and pay for the professional dues and subscriptions for the Town Manager necessary for membership in the
 - a. International City/County and Management Association (ICMA)
 - b. American Society for Public Administration (ASPA)
 - c. Massachusetts Municipal Management Association (MMMA)
 - d. 495/MetroWest Partnership
 - e. Any other professional organizations deemed necessary and desirable for his continued professional participation, growth, and advancement for the good of the Town
 - f. The Town Manager shall throughout the term of this agreement be a member in good standing

- g. Regularly attend meetings of organizations and any regional municipal management organizations and report to the Board on information relevant to the Town
- h. The Town Manager shall during the term of this agreement work towards certification as and attendance of
 - i. ICMA Credentialed Manager
 - ii. Massachusetts Certified Public Purchasing Official through the Office of the Massachusetts Office of the Inspector General
 - iii. MMA Bootcamp
 - iv. MMA-Suffolk Municipal Finance Management Seminar
 - v. MMA-Suffolk Certificate in Local Leadership & Management program

Town Manager Multi-Year Goals:

1. Fairbank: Work with Town Staff and other interested parties to sustain and operate the Fairbank Community Center and execute any future / new facility plans
2. Cleargov: Continue to work with Cleargov to evaluate new features and implement those new features when they become available
3. Town Center: Continue to work toward protecting the land in town center, including working with Developer on permitting and working with the Board to finalize future plans and protections for the property.
4. Regional and Technical High School: Work to establish clearer relationships, processes, budgeting, bussing and predictions as best as able
5. Cemetery: Work with DPW on plan to create future cemetery space, including increased number of plots and access
6. Work with various committees and commissions regarding master plans, including, town-wide, fields and senior needs
7. Continue to work on funding sources for routine capital, as well as finding capacity for larger projects.
8. Implementation of Complete Streets
9. Strive towards implementation of the Municipal Vulnerability Preparedness Plan and Hazard Mitigation plan
10. Staff enhancement
 - a. Update Employee Handbook
 - b. Discover and implement additional training and development opportunities

Board Goals:

BOS GOALS 2020						
Goal	Primary Category	Total Score	Priority Level	Board Liason	Staff Liason	2020 deliverable
Town Manager Search Completion	Effective Governance and Communication	15	High	Dan Carty	Maryanne Bilodeau	New Town Manager hired.
Fairbank Community Center	Town Services and Infrastructure	14	High	Jen Roberts	Town Manager/Bill Barletta/Deb Galloway/P&R Director/Dennis Keohane	New Fairbank Center - Warrant Article at May 2020 Town Meeting and Special Election.
Regional High School Agreement/Budgeting	Effective Governance and Communication	8	High	Pat Brown	Town Manager/Dennis Keohane	Secure Counsel to review agreement; Meeting between Sudbury BOS and Lincoln BOS. Dialogue with Legislators regarding regional budgeting.
Develop Project Management Review, Control, and Reporting Process	Effective Governance and Communication	7	High	Bill Schineller	Town Manager	Development of BOS policy. Project Key Performance Indicators and identification of metrics & milestones.
Upgrade Fire Station 2 (Advanced Life Support Ambulance, Living Quarters)	Town Services and Infrastructure	6	High	Pat Brown	John Whalen/Bill Barletta	Fire Station 2 Upgrade to accommodate 3rd ambulance - Warrant Article at May 2020 Town Meeting and Special Election.
Bruce Freeman Rail Trail	Open Space, Recreation, and Historic Assets	5	High	Janie Dreter	Beth Suedmeyer/Town Manager	Complete 25% Design; hire consultant for 75/100% Design.
CSX Rail Acquisition	Open Space, Recreation, and Historic Assets	4		Jen Roberts	Beth Suedmeyer/Town Manager	CSX Rail Acquisition - Warrant Article at May 2020 Town Meeting.
School Administration Space Needs (Fairbank)	Town Services and Infrastructure	4		Bill Schineller	Town Manager/Bill Barletta/Deb Galloway/P&R Director	Contingency plan for SPS Adm. needs (if the Fairbank Community Center Warrant Article doesn't pass).
Capital Funding Capacity	Financial Management & Economic Resilience	3		Bill Schineller	Town Manager/Dennis Keohane	FY21 capital funding within tax levy, exceeds \$800,000; approve BOS Financial Policy that addresses sound capital funding strategies.
Council on Aging Space Needs (Fairbank)	Town Services and Infrastructure	3		Bill Schineller	Town Manager/Bill Barletta/Deb Galloway/P&R Director	Contingency plan for Senior Center needs (if the Fairbank Community Center Warrant Article doesn't pass)
Transportation and Traffic (plans to reduce travel times across Town)	Transportation, Mobility, and Housing	2		Dan Carty	Dan Nason/Scott Nix/Adam Duchesneau	Reduce traffic congestion throughout Sudbury.
Housekeeping (Approval of Minutes, etc.)	Effective Governance and Communication	1		Pat Brown	Town Manager	Approve Ex. Session minutes and review for release quarterly; review/disband defunct committees.
Revenue Diversification (Commercial Base as a component of the Tax Levy, economic development, user fees, etc.)	Financial Management & Economic Resilience	1		Jen Roberts	Town Manager/Adam Duchesneau/Dennis Keohane	Assess if we are maximizing opportunities to diversify town revenue streams.
Membership in Vocational Education	Town Services and Infrastructure	1		Dan Carty	Town Manager/Dennis Keohane	Define who is responsible for Voc Ed and choose membership school.
Improve Communication Effectiveness	Effective Governance and Communication	1		Janie Dreter	Town Manager	Conduct communications survey; continue to expand upon communication channels so as to reach maximum amount of citizens. Push out agendas to subscribers of various committees. Periodically review communication metrics and results. Timely updating of department webpages. Survey effectiveness of new newsletter delivery. Strive to post public agendas on Fridays.
Sidewalks & Prioritization Thereof	Town Services and Infrastructure	0		N/A	N/A	N/A
Comprehensive Stormwater Management Plan	Town Services and Infrastructure	0		N/A	N/A	N/A
Complete Streets Project	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Implementation of Municipal Vulnerability Plan	Environmental, Health, and Wellness	0		N/A	N/A	N/A

BOS GOALS 2020						
Goal	Primary Category	Total Score	Priority Level	Board Liason	Staff Liason	2020 deliverable
Implementation of Recreation and Open Space Plan	Open Space, Recreation, and Historic Assets	0		N/A	N/A	BOS Support
Master Plan	Effective Governance and Communication	0		N/A	N/A	BOS Support
Inclusionary Zoning	Effective Governance and Communication	0		N/A	Planning Board Goal	N/A
Solar By-Law	Effective Governance and Communication	0		N/A	Planning Board Goal	N/A
Upgrade Fire Stations 3 (Additional Sleeping Quarters)	Town Services and Infrastructure	0		N/A	N/A	N/A
Parks & Recreation Indoor Programming Space (Fairbank)	Town Services and Infrastructure	0		N/A	N/A	N/A
Community Shelter (Fairbank)	Town Services and Infrastructure	0		N/A	N/A	N/A
Committee Management (review committees and disband unused or unneeded committees)	Effective Governance and Communication	0		N/A	N/A	N/A
3 Year Calendar Development (document Governmental "Life Cycle" - everything required of BOS over a 3 year period; i.e. Senior Tax Exemption Required to TM Approval every 3 years)	Effective Governance and Communication	0		N/A	N/A	N/A
Update/Review Policies and Procedures	Effective Governance and Communication	0		N/A	N/A	N/A
Transparency in Government (audit reports, training, etc.)	Effective Governance and Communication	0		N/A	N/A	N/A
Key Performance Indicators Dashboard ("what do we get for what we spend")	Effective Governance and Communication	0		N/A	N/A	N/A
Discuss potential development of Blight or Nuisance Bylaw (Nobscot and Route 20 Intersection - abandoned property)	Financial Management & Economic Resilience	0		N/A	N/A	N/A
Nobscot and Route 20 Intersection - abandoned property)	Environmental, Health, and Wellness	0		N/A	N/A	N/A
Town Hall Renovation/Execute Design	Town Services and Infrastructure	0		N/A	N/A	N/A
Eversource Litigation	Environmental, Health, and Wellness	0		N/A	N/A	N/A
Historic Preservation Plan	Open Space, Recreation, and Historic Assets	0		N/A	N/A	BOS Support
Route 20 Beautification and redevelopment (walkability, vitality, traffic, sewer, etc.)	Financial Management & Economic Resilience	0		N/A	N/A	N/A
ADA Transition Plan	Town Services and Infrastructure	0		N/A	N/A	N/A
Landham Road/Rt 20 Intersection	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Complete Transaction of Quarry North and Sudbury Station Transfer	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Change name of BOS to Select Board	Effective Governance and Communication	0		N/A	N/A	N/A
Complete Playgrounds	Open Space, Recreation, and Historic Assets	0		N/A	N/A	N/A

Attachment 14.a: Goals and evals - 30 90 6months - Hayes v1 (4052 : Town Manager goals and evaluation)

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"/>					
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"/>					
c. Ensures that the Board’s goals are translated into strategies and action steps leading toward implementation on a timely basis.	<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"/>					
Comments:						

2. Communications/Public Relationships	1	2	3	4	5	N/A
a. Projects a positive image in the community.	<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"/>					
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<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"/>					
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<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"/>					
Comments:						

Attachment14.b: TM Eval Checklist (4052 : Town Manager goals and evaluation)

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"/>					
b. Implements the Board of Selectmen’s policies and directives.	<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"/>					
d. Keeps Board members informed of issues and activities in Town government and in the community.	<input 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"/>					
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<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"/>					
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"/>					
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"/>					
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<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 type="checkbox"/>					

Attachment 14.b: TM Eval Checklist (4052 : Town Manager goals and 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"/>					
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<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"/>					
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"/>					
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"/>					

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"/>					
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>					
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<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"/>					

Attachment 14.b: TM Eval Checklist (4052 : Town Manager goals and evaluation)

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"/>					
b. Represents the Town in a professional manner at all times.	<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"/>					
d. Displays creativity and innovation.	<input type="checkbox"/>					
e. Maintains a high level of ongoing professional development.	<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"/>					

Comments:

TOWN OF SUDBURY EVALUATION PROCESS FOR THE TOWN MANAGER

PREFACE

The Sudbury Board of Selectmen is committed to an evaluation process that is positive, constructive, and measurable in assessing performance. The BOS seeks to provide sound and regular feedback to the Town Manager throughout the year. The purpose of the evaluation instrument is to formally appraise the Town Manager's performance on an annual basis. The BOS will assess the Town Manager's performance in management practices and in the accomplishment of goals. The evaluation process should be implemented with mutual respect for all involved, to assist the Town Manager in reviewing her effectiveness and to work toward the common goal of improving the Town of Sudbury.

PROCESS

The evaluation shall consist of:

SECTION 1: A narrative self-evaluation completed by the Town Manager, addressing major areas of responsibility and progress in meeting the goals agreed upon by the BOS and the Town Manager.

SECTION 2: A composite evaluation based on a checklist of the Town Manager's major areas of responsibilities. Each Selectman will complete an individual checklist review form to evaluate each area. The composite evaluation scoring for each area will be an average of the Selectmen's individual ratings, with each Selectman's score weighted equally. The Town Manager Evaluation Subcommittee will provide a draft summary of the comments provided by the Selectmen for each area, to be approved by the BOS.

SECTION 3: A composite evaluation concerning the Town Manager's progress in meeting the goals agreed upon by the BOS and the Town Manager. Each Selectman will complete an individual narrative concerning the Town Manager's progress in meeting these goals. The Town Manager Evaluation Subcommittee will provide a draft summary of the comments provided by the Selectmen for each goal, to be approved by the BOS.

PROCEDURE AND SCHEDULE

By **October 15** each year, the BOS will establish or update goals for the Town of Sudbury that may be annual or multi-year objectives, with a focus on the following calendar year. Within the context of these goals, the BOS and Town Manager together will outline specific annual goals, for the upcoming calendar year, to assist the Town Manager in identifying her role in implementing the Town goals. The BOS will establish a Town Manager Evaluation Subcommittee to draft these goals. The Town Manager's goals will be established by the end of **November**. The Town Manager also may establish administrative goals for the Town staff.

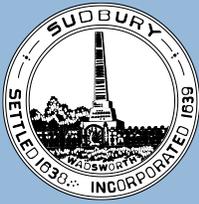
Throughout the year, individual Selectmen should identify any performance concerns or recommendations and discuss these directly with the Town Manager. Substantial concerns, including any that require corrective action, should be discussed by the BOS in an open session. In any event, the BOS will conduct an informal discussion concerning the Town Manager's performance in **July or August** each year.

To initiate the formal review process, the Town Manager will submit a narrative self-evaluation to the BOS by **March 1** each year, addressing the prior calendar year. Each Selectman will complete an individual Section 2 checklist form and a Section 3 goal narrative and submit these to the Town Manager Evaluation Subcommittee by **March 15**, evaluating the Town Manager's performance for the prior calendar year.

These individual evaluations, combined with information from the Town Manager's self-evaluation, will be compiled by the Subcommittee into a draft composite evaluation. The Subcommittee will then meet with the Town Manager to discuss the draft evaluation. The Subcommittee will submit the draft evaluation to the board by the first BOS meeting in **April**. The BOS will review and approve the evaluation by **April 30** to ensure that those members who have supervised the Town Manager during the preceding calendar year vote on the evaluation. All BOS discussion of the evaluation will occur in an Open Meeting and both individual and composite written evaluations will be available as public records.

The BOS will generally conduct the salary review for the Town Manager in **June** of each year.

FOR 2016: The process for 2016 will be different given that the Town Manager commenced employment on December 1, 2015. In the summer of 2016, the BOS will conduct an informal evaluation discussion with the Town Manager concerning the Town Manager's performance since December 1, 2015. Then, starting in March 2017, the BOS will follow the process described above to evaluate the Town Manager's performance from December 1, 2015, through December 31, 2016.



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

15: Fairbank Forum discussion

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and possible vote on the Fairbank Community Center Town Forum.

Recommendations/Suggested Motion/Vote: Discussion and possible vote on the Fairbank Community Center Town Forum.

Background Information:
attached documents provided 8/3/20

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

Reply all | Delete Junk |

FW: Facilities and SPS Fairbank question responses



Bilodeau, Maryanne

Mon 1/20, 2:27 PM

Board of Selectmen

Reply all |

Inbox

Sudbury Senior Center N...
277 KB

Senior Center Attachmen...
80 KB

Senior Center Attachm...
90 KB

Show all 7 attachments (837 KB) Download all

Hi everyone

Here are Deb Galloway's responses thus far. There will be more coming.

Maryanne

Maryanne Bilodeau

Interim Town Manager

Town of Sudbury

[278 Old Sudbury Road](#)

[Sudbury MA 01776](#)

Phone: [\(978\) 639-3385](tel:9786393385)

Fax: [\(978\) 443-0756](tel:9784430756)

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

----- Original message -----

From: "Galloway, Debra" <GallowayD@sudbury.ma.us>

Date: 1/20/20 2:09 PM (GMT-05:00)

To: "Bilodeau, Maryanne" <BilodeauM@sudbury.ma.us>, mara@hustonfam.net

Cc: silvia_nerssessian@sudbury.k12.ma.us, jallaw@verizon.net, "Dretler, Janie" <DretlerJ@sudbury.ma.us>, "Barletta, William" <BarlettaW@sudbury.ma.us>, "Mannone, Dennis" <MannoneD@sudbury.ma.us>, "Crozier, Brad" <brad_crozier@sudbury.k12.ma.us>

Subject: RE: Facilities and SPS Fairbank question responses

Attachment 15.a: Fairbank docs combined (4038 : Fairbank Forum discussion)

Hello All,

Here are the reports that I have finished. Please see attached: a narrative, as well as Attachments 1-6. I am still working on a few more reports.

Thank you,

Debra

-

Debra Galloway

Director

Sudbury Senior Center

[40 Fairbank Rd.](#)

[Sudbury, MA 01776](#)

978-443-3055

www.sudburyseniorcenter.org

gallowayd@sudbury.ma.us

Reply all | Delete Junk |

FW: P&R documents for the Fairbank Project



Bilodeau, Maryanne

Tue 1/21, 5:16 PM

Board of Selectmen

Reply all |

Inbox

You forwarded this message on 1/26/2020 9:53 AM

Park and Rec Use of Existi...
27 KB

Park and Rec Use of New...
26 KB

2018 Fairbank Schedules...
4 MB

3 attachments (4 MB) Download all

Here are documents from P&R.

From: Mara Huston <mara@hustonfam.net>

Sent: Tuesday, January 21, 2020 11:21 AM

To: Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>

Cc: Dretler, Janie <DretlerJ@sudbury.ma.us>; jallaw@verizon.net; Galloway, Debra <GallowayD@sudbury.ma.us>; Barletta, William <BarlettaW@sudbury.ma.us>; silvia_nerssession@sudbury.k12.ma.us

Subject: P&R documents for the Fairbank Project

Hi,

Here are the documents that Dennis and I created to answer some of the Select Board questions.

There are three documents;

- P&R Use of existing building
- P&R Use of the new building
- 2018 program schedules representing multiple seasons and vacation weeks.

Please note that we can't send our comparison of existing vs proposed P&R space until we have the corrected space allocation of the current building from ICon. Once we have that, we will send it to you.

Please let us know any of your questions.

Mara

Attachment15.a: Fairbank docs combined (4038 : Fairbank Forum discussion)

Week in the Life of Recreation in the New Building Space

The layout of the proposed space will provide three side-by-side program rooms and a gym dedicated to recreational usages. The program rooms will have removable partitions so the rooms can be configured to be either 600 sq ft, 1200 sq ft or 1800 sq ft. Staff can also decide to pull the partition part way providing smaller spaces that can be monitored by staff. This flexibility will make this space so much smarter for programming. One of the rooms will have sink for messy cleanup. The gym will also have a removable partition to support multiple activities at one time.

The art and fitness studios will be available to recreation in the later afternoons, evenings and weekends. The following calendars show an example of how the existing program will use the new space.

Notes:

- Tod – Toddler Room
- R1, R2, R3 – General Program Room
- Gym – The gym will be dividable to be used by multiple users at one time.
- AS – Art Studio
- FS – Fitness Studio

Program rooms and gym is also available for community rentals from various groups.

The building will be open:

- Monday-Thursday 5:30am-9pm
- Friday 5:30am-7pm
- Saturday 7am-6pm
- Sunday 7am-4pm

Fall, Winter and Spring Program Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Tod		9:30am-12pm Terrific Twos	9:30am-12pm Terrific Twos	9am-12pm – Three Cheers for Three	9:30am-12pm Terrific Twos	9:30am-12pm Terrific Twos	
R1		3-4pm – STEM 5:30-6:30pm – Social Skills	3-4pm – STEM 5:30-6:30pm – STEM	12-6pm – Wild Wednesday	3-4pm – STEM 5:30-6:30pm – Social Skills	3-4pm – STEM 5:30-6:30pm – STEM 7-9pm - Teen Center	
R2		3:30-6:30pm – Teen drop in space	3:30-6:30pm – Teen drop in space	3:30-6:30pm – Teen drop in space	3:30-6:30pm – Teen drop in space	3:30-6:30pm – Teen drop in space 7-9pm - Teen Center	
R3		4-5pm – Arts and Crafts 5:30-6:30pm – Cooking Class	4-5pm – Arts and Crafts 5:30-6:30pm – Writing class	12-6pm – Wild Wednesday	4-5pm – Arts and Crafts 5:30-6:30pm – Cooking Class	4-5pm – Arts and Crafts 5:30-6:30pm – Writing class 7-9pm – Teen Center	
Gym	9am-6pm – tot/youth soccer/ basketball clinics 10:30-12:30pm – Tot Gym 1-4pm - Pickelball	7-8am – Bootcamp 8:30-10:30am - Adult Pickleball 4-5pm – youth basketball clinic 5-6pm – Basketball training	9-10:30am – Tot drop in Play time 3-5pm- Youth open gym 7-8pm – Adult Volleyball	7-8am - Bootcamp 9:30-10:30am - Jump, Roll & Sing for Tots. 12-6pm – Wild Wednesday 7-8:30pm – Adult basketball	11a-1pm – Adult Pickleball 3-5pm- Youth open gym 6:30-8:30pm – Youth and Adult Archery	7-8am - Bootcamp 8:30-10:30am - Adult Pickleball 3-5pm- Youth open gym 7-9pm – Teen Center	9am-6pm – tot/youth soccer/ basketball clinics 10:30-12:30pm – Tot Gym 1-4pm - Pickelball

Attachment 15.a: Fairbank docs combined (4038 : Fairbank Forum discussion)

		7-9pm – Adult Basketball					
AS	1-3pm Youth art classes	4:30-5:30pm – Youth art classes 7:30-8:30pm – Adult Art classes	6-7:30pm – Arts and Crafts		4:30-5:30pm – Youth art classes 7:30-8:30pm – Adult Art classes		9am-11am – Adult Art classes
FS	7:45-8:45am – Yoga/Pilates	7:30-8:30am – Adult yoga 4-5pm – Teen Yoga 5:30-6:30pm – Adult Dance 6:30-7:30pm – Adult Dance	7:30-8:30am – Adult Pilates 5-6pm – Acting class 6:15-7:15pm – Adult Yoga/Pilates 7:30-8:30pm – Adult Meditation/Yoga	7:30-8:30am – Adult yoga 4-5pm – youth yoga	7:30-8:30am – Adult Pilates 4-5pm Teen Yoga 6:15-7:15pm – Adult Yoga/Pilates 7:30-8:30pm – Adult Meditation/Yoga	7:30-8:30am – Adult yoga 7-9pm – Teen Center	7:45-8:45am – Yoga/Pilates

Notes:

- Wild Wednesdays happen during ILAP Wednesdays on the SPS calendar – approximately 18 weeks a school year.
- Teen Center happens 8-10 Fridays throughout the school year.
- Program offerings will increase as demand and interest from the community grow.
- The gym will be available for private group rentals. They could rent half of the gym while a recreation program is happening on the other half.
- Programs can be staggered so participants can do more than one in an afternoon to provide extended coverage for working parents. This will help alleviate some of the impact of the planned school start time changes.

Attachment 15.a: Fairbank docs combined (4038 : Fairbank Forum discussion)

Summer Program Schedule

7:45am – Early drop-off daily outside the building. Will be inside in inclement weather.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Tod		9am-12pm – Preschool Pals					
R1		8:45am-3pm	8:45am-3pm	8:45am-3pm	8:45am-3pm	8:45am-3pm	
R2		Sudbury	Sudbury	Sudbury	Sudbury	Sudbury	
R3		Summer, CIT, Sudbury					
Gym		Adventure, Pool (WIT)					
		3-5pm – Extended Stay					
AS							
FS							

Summer Summer, and associated programs, run for three 2-week sessions in July and August. Other summer camps are offered in weeks before and after Sudbury Summer. Many of these are vendor programs to provide more options for families.

Attachment 15.a: Fairbank docs combined (4038 : Fairbank Forum discussion)

Vacation Weeks (February or April) Program Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Tod			9am-12pm – Childhood Adventures		9am-12pm – Childhood Adventures		
R1			9am-4pm – Lifeguard or WSI Training	9am-4pm – Lifeguard or WSI Training	9am-4pm – Lifeguard or WSI Training	9am-4pm – Lifeguard or WSI Training	
R2			9am-4pm – Vacation Camp program	9am-4pm – Vacation Camp program	9am-4pm – Vacation Camp program	9am-4pm – Vacation Camp program	
R3			9am-4pm – STEM Camp	9am-4pm – STEM Camp	9am-4pm – STEM Camp	9am-4pm – STEM Camp	
Gym			9am-2pm – All Sports Clinic;	7-8am – Bootcamp; 9am-2pm – All Sports Clinic; 7-8pm – Adult Volleyball	9am-2pm – All Sports Clinic; 11a-1pm – Adult Pickleball	7-8am - Bootcamp 8:30-10:30am - Adult Pickleball 9am-2pm – All Sports Clinic	
AS			6-7:30pm – Arts and Crafts		7:30-8:30pm – Adult Art classes		
FS	7:45-8:45am – Yoga/Pilates		7:30-8:30am – Adult Pilates 5-6pm – Acting class 6:15-7:15pm – Adult Yoga/Pilates 7:30-8:30pm – Adult Meditation/Yoga	7:30-8:30am – Adult yoga 4-5pm – youth yoga	7:30-8:30am – Adult Pilates 4-5pm Teen Yoga 6:15-7:15pm – Adult Yoga/Pilates 7:30-8:30pm – Adult Meditation/Yoga	7:30-8:30am – Adult yoga	7:45-8:45am – Yoga/Pilates

Attachment 15.a: Fairbank docs combined (4038 : Fairbank Forum discussion)

SENIOR CENTER ATTACHMENT 4 -SENIOR CENTER CALENDAR FOR NEW COMMUNITY CENTER

	Monday	Tuesday	Wednesday	Thursday	Friday
R4	9:00 Dementia Care Giver Support*/Group 10:30 Stamp Club 1:30 Low Vision Support Group	9:00 Chinese Happy Seniors 10:15-12 Tax Assistance 1:15 Reading Group 3:00 Friendly Visitors Volunteer meeting	9:30 Veterans Talk/Coffee 10:30 Music Lessons 1:15 Book Reading Group 2:30 Photography Club	9:30-11:30 Current Events 1:15 Senior Notes 2:30 Connection Circle 3:00 Volunteer Training	9:30-11:00 Individual Consultations (nurse, podiatrist, balance screenings, etc.) 11:00-4:00 Smart Driver/Other Skills course
R5	9:30 General Caregiver Support Group** 12:00-3 Social Day Care	9:00 English Learners 11:15 Russian Conversation Circle 12:00-3 Social Day Care	9:00-11:30 Caregiver Support/Memory Cafe 12:00-3 Social Day Care	9:00-11:45 Computer Lab 12:00-3 Social Day Care	9:00 Carmine Gentile office hours 10:00-12:00 Hearing Clinic 12:00-3 Social Day Care
R6	9:00 Healthy Aging Workshop 12:00-3:00 SHINE/Medicare help	9:00 Grief Support Group 11:00 Spanish Conversation Circle 1:00 Brain Games 2:15 Ping pong	9:30-11:30 Aging Mastery group 12:00 Fit for the Future Group meetup 2:00 Arthritis Exercises	9:00 Grandparents Group 10:00-12:00 Flower Arranging 1:00 Short Story Group 2:00-4:00 Music Jam	9:00-12 SHINE/Medicare Talk 1:00-4:00 Chronic Pain Workshop
M1	8:30–9:30 Breakfast Club 9:30-12:30 Bridge #1 12:00 Lunch 1:30-4:00 Canasta	9:00-11:30 Trivial Pursuit/Backgammon 12:00 Lunch 1:00-4:00 Advanced Bridge	8:30–9:30 Breakfast Club 9:30-12:00 Healthy Eating Group 12:00 Lunch and Learn 1:15-3:45 Bridge #2	9:30-11:30 Bingo 12:00 Lunch 1:30 Mahjong 3:00 Misc. Games	8:30 – 9:30 Breakfast Club 11:00 Cooking for One 12:00 Lunch w/ Speaker 3:00 Afternoon Tea
M2	9:30-12 Lifelong Learning Series #1 1:00 TED Talks 2:30 Baking Workshop	8:45-10:45 BP Clinic 12:30 Tuesday Movie 3:00 COA Meeting	9:30 Life Long Learning #2 1:30-3 Live Lecture/Performance Recitals	9:00-12 Caregiver Education 1:30-3 Life Long Learning #3 3:15 Friends of the Senior Center Meeting	9:00 Documentary Series 11:30 Travel Planning 1:00 Friday Movie
FS	9:45-11 Yoga 11:00 Fit for the Future 1:15 Better Balance 2:30 Tai Chi	9:45-11:00 Chair Yoga 11:15 Meditation 1:30 Tai Chi Healthy Living 2:30 Pilates	9:30 Ageless Grace 11:00 Fit for the Future 1:30 Balance and Strength 3:45 Zumba Gold	9:00 Beginner Tap Dance 9:30 Tap Dance 11:15 Meditation 2:30 Intro to Tai Chi	9:45 Yoga 11 Yoga 1:00 Fit for the Future 2:30 Pilates
AC	9:00-12:00 Quilting 1:15-3:45 Knitting/crochet	9:00 Intro to Water Colors 11:00 Drawing 1:15 Pottery	9:00 Jewelry Making 11:00 Coloring 12:30-3:30 Arts & Crafts	10:00 Oil Painting 1:15 Zentangle 2:00-3:30 Macrame	9:00-11 Scrapbooking 11:30-1:30 Watercolors 1 1:45-3:45 Watercolors 2

R4 – Program Room 4

R6 - Program Room 6

M1 – Multipurpose Room 1

R5 – Program Room 5

FS – Fitness Studio

M2 – Multipurpose Room 2

AC – Arts & Crafts Room

SENIOR CENTER ATTACHMENT 4 -SENIOR CENTER CALENDAR FOR NEW COMMUNITY CENTER

Note: R4, R5, R6 are the Community Center rooms dedicated to Senior Center programs

*Caregiver Support includes Memory Café, Comfort Food Café, Sudbury Caregiver Support Group for caregivers of persons living with dementia

**Caregiver of persons with any chronic illness

Most of the above programs will be offered every week. During some time slots other uses for Program rooms will be scheduled when a program listed above is not offered in a given week or when another short term program or event will be offered. Such other programs and events could include:

- Book author readings once per month
- Breakfast events, e.g. Men's Breakfast and Veterans Breakfast, 3-4 times per month
- Large luncheons 1x month
- Intergenerational activities one-2 x per month
- Repair Café twice per year
- Great Decisions Course once weekly for 9 weeks in summer
- COA and Friends Subcommittee meetings twice per month
- Cooking classes twice per month
- AARP Smart Driver courses multiple days 4 times per year
- AARP Tax Preparation Help twice weekly, 7 hours per session, Feb.-April
- Additional Life Long Learning courses, lectures and performing arts programs
- Volunteer program meetings 2-3 times per month
- Medicare Open Enrollment assistance twice weekly year round
- Clinics: Legal, bereavement/grief counseling twice per month
- Additional sessions of popular programs, movies, and Lunch & Learn presentations
- Additional clubs/hobby group meetings/arts & crafts courses/fitness classes: Wood Sign Making class, Body Groove, Line dancing, Bocce, Shuffle board, Video Game room, Wii Tournaments (bowling, golf,...)
- Kitchen: Baking or Cake decorating, Healthy Eating/Healthy living
- Medical Conversations - Medical Professionals coming in once or twice a month to talk about current issues/topics.

F:/Community Center/Fall 2019/Senior Center Calendar

Tod – Toddler Room - P&R
R1, R2, R3 – General Program Room - P&R
R4, R5, R6 – General Program Room - Sr Ctr

Gym (Shared) – per presentation: "A new full-size gym will be built with dividable partitions to permit various activities by multiple users at one time."

M1 (Shared) - per presentation "Park and Recreation and Senior Center will have new shared multi- purpose rooms with removable partitions"

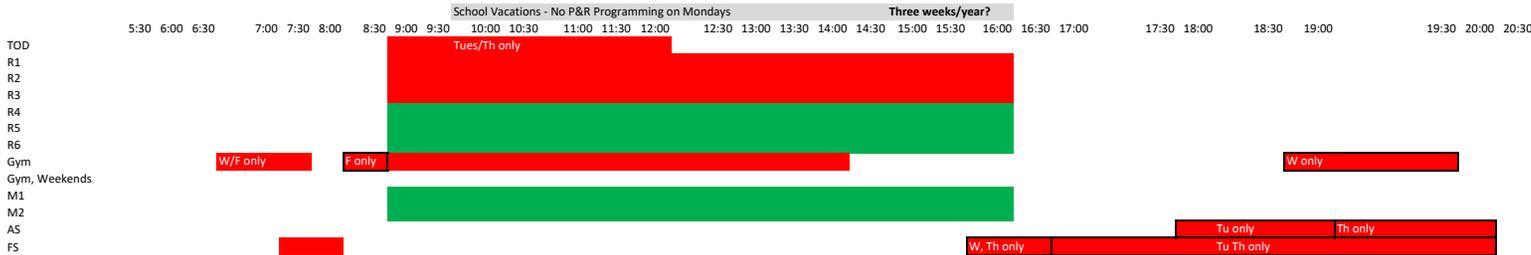
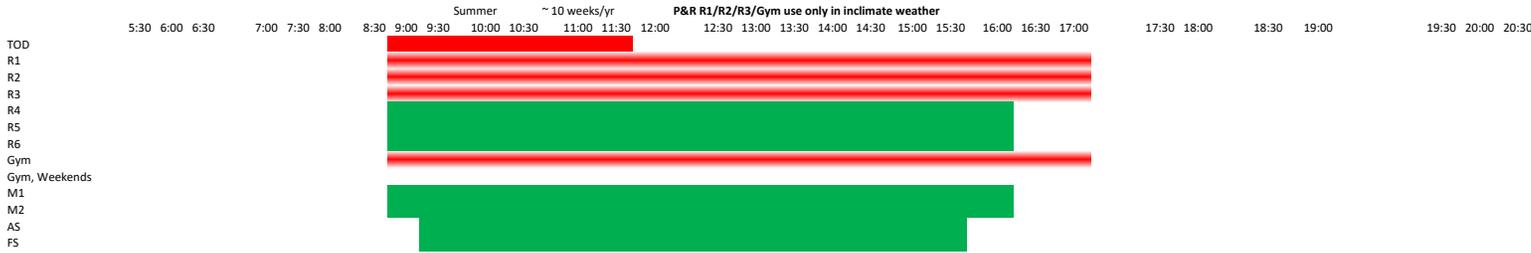
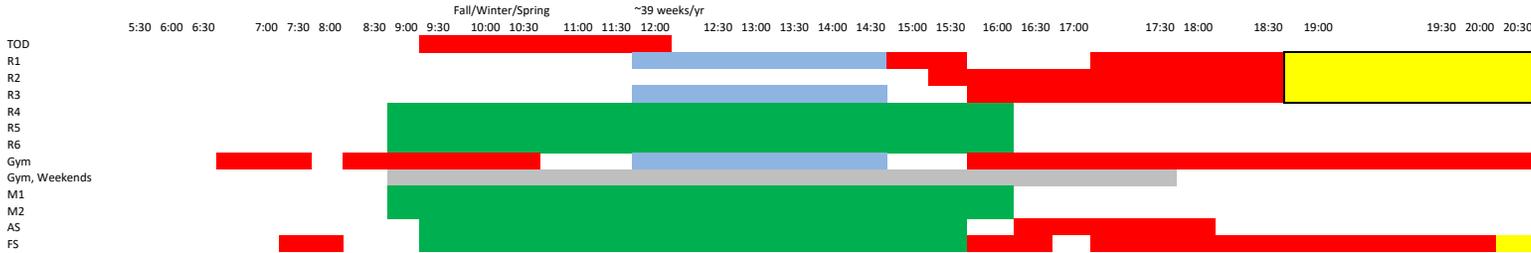
M2 (Shared) - per presentation "Park and Recreation and Senior Center will have new shared multi- purpose rooms with removable partitions"

AS (Shared) – Art Studio

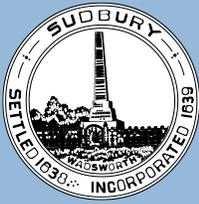
FS (Shared) – Fitness Studio



	P & R - Inclimate weather		Teen Center
	P&R M-F		Wild Wednesdays
	P&R Sat&Sun		Sr Ctr



Attachment15.a: Fairbank docs combined (4038 : Fairbank Forum discussion)



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

16: Social Media Policy

REQUESTOR SECTION

Date of request:

Requestor: Chair Carty

Formal Title: Discussion on Board's Social Media Policy

Recommendations/Suggested Motion/Vote: Discussion on Board's Social Media Policy

Background Information:

Attached documents provided by Selectman Dretler

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

From: Dretler, Janie
 Sent: Friday, July 24, 2020 8:20:35 AM
 To: Hayes, Henry
 Subject: Re: Selectmen's agenda 7/28/20

Hi Henry - Yes, here are links to various town social media policies as well as a news article and link to KP Law article. – Janie

A number of towns have adopted social media policies for their employees, boards and/or committees:

Carver:

https://www.carverma.gov/sites/g/files/vyhlf4221/f/uploads/social_media_code_of_conduct.pdf

Easton:

https://www.easton.ma.us/boards_and_committees/resources_for_committee_members/docs/Social_Media_Policy_board_commissions.pdf

Hubbardston:

<https://www.hubbardstonma.us/sites/g/files/vyhlf3276/f/uploads/socialmediapolicy.pdf>

Sandwich:

<https://www.sandwichmass.org/DocumentCenter/View/4720/Social-Media-Policy---Policy-11>

Templeton:

https://www.templetonma.gov/sites/g/files/vyhlf3911/f/file/file/social_media_policy-draft.pdf

Warren:

https://www.warren-ma.gov/sites/g/files/vyhlf3996/f/uploads/social_networking_policy.pdf

Wellfleet:

https://www.wellfleet-ma.gov/sites/g/files/vyhlf5166/f/file/file/29a_social_media_policy_adopted_2015-09-22.pdf

Westborough:

https://www.town.westborough.ma.us/sites/g/files/vyhlf5176/f/uploads/social_media_policy_2.pdf

West Boylston:

https://www.westboylston-ma.gov/sites/g/files/vyhlf1421/f/news/policy_j-2_-_draft_update_social_media_policy.pdf

A couple of articles about the subject:

<http://www.k-plaw.com/wp-content/uploads/2017/01/Open-Meeting-Law-and-Social-Media-Potential-Pitfalls.pdf>

<http://wilmington.wickedlocal.com/news/20170406/social-media-use-presents-opportunities-challenges-for-massachusetts-communities>

Selectmen Policies, Rules and Regulations

It is recognized that in order to operate efficiently and as a unit, a board shall have a system of policies to direct its decisions and actions.

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Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager 5

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Attachment16.b: draft social media policy (4037 : Social Media Policy)

SAMPLE SOCIAL MEDIA POLICY

I. INTRODUCTION

The [City/Town] of _____ permits departments to utilize social media sites and social networking sites (collectively “social media sites”) to further enhance communications with its residents and various stakeholders in support of [City/Town] goals and objectives. [City/Town] officials and [City/Town] departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct official [City/Town] business. Social media sites facilitate further discussion of [City/Town] government business, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

This policy sets forth general guidelines that must be adhered to with respect to utilization of social media sites for official [City/Town] purposes. Questions regarding this Policy should be directed to _____ [insert title of appropriate official]. These guidelines may be supplemented by more specific administrative procedures and rules as may be issued. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the [City/Town] of _____.

II. DEFINITIONS

1. “Social media sites” and “social networking sites” refer to websites that facilitate user participation, networking, and collaboration through the submission of user generated content. Social media in general includes tools such as: blogs, wikis, microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; video sharing sites, such as YouTube; and bookmarking sites such as Del.icio.us.

2.A “social media identity” is a specific user identity or account that has been registered on a third party social media site.

3. A “blog” (an abridgement of the term web log) is a [City/Town] of _____ website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

4. A “moderator” is an authorized [City/Town] of _____ official (appointed or elected) or employee, who reviews, authorizes and allows content submitted by the [City/Town] officials, employees and public commentators to be posted to a [City/Town] of _____ social media site or sites.

III.POLICY

1.All [City/Town] social media sites shall be:

- a) approved by _____ [insert title of appropriate official]; and
- b) published using social media platform and tools approved by the Information Technology Department (“IT”).

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2. The official posting for the [City/Town] will be done by _____ [insert title of appropriate official] or their designee.

3. Departments have the option of allowing employees to participate in existing social media sites as part of their job duties, or allowing employees to create social media sites as part of their job duties. Department Heads may allow or disallow employee participation in any social media activities in their departments.

4. All [City/Town] social media sites shall adhere to applicable state, federal and local laws, regulations and policies including the Public Records Law, Public Records retention schedules, Open Meeting Law, Copyright Law and other applicable [City/Town] policies.

5.Public Records Law and e-discovery laws and policies apply to social media content. Accordingly, such content must be able to be managed, stored and retrieved to comply with these laws. Furthermore, once such content is posted on a social media site, it should stay posted, unless it is removed for one of the reasons set forth below in paragraph Numbers 10 or 11, or it is changed to fix spelling or grammar errors.

6. All social media sites and entries shall clearly indicate that any content posted or submitted is subject to public disclosure.

7. Each [City/Town] social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social media/network site. Where possible, social media sites should link back to the official [City/Town] of _____ Internet site for forms, documents and other information.

8. Each [City/Town] social media site shall indicate to users that the site is subject to a third party's website Terms of Service. Furthermore, each [City/Town] social media site shall indicate that: the social media site provider could collect personal information through user's use of the social media site; and that this personal information may be disseminated by the third party; and that such dissemination may not be governed or limited by any state, federal or local law or policy applicable to the [City/Town].

9. All social media sites shall clearly indicate they are maintained by the [City/Town] of _____ and shall have the [City/Town] of _____ contact information prominently displayed.

10. The [City/Town] reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

11. [City/Town] social media content and comments containing any of the following forms of content shall not be allowed for posting:

a) Comments or content not topically related to the particular site or blog article being commented upon;

b) Profane, obscene, or vulgar language or content;

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c) Comments or content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, or active military status;

d) Comments or content that is threatening or harassing;

e) Sexual comments, content, or links to sexual content;

f) Conduct or encouragement of illegal activity;

- g)Information that may tend to compromise the safety or security of the public or public systems;
- h)Content that violates a legal ownership interest of any other party;
- i)Protected health information;
- j)Personnel information; or
- k)Other information that is not public record or is otherwise privileged from public disclosure.

12. All [City/Town] social media moderators shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.

13. Where appropriate, [City/Town] IT security and/or computer use policies shall apply to all social media sites and articles.

14. Officials (elected or appointed) and employees representing the [City/Town] via social media sites must conduct themselves at all times as a representative of the [City/Town] and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the [City/Town] of _____ . See Section IV, Employee Guidelines for Use of Social Media Sites.

15. No [City/Town] or department social media site can endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, citizens, co-workers or other stakeholders.

16. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

IV. EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA SITES

1. Electronic Communications and Computer Usage Policy. All employees are responsible for understanding and following the [City/Town]'s Electronic Communications and Computer Usage Policy, in addition to this Policy.

2.First Amendment Protected Speech. Although the [City/Town] can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict speech that is obscene, threatening, discriminatory, harassing, or off topic, employees cannot use the moderation function to restrict speech with which the [City/Town] merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced above.

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3. Copyright Law. Employees must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote an excerpt of someone else's work without acknowledging the source, and, if possible, provide a link to the original.

4. Conflict of Interest. Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees, as defined by G.L. c. 268A.

5. Protect Confidential Information. Never post legally protected personal information that you have obtained from the [City/Town] (e.g., information that is not public record under the Public Records Law, G.L. c.66, §10 and G.L. c. 4, §7(26), or whose dissemination is restricted under applicable Federal or State privacy laws or regulations). Ask permission to publish or report on conversations that occur within the [City/Town]. Never post information about policies or plans that have not been finalized by the [City/Town], unless you have received explicit permission from your supervisor to post draft policies or plans on the department's social media sites for public comment.

6. Consider Your Content. As informal as social media sites are meant to be, if they are on a government domain or a government identity, they are official government communications. Social media sites will be sought out by mainstream media – so a great deal of thought needs to go into how you will use the social media in a way that benefits both the [City/Town] and the public. Employees should not comment about rumors, political disputes, or personnel issues, for example.

7. Handling Negative Comments. Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, you should expect that some of the feedback you receive will be negative. Some effective ways to respond to negative comments include:

- a) Providing accurate information in the spirit of being helpful;
- b) Respectfully disagreeing; and
- c) Acknowledging that it is possible to hold different points of view.

8. Respect Your Audience and Your Coworkers. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in your department's workplace. Do not be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory— such as party politics and religion. Do not use your department's social media presence to communicate among fellow [City/Town] employees. Do not air your differences with your fellow [City/Town] employees on your department's social media's sites.

9. Use the Social Media Site or Identity Only to Contribute to your Department’s Mission. When you contribute to your department’s social media site or identity, provide worthwhile information and perspective that contribute to your department’s mission of serving the public. What you publish will reflect on the [City/Town]. Social media sites and identities should be used in a way that contributes to the [City/Town]’s mission by:

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- a) Helping you and your co-workers perform their jobs better;
- b) Informing citizens about government services and how to access them;
- c) Making the operations of your department transparent and accessible to the public; d) Creating a forum for the receipt of candid comments from residents about how government can be improved; and
- e) Encouraging civic engagement.

10. Mistakes. The [City/Town] policy is that once something is posted, it should stay posted. Only spelling errors or grammar fixes should be made without making the change evident to users. If you choose to modify an earlier post, make it clear that you have done so—do not remove or delete the incorrect content; provide the correct information and apologize for the error. Ways to accomplish this include:

- a) Strike through the error and correct; or
- b) Create a new post with the correct information, and link to it from the post you need to correct or clarify.

Either method is acceptable. In order for the social media identity or site to achieve transparency, the [City/Town] cannot change content that has already been published without making the changes clearly evident to users.

11. Media Inquiries. [City/Town] or department social media identities or sites may lead to increased inquiries from the media. If you are contacted directly by a reporter, you should refer media questions to _____ [insert title of appropriate official].

12. Personal Comments. Make it clear when you are speaking for yourself as a resident or stakeholder, and not on behalf of the [City/Town] of _____. If you publish content on any website of the [City/Town] and it has something to do with the work you do or subjects associated with the [City/Town], use a disclaimer such as this: “The postings on this site are my own and don’t necessarily represent the [City/Town]’s positions or opinions.”

13. Employee or Official Profile. If you identify yourself as a [City/Town] employee or official, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, residents and other stakeholders.

14. Defamation. Be aware that employees acting in their individual capacity (not on behalf of the [City/Town]) are not immune from defamation claims. Under Massachusetts law, defamation is established by showing that the defendant published a false, non-privileged statement about the plaintiff to a third party that either caused the plaintiff economic loss or was of the type that is actionable without proof of economic loss. Some statements, like imputation of a crime, are defamatory per se. Avoid statements that may be interpreted as defamatory.

15. Records Retention. Social media sites will contain communications sent to or received by [City/Town] officials and employees, and are therefore Public Records. Ensure that the [City/Town] or department retains a copy of the social media content in accordance with Public Records Retention Schedules. Review the third party social media service provider’s terms of service for its record retention practices. Note that while third party social media providers will

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most likely save your content for some period of time, they generally will not save it indefinitely. To the extent their policies are inconsistent with Public Records Retention Schedules, the [City/Town] or department should retain copies of social media posts such as by printing or otherwise storing periodic “snapshots” of the social media sites.

16. Open Meeting Law. Be aware of the Open Meeting Law and possible violations for improper deliberations outside of a posted meeting. A series of individual postings on a social media site cumulatively may convey the position of a quorum of a governmental body regarding a subject within its jurisdiction, and may constitute improper deliberation among the members of a board or committee.

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SOCIAL MEDIA POLICY

This acknowledges that I have received and reviewed the Social Media Policy, with attachments, of the [City/Town] of _____ (“Policy”). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I



recognize that the law and associated Policy regarding use of Social Media are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

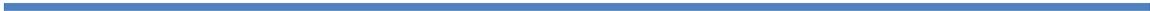
Signature: _____

Date: _____

To be included in employee's personnel file.

DRAFT

Attachment16.b: draft social media policy (4037 : Social Media Policy)



C: 1

**OPEN MEETING LAW AND SOCIAL
MEDIA – POTENTIAL PITFALLS**

The Open Meeting Law and Social Media — Potential Pitfalls

The Open Meeting Law (OML) prohibits a quorum of a public body from deliberating outside of a properly posted public meeting about matters within the jurisdiction of that body. When the OML was revised in 2010, “deliberation” was expressly defined to include exchanges by email. There is ample precedent from the Attorney General’s Division of Open Government (“Division”) that a violation of the OML occurs when a quorum emails about official business. It is less clear, however, how the OML applies to social media, such as Facebook, Twitter or Instagram, where communication is typically less direct. In fact, there are an ever increasing number of social media formats that leave a record of written posts or other communications that could lead to OML violations. While there is no clear answer, members of multiple member bodies should approach the issue proactively, exercising caution to avoid social media exchanges that could result in a written exchange between a quorum of members in violation of the OML.

The Division found a violation of the OML when one board member sent an email to the other members expressing her opinion on a matter within the jurisdiction of that board, even though none of the other members responded. See OML 2012-93. In that case, the Division concluded that a single member had violated the OML by sharing her opinion with a quorum outside of a posted meeting. Trying to anticipate how this ruling would apply to exchanges on social media, consider the result if a board member posts a comment on her Facebook page concerning a pending application for a permit, and a majority of her fellow board members are Facebook “friends”. Is the fact that a quorum may have read the post enough to violate the OML? In the only formal determination concerning a Facebook post, the Division found no violation when a board of selectmen chairman posted an opinion on a matter before the board on his Facebook page, but the Division also specifically noted that the other Selectmen did not follow the chairman on Facebook. See OML 2013-27. This holding suggests that the Division could have found a violation if the other board members had access to each other’s Facebook pages, and that such a finding would have been even more likely if the other members posted comments in response to the original post.

Community social media platforms are often a constructive means for residents to exchange opinions and share ideas, and elected or appointed municipal board members may wish to similarly share their expertise, insight, and opinions. The Division recognizes that certain action taken by members of a multiple-member body may be “political” in nature, and has concluded that discussions between members of a public body may not violate the OML if they relate to a political statement. See OML 2012-10. However, the Division cautions that members of a board or committee must be “conscious, when formulating such statements, of the need to limit discussion to the political statement and avoid discussing matters that are within the public body’s jurisdiction”. The repercussions for making a mistake in this regard are potentially severe, ranging from an order that all posts be made part of a meeting record, to invalidating a vote or decision made by a board, or even imposing a fine for repeat offenses.

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While the Division has not yet issued much formal specific guidance on this topic, here are some issues members of a public body should consider when using social media:

1. The safest course is to avoid “friending” or “following” members of your board or committee, and further to refrain from commenting on “friends of friends” posts on other members’ pages or sites as to any matter within the jurisdiction of your board or committee.
2. If you do choose to “friend” or “follow” other members, avoid posting with respect to applications, hearings or other specific matters that are pending or likely to be pending before your board. Note that in addition to avoiding OML issues, this proactive approach will also protect the public body from a charge that the body has violated the due process rights of the applicant.
3. If you do choose to post concerning municipal matters, such posts should be made in a broad fashion so as to address the remarks to the public, i.e., all followers or “friends”, rather than targeting just fellow board members. We anticipate that the Division would look to whether the member’s comments were intended to reach the quorum, similar to an email addressed to a quorum, as opposed to reaching everyone with access to the social media site. In other words, while simply posting a comment may not violate the OML, even if a quorum of board members are “friends”, calling them out in the post, and/or sending a direct message, would be likely to do so.
4. If you see a post from a fellow board member on a specific pending matter, do not write a comment or reply in anyway. If needed, you may request that the chair include the topic on the notice for a properly posted meeting.
5. Comments made to a closed listserv format, where the member is presumably aware that their fellow board members will “receive” the comments, if challenged, would likely pose a significant risk of a violation for improper deliberation.

In summary, members of boards and committees do not cede all of their first amendment rights when they take office. However, great caution should be exercised when using any social media platform to discuss matters within a board member’s official jurisdiction, particularly if the board member is “connected” with a quorum of members of their multiple-member body. Such “discussions” occurring in the context of a public hearing or other quasi-judicial process may also create a very real risk of due process claims. Finally, if social-media statements are made by elected or appointed officials concerning municipal matters, ensure that it is clear such statements are made in the political context, such as using a “campaign” page or the like.

Please contact Attorney Brian W. Riley (briley@k-plaw.com) or any member of the firm’s Government Access and Information Group at 617.556.0007 with further questions on the Open Meeting Law and social media.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.

THE LEADER IN PUBLIC SECTOR LAW

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TOWN OF EASTON SOCIAL MEDIA POLICY
FOR APPOINTED AND ELECTED BOARD/COMMITTEE MEMBERS

Acknowledgment of Receipt of Policy

I acknowledge receipt of this *Social Media Policy for Appointed and Elected Board/Committee Members*, and that I have read it. I understand that all social media usage and all information transmitted by, received from, or stored in these systems are the property of the Town. I also understand that I have no expectation of privacy in connection with the use of the Town’s electronic communications or with the transmission, receipt or storage of information in these systems. I acknowledge and consent to the Town monitoring my use of its electronic communications at any time, at its discretion. Such monitoring may include reviewing Internet websites visited, including social media sites, printing and reading all e-mail entering, leaving or stored in these systems, and/or reviewing all documents created or downloaded. I understand that all e-mail messages are subject to the Town’s e-mail deletion and retention procedures.

Name (Print)

Signature

Date

Witness

Attachment 16.d: Social Media Policy Easton - Acknowledgement 2020 (4037 : Social Media Policy)

Approved by Board of Selectmen 9/12/16

TOWN OF EASTON SOCIAL MEDIA POLICY
FOR APPOINTED AND ELECTED BOARD/COMMITTEE MEMBERS

Social Media Policy

I. Policy:

A. **Introduction.** The Town of Town of Easton (the “Town”) depends upon an environment of tolerance and respect for the achievement of its goals in serving the citizens of the Town.

B. **Purpose.** The purpose of this policy is to provide notice to appointed and elected board and committee members that their use of social media must conform to the law and this policy. This policy is designed to promote and govern the professional and personal use of social media in a responsible manner and to avoid uses that can: (1) breach confidentiality by revealing protected information about the Town, its citizens, or its employees; (2) expose the Town to liability for behavior that may be harassing, offensive, or maliciously false; or (3) interfere with productivity and/or ability to perform the duties and responsibilities as Officials of the Town.

II. Definitions:

1. The Town: Town of Easton.
2. Official: An individual who holds office in the Town, whether elected or appointed.
3. Social Media: Online forums in which individuals participate in the exchange of ideas, messages, and content, including but not limited to, blogs, microblogs, and social networking sites (e.g., Facebook, LinkedIn, Twitter).
4. Electronic Media: All forms of electronic communication, transmission, or storage, including but not limited to, websites and any content contained therein or related thereto.

III. General Provisions:

A. While Officials may maintain and use personal web pages and websites, blogs, microblogs, social networking sites and other forms of social media while off-duty, their status as Officials of the Town requires that the content of any postings on those social media sites or other web pages not be in violation of existing Town by-laws, policies, directives, rules or regulations. The Town’s image as a professional organization comprised of professionals is critical to maintaining the respect of its constituents. Although the Town recognizes that Officials may choose to express themselves by posting personal information upon electronic media sites through personal websites, social networking sites, blogs, microblogs, chat rooms, or other electronic means or by making comments upon electronic sites hosted by other persons, groups or organizations, this right of expression should not interfere with the operation of the Town. That is, although the Town acknowledges its Officials have the First Amendment right to free speech, the right is not absolute and extends only to matters of public concern. Therefore, Officials should exercise caution with respect to comments they post, particularly those concerning the Town and the business of the Town.

Approved by Board of Selectmen 9/12/16

**TOWN OF EASTON SOCIAL MEDIA POLICY
FOR APPOINTED AND ELECTED BOARD/COMMITTEE MEMBERS**

B. This section describes acceptable and unacceptable uses of all social media by Officials. Officials should use their best personal judgment when using any form of social media and must ensure that their use does not violate this or any other Town policy.

C. Use of social media is also subject to the Town's Computers and Communications Policy, Sexual Harassment Policy, and Harassment of Individuals in Protected Classes Policy, as well as the Town's other policies and standards of conduct, rules, regulations, and by-laws.

D. All use of social media is subject to the following conditions:

1. There is no guarantee of privacy for electronic communications through Town systems or equipment. The Town reserves the right to review and/or monitor all electronic records and communications, at any time, with or without notice, including individual user folders and other information stored on the Town's electronic communications systems. In accessing the Internet, including social media sites, users should assume that all connections and sites visited using the Town's network will be monitored and recorded. This examination helps to ensure compliance with Town policies, assists when internal investigations must be conducted and supports the management of the Town's information systems. Use of the Town's electronic communication devices including, but not limited to, Town-issued email accounts, Internet services, Intranet, Town-owned lap tops and computers provided for remote use, and computer software constitutes acceptance of such monitoring. Content maintained electronically is also subject to the Public Records Law.
2. All Officials are expected and required to conduct themselves in a manner consistent with the Town's policies and standards of conduct.
3. Officials must not reveal any confidential or privileged information about the Town, its constituents, or its contractors. Officials must be particularly careful to protect against the inadvertent disclosure of confidential information.
4. Officials must not harass others in contravention of the Town's Computers and Communications Policy, Sexual Harassment Policy, and Harassment of Individuals in Protected Classes Policy, regardless of the time, place, form, or manner in which the information is posted or transmitted. Comments may be deemed to violate this Policy even if the Town's name or the name(s) of any individual is not specifically referenced.
5. Officials should be honest and accurate when posting information or news, and if they make a mistake must correct it quickly. Officials should not post any information or rumors they know to be false about the Town, its

TOWN OF EASTON SOCIAL MEDIA POLICY
FOR APPOINTED AND ELECTED BOARD/COMMITTEE MEMBERS

employees, constituents, officials, suppliers, vendors, contractors or any other entities or individuals.

6. Officials may express only their personal opinions and should never represent themselves as a spokesperson for the Town, their board or committee unless designated to do so. If the Town is a subject of the content created by an Official, the Official should be clear and open about the fact that he/she is an Official of the Town and should make it clear that his/her personal views do not represent those of the Town, or its employees, officials, suppliers, vendors, or any other agent of the Town unless designated to do so. Officials who publish blogs or other online posts related to their role with the Town should make clear that they are not speaking on behalf of the Town (unless designated to do so). Further, an Official's decision to express their personal opinions does not alleviate their responsibility as an Official to take appropriate action under the circumstances, which may include, but not be limited to, taking action themselves or reporting an issue to a supervisor.
7. Officials must also recognize that posting content regarding Town-related matters may result in the violation of the Open Meeting Law. Officials should consult the Open Meeting Law Guide provided to them by the Town Clerk's Office for more information. Town Counsel may also be consulted subject to the prior approval of the Town Administrator.
8. Officials are expressly prohibited from using social media to engage in any activity or conduct that violates federal, state, or local law (e.g., software or data piracy, child pornography, etc.).
9. Officials are prohibited from using social media to engage in any activity that constitutes a conflict of interest.
10. Officials are generally not authorized to provide employee references and are prohibited from using any review or recommendation feature or system on a social media site (e.g., LinkedIn) to post reviews or other comments about employees.
11. Officials must be mindful that residents, property owners and others appearing before Town boards or committees come from all walks of life. Public comments, in any forum, that contain racial slurs, express bigotry toward a group based on their race, religion, national origin, sexual orientation, gender, gender identity or any other legally protected classification shall be considered conduct unbecoming a Town Official and shall constitute good cause for removal for any appointed Official.

**TOWN OF EASTON SOCIAL MEDIA POLICY
FOR APPOINTED AND ELECTED BOARD/COMMITTEE MEMBERS**

E. The Town encourages anyone who uses social media in contravention of this policy to be honest and admit the error as soon as it occurs. Although errors cannot always be erased, prompt notification can make a significant difference in the Town's ability to correct or remedy the issue.

F. Beyond the above general provisions, appointed and elected board/committee members are strongly encouraged to consider the impact of their statements before making them. The Town strives to be professional in its operations and processes. Posts that suggest a likelihood of more or less favorable treatment toward any individual or group of individuals, e.g., based upon race, gender, national origin, sexual orientation, reflects poorly on the individual making an inappropriate statement as well as the Town and its citizens. Further, comments suggesting such treatment can expose the Town to liability and legal costs. All are strongly encouraged to carefully consider their comments before posting them.

IV. Complaints or Problems of Misuse:

Should any Official receive or become aware of a violation of this policy, the Official should report the violation to the Grievance Officer as soon as possible. The current Grievance Officers are Connor Read and Mary Southworth, both of whom can be reached at the Town Offices located at 136 Elm Street, North Easton, MA 02356, (508) 230-0510.

The Town prohibits taking action against anyone for reporting a possible violation of this Policy or for cooperating in an investigation.

V. Questions:

Anyone who is unsure whether a particular posting or contribution to online social media violates this policy is encouraged to ask the Town Administrator.

VI. Discipline.

Violation of this Policy may constitute good cause for removal of appointed Officials under the Town Charter. Elected officials may be subject to a request for their resignation, public censure or reprimand or a recall petition in accordance with the Town Charter. A failure to enforce this Policy does not constitute a subsequent waiver of any violation of this Policy. This Policy shall be read and interpreted in conjunction with all other Town policies and procedures.

TOWN OF EASTON SOCIAL MEDIA POLICY
FOR APPOINTED AND ELECTED BOARD/COMMITTEE MEMBERS

Acknowledgment of Receipt of Policy

I acknowledge receipt of this *Social Media Policy for Appointed and Elected Board/Committee Members*, and that I have read it. I understand that all social media usage and all information transmitted by, received from, or stored in these systems are the property of the Town. I also understand that I have no expectation of privacy in connection with the use of the Town's electronic communications or with the transmission, receipt or storage of information in these systems. I acknowledge and consent to the Town monitoring my use of its electronic communications at any time, at its discretion. Such monitoring may include reviewing Internet websites visited, including social media sites, printing and reading all e-mail entering, leaving or stored in these systems, and/or reviewing all documents created or downloaded. I understand that all e-mail messages are subject to the Town's e-mail deletion and retention procedures.

Name (Print)

Signature

Date

Witness

Attachment16.e: Social Media Policy from Easton 2020 (4037 : Social Media Policy)

Approved by Board of Selectmen 9/12/16

Town of Maynard Code of Ethics – Enforcement Process

- Once a Public Official (“Official”) is aware that a fellow Official has violated the Code of Ethics (“Code”), that Official shall notify the Chair of the Board of Selectmen (“Board”) in writing.
- Such notice must include a sufficiently detailed factual statement of the underlying conduct and the specific provision(s) of the Code that the Official is alleged to have violated.
- Upon receipt of such notice, the Chair shall at his/her earliest convenience investigate further to determine:
 - (1) Whether the alleged conduct can be substantiated; and if so,
 - (2) Whether such conduct appears to have violated the Code.¹
- Before making any of the foregoing determinations, the Official being accused of violating the Code will be given an opportunity to present to the Chair any exculpatory evidence and otherwise defend him/herself against the allegation(s).
- If the Chair determines that there is a sufficient basis upon which to determine that the Official has violated the Code and the Board could so reasonably find, the Chair shall report said findings to the Board.
- After notice is given to the Official who has allegedly violated the code, the Chair shall place the matter on an Agenda to be discussed by the Board. The Board shall determine, following consideration of the evidence presented by the Chair and information received and/or presented by the Official:
 - (1) Whether the alleged conduct is substantiated by the evidence presented; and if so,
 - (2) Whether such conduct violated the Code;² and if so,
 - (3) Which of the penalties set forth in Section 16 of the Code will be imposed.
- Each of the foregoing determinations shall require a majority vote of the Board.
- The Board may thereafter determine that the penalties set forth in Section 16 of the Code shall be imposed as follows:

¹ This determination is *not* limited to the provisions cited in the original written notice to the Board.

² This determination is *not* limited to the provisions cited in the original written notice to the Board.

- (1) The penalty shall be reduced to a writing that consists of:
 - a. A sufficiently detailed factual statement of the underlying conduct;
 - b. An explanation of how the Board substantiated such conduct;
 - c. An explanation of how, by engaging in such conduct, the Official violated the Code;³ and
 - d. An explanation as to why the penalty is appropriate.
- (2) The writing, once approved by majority vote and signed by the Chair or, if the Chair is the Official at issue, then another member of the Board, shall be read to the violating Official by the Board.

³ The explanation must include the specific provisions that the Official violated.

Preamble

To ensure that the Citizens and businesses of Maynard have a fair, impartial, ethical, and accountable local government that is effective and responsive to the needs of the people and each other and that has the Citizens' full confidence in the integrity of the Town's government, the Board of Selectmen has adopted this Code of Ethics (hereinafter referred to as "Code"). As such, the Town of Maynard hereby requires that its elected and appointed public officials:

- Comply with both the letter and spirit of laws and policies affecting the Town Government;
- Be independent, impartial, and fair in judgment and action;
- Work for the public good and not personal gain;
- Conduct public deliberations and processes openly, unless legally confidential; and
- Conduct all discussions and debate in an atmosphere of respect and civility.

This Code of Ethics applies to all elected and appointed public officials (hereinafter referred to as "Officials").

1. Actions in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern; Officials will work for the common good of the citizens of Maynard and not for any private interest or personal gain. Official shall provide fair and equal treatment of all persons, claims, and transactions that come before them.

2. Compliance with the Law

Officials shall comply with the Laws of the United States, the State of Massachusetts, and the Town of Maynard in the performance of their public duties. These Laws include, without limitation, the United States and Massachusetts State constitutions and statutes; the Town of Maynard's Bylaws, and Policies; and the Town of Maynard Special Acts and laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government, all of which are hereby incorporated herein by reference and made applicable.

3. Conduct of Members

The professional and personal conduct of Officials must be above reproach and must avoid any appearance of impropriety. Officials shall refrain from abusive conduct, from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of members of Town boards, committees, or commissions; of Town staff; of Town citizens; or of each other.

4. Respect for the Process

Officials shall perform their duties in accordance with the processes and rules of order established by their respective boards, committees, or departments. Each Official shall be committed to respect the democratic process that encourages meaningful involvement of the public and that governs the deliberation of public policy issues in the Town of Maynard. Officials should strive to thoughtfully consider the opinions and recommendations of other Officials, citizens, and town staff appearing before them and shall remain respectful in all interactions with these individuals. Officials shall have no legal authority outside of their respective boards, committees, or departments unless such authority has been lawfully delegated to them.

5. Conduct of Public Bodies

Officials who are members of a public body shall prepare themselves for open discussion of public issues, shall listen courteously and attentively to all public discussions before the body, and shall focus on the business at hand. Such Officials shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the body, and from otherwise interfering with the orderly conduct of meetings. The chairs of public bodies shall use their best efforts to ensure that the public who attend such meetings adhere to the same standards of conduct in this Code of Ethics as outlined for Officials

Such Officials pledge their respect to the public and each other. Such Officials asks the public to conduct themselves in a respectful, courteous manner, both with the Town's public bodies and with fellow members of the public. Should any member of a public body or any member of the public fail to observe this charge at any time, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until a genuine commitment to this charge is observed.

6. Conflict of Interest

Officials shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances give rise to an actual or perceived conflict of interest, Officials who are members of a public body shall not participate in the deliberation of that matter unless the member has appropriately disclosed the situation and there has been a determination by the public body that the member's participation is appropriate. Additionally, any member who believes that any fellow member has an actual or perceived conflict with any agenda item before their public body, shall disclose that interest.

Once disclosure has been made as provided above or the issue of conflict has been raised relative to a member, the public body shall review the facts and shall vote on whether or not such member has a financial interest or a special interest with respect to the agenda item concerned. All conflict-of-interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each member shall be entitled to vote on all actual or perceived conflict-of-interest questions except those questions pertaining to that member's alleged conflict of interest.

Once a member is determined to have a conflict of interest with respect to any agenda item, the member shall move to the area of the room occupied by the general public. The member shall not return to their regular seat as a member of the body until deliberation and action on the item has been completed.

7. Gifts and Favors

Officials shall not take advantage of services or opportunities for personal gain made available to them because of their position. Officials shall refrain from accepting or presenting gifts, favors, or promises of future benefits that compromise the dispassionate and impartial execution of their duties, or that might give the appearance of the same.

8. Confidential Information

No Official shall, without proper legal authorization, discuss or disclose confidential information concerning the property, personnel, government or affairs of the Town, nor shall any member use such information to advance the private or financial interests of himself or herself or members of his or her immediate family. Officials shall not discuss the privileged knowledge, executive sessions, or confidential business of any board, committee, or commission with unauthorized parties, either orally or in writing. For purposes of this subsection, "confidential information" shall mean any information, oral or written, which comes to the attention of or is available to such Official due to his or her position with the Town and is not a matter of public record. Information received and discussed by a public body during executive session shall be considered within the constraints of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such body.

9. Use of Public Resources

Officials shall not use public resources not available to the general public for private gain or for personal purposes such as Town staff time, equipment, supplies or facilities.

10. Representation of Third-party Interests

As stewards of the public interest, Officials shall not represent the interests of third parties before any Town board, committee, or commission, nor shall they appear before any of these bodies on behalf of the interests of third parties on matters related to the areas of service of these bodies. Nothing herein shall be construed to prohibit an Official from representing his or her own personal interest, or the interest of immediate family, by appearing before any Board on any item.

11. Advocacy

Officials shall represent the official policies and positions of the Town when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions, Officials shall explicitly state that these opinions and positions do not represent their public body, commission, committee, department, or the Town of Maynard and make all reasonable efforts to prevent any perception to the contrary.

12. Respect for and Adhere to Town Administrator Structure of Government

Officials shall respect and adhere to the Town Administrator Structure of Town government. The Board of Selectmen shall determine the policies of the Town, with advice, information, and analysis provided by Town staff, by the Town's boards, committees, and commissions, and by the Citizens.

13. Independence of Boards, Committees, and Commissions

Officials shall refrain from using their positions to unduly influence the deliberations or outcomes of any board, committee, or commission proceeding.

14. Positive Workplace Environment

Officials shall endeavor to provide positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Officials shall recognize their special role when dealing with Town employees and shall in no way create the perception of inappropriate direction of staff.

15. Implementation

This Code of Ethics shall be included in the orientation materials of all newly elected and appointed Public Officials. Upon adoption hereof, and then at the time of Officials entering office, said Officials shall sign a statement acknowledging they have received, read and understand the Town of Maynard's Code of Ethics. This Code of Ethics shall be reviewed annually by the Board of Selectmen, which shall consider updates to the Code as necessary.

16. Compliance and Enforcement

This Code sets forth the standards of conduct required of the Town of Maynard's Public Officials. The Officials themselves have the primary responsibility for ensuring that such standards are understood and met, and that the public can continue to have full confidence in the integrity of the Town government. The Chair of the Board of Selectmen has the responsibility for intervening when Officials

appear to have violated of the Code. In instances where the Chair appears to be in violation of the Code, any remaining Board of Selectmen member may act in his/her place.

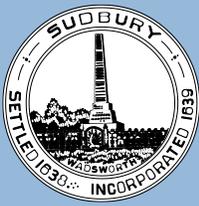
In addition to any other penalties or remedies as may be provided by law, the Board of Selectmen may intervene and counsel Officials whose conduct does not comply with the Code's standards.

When an Official has violated the code, penalties may range from a letter of reprimand by the Board, to a censure, to a request for resignation, or to removal. All penalties shall require a majority vote of the Board of Selectmen before being imposed upon the Official determined to have violated the code.

A violation of this Code shall not constitute a basis for challenging the validity of a decision made by any Town board, committee, commission, or department, but may be used as a basis for reconsideration.

17. Separability

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Code of Ethics. Adopted by the Board of Selectmen, _____, 2020.



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

17: Ballot question "pro" and "con" discussion

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Ballot question policy "pro" and "con".

Recommendations/Suggested Motion/Vote: Discussion on Ballot question policy "pro" and "con".

Background Information:

Attached is policy

Financial impact expected:n/a

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden Pending

Henry L Hayes Pending

Jonathan Silverstein Pending

Daniel E Carty Pending

Board of Selectmen Pending

08/04/2020 5:30 PM

Warrant Schedule

September 12-13, 2020 Annual Town Meeting LSRHS Field

State Primary Election Sept. 1, 2020 Presidential/State Election/Special Town Election Nov. 3, 2020

July

S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	July 14 – BOS votes to call Annual Town Meeting for Sept date.
12	13	14	15	16	17	18	July 14 - Also vote to place ballot questions (Fairbank and CSX) on state ballot
19	20	21	22	23	24	25	
26	27	28	29	30			July 28 – sign ATM warrant and send to printer (if ready)

August

S	M	T	W	T	F	S	
						1	August 4 - DROP DEADLINE TO SIGN ATM WARRANT and send to print
							Aug 5 – deadline for state to <u>receive</u> ballot questions for 11/3 election
2	3	4	5	6	7	8	Aug 11 – BOS signs state primary election warrant
9	10	11	12	13	14	15	Aug 21 – Last day to register for 9/1 state primary
16	17	18	19	20	21	22	Aug 22 – 28 Early Voting
23	24	25	26	27	28	29	Aug 25 – posting deadline for state primary election warrant (9/1)
30	31						Aug 26 – last day to register to vote at ATM

September

S	M	T	W	T	F	S	
		1	2	3	4	5	Sept. 1 State primary election
6	7	8	9	10	11	12	Sept 4 ATM Warrant posting deadline
13	14	15	16	17	18	19	Sept. 12-13 Annual Town Meeting at LS field
20	21	22	23	24	25	26	Sept. 18 – deadline to post notice of proposed ballot questions and request for written pro/con arguments (for 11/3 special election)
27	28	29	30				Sept. 29 – BOS signs 11/3 STE/state election warrant and sends STE warrant to print

October

S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	Oct 17–30 Early Voting
11	12	13	14	15	16	17	Oct 23 – Last day to register for state election 11/3
18	19	20	21	22	23	24	Oct 27 - STE/state election warrant posting deadline for 11/3 election
25	26	27	28	29	30	31	Oct. 27 – Also deadline to submit ballot question pro/con to Town Counsel
Nov 1	2	3	4	5	6	7	Nov. 3 state election/ special town election

KEY: Yellow- SB meeting; Blue – holiday; Red – important date/deadline

Attachment 17.a: WARRANT SCHEDULE SEPT 2020 ATM (4039 : Ballot question "pro" and "con" discussion)

Board of Selectmen Ballot Question Policy

Chapter 180 of the Acts of 1996 requires the Sudbury Board of Selectmen to provide registered voters the following information for any ballot question submitted solely to Town voters (other than a ballot pursuant to M.G.L. ch.53, §18A): (1) the full text of such question; (2) a fair and concise summary of such question; and (3) arguments for and against such question. See Attachment.

Further requirements include the following:

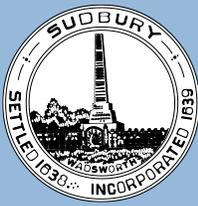
- The required information is to be sent to the voters at least 7 days before such an election.
- The Board of Selectmen, or when designated, Town Counsel, shall seek written arguments from the principal proponents and opponents of each question.
- The Board of Selectmen shall designate a date for receipt for such arguments and shall provide notice of such 14 days before the date arguments are to be received.
- The Board of Selectmen shall determine those best able to present the arguments for and against each question.
- If no argument is received within the time allowed, Town Counsel shall prepare such argument.
- No argument shall contain more than 250 words.

The requirements of this law will be implemented as follows for any ballot questions to be submitted for an Annual Town Election or a Special Town Election.

- Notice of proposed ballot questions and a request for written arguments for and against the questions will be posted on the Town website at least or 46 days before the election **plus additional days as needed to allow Board of Selectmen meetings for actions listed below.** The Board of Selectmen will also reach out to relevant parties including petitioners for citizen questions and ballot question committees.
- The Board of Selectmen will determine those persons best able to present the arguments for and against each question in an open meeting. In the absence of submission, Town Counsel will prepare the argument.
- Written arguments for and against ballot questions will be reviewed by Town Counsel for legal compliance. Neither Town Counsel nor the Board of Selectmen will review or edit the written arguments for substance, opinion, or accuracy.

Days before election	Action	Purpose
46 + days for BOS meetings	Notice of proposed ballot questions and request for written arguments	
39 + days for BOS meetings	BOS decides authors for pro and con arguments	To allow 14 days before due to Town Counsel
35+ days for BOS meetings	Wording of final ballot questions to Town Clerk	To comply with state ballot law
25 + days for BOS meetings	Written arguments submitted to Town Counsel	To allow 7 days for Town Counsel review and submission to BOS
18 + days for BOS meetings	BOS approves final warrant	
18 days	Delivery to printer	To allow printer 7 days before mailing date
11 days	Delivery to Post Office	To allow 4 days for mail
7 days	Posting and receipt of warrant	

Approved by the Board of Selectmen February 7, 2017.



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

18: Minutes review/approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review regular session minutes of 6/22/20 and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review regular session minutes of 6/22/20 and possibly vote to approve minutes.

Background Information:
attached draft

Financial impact expected:

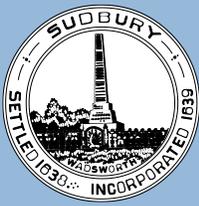
Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

19: Citizen's Comments

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

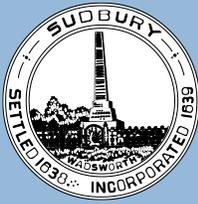
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

20: Upcoming Agenda Items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming Agenda Items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

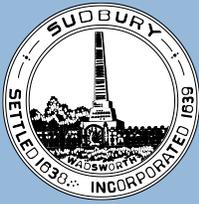
Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS	
MEETING	DESCRIPTION
August 11	DPW Director Nason to present Town Meeting articles
	Continue discussion on community conversation forum
	DROP DEADLINE to sign Annual Town Meeting Warrant (in time for printing/posting for Sept. 12 ATM)
Saturday, Sept 12	Annual Town Meeting at LSRHS Field (backup date Sept 20)
Date to be determined	Vote to elect chairman and vice-chairman of the Board of Selectmen (or SelectBoard) after Annual Town Meeting in Sept.
	Selectmen's Social Media Policy
	Work Session: Select Board/Town Manager Code of Conduct and other procedural training
	Invite Commission on Disability Chair to discuss Minuteman High School
	Eversource Public Hearing re: Grant of Location (<i>date TBD</i>)
	Approve BOS submission to 2019 Annual Town Report
	Annual meeting with state legislators (2020)
	Discussion on liaison assignments and Board membership on town committees (for 2020-2021)
	Fall Town Forum discussion (July)
	Update from BOS Policy Subcommittee
	Town meeting recap – year in review
	Transportation Committee extension
	Route 20 empty corner lot – former gas station
	Update on traffic policy (Chief Nix)
	Update on crosswalks (Chief Nix/Dan Nason)
	Citizen Leadership Forum
	Town-wide traffic assessment and improve traffic flow
	Temporary Trailer permit - 150 Boston Post Road
	Wayside Inn Road Bridge
	Eversource double pole discussion
	Future planning of Sewataro
STANDING ITEMS FOR ALL MEETINGS	BOS requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)
	Fairbank Community Center update (ongoing)
	Bruce Freeman Rail Trail (BFRT) update (quarterly)
	COVID-19 update (as of 3/18/20)



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

CONSENT CALENDAR ITEM

21: Add town meeting articles to consent calendar

REQUESTOR SECTION

Date of request:

Requestor: Town Counsel

Formal Title: Vote to add the following Annual Town Meeting articles to the Consent Calendar: 14, 15, 25, 26, 28, 29, 30, 39, 40, 41; and such other articles as may be approved by the sponsors and found to be legally suitable.

Recommendations/Suggested Motion/Vote: Vote to add the following Annual Town Meeting articles to the Consent Calendar: 14, 15, 25, 26, 28, 29, 30, 39, 40, 41; and such other articles as may be approved by the sponsors and found to be legally suitable.

Background Information:
attached list of articles (updated from 7/28 meeting and includes FinCom votes from 7/30 meeting)

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

ATM 2020 Articles

#	Article Title	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	BOS			n/a		n/a	n/a	Majority	
2	FY20 Budget Adjustments	BOS		support	n/a		n/a	0	Majority	
3	FY21 Budget	Town Mgr		support	6-0		Various	\$105,769,693	Majority	
4	FY21 Capital Budget	Town Mgr		support	6-0		Free Cash	\$722,076	Majority	
5	FY21 Transfer Station Enterprise Fund Budget	Town Mgr		support	6-0		Enterprise Receipts	\$314,927	Majority	
6	FY21 Pool Enterprise Fund Budget	Town Mgr		support	6-0		Enterprise Receipts	\$464,249	Majority	
7	FY21 Recreation Field Maintenance Enterprise Fund Budget	Town Mgr		support			Enterprise Receipts	\$254,704	Majority	
8	FY20 Snow & Ice Transfer	Town Mgr					n/a	\$0	Majority	
9	Unpaid Bills	Town Accountant					n/a	n/a	Four-fifths	
10	Chapter 90 Highway Funding	DPW Director		5-0 support	6-0		n/a	n/a	Majority	X
11	Stabilization Fund	BOS		support	8-0		Free Cash	\$40,496	Majority	
12	Goodnow Library Services Revolving Fund (new)	Library Director		5-0 support	6-0		n/a	n/a	Majority	X
13	FY21 Revolving Fund limits	BOS		support	6-0		n/a	n/a	Majority	X?
14	Capital Stabilization Fund	Town Mgr		support	not support 1-5		Free Cash	\$250,000	Majority	
15	Fund Litigation Costs - Eversource	Town Mgr		support	6-0		Free Cash	\$150,000	Majority	
16	Post-Employment Health Insurance Trust Funding	Town Mgr		support	6-0		HI Trust Fund	\$211,867	Majority	

Attachment 21.a: Articles list ATM 2020_08.04.20 (4048 : Add town meeting articles to consent calendar)

ATM 2020 Articles

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
17	CSX Corridor	BOS					Debt Excl		Two-thirds if borrowed	
18	Fairbank Community Center Design and Construction Funds	BOS			4-4		Debt Excl	\$28,832,000	Two-thirds if borrowed	
19	WITHDRAWN									
20	Construction of Housing/Living Addition - Fire Station #2	Fire Chief					n/a	0	Two-thirds if borrowed	
CAPITAL ARTICLES										
21	Purchase Fire Dept. Ambulance	Fire Chief		5-0 support	8-0; CIAC 4-0		RRA	\$340,000	Majority	
22	Dutton Road Bridge Project - Easements	DPW Director		4-0 support					Majority	x
23	WITHDRAWN									
24	Front End Loader with Plow	DPW Director		IP	8-0		n/a	\$0	Majority	
25	Roadway Drainage Improvements	DPW Director			8-0		Free Cash	\$120,000	Majority	
26	Old Sudbury Road Culvert Design	DPW Director			8-0		Free Cash	\$100,000	Majority	
27	Multi-purpose Sidewalk Tractor	DPW Director		IP	8-0		n/a	\$0	Majority	
28	Dump Truck with Plow	DPW Director			2-4		Free Cash	\$110,000	Majority	
29	One-Ton Dump Truck with Plow, Spreader and Wing	DPW Director			2-4		Free Cash	\$140,000	Majority	
30	6-Wheel Combo Body Dump Truck with Plow and Spreader	DPW Director			2-4		Free Cash	\$260,000	Majority	
31	Sudbury Public Schools Surveillance Cameras	SPS Committee			8-0		Free Cash	\$261,023	Majority	
32	Sudbury Public Schools Playground Improvement	SPS Committee			8-0		Free Cash/ grants/old articles	\$333,000	Majority	
33	Sudbury Public Schools Non-resident Tuition Fund	SPS Committee		5-0 support	8-0		n/a	n/a	Majority	x

Attachment 21.a: Articles list ATM 2020_08.04.20 (4048 : Add town meeting articles to consent calendar)

7/31/2020

ATM 2020 Articles

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
34	Authorize BOS to petition for an additional alcohol pouring license for Meadow Walk development	BOS		4-0 support	n/a		n/a	n/a	Majority	X
35	Acceptance of Provisions of the Massachusetts Veterans' Brave Act M.G.L. Chapter 59, Sect. 5, clause twenty-second H	Board of Assessors		5-0 support	8-0		n/a	Annual RE Tax	Majority	X
36	Addition of Associate Member to the Historic Districts Commission	HDC		5-0 support	n/a		n/a	n/a	Majority	X
37	Amend Zoning Bylaw, Article IX: Remove Section 4800. Temporary Moratorium on Marijuana Establishments and insert Section 4800. Solar Energy Systems	Planning Board		5-0 support	n/a		n/a	n/a	Two-thirds	
38	Amend Zoning Bylaw, Article IX: Insert Section 5600. Inclusion of Affordable Housing	Planning Board		5-0 support	n/a		n/a	n/a	Two-thirds	
CONSERVATION COMMISSION ARTICLES										
39	Exchange of Real Property - Brimstone lane parcels	ConComm		support			n/a	n/a	Two-thirds	
40	Transfer Care & Custody of Town-Owned Water Row parcel to Conservation Commission (H11-401)	ConComm		5-0 support			n/a	n/a	two-thirds	
41	Transfer Care & Custody of Town-Owned Water Row parcel to Conservation Commission (H11-305)	ConComm		5-0 support			n/a	n/a	two-thirds	
CPC ARTICLES										
42	Community Preservation Fund - Historic Resource Inventory Survey	CPC		5-0 support	6-0		CPA Receipts	\$30,000	Majority	
43	Community Preservation Fund - Removal of Invasive Species from King Philip Woods	CPC		5-0 support	6-0		CPA Receipts	\$47,000	Majority	
44	Community Preservation Fund - Design of Wayside Inn Road Bridge over Hop Brook	CPC		5-0 support	0-6		CPA Receipts	\$125,000	Majority	

Attachment 21.a: Articles list ATM 2020_08.04.20 (4048 : Add town meeting articles to consent calendar)

ATM 2020 Articles

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
45	Community Preservation Fund - Remediation of Water Chesnuts from Hop Brook Pond System	CPC		5-0 support	6-0		CPA Receipts	\$180,000	Majority	
46	Community Preservation Fund - Sudbury Housing Authority Acquisition, Creation, Preservation, and support of Affordable Rental Housing	CPC		5-0 support	6-0		CPA Receipts	\$259,000	Majority	
47	Community Preservation Fund - Regional Housing Services Office (RHSO) membership fee	CPC		5-0 support	6-0		CPA Receipts	\$30,000	Majority	
48	Community Preservation Fund - Library Historic Room Conversion	CPC		5-0 support			CPA Receipts	\$150,000	Majority	
49	Community Preservation Fund - Reversion of Funds	CPC		5-0 support	6-0		n/a	\$46,333	Majority	
50	Community Preservation Fund - General Budget and Appropriations	CPC		5-0 support	6-0		CPA Receipts	\$2.59M	Majority	
PETITION ARTICLES										
51	Acquire ¼ mile of CSX Corridor (Station Rd to Rt 20)	Simon						300,000	Two-thirds. If borrowed	
52	Expedite completion of BFRT	Simon					n/a	n/a	Majority	
53	Bicycle safety road signs	Porter		3-2 support			n/a	n/a	Majority	
54	Cost/benefit study on burying overhead utility lines	Pathak					n/a	n/a	Majority	
55	Polystyrene reduction	LS students		4-1 support			BOH supports	n/a	Majority	
56	Checkout bag charge	LS students		4-1 support			BOH supports	n/a	Majority	
57	Disposable plastic pollution reduction bylaw (straws & stirrers)	LS students		4-1 support			BOH supports	n/a	Majority	

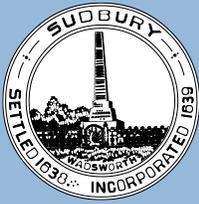
Attachment 21.a: Articles list ATM 2020_08.04.20 (4048 : Add town meeting articles to consent calendar)

7/31/2020

Page 4

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 111



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

CONSENT CALENDAR ITEM
22: Sign primary election warrant

REQUESTOR SECTION

Date of request:

Requestor: Town Clerk Beth Klein

Formal Title: Vote to sign the state primary election warrant which must be posted by Aug. 25, 2020.

Recommendations/Suggested Motion/Vote: Vote to sign the state primary election warrant which must be posted by Aug. 25, 2020.

Background Information:
attached warrant

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2020 STATE PRIMARY

Middlesex SS.

To the Constables of the Town of SUDBURY

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at:

**PRECINCTS 1, 1A, 2, & 5 – FAIRBANK COMMUNITY CENTER
40 FAIRBANK ROAD**

**PRECINCTS 3 & 4 – TOWN HALL
322 CONCORD RD**

on **TUESDAY, THE FIRST DAY OF SEPTEMBER, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS	THIRD DISTRICT
REPRESENTATIVE IN CONGRESS	FIFTH DISTRICT
COUNCILLOR	THIRD DISTRICT
SENATOR IN GENERAL COURT	THIRD MIDDLESEX DISTRICT
SENATOR IN GENERAL COURT	MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT	THIRTEENTH MIDDLESEX DISTRICT
REGISTER OF PROBATE	MIDDLESEX COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2020.

SELECTMEN OF SUDBURY

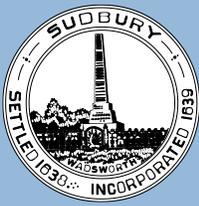
I have served this warrant by posting attested printed copies thereof at the Town Hall and such other places as the Selectmen deem appropriate but not less than 3 in each precinct and not less than 15 in the Town, at least 7 days before the time appointed for said election.

_____, 2020.

Constable (month and day)

Warrant must be posted by **August 25, 2020** (at least *seven days prior* to the **September 1, 2020** State Primary).

Attachment 22.a: state primary election warrant 2020 (4022 : Sign primary election warrant)



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

CONSENT CALENDAR ITEM

23: Eagle Scout letters of recognition

REQUESTOR SECTION

Date of request:

Requestor: Troop contact Sandy Maloney

Formal Title: Vote to enter into the Town record and congratulate Noah Buttner, Russell Forester, and William Maloney of Boy Scout Troop 61 for having achieved the high honor of Eagle Scout.

Recommendations/Suggested Motion/Vote: Vote to enter into the Town record and congratulate Noah Buttner, Russell Forester, and William Maloney of Boy Scout Troop 61 for having achieved the high honor of Eagle Scout.

Background Information:

Attached letter from Boy Scout troop 61

Financial impact expected:none

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM

Boy Scout Troop 61

Boy Scouts of America
Sudbury, MA 01776
<http://troop61.info/>

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA



July 2, 2020

2020 JUL -8 P 3:31

Sudbury Board of Selectmen
Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776

Dear Sudbury Board of Selectmen,

Boy Scout Troop 61, within the Mayflower Council of the Boy Scouts of America, is pleased to announce that Russell Forester, Noah Buttner, and William Maloney have achieved the rank of Eagle Scout. A key element required to earn the rank is the leadership and completion of an Eagle Scout Service Project.

- Russell's Eagle Scout project improved the landscaping surrounding the Massachusetts Firefighting Academy's Arson Prop Building, a building that is used for hands-on training of fire investigators, by organizing a general clean up of debris in the area and then planting a screen of trees to improve the aesthetics for the community;
- For Noah's Eagle Scout project he designed, raised the funds for (\$3500), and built a fitness course for his local high school, consisting of four workout stations, that are used by students in gym class as well as by the general public;
- William investigated local recycling rules and built large permanent transfer station signs and launched an advertising campaign to urge residents to recycle correctly.

Earning the Eagle Scout rank is a notable achievement reflecting their attainment of the highest rank in Scouting. Russell, Noah, and William will be recognized at a Court of Honor on September 19, 2020, at Camp Resolute in Bolton, MA.

We ask for your assistance in recognizing the achievement and service of Russell, Noah, and William as Eagle recipients. Will you please send them a letter of greeting, along with any other items you wish to send to the boys' home address?

Russell Forester
19 Hop Brook Lane
Sudbury, MA 01776

Noah Buttner
118 Peakham Rd
Sudbury, MA 01776

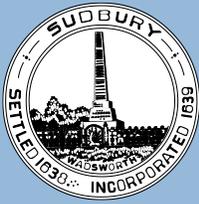
William Maloney
16 Harness Lane
Sudbury, MA 01776

Thank you very much for taking time from your extremely busy work schedule to help this community and this troop recognize the personal achievement and service of Russell, Noah, and William.

Yours respectfully,

Sandy Maloney
Eagle Court of Honor Committee, Boy Scout Troop 61
978 440-9202
smaloney99@gmail.com

Attachment23.a: Boy Scout Troop 61_Eagle Scouts (4012 : Eagle Scout letters of recognition)



SUDBURY BOARD OF SELECTMEN
Tuesday, August 4, 2020

CONSENT CALENDAR ITEM

24: Accept donation from Friends of the Sudbury Senior Citizens, Inc.

REQUESTOR SECTION

Date of request:

Requestor: Josephine King, Treasurer, Friends of the Sudbury Senior Citizens

Formal Title: On behalf of the Town, vote to accept a \$100 donation from Friends of the Sudbury Senior Citizens, Inc. The purpose of this donation is for the Board of Health to purchase hand sanitizer for distribution to at-risk residents.

Recommendations/Suggested Motion/Vote: On behalf of the Town, vote to accept a \$100 donation from Friends of the Sudbury Senior Citizens, Inc. The purpose of this donation is for the Board of Health to purchase hand sanitizer for distribution to at-risk residents.

Background Information:
attached letter from Friends of the Sudbury Senior Citizens, Inc.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM



Friends of Sudbury Senior Citizens, Inc.

RECEIVED
7/24/2020

July 22, 2020

Select Board
278 Old Lancaster Road
Sudbury, MA 01776

Enclosed is our Check #1000 in the amount of \$100.00 payable to Town of Sudbury (Health Department). This is a donation from The Friends of the Sudbury Senior Citizens, Inc. The purpose of the donation is for the Health Board to purchase hand sanitizer to be distributed to residents who lack access.

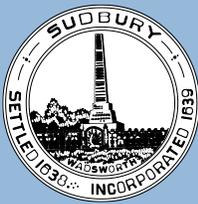
The Friends of the Sudbury Senior Citizens, Inc. received a donation with a request that the donation be used for Emergency Aid. We believe the distribution of hand sanitizer to at-risk residents by the Health Board will fulfill our donor's wishes.

Thank you.

Josephine King
Treasurer
Friends of the Sudbury Senior Citizens, Inc.
40 Fairbank Road
Sudbury, MA 01776-1681

✓ Cc: Finance Department

Attachment24.a: Friends of Seniors_donation (4049 : Accept donation from Friends of the Sudbury Senior Citizens, Inc.)



SUDBURY BOARD OF SELECTMEN

Tuesday, August 4, 2020

MISCELLANEOUS (UNTIMED)

25: Vote to adjourn meeting

REQUESTOR SECTION

Date of request:

Requestor: Dan Carty

Formal Title: Vote to adjourn meeting

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

08/04/2020 5:30 PM