

SUDBURY SELECT BOARD

TUESDAY JANUARY 5, 2021

(Meeting can be viewed at www.sudburytv.org)

Present: Chair Janie Dretler, Vice-Chair Jennifer Roberts, Select Board Member Daniel E. Carty, Select Board Member William Schineller, Select Board Member Charles Russo, Town Manager Henry L. Hayes, Jr., Assistant Town Manager/HR Director Maryanne Bilodeau

The statutory requirements as to notice having been complied with, the meeting was convened at 7:22 p.m., via Zoom telecommunication mode.

CALL TO ORDER/ROLL CALL

Chair Dretler announced the recording of the meeting and other procedural aspects included in the meeting.

Select Board Roll Call: Russo-aye, Carty-aye, Schineller-aye, Dretler-aye, Roberts-aye

Opening remarks by Chairman

Chair Dretler mentioned:

- Governor Baker signed the order, and the Board will officially be known as the “Select Board,” and not the Board of Selectmen
- Positions available for the Annual Town Election 2021 – information on town website
- Select Board Office Hours on Thursday, January 14 at 12:00 p.m., with Board members Russo and Carty
- Sudbury offering a free home cyber security course, details on the Town website
- Historic Districts Commission seeking a new member
- Lincoln METCO Coordinating Committee and the Sudbury Committee for Racial and Social Justice is hosting several upcoming events, including a documentary – “I’m Not Racist, am I?” on February 27th and March 1, 2021
- The annual meeting of the MMA (MA Municipal Association) scheduled for January 21st and 22, 2021; and reimbursement available for Select Board Members to attend
- She attended a MAGIC (Minuteman Advisory Group on Interlocal Coordination) meeting today with focus on the Metro 2050 Plan and net zero goals

Reports from Town Manager

Town Manager Hayes reported:

- Sudbury S&P Global Rating completed with AAA rating for the Town’s strong financial standing
- Outstanding Town activities/services include: Extensive Library technical services to include timely material circulation; Police Department conducting virtual meetings with college students regarding narcotics use/prevention; DPW and Sudbury Senior Center providing sand buckets to senior citizens delivered to their homes – the Wayside Inn provided the buckets; the Senior Center continues its involvement with transportation, education, and outreach
- Fire Department in the last phase of the Hazardous Mitigation Plan and reimbursements will follow

- The differences between State and Sudbury conservation/wetland bylaws; Sudbury Wetland Bylaws do not provide all related exemptions.
- DPW Optimization Route, equipment and activities are moving along as planned
- Transfer Station online/electronic payment implementation plan in the testing and training phase
- Thanks to Leila Frank of the Selectmen's Office and others for the success of the Holiday Tree ornaments and the Menorah lighting events

Reports from Selectmen

Select Board Member Russo reported:

- Thanks to Board Members, Town Manager Hayes, and Staff for the many achievements during the challenging 2020 COVID period
- MA Small Business Grant available for small businesses most impacted by COVID; application deadline is January 15, 2021 – [www.empoweringsmall Business.org](http://www.empoweringsmallbusiness.org)
- Information regarding access to resident burning permits on Town website
- Volunteer opportunities for residents, and suggested the creation of a related clearinghouse/posting page

Select Board Member Schineller reported:

- Inclusion of a Sudbury volunteer opportunity listing site, as mentioned by Board Member Russo

Vice-Chair Roberts reported:

- Gender neutral "Select Board" title adoption, and thanked all involved
- CPC meeting tomorrow to consider: Feeley Field improvements, SMILE Playground improvements, and Housing Trust projects
- Upcoming Sudbury campaign season, and stressed the importance of maintaining respect and civility during this time

Select Board Member Carty reported:

- His thanks to the Board Members, Town staff, and Leila Frank for enjoyable Town Center holiday activities
- SPS Budget Hearing took place recently, with no additional budget matters to report since those mentioned at the last Board meeting
- Select Board Office Hours to be covered by him and Board Member Russo on January 14, 2021

Update on COVID-19 from Health Director Bill Murphy

Present: Bill Murphy, Health Director

Mr. Murphy confirmed the increase in COVID cases, many because of holiday gatherings, sports, and travel. He stressed that every business in Town had been affected by the increase in cases.

Mr. Murphy stated that first responders, Police Department, Fire Department, and Sudbury Public Schools will be the first to receive the COVID vaccine. He noted that Sudbury schools displayed extraordinary effort to stay open, isolate students, and continue to maintain COVID protocol precautions.

Chair Dretler suggested online videos of first responders receiving the vaccine, adding that seniors would be receiving the vaccines in Phase Two of vaccine distribution.

Chair Dretler emphasized that everyone must remain vigilant and continue wearing masks, even if they receive the vaccine. Mr. Murphy agreed, and stressed compliance was especially important.

Board Member Russo agreed that messaging about the safety aspects associated with receiving the vaccine would be beneficial. He inquired about contact tracing trends in the community. Mr. Murphy answered there were no specific trends by age at this time, but gatherings and travel were notable factors.

Board Member Carty asked about related community hospitalizations. Mr. Murphy responded that hospitalizations had been manageable.

Board Member Schineller stressed the importance of the continued wearing of masks.

Vice-Chair Roberts indicated the importance of community messaging about the safety and importance of the COVID vaccine.

Consent Calendar

Designee to the MetroWest Regional Transit Authority (MWRTA)

Chair Dretler read: "To re-certify Debra Galloway, Senior Center Director as the Town's designee to the MetroWest Regional Transit Authority (MWRTA)." Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Roberts-aye, Carty-aye, Russo-aye, Schineller-aye, Dretler-aye

VOTED: To re-certify Debra Galloway, Senior Center Director as the Town's designee to the MetroWest Regional Transit Authority (MWRTA).

Increase in the abatement amount for both veterans and seniors in the Tax Work off program beginning January 1, 2021

Chair Dretler read: "To approve an increase in the abatement amount for both veterans and seniors in the Tax Work off program beginning January 1, 2021. For 100 hours of service, the maximum credit shall increase from \$1,275 per year to \$1,350." Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Roberts-aye, Carty-aye, Russo-aye, Schineller-aye, Dretler-aye

VOTED: To approve an increase in the abatement amount for both veterans and seniors in the Tax Work off program beginning January 1, 2021. For 100 hours of service, the maximum credit shall increase from \$1,275 per year to \$1,350.

Relative to the construction of the Fairbank Community Center funded under Article 18 of the 2020 Annual Town Meeting, VOTE to approve award and execution of contracts by the Town Manager for professional project management and design services solicited and recommended by the Permanent Building Committee in accordance with statute together with any contractual actions as may arise connected with the overall project

Chair Dretler read: "Relative to the construction of the Fairbank Community Center funded under Article 18 of the 2020 Annual Town Meeting, VOTE to approve award and execution of contracts by the Town Manager for professional project management and design services solicited and recommended by the Permanent Building

Committee in accordance with statute together with any contractual actions as may arise connected with the overall project.” Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Roberts-aye, Carty-aye, Russo-aye, Schineller-aye, Dretler-aye

Vice-Chair Roberts asked if any decisions had been made relative to the Fairbank Community Center. Town Manager Hayes responded not.

Board Member Schineller inquired if Town Manager Hayes would delegate such decisions to the Permanent Building Committee. Town Manager Hayes responded the decision would reflect joint determination by the Permanent Building Committee, himself, and Staff.

VOTED: Relative to the construction of the Fairbank Community Center funded under Article 18 of the 2020 Annual Town Meeting, VOTE to approve award and execution of contracts by the Town Manager for professional project management and design services solicited and recommended by the Permanent Building Committee in accordance with statute together with any contractual actions as may arise connected with the overall project.

In accordance with the vote under Articles 40 and 41 of the 2020 Annual Town Meeting, VOTE to approve and sign the Conservation Restriction from the Town of Sudbury, acting by and through its Conservation Commission, to Sudbury Valley Trustees, Inc. pursuant to M.G.L. c.184 s.32 for two properties located off Water Row being 23.49+/- a. shown as Assessor’s Map H11, Parcel 401 and 2.39+/- a. shown as Assessor’s Map H11, Parcel 305.

Chair Dretler read: “In accordance with the vote under Articles 40 and 41 of the 2020 Annual Town Meeting, VOTE to approve and sign the Conservation Restriction from the Town of Sudbury, acting by and through its Conservation Commission, to Sudbury Valley Trustees, Inc. pursuant to M.G.L. c.184 s.32 for two properties located off Water Row being 23.49+/- a. shown as Assessor’s Map H11, Parcel 401 and 2.39+/- a. shown as Assessor’s Map H11, Parcel 305.” Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Roberts-aye, Carty-aye, Russo-aye, Schineller-aye, Dretler-aye

VOTED: In accordance with the vote under Articles 40 and 41 of the 2020 Annual Town Meeting, VOTE to approve and sign the Conservation Restriction from the Town of Sudbury, acting by and through its Conservation Commission, to Sudbury Valley Trustees, Inc. pursuant to M.G.L. c.184 s.32 for two properties located off Water Row being 23.49+/- a. shown as Assessor’s Map H11, Parcel 401 and 2.39+/- a. shown as Assessor’s Map H11, Parcel 305.

Discussion of DLS Review of Capital Improvement Program (April 2020)

Present: Dennis Keohane, Finance Director

The Board resumed their discussion from previous meetings, regarding the “Town of Sudbury Review of Capital Improvement Program” dated April 2020, as submitted by DLS (Division of Local Services) MA Department of Revenue.

The Board reviewed the DLS Capital Improvement Program document, and discussed areas including: Financial Policies, Capital Planning Procedures, Funding Strategies, and Capital Forecast considerations.

Board members continued robust discussion focused on the “Capital Assets in Sudbury Defined for Capital Improvement Program” document drafted by Vice-Chair Roberts.

Vice-Chair Roberts opined if the Board might incorporate various DLS recommendations for the upcoming Town Warrant.

Financial Policies Discussion - continuation from 12/15/20 meeting

The Board continued review of the Policy Spreadsheet they last addressed at the December 8, 2020 meeting.

Board Member Schineller suggested the “Town of Sudbury, Massachusetts Financial Policies Manual,” presented by Mr. Keohane incorporate several Board recommendations.

The Select Board continued extensive discussion with Mr. Keohane and Town Manager Hayes regarding Capital Stabilization funding and Financial Policies.

Vice-Chair Roberts suggested that she and Board Member Schineller continue discussion regarding financial policies and report back to the Board.

Chair Dretler suggested that additional operational policies be addressed, and recommended review of policies implemented in other communities.

Board Members agreed with the “bridge letter” idea as recommended by Select Board Member Russo.

Review open session minutes of 11/16/20 and 11/30/20

Chair Dretler motioned to approve the 11/16/20 minutes, as edited. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Schineller-aye, Carty-aye, Roberts-aye, Russo-aye, Dretler-aye

VOTED: To approve the 11/16/20 minutes, as edited.

Board Member Russo motioned to approve the minutes of 11/30/20. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Carty-aye, Roberts-aye, Schineller-aye, Dretler-aye, Russo-aye

VOTED: To approve the minutes of 11/30/20.

Citizen’s Comments (cont.)

There were no citizen’s comments

Upcoming Agenda Items

- Sidewalks to be used as a pilot for setting up public outreach/capital planning
- Additional KPI Project Tracking
- Town Website Layout
- Standing Financial Policy discussions
- Fire Station Renovation Project
- Update of Town receipts and fee schedule
- Chamber of Commerce Meeting
- Joint meeting with Lincoln Select Board in February or March

Vote to Adjourn Meeting

Board Member Schineller motioned to adjourn the meeting. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Carty-aye, Russo-aye, Roberts-aye, Schineller-aye, Dretler-aye

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 9:59 PM.

1/5/21 - Documents & Exhibits

1. Vote to immediately enter Executive Session pursuant to Exemption 3 (G.L. c. 30A, §21(a)(3)) – To discuss strategy with respect to litigation (Eversource) Sudbury v EFSB, SJC No. 12997; Sudbury v Secretary EOEEA, Suffolk Superior Court No. 2084CV00151.

Attachments:

1.a DRAFT - Petition for STB Declaratory Judgment

4. Discussion of DLS Review of Capital Improvement Program (April 2020).

Attachments:

4.a Sudbury_Capital_Report 4-6-2020

4.b Capital_Targets_Sudbury 4-6-2020

4.c 120820_Dretler_2020 04 DLS Recommendations

4.d FY21 Categorized 5 and 15 Year Capital Plan 3-5-2020 (1)

5. Financial Policies Discussion - continuation from 12/15/20 meeting

Attachments:

5.a Select Board Financial Policies Template DJK DRAFT 12-8-2020

5.b MUNICIPAL-CAPITAL-ASSETS-DEFINED_Sudbury-010521

6. Review open session minutes of 11/16/20 and 11/30/20, and possibly vote to approve minutes.

Attachments:

6.a BOS_draft1_11.16.20_min_for_review

6.b BOS_draft1_11.30.20_min_for_review

6.c BOS_draft1_11.30.20B_min_for_review

8. Upcoming Agenda Items

Attachments:

8.a POTENTIAL UPCOMING AGENDA ITEMS_1_5_21

9. Vote to re-certify Debra Galloway, Senior Center Director as the Town's designee to the Metro West Regional Transit Authority (MWRTA).

Attachments:

9.a MRTA Letter_2021_no_signature

10. Vote whether to approve an increase in the abatement amount for both veterans and seniors in the Tax Work off program beginning January 1, 2021. For 100 hours of service, the maximum credit shall increase from \$1,275 per year to \$1,350.

Attachments:

10.a memo to selectmen re property tax work prog 2021

11. Relative to the construction of the Fairbank Community Center funded under Article 18 of the 2020 Annual Town Meeting, VOTE to approve award and execution of contracts by the Town Manager for professional project management and design services solicited and recommended by the Permanent Building Committee in accordance with statute together with any contractual actions as may arise connected with the overall project.

Attachments:

- 11.a Fairbank Project Timeline 12-1-20 v2
- 11.b TABLE OF CONTENTS - Town of Sudbury Project Management Services
- 11.c Notice for Project Management Services
- 11.d RFQ Project Management Services
- 11.e citiestownsapplicationform
- 11.f Agreement for Project Management Services
- 11.g PBC Charter
- 11.h PERMANENT BUILDING COMMITTEE history 12-29-20
- 11.i PBC Responsibilities - Design & Construction

12. In accordance with the vote under Articles 40 and 41 of the 2020 Annual Town Meeting, VOTE to approve and sign the Conservation Restriction from the Town of Sudbury, acting by and through its Conservation Commission, to Sudbury Valley Trustees, Inc. pursuant to M.G.L. c.184 s.32 for two properties located off Water Row being 23.49+/- a. shown as Assessor's Map H11, Parcel 401 and 2.39+/- a. shown as Assessor's Map H11, Parcel 305.

Attachments:

- 12.a Sudbury CR #118 Ref. #16579 EEA Approved for Local Signatures.clean
- 12.b Libby_DicksonCR_ConComSignature Page
- 12.c Libby_DicksonCR_SVTSignaturePage