

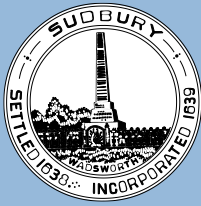
SUDBURY SELECT BOARD  
TUESDAY JANUARY 12, 2021  
5:30 PM, ZOOM

Item #	Time	Action	Item
	5:30 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Select Board
			Reports from Town Manager
			Citizen's comments on items not on agenda
<b>MISCELLANEOUS</b>			
1.	5:40 PM	<i>VOTE</i>	Interview candidate for appointment to the Energy and Sustainability Committee. Following interview, vote whether to appoint Venk Gopal, 4 Autumn Street, to this committee for a term ending 5/31/24.
2.	5:50 PM	<i>VOTE</i>	Interview candidate for appointment to the Capital Improvement Advisory Committee (CIAC). Following interview, vote whether to appoint William Kunkle, 32 Pine Street, to the CIAC for a term ending 5/31/24.
<b>EXECUTIVE SESSION</b>			
3.	6:00 PM		Vote to enter executive session pursuant to Exemption 6 (G.L. c. 30A, §21(a)(3) and (6)) - To consider the purchase, exchange, lease or value of real property related to the former Melone Property, Town of Sudbury, and to consider strategy with respect to related litigation in the matters of Presti v. Planning Board and Presti v. Zoning Board of Appeals, whereby a public discussion may have a detrimental effect on the negotiating and litigation position of the public body.
4.		<i>VOTE</i>	Continue executive session 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
<b>MISCELLANEOUS (CONT)</b>			

*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.*

<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
6.	7:00 PM		BFRT Project Update by Beth Suedmeyer, Environmental Planner
7.	7:10 PM	<i>VOTE</i>	Interview candidates Christopher Menge, Frank Vitale, Glenn Pransky, John M. McQueen, Jr. and Patricia Brown for appointment to the Bruce Freeman Rail Trail Advisory Task Force. Following interview, vote to appoint _____ and _____ (2 new members) for terms to expire May 31, 2024.
8.	7:45 PM	<i>VOTE</i>	Vote to enter joint meeting with Finance Committee - 2020 Financial Condition/Forecast
9.		<i>VOTE</i>	Vote to close joint meeting with Finance Committee and resume Select Board meeting.
10.	8:45 PM	<i>VOTE</i>	Review open session minutes of 2/9/16 and 12/1/20, and possibly vote to approve minutes.
11.			Citizen's Comments (cont)
12.			Upcoming Agenda Items
<b>CONSENT CALENDAR</b>			
13.		<i>VOTE</i>	Vote to authorize the Town Manager to submit 2021 Annual Town Meeting articles on behalf of the Board of Selectmen.
14.		<i>VOTE / SIGN</i>	Vote to authorize the Town Clerk to place the vacant office for Sudbury Housing Authority member on the March 29, 2021 Annual Town Election Ballot at least 15 day prior to the last day to return nomination papers to the Board of Registers for certification.

*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 SELECT BOARD**

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****1: Interview candidate for Energy Committee****REQUESTOR SECTION**

Date of request:

Requestor: Rami Alwan, chair, and Bill Barletta

Formal Title: Interview candidate for appointment to the Energy and Sustainability Committee.

Following interview, vote whether to appoint Venk Gopal, 4 Autumn Street, to this committee for a term ending 5/31/24.

Recommendations/Suggested Motion/Vote: Interview candidate for appointment to the Energy and Sustainability Committee. Following interview, vote whether to appoint Venk Gopal, 4 Autumn Street, to this committee for a term ending 5/31/24.

Background Information:  
term ends 5/31/23

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
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

***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 \_\_\_\_\_ Date \_\_\_\_\_

**From:** [Rami Alwan](#)  
**To:** [Hobin, Carol: vgopalhome@gmail.com](#)  
**Cc:** [Selectmen's Office](#)  
**Subject:** Re: FW: Volunteer Application - Energy and Sustainability committee  
**Date:** Thursday, December 10, 2020 9:58:01 AM

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Carol,  
Last night The Sustainable Energy Committee voted unanimously to have Venk Gopal join the committee. Could you please forward this to the Selectboard, so that they can move forward on his appointment.  
Thank you in advance,  
Rami Alwan  
Chair

On Fri, Oct 9, 2020 at 2:24 PM Hobin, Carol <[HobinC@sudbury.ma.us](mailto:HobinC@sudbury.ma.us)> wrote:

Good Afternoon,

Please see the attached application to the Energy and Sustainability Committee.

Regards,

Carol Hobin

*Carol Hobin*

*Sudbury Town Manager/Select Board Office*

*278 Old Sudbury Road*

*Sudbury, MA 01776*

[Selectmensoffice@sudbury.ma.us](mailto:Selectmensoffice@sudbury.ma.us)

*Tel. 978-639-3381*

**From:** V Gopal <[vgopalhome@gmail.com](mailto:vgopalhome@gmail.com)>  
**Sent:** Friday, October 9, 2020 1:24 PM  
**To:** Board of Selectmen <[BoardofSelectmen@sudbury.ma.us](mailto:BoardofSelectmen@sudbury.ma.us)>; Energy and Sustainability Green Ribbon Committee <[energy@sudbury.ma.us](mailto:energy@sudbury.ma.us)>  
**Subject:** Volunteer Application - Energy and Sustainability committee

Kind Attention: Selectmen & Members of the Committee

I wish to volunteer for the opening in the Energy and Sustainability Committee

I am a resident of Sudbury since 2002, and I have attached my application for your consideration

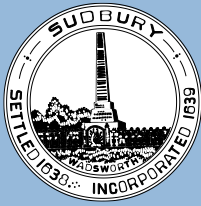
Thanks,

Sincerely,

Venk Gopal

Sudbury

617 283 6602

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****2: Interview candidate for CIAC****REQUESTOR SECTION**

Date of request:

Requestor: Susan Ciaffi

Formal Title: Interview candidate for appointment to the Capital Improvement Advisory Committee (CIAC). Following interview, vote whether to appoint William Kunkle, 32 Pine Street, to the CIAC for a term ending 5/31/24.

Recommendations/Suggested Motion/Vote: Interview candidate for appointment to the Capital Improvement Advisory Committee (CIAC). Following interview, vote whether to appoint William Kunkle, 32 Pine Street, to the CIAC for a term ending 5/31/24.

Background Information:

Attached memo and application

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
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

# 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: Capital Improvement Advisory Committee

Name: William Kunkle

Address: 32 Pine St, Sudbury

Email Address: [REDACTED]

Home phone: \_\_\_\_\_

Work or Cell phone: [REDACTED]

Years lived in Sudbury: <1 year

Brief resume of background and pertinent experience:

I have over 13 years in the field of engineering and management. Have experience in design of bridges, transit systems, facilities, etc., and in the maintenance and operations of facilities and transportation systems.

Municipal experience (if applicable):

I have worked for a state DOT, Amtrak, and have worked on numerous municipal projects as a consultant engineer.

Educational background:

B.S. Civil Engineering, Penn State University, State College, PA  
M.S. Engineering Management, Temple University, Philadelphia, PA

Reason for your interest in serving:

My skill set/passion align with this board and I believe in giving back to the communities I live in.

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

Evenings and weekends

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

No

wak (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 William A Kunkle Date 10/16/2020

Attachment2.a: CIAC\_Kunkle\_2020\_redact (4319 : Interview candidate for CIAC)



**Golden, Patricia**

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**From:** susan ciaffi <sciaffi@gmail.com>  
**Sent:** Monday, November 30, 2020 1:07 AM  
**To:** Selectmen's Office  
**Cc:** Barletta, William  
**Subject:** Recommendation for the open seat on CIAC

Dear SelectBoard,

After interviewing the two candidates, William Kunkle and Mary Mahoney, for the vacant seat on the CIAC, the following recommendation is being made to the SelectBoard:

The motion was made by Tom Travers and seconded by Susan Asbedian-Ciaffi to recommend William Kunkle for the open position on the CIAC.

In addition to the motion, it was agreed that the recommendation should include a statement to the SelectBoard noting the strengths of both candidates and that our recommendation reflects the belief that Mr. Kunkle's project management experience is a better fit for the needs of the committee at this time.

Vote:

Tom Travers: Aye	Sue Abrams: Abstain	Jamie Gossels: Aye
Matt Dallas: Aye	Michael Cooper: Aye	Susan Asbedian-Ciaffi: Aye

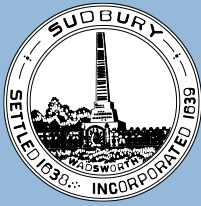
Please let me know of any questions or if additional information is needed.

Sincerely,

Susan Asbedian-Ciaffi

Chair, Capital Improvement Advisory Committee

Attachment2.b: CIAC\_Ciaffi\_email (4319 : Interview candidate for CIAC)

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**EXECUTIVE SESSION****3: Executive Session - Melone property****REQUESTOR SECTION**

Date of request:

Requestor: 30 min

Formal Title: Vote to enter executive session pursuant to Exemption 6 (G.L. c. 30A, §21(a)(3) and (6)) - To consider the purchase, exchange, lease or value of real property related to the former Melone Property, Town of Sudbury, and to consider strategy with respect to related litigation in the matters of Presti v. Planning Board and Presti v. Zoning Board of Appeals, whereby a public discussion may have a detrimental effect on the negotiating and litigation position of the public body.

Recommendations/Suggested Motion/Vote: Vote to enter executive session pursuant to Exemption 6 (G.L. c. 30A, §21(a)(3) and (6)) - To consider the purchase, exchange, lease or value of real property related to the former Melone Property, Town of Sudbury, and to consider strategy with respect to related litigation in the matters of Presti v. Planning Board and Presti v. Zoning Board of Appeals, whereby a public discussion may have a detrimental effect on the negotiating and litigation position of the public body.

Background Information:  
attached email from Town Counsel

Financial impact expected:

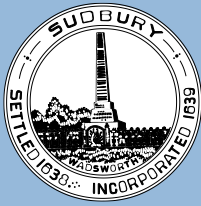
Approximate agenda time requested:

Representative(s) expected to attend meeting: Jonathan Silverstein, KP Law

## Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**EXECUTIVE SESSION****4: Exec Session to review minutes****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Continue executive session 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: Continue executive session 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 12/1/20, 12/15/20

Financial impact expected:

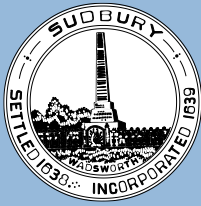
Approximate agenda time requested: 60 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM



## SUDBURY SELECT BOARD

Tuesday, January 12, 2021

5

### EXECUTIVE SESSION

#### 5: Close Executive Session and resume Open 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:

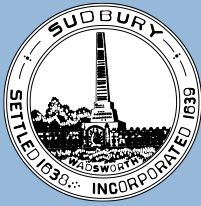
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****6: BFRT Project Update****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: BFRT Project Update by Beth Suedmeyer, Environmental Planner

Recommendations/Suggested Motion/Vote: BFRT Project Update by Beth Suedmeyer, Environmental Planner

Background Information:  
attached documents provided by Beth Suedmeyer

Financial impact expected:

Approximate agenda time requested: 15 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
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

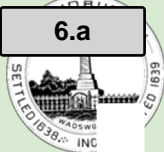
Beth Suedmeyer,  
Staff Project Lead

Original Target	Current Target
2024	2024

**Goal:** Create rail trail from Concord line south ending at Station Road.

Risk		Controls (Options)
FY22 State Funding at risk Final Design misses advertising deadline	Low	<ul style="list-style-type: none"><li>Final Design on schedule</li><li>Ongoing dialogue with MassDOT re: schedule and progress</li></ul>
Final Design Funds may be insufficient to complete	Low	<ul style="list-style-type: none"><li>Final Design Contract under budget.</li><li>Take from Planning, DPW, Town Mgr budget (cut services)</li></ul>

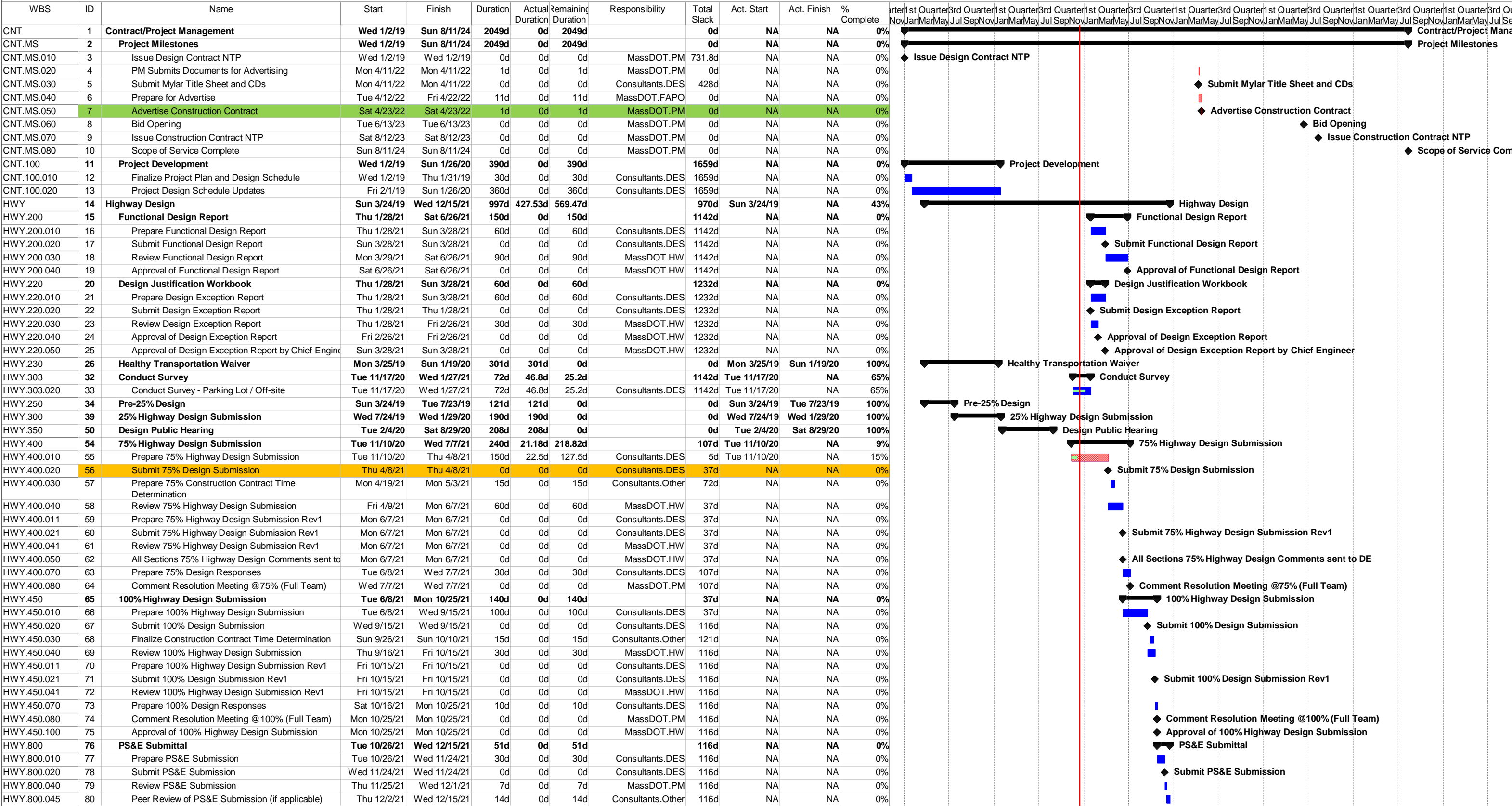
Original Plan	Current Budget
\$1,171,967	\$1,240,000



Milestone	Original	Current (Actual)	Notes
25% Design with Sketch Plans Submitted to MassDOT	2019-08-30	(2019-11-27)	DONE.
MassDOT Sketch Plans Reviewed and Design Public Hearing Scheduled	2019-11-15	(2020-06-22)	DONE. MassDOT didn't route sketch plans for review until late Jan 2020. Letter from BOS to MassDOT 2020-02-12. Covid. Last of Comment Resolution Meetings June 22, 2020.
MassDOT Design Public Hearing	2019-11-04	(2020-07-30)	DONE. July 16-30, 2020
Final Design RFP release	2020-08-31	(2020-08-31)	DONE. Released with 9/25 deadline for responses.
Final Design Contract Signed	2020-10-31	(2020-11-05)	
75% Design Submitted to MassDOT	2021-04-08		
100% Design Submitted to MassDOT	2021-10-25		
Final Design (PSE) Submitted to MassDOT	2021-12-15		
MassDOT Advertises Construction RFP	2022-04-23		FY22 funding requires advertising by June 2022.
Trail complete	2024		MPO TIP Funding programmed for FY22. Estimate 2 year construction.

Funding Source	Appropriated	Unspent	Contracts
2014 Town Meeting (for 25%)	\$202,492	\$0	25% Design Original
Donation Friends of BFRT (for 25%)	\$58,700	0	25% Design Original
Planning, DPW, Town Manager budgets	\$30,550	\$0	25% VHB Agreement
2016 Town Meeting (75% design)	\$150,000	\$120,966	Fuss & O'Neil
2017 Town Meeting (for advancing design)	\$330,000	\$183,300	<ul style="list-style-type: none"><li>25% Struct Jacobs (\$140,000)</li><li>Leaves \$193,300 for 75/100% Design</li></ul>
Planning, DPW, Town Manager budgets	\$36,675	\$0	25% Jacobs Amendment
2018 Special Town Meeting (for advancing design)	\$650,000	\$650,000	Fuss & O'Neil
<b>TOTAL</b>	<b>\$1,458,417</b>	<b>\$954,266</b>	

Massachusetts Department of Transportation  
608164 - Town of Sudbury, MA - Bruce Freeman Rail Trail  
UD PDS Schedule





Massachusetts Department of Transportation  
608164 - Town of Sudbury, MA - Bruce Freeman Rail Trail  
UD PDS Schedule

WBS	ID	Name	Start	Finish	Duration	Actual Duration	Remaining Duration	Responsibility	Total Slack	Act. Start	Act. Finish	% Complete	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
HWY.800.100	81	Approval of PS&E Submission	Wed 12/15/21	Wed 12/15/21	0d	0d	0d	MassDOT.HW	116d	NA	NA	0%																
HWY.800.110	82	Submit Mylars	Wed 12/15/21	Wed 12/15/21	0d	0d	0d	Consultants.DES	545d	NA	NA	0%																
HWY.800.120	83	Highway Design Scope Complete	Wed 12/15/21	Wed 12/15/21	0d	0d	0d	MassDOT.PM	970d	NA	NA	0%																
BRD	84	Highway/Bridge Design	Thu 1/28/21	Sun 6/6/21	130d	0d	130d		1162d	NA	NA	0%																
BRD.600	85	Geotechnical Design	Thu 1/28/21	Sun 6/6/21	130d	0d	130d		1162d	NA	NA	0%																
ENV	92	Environmental	Wed 1/2/19	Thu 11/4/21	1038d	411.77d	626.23d		157d	Wed 1/2/19	NA	40%																
ENV.MS	93	Environmental Milestones	Fri 4/9/21	Thu 11/4/21	210d	0d	210d		157d	NA	NA	0%																
ENV.MS.010	94	Wetland Permits Filed - NOI, Other	Wed 7/7/21	Wed 7/7/21	0d	0d	0d	MassDOT.ENV	277d	NA	NA	0%																
ENV.MS.*	95	Submit Draft ENF	Fri 4/9/21	Fri 4/9/21	1d	0d	1d	Consultants.DES	215d	NA	NA	0%																
ENV.MS.*	96	Review ENF	Sat 4/10/21	Thu 7/8/21	90d	0d	90d	MassDOT.ENV	215d	NA	NA	0%																
ENV.MS.*	97	Revise ENF	Fri 7/9/21	Sat 8/7/21	30d	0d	30d	Consultants.DES	215d	NA	NA	0%																
ENV.MS.*	98	File ENF	Sun 8/8/21	Sun 8/8/21	1d	0d	1d	MassDOT.ENV	215d	NA	NA	0%																
ENV.MS.*	99	MEPA approval of ENF	Mon 8/9/21	Tue 9/7/21	30d	0d	30d		215d	NA	NA	0%																
ENV.MS.020	100	Issue Environmental Clearance	Thu 11/4/21	Thu 11/4/21	0d	0d	0d	MassDOT.ENV	157d	NA	NA	0%																
ENV.151	101	25% Early Environmental Coordination	Wed 1/2/19	Fri 12/20/19	353d	353d	0d		0d	Wed 1/2/19	Fri 12/20/19	100%																
ENV.152	106	State or Federal Historic Review	Thu 11/21/19	Fri 4/3/20	135d	135d	0d		0d	Thu 11/21/19	Fri 4/3/20	100%																
ENV.157	112	NEPA-Categorical Exclusion (CE)	Fri 4/9/21	Mon 6/7/21	60d	0d	60d		35d	NA	NA	0%																
ENV.157.010	113	Prepare Categorical Exclusion	Fri 4/9/21	Fri 4/23/21	15d	0d	15d	Consultants.DES	35d	NA	NA	0%																
ENV.157.020	114	Submit Categorical Exclusion	Fri 4/23/21	Fri 4/23/21	0d	0d	0d	Consultants.DES	35d	NA	NA	0%																
ENV.157.030	115	Review Categorical Exclusion	Sat 4/24/21	Sat 5/8/21	15d	0d	15d	MassDOT.ENV	35d	NA	NA	0%																
ENV.157.040	116	Review Categorical Exclusion by FHWA	Sun 5/9/21	Mon 6/7/21	30d	0d	30d	Agencies.FHWA	35d	NA	NA	0%																
ENV.157.050	117	Approve Categorical Exclusion	Mon 6/7/21	Mon 6/7/21	0d	0d	0d	MassDOT.ENV or Agencies.FHWA	35d	NA	NA	0%																
ENV.171	118	404 Permit - ACOE PGP/SV	Fri 7/31/20	Thu 11/4/21	462d	0d	462d		157d	NA	NA	0%																
ENV.171.010	119	Prepare ACOE PGP/SV	Fri 7/31/20	Sat 8/29/20	30d	0d	30d	MassDOT.ENV	469d	NA	NA	0%																
ENV.171.020	120	File ACOE Permit Application	Wed 7/7/21	Wed 7/7/21	0d	0d	0d	MassDOT.ENV	157d	NA	NA	0%																
ENV.171.030	121	Agency Review ACOE Application	Thu 7/8/21	Thu 11/4/21	120d	0d	120d	Agencies.ACOE	157d	NA	NA	0%																
ENV.171.040	122	Approve ACOE PGP/SV	Thu 11/4/21	Thu 11/4/21	0d	0d	0d	Agencies.ACOE	157d	NA	NA	0%																
ENV.173	123	De minimis 4(f) N/A	Tue 2/4/20	Tue 4/28/20	85d	85d	0d		0d	Tue 2/4/20	Tue 4/28/20	100%																
ENV.182	131	Water Quality Certification	Fri 4/9/21	Sun 9/5/21	150d	0d	150d		187d	NA	NA	0%																
ENV.182.010	132	Prepare Draft WQC	Fri 4/9/21	Sat 5/8/21	30d	0d	30d	Consultants.DES	187d	NA	NA	0%																
ENV.182.020	133	Submit Draft WQC	Sat 5/8/21	Sat 5/8/21	0d	0d	0d	Consultants.DES	187d	NA	NA	0%																
ENV.182.030	134	Review Draft WQC	Sun 5/9/21	Mon 6/7/21	30d	0d	30d	MassDOT.ENV	187d	NA	NA	0%																
ENV.182.040	135	File WQC	Mon 6/7/21	Mon 6/7/21	0d	0d	0d	MassDOT.ENV	187d	NA	NA	0%																
ENV.182.050	136	Agency Review WQC	Tue 6/8/21	Sun 9/5/21	90d	0d	90d	Agencies.DEP	217d	NA	NA	0%																
ENV.182.060	137	Issue Water Quality Certification	Sun 9/5/21	Sun 9/5/21	0d	0d	0d	Agencies.DEP	217d	NA	NA	0%																
ENV.185	138	Notice of Intent	Wed 12/30/20	Sat 10/16/21	291d	0d	291d		157d	NA	NA	0%																
ENV.185.010	139	Prepare Draft NOI	Wed 12/30/20	Thu 4/8/21	100d	0d	100d	Consultants.DES	157d	NA	NA	0%																
ENV.185.020	140	Submit Draft NOI	Thu 4/8/21	Thu 4/8/21	0d	0d	0d	Consultants.DES	157d	NA	NA	0%																
ENV.185.030	141	Review Draft NOI	Fri 4/9/21	Wed 7/7/21	90d	0d	90d	MassDOT.ENV	157d	NA	NA	0%																
ENV.185.040	142	Municipality Review NOI	Thu 7/8/21	Fri 8/6/21	30d	0d	30d	Other.Municipality	176d	NA	NA	0%																
ENV.185.*	143	Revise Combined NOI based on Town/MassDOT Comments	Sat 8/7/21	Sun 9/5/21	30d	0d	30d		176d	NA	NA	0%																
ENV.185.*	144	Conservation Hearing	Mon 9/6/21	Sat 9/25/21	20d	0d	20d	Consultants.DES	176d	NA	NA	0%																
ENV.185.050	145	Issue Order of Conditions	Sun 9/26/21	Sat 10/16/21	21d	0d	21d	Other.Municipality	176d	NA	NA	0%																
ROW	146	Right of Way	Wed 7/24/19	Tue 4/5/22	987d	113.59d	873.41d		5d	Wed 7/24/19	NA	12%																
ROW.501	147	25% ROW Plans	Wed 7/24/19	Mon 2/3/20	195d	195d	0d		0d	Wed 7/24/19	Mon 2/3/20	100%																
ROW.503	154	Preliminary Municipal ROW Plans	Fri 7/31/20	Tue 4/5/22	614d	0d	614d		5d	NA	NA	0%																
ROW.503.01	155	Municipal Review Process	Mon 2/8/21	Fri 11/12/21	278d	0d	278d		5d	NA	NA	0%																
ROW.503.01.010	156	Prepare 75% ROW Plans	Mon 2/8/21	Thu 4/8/21	60d	0d	60d	Consultants.DES	5d	NA	NA	0%																
ROW.503.01.020	157	Submit 75% ROW Plans	Thu 4/8/21	Thu 4/8/21	0d	0d	0d	Consultants.DES	5d	NA	NA	0%																
ROW.503.01.030	158	Review 75% ROW Plans	Fri 4/9/21	Mon 6/7/21	60d	0d	60d	MassDOT.ROW	5d	NA	NA	0%																
ROW.503.01.011	159	Prepare 75% ROW Plans Rev1	Mon 6/7/21	Mon 6/7/21	0d	0d	0d	Consultants.DES	5d	NA	NA	0%																
ROW.503.01.021	160	Submit 75% ROW Plans Rev1	Tue 6/8/21	Wed 7/7/21	30d	0d	30d	Consultants.DES	5d	NA	NA	0%																
ROW.503.01.031	161	Review 75% ROW Plans Rev1	Wed 7/7/21	Wed 7/7/21	0d	0d	0d	MassDOT.ROW	5d	NA	NA	0%																
ROW.503.01.040	162	Approve 75% ROW Plans	Wed 7/7/21	Wed 7/7/21	0d	0d	0d	MassDOT.ROW	5d	NA	NA	0%																
ROW.503.01.012	163	Prepare 100% ROW Plans	Sun 7/18/21	Wed 9/15/21	60d	0d	60d	Consultants.DES	37d	NA	NA	0%																
ROW.503.01.022	164	Submit 100% ROW Plans	Wed 9/15/21	Wed 9/15/21	0d	0d	0d	Consultants.DES	37d	NA	NA	0%																
ROW.503.01.032	165	Review 100% ROW Plans	Thu 9/16/21	Fri 10/15/21	30d	0d	30d	MassDOT.ROW	37d	NA	NA	0%																

Task

Milestone

◆

Summary

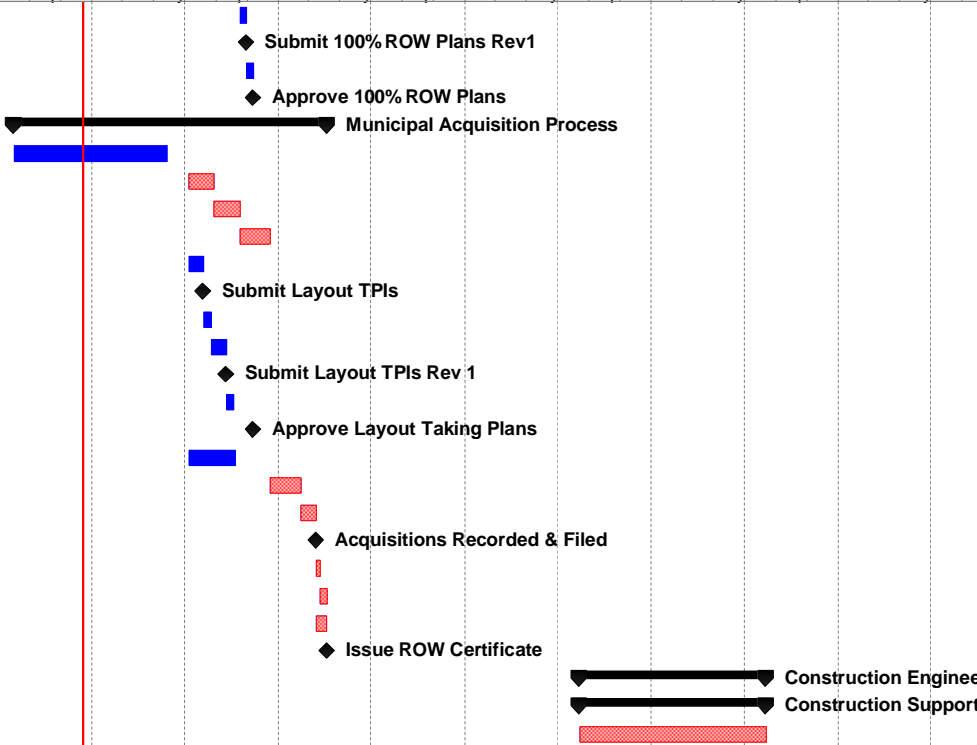
Critical Path

Progress



Massachusetts Department of Transportation  
608164 - Town of Sudbury, MA - Bruce Freeman Rail Trail  
UD PDS Schedule

WBS	ID	Name	Start	Finish	Duration	Actual Duration	Remaining Duration	Responsibility	Total Slack	Act. Start	Act. Finish	% Complete	1st Quarter Nov	1st Quarter Jan	3rd Quarter Mar	3rd Quarter May	1st Quarter Jul	3rd Quarter Sep	1st Quarter Nov	3rd Quarter Jan	1st Quarter Mar	3rd Quarter May	1st Quarter Jul	3rd Quarter Sep	1st Quarter Nov	3rd Quarter Jan	1st Quarter Mar	3rd Quarter May	1st Quarter Jul	3rd Quarter Sep
ROW.503.01.013	166	Prepare 100% ROW Plans Rev1	Sat 10/16/21	Fri 10/29/21	14d	0d	14d	Consultants.DES	37d	NA	NA	0%																		
ROW.503.01.023	167	Submit 100% ROW Plans Rev1	Fri 10/29/21	Fri 10/29/21	0d	0d	0d	Consultants.DES	37d	NA	NA	0%																		
ROW.503.01.033	168	Review 100% ROW Plans Rev1	Sat 10/30/21	Fri 11/12/21	14d	0d	14d	MassDOT.ROW	37d	NA	NA	0%																		
ROW.503.01.050	169	Approve 100% ROW Plans	Fri 11/12/21	Fri 11/12/21	0d	0d	0d	MassDOT.ROW	37d	NA	NA	0%																		
ROW.503.02	170	Municipal Acquisition Process	Fri 7/31/20	Tue 4/5/22	614d	0d	614d		5d	NA	NA	0%																		
ROW.503.02.010	171	Hold Town Meeting	Fri 7/31/20	Wed 5/26/21	300d	0d	300d	Other.Municipality	47d	NA	NA	0%																		
ROW.503.02.020	172	Peform Title Exams (All TPI)	Thu 7/8/21	Thu 8/26/21	50d	0d	50d	Other.Municipality	5d	NA	NA	0%																		
ROW.503.02.030	173	Contact Property Owners	Fri 8/27/21	Fri 10/15/21	50d	0d	50d	Other.Municipality	5d	NA	NA	0%																		
ROW.503.02.040	174	Perform Appraisals (All TPI)	Sat 10/16/21	Tue 12/14/21	60d	0d	60d	Other.Municipality	5d	NA	NA	0%																		
ROW.503.02.050	175	Prepare Layout Taking Plans & Instrument	Thu 7/8/21	Fri 8/6/21	30d	0d	30d	Consultants.DES	77d	NA	NA	0%																		
ROW.503.02.060	176	Submit Layout TPIs	Fri 8/6/21	Fri 8/6/21	0d	0d	0d	Consultants.DES	77d	NA	NA	0%																		
ROW.503.02.070	177	Review Layout TPIs	Sat 8/7/21	Fri 8/20/21	14d	0d	14d	and Other.Municipality	77d	NA	NA	0%																		
ROW.503.02.051	178	Prepare Layout Taking Plans & Instrument Rev1	Sat 8/21/21	Sun 9/19/21	30d	0d	30d	Consultants.DES	77d	NA	NA	0%																		
ROW.503.02.061	179	Submit Layout TPIs Rev 1	Sun 9/19/21	Sun 9/19/21	0d	0d	0d	Consultants.DES	77d	NA	NA	0%																		
ROW.503.02.071	180	Review Layout TPIs Rev 1	Mon 9/20/21	Sun 10/3/21	14d	0d	14d	and Other.Municipality	77d	NA	NA	0%																		
ROW.503.02.080	181	Approve Layout Taking Plans	Fri 11/12/21	Fri 11/12/21	0d	0d	0d	and Other.Municipality	37d	NA	NA	0%																		
ROW.503.02.151	182	Town / MassDOT RR Lease Agreement	Thu 7/8/21	Tue 10/5/21	90d	0d	90d		187d	NA	NA	0%																		
ROW.503.02.090	183	Offer & Negotiations	Wed 12/15/21	Sat 2/12/22	60d	0d	60d	Other.Municipality	5d	NA	NA	0%																		
ROW.503.02.100	184	Municipal Approval, Record & File	Sun 2/13/22	Mon 3/14/22	30d	0d	30d	Other.Municipality	5d	NA	NA	0%																		
ROW.503.02.110	185	Acquisitions Recorded & Filed	Mon 3/14/22	Mon 3/14/22	0d	0d	0d	Other.Municipality	5d	NA	NA	0%																		
ROW.503.02.120	186	Submit Community Compliance Package	Tue 3/15/22	Mon 3/21/22	7d	0d	7d	Other.Municipality	5d	NA	NA	0%																		
ROW.503.02.130	187	Review Community Compliance Package	Tue 3/22/22	Tue 4/5/22	15d	0d	15d	MassDOT.ROW	5d	NA	NA	0%																		
ROW.503.02.140	188	Pay Award of Damages	Tue 3/15/22	Sun 4/3/22	20d	0d	20d	Other.Municipality	7d	NA	NA	0%																		
ROW.503.02.150	189	Issue ROW Certificate	Tue 4/5/22	Tue 4/5/22	0d	0d	0d	MassDOT.PM	5d	NA	NA	0%																		
CSS	190	Construction Engineering	Sun 8/13/23	Sun 8/11/24	365d	0d	365d		0d	NA	NA	0%																		
CSS.900	191	Construction Support Services	Sun 8/13/23	Sun 8/11/24	365d	0d	365d		0d	NA	NA	0%																		
CSS.900.010	192	Construction Support Services	Sun 8/13/23	Sun 8/11/24	365d	0d	365d	Consultants.DES	0d	NA	NA	0%																		





# RE: Summary of work Nov 5 2020 through Nov. 21 2020

Task		% Complete	Representative Work Completed this Period
100	PROJECT DEVELOPMENT ENGINEERING	2%	<ul style="list-style-type: none"> <li>Kickoff meetings with Town,</li> <li>Project Schedule creation,</li> </ul>
150	ENVIRONMENTAL		<ul style="list-style-type: none"> <li>Wetland Flagging, Chapter 91 work</li> </ul>
200	FUNCTIONAL DESIGN REPORT		
220	DESIGN JUSTIFICATION WORKBOOK		
400	75% HIGHWAY DESIGN SUBMISSION	7%	
440	PARKING LOT LAYOUT		
450	100% HIGHWAY DESIGN SUBMISSION		
470	TOWN MEETINGS		
500	RIGHT OF WAY		
700	PROJECT DEVELOPMENT - STRUCTURAL	5%	<ul style="list-style-type: none"> <li>Kickoff meetings (Internal)</li> <li>development of map for field investigation</li> </ul>
750	FINAL BRIDGE DESIGN		
800	PS&E SUBMISSION		
900	CONSTRUCTION ENGINEERING		
	DIRECT EXPENSES	20%	<ul style="list-style-type: none"> <li>Survey of TI Sales Spur, Broadacres Parking, North Rd</li> </ul>

Project: Bruce Freeman Rail Trail – Final Design (MassDOT 608164)

City/Town: Sudbury, MA

Project #: 20200782A10

Invoice Number (Current): 0227659

Date: 12/9/20

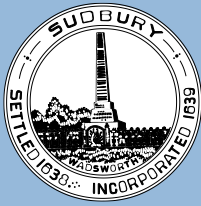
Outstanding Invoices: (none)

190 High Street  
3rd Floor

Boston, MA 02110  
t 617.282.4675  
800.286.2469  
f 617.481.5885

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Maine  
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Vermont

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****7: Interview Candidates for BFRT Advisory Task Force****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Interview candidates Christopher Menge, Frank Vitale, Glenn Pransky, John M. McQueen, Jr. and Patricia Brown for appointment to the Bruce Freeman Rail Trail Advisory Task Force. Following interview, vote to appoint \_\_\_\_\_ and \_\_\_\_\_ (2 new members) for terms to expire May 31, 2024.

Recommendations/Suggested Motion/Vote: Interview candidates Christopher Menge, Frank Vitale, Glenn Pransky, John M. McQueen, Jr. and Patricia Brown for appointment to the Bruce Freeman Rail Trail Advisory Task Force. Following interview, vote to appoint \_\_\_\_\_ and \_\_\_\_\_ (2 new members) for terms to expire May 31, 2024.

**Background Information:**

See evaluation forms, finalist applications and questionnaire responses and Friends of BFRT recommendations.

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting: BFRT Advisory Task Force Applicant Finalists

**Review:**

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

Name	Dretler	Roberts	Carty	Russo	Schniller	Average	Interview
<b>Chris Menge</b>	11	9	6	11	5	8.4	Y
<b>Frank Vitale</b>	12	10	10	13	7	10.4	Y
<b>Glenn Pransky</b>	12	11	9	12	8	10.4	Y
Greg George	4	4	5	8	3	4.8	N
Jeff Rose	6	5	4	7	5	5.4	N
Jill Krunfsz	2	0	0	5	5	2.4	N
John Bleuer	7	6	7	8	6	6.8	N
<b>John McQueen</b>	14	10	5	12	1	8.4	Y
Kirsten Roopeniar	11	9	6	12	2	8	N
<b>Pat Brown</b>	6	8	15	9	17	11	Y
Patty Gumbley	0	0	0	5	1	1.2	N
Peter Welsh	8	5	4	8	7	6.4	N
Tyler Steffy	7	5	4	9	7	6.4	N

Friends of BFRT Recommendation

**BFRT Advisory Task Force Candidate Response  
EVALUATION**

	1	2	3.a.	3.b.	3.c.	3.d.	3.e.	4	5		
Name	Please provide more detail on why you are interested in serving on the Task Force.	Why do you think you are a good fit for the Task Force?	Experience in rail trail development	Experience in rail trail operations and maintenance	Experience with community relations	Knowledge of the local business perspective	Prior rail trail committee experience	Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.	Other relevant qualifications or experience not captured in previous metrics	Sum	Notes (optional)
Chris Menge	2	2	0	1	2	1	0	2	1	11	
Frank Vitale	2	2	2	1	2	0	0	2	1	12	
Glenn Pransky	2	2	2	0	2	1	0	2	1	12	
Greg George	2	1	0	0	0	0	0	0	1	4	
Jeff Rose	2	1	0	0	0	1	0	2	0	6	
Jill Krunfsz								2		2	
John Bleuer	1	2	0	0	1	1	0	2	0	7	
John McQueen	2	2	2	2	2	2	0	1	1	14	
Kirsten Roopenian	2	<u>2</u>	0	1	2	2	0	1	1	11	
Pat Brown	1	<u>1</u>	1	0	1	1	1	0	0	6	
Patty Gumbley								0		0	
Peter Welsh	2	<u>1</u>	0	1	1	1	0	2	0	8	
Tyler Steffy	1	<u>2</u>	0	0	1	1	0	2	0	7	
SCORING: highly advantageous	2-identifies commitment to project success and how they can help	2-identifies multiple qualities important for committee members	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-no conflict identified			
SCORING: advantageous	1-identifies how they can help	1-identifies a quality important for committee members	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-possible conflict	1-additional for other qualification not captured previously		
SCORING: not advantageous	0-does not identify how they can help	0-does not identify a meaningful quality	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-conflict	0 -no additional for qualification not captured previously		

	1	2	3.a.	3.b.	3.c.	3.d.	3.e.	4	5		
Name	Please provide more detail on why you are interested in serving on the Task Force.	Why do you think you are a good fit for the Task Force?	Experience in rail trail development	Experience in rail trail operations and maintenance	Experience with community relations	Knowledge of the local business perspective	Prior rail trail committee experience	Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.	Other relevant qualifications or experience not captured in previous metrics	Sum	Notes (optional)
Sample	2	2	0	0	2	2	0	0	0	8	
Chris Menge	2	2	0	1	1	0	0	2	1	9	
Frank Vitale	2	2	2	0	2	0	0	2	0	10	
Glenn Pransky	2	2	1	0	2	1	0	2	1	11	
Greg George	1	1	0	0	0	1	0	1	0	4	
Jeff Rose	1	1	0	0	0	1	0	2	0	5	
Jill Krnfsz										0	
John Bleuer	1	1	0	0	0	2	0	2	0	6	
John McQueen	2	2	2	1	1	0	0	1	1	10	
Kirsten Roopenian	2	2	0	0	2	2	0	1	0	9	
Pat Brown	1	2	1	0	1	1	1	1	0	8	
Patty Gumbley										0	
Peter Welsh	1	1	0	0	1	0	0	2	0	5	
Tyler Steffy	1	1	0	0	0	1	0	2	0	5	
SCORING: highly advantageous	2-identifies commitment to project success and how they can help	2-identifies multiple qualities important for committee members	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-no conflict identified			
SCORING: advantageous	1-identifies how they can help	1-identifies a quality important for committee members	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-possible conflict	1-additional for other qualification not captured previously		
SCORING: not advantageous	0-does not identify how they can help	0-does not identify a meaningful quality	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-conflict	0 -no additional for qualification not captured previously		

	1	2	3.a.	3.b.	3.c.	3.d.	3.e.	4	5		
Name	Please provide more detail on why you are interested in serving on the Task Force.	Why do you think you are a good fit for the Task Force?	Experience in rail trail development	Experience in rail trail operations and maintenance	Experience with community relations	Knowledge of the local business perspective	Prior rail trail committee experience	Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.	Other relevant qualifications or experience not captured in previous metrics	Sum	Notes (optional)
Sample	2	2	0	0	2	2	0	0	0	8	
Chris Menge	0	1	0	0	2	1	0	2	0	6	
Frank Vitale	2	2	2	0	2	0	0	2	0	10	
Glenn Pransky	1	2	0	0	2	2	0	2	0	9	
Greg George	1	2	0	0	0	0	0	1	1	5	having a direct abutter would bring an important perspective
Jeff Rose	1	1	0	0	0	0	0	2	0	4	
Jill Krunfsz	0	0	0	0	0	0	0	0	0	0	did not return info
John Bleuer	0	2	0	0	2	1	0	2	0	7	
John McQueen	0	0	2	0	1	0	0	2	0	5	
Kirsten Roopenian	0	2	0	0	2	2	0	0	0	6	
Pat Brown	2	2	2	0	2	2	2	2	1	15	Correctly pointed out that maintenance will be responsibility of town not committee
Patty Gumbley	0	0	0	0	0	0	0	0	0	0	did not return info
Peter Welsh	1	1	0	0	2	0	0	0	0	4	
Tyler Steffy	1	1	0	0	2	0	0	0	0	4	
SCORING: highly advantageous	2-identifies commitment to project success and how they can help	2-identifies multiple qualities important for committee members	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-no conflict identified			
SCORING: advantageous	1-identifies how they can help	1-identifies a quality important for committee members	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-possible conflict	1-additional for other qualification not captured previously		
SCORING: not advantageous	0-does not identify how they can help	0-does not identify a meaningful quality	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-conflict	0 -no additional for qualification not captured previously		

	1	2	3.a.	3.b.	3.c.	3.d.	3.e.	4	5		
Name	Please provide more detail on why you are interested in serving on the Task Force.	Why do you think you are a good fit for the Task Force?	Experience in rail trail development	Experience in rail trail operations and maintenance	Experience with community relations	Knowledge of the local business perspective	Prior rail trail committee experience	Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.	Other relevant qualifications or experience not captured in previous metrics	Sum	Notes (optional)
Sample	2	2	0	0	2	2	0	0	0	8	
Chris Menge	2	2	0	1	2	1	0	2	1	11	
Frank Vitale	2	2	2	1	2	0	2	2	0	13	
Glenn Pransky	2	2	1	1	2	1	0	2	1	12	
Greg George	2	2	1	0	0	0	0	2	1	8	
Jeff Rose	2	1	1	1	0	0	0	2	0	7	
Jill Krunfsz	2	1	0	0	0	0	0	2	0	5	
John Bleuer	2	2	0	0	1	1	0	2	0	8	
John McQueen	2	2	2	1	2	0	0	2	1	12	
Kirsten Roopenian	2	2	1	1	2	1	0	2	1	12	
Pat Brown	0	1	2	1	2	1	0	2	0	9	
Patty Gumbley	1	1	0	0	1	0	0	2	0	5	
Peter Welsh	2	2	0	0	1	0	0	2	1	8	
Tyler Steffy	2	2	0	0	2	0	0	2	1	9	
SCORING: highly advantageous	2-identifies commitment to project success and how they can help	2-identifies multiple qualities important for committee members	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-no conflict identified			
SCORING: advantageous	1-identifies how they can help	1-identifies a quality important for committee members	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-possible conflict	1-additional for other qualification not captured previously		
SCORING: not advantageous	0-does not identify how they can help	0-does not identify a meaningful quality	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-conflict	0 -no additional for qualification not captured previously		



	1	2	3.a.	3.b.	3.c.	3.d.	3.e.	4	5		
Name	Please provide more detail on why you are interested in serving on the Task Force.	Why do you think you are a good fit for the Task Force?	Experience in rail trail development	Experience in rail trail operations and maintenance	Experience with community relations	Knowledge of the local business perspective	Prior rail trail committee experience	Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.	Other relevant qualifications or experience not captured in previous metrics	Sum	Notes (optional)
Sample	2	2	0	0	2	2	0	0	0	8	
Chris Menge	1	1	0	0	1	0	0	1	1	5	
Frank Vitale	1	1	1	1	1	0	0	1	1	7	
Glenn Pransky	1	1	1	1	1	1	0	1	1	8	
Greg George	1	1	0	0	0	0	0	0	1	3	
Jeff Rose	1	1	0	0	0	1	0	1	1	5	
Jill Krunfsz	1	1	0	0	0	0	0	2	1	5	
John Bleuer	1	1	0	0	0	1	0	2	1	6	
John McQueen	0	0	0	1	0	0	0	0	0	1	
Kirsten Roopenian	0	0	0	0	1	1	0	0	0	2	
Pat Brown	2	2	2	2	2	2	2	2	1	17	
Patty Gumbley	0	0	0	0	0	0	0	0	1	1	
Peter Welsh	1	1	0	1	1	1	0	2	0	7	
Tyler Steffy	1	1	0	0	1	1	0	2	1	7	
SCORING: highly advantageous	2-identifies commitment to project success and how they can help	2-identifies multiple qualities important for committee members	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-identifies two or more good examples	2-no conflict identified			
SCORING: advantageous	1-identifies how they can help	1-identifies a quality important for committee members	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-identifies one good example	1-possible conflict	1-additional for other qualification not captured previously		
SCORING: not advantageous	0-does not identify how they can help	0-does not identify a meaningful quality	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-does not identify a good example	0-conflict	0 -no additional for qualification not captured previously		

# 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: Bruce Freeman Rail Trail Advisory Task Force

Name: Christopher Menge

[Redacted Address]

Years lived in Sudbury: 42

Brief resume of background and pertinent experience:

I am a bicycling enthusiast who has been a member of the Friends of the BFRT for many years. I've attended their past trail opening event ceremonies in Acton and Ayer. I've ridden the trail many times from Acton to Chelmsford and in West Concord alone and with friends, and find it to be a great place to ride nearly all times of year. My wife, who is a powered wheelchair user has driven the Acton trail with me. I'm also a cross-country skier who would use the Sudbury trail. I find it scary riding my bike on Concord Road to town with the cars not taking sufficient care when passing me (I live near LSRHS).

Municipal experience (if applicable):

None really, but see below in Educational background for Sudbury Valley Trustees experience

Educational background:

BS, Physics, UNH, Graduate study in Mechanical Engineering, MIT, Northeastern U.

I am an environmental scientist (noise control), nature lover and a volunteer/land steward for SVT.

Reason for your interest in serving:

I've been supporting Sudbury's efforts to advance the BFRT for years, and been frustrated by the slow progress. I visit nearby natural areas several times a week for trail riding. I will ride the trail to BFRT to town regularly when it is complete.

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

I am partially retired and can be available much of the time but prefer days and weekends to evenings.

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

No.

*CWM*

CWM (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

*Christopher Menge*

Date November 6, 2020

**Town of Sudbury  
Bruce Freeman Rail Trail Advisory Task Force**

**Request for Written Response from Applicants for At Large Appointment**

*Attachment the Task Force Mission Statement.*

*Responses for each question should be limited to 150 words or less.*

**1. Please provide more detail on why you are interested in serving on the Task Force.**

I'm an avid bicyclist, walker and X-C skier and have been a member of the BFRT Friends for many years. I've attended BFRT trail opening events and their meetings, and have ridden the trail in Concord and between Acton and Chelmsford many times in all seasons. I've also been looking forward to and voting for the BFRT to come through Sudbury for many years, as many of us have. We bicyclists should have a safer way of getting to the Rt. 20 downtown than using the very busy Concord Rd. and Union Ave. routes.

**2. Why do you think you are a good fit for the Task Force?**

I am very interested in serving. I have time available to support the group. I am an environmentalist and nature lover, and also an SVT property steward (for Round Hill). I'm a professional community noise consultant, and would be able to provide noise intrusion advice to the Task Force and also help the group address any noise concerns brought up by trail abutters.

**3. Please briefly describe your experience and qualifications, if any, in the following categories.**

**a. Experience in rail trail development**

None.

**b. Experience in rail trail operations and maintenance**

I perform maintenance on SVT property trail, but no direct experience with rail trail maintenance.

**c. Experience with community relations**

As a professional noise consultant, I have held and participated in many public meetings concerning noise issues and proposed noise control solutions. These have included testimony at zoning boards of appeal, and testimony on behalf of town select boards concerning town and community member comments about noise concerns over proposed developments. I consider myself very skilled in explaining complex or technical issues to members of the lay public.

**d. Knowledge of the local business perspective**

Only that I've lived in Sudbury for 42 years and I know some of the business owners in town.

**e. Prior rail trail committee experience**

No direct committee experience, other than being a Friend of the BFRT.

**4. Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.**

None.

***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 \_\_\_\_\_ Date \_\_\_\_\_

**Town of Sudbury  
Bruce Freeman Rail Trail Advisory Task Force**

**Request for Written Response from Applicants for At Large Appointment**

*Attachment the Task Force Mission Statement.*

*Responses for each question should be limited to 150 words or less.*

**1. Please provide more detail on why you are interested in serving on the Task Force.**

- I'm looking for an opportunity to make a positive contribution to the final design/construction of the BFRT based on my experience as a consultant (now retired) on the planning, environmental analysis and design development of other bikeways (Minuteman and Blackstone River Bikeway) in MA;
- I'm also an avid cyclist and have biked and hiked throughout Sudbury and New England. I've biked on completed portions of the BFRT and have walked parts of the BFRT corridor in Sudbury;
- Like many Sudbury residents, I'd like to see the BFRT become a reality in Sudbury sooner rather than later.

**2. Why do you think you are a good fit for the Task Force?**

- My background and experience working as a consultant and manager on a wide range of transportation development projects that included the environmental analysis and design of rail trails, bikeways, roads and bridges may supplement the BFRT Committee's base of experience;
- As a long-time resident of Sudbury I've gained first-hand knowledge of the Town's environment and natural resources; For example, as a member of the Sudbury Valley Trustees, I completed a wildlife study of their Lyons Cutler property using remote sensing cameras;
- I've worked with many different MassDOT (specifically MassHighway) and DCR staff on projects in the past and have been familiar with their requirements.

**3. Please briefly describe your experience and qualifications, if any, in the following categories.**

**a. Experience in rail trail development**

- I was the environmental permitting manager for the Minuteman Bikeway and the project manager for the Blackstone River Bikeway before it was transferred to DCR;
- As Project manager I oversaw a team of environmental professionals, historical consultants and design engineers in developing conceptual alignments for a proposed 22 mile bikeway connecting some of the most significant historical properties in the Commonwealth;

- On the Minuteman Bikeway, which has become one of the most used commuter bikeways in the country, I managed the successful completion of environmental permit applications addressing wetlands impact and mitigation and hazwaste cleanup along the bikeway corridor.

**b. Experience in rail trail operations and maintenance**

- I would say that my experience is limited to just a general knowledge of potential O&M requirements for bikeways;

**c. Experience with community relations**

- For the Blackstone River Bikeway I was responsible for coordinating project community inputs from 8 corridor towns relating to project concerns, potential impacts, alternative proposed alignments and mitigation options;
- Overall, in my past experience, I've had to work closely with community groups in MA, ME and NH on a wide variety of transportation development projects.

**d. Knowledge of the local business perspective**

- I don't have anything specific to contribute as far as local business issues are concerned.

**e. Prior rail trail committee experience**

- Overall, my past experience has been gained mostly with coordination and community involvement while acting as a consultant to state agencies and municipalities on transportation and real estate development projects.

**4. Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.**

- None



## 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: Bruce Freeman Rail Trail Advisory Task Force

Name: Glenn Pransky



Years lived in Sudbury: 35

Brief resume of background and pertinent experience:

MD and fellowship in environmental and public health, currently active faculty at the Univ of MA Medical School and Harvard School of Public Health. Completed review article on effectiveness of cycling safety measures, and regularly consult to cycling groups on safety, ergonomics and rehabilitation issues. Currently serve as Scientist for the Hop Brook Protection Association. Have used local rail trails for recreation and commuting for years.

Municipal experience (if applicable):

Prior consultant work for Boards of Health in Worcester and Groton.

Educational background:

MD Tufts, MPH Harvard School of Public Health, Occupational and environmental health fellowship at Umass Medical School and fellowship in Health Services Research / Public Health at CDC

Reason for your interest in serving:

Would like to help Sudbury achieve our mission of a trail that is an asset for the majority of our citizens, while considering our Town's history, character, wetlands and other sensitive areas, preserving our natural environment, and the interests of abutters, businesses, and others. I have learned much from extensive conversations with Weston town officials involved in their rail trail, and hope to bring more of this knowledge and experience to the process.

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

Most evenings are good - can be flexible

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

No business - I am on the board of the Hop Brook Protection Association, and we collaborate with the Conservation Commission on a project to evaluate and improve water quality in the Hop Brook.

GP \_\_\_\_\_ (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 Glenn Pransky

Digitally signed by Glenn Pransky  
Date: 2020.11.06 09:16:45 -05'00'

Date \_\_\_\_\_



**Town of Sudbury  
Bruce Freeman Rail Trail Advisory Task Force**

**Request for Written Response from Applicants for At Large Appointment**

*Attachment the Task Force Mission Statement.*

*Responses for each question should be limited to 150 words or less.*

**1. Please provide more detail on why you are interested in serving on the Task Force.**

I've been a Sudbury resident for 35 years, and have greatly benefited from all the Town has done for my family – and see an opportunity to give back by applying my experience and expertise. This is a unique opportunity to develop an amenity that all residents can enjoy, and contribute to the health and safety of our citizens.

**2. Why do you think you are a good fit for the Task Force?**

I bring a perspective of research, public health, community engagement, and environmental protection, and achieving goals through consensus-building, while respecting important minority views. I have a Master's degree in environmental and occupational health, and expertise in water quality and environmental disruption, as well as public health. My professional career has included many leadership positions, task force development and consensus building, often with issues that are complex or contentious. I have always valued a multidisciplinary approach, and find that a Committee with varied backgrounds often provides unexpected insights.

**3. Please briefly describe your experience and qualifications, if any, in the following categories.**

**a. Experience in rail trail development**

I have closely followed the development of the MCRT since it was first proposed, as part of this trail is just beyond the end of my street. I have read extensively about the history and development of the BFRT, and am quite familiar with the process of planning, design, and development that led to the current section open from Acton to Lowell. I've visited all of the longer rail trails in Massachusetts and Rhode Island. I helped organize the effort to secure passage of the CSX corridor purchase at Town Meeting and the Nov 3 ballot – this provided an excellent chance to see the variety of viewpoints about rail trail development in Sudbury.

**b. Experience in rail trail operations and maintenance**

None, but I have read extensively on this subject – and hope that we can benefit from the extensive experience elsewhere in developing and maintaining rail trails.

**c. Experience with community relations**

I've consulted to several towns in Massachusetts about challenging environmental issues, have volunteered on several Town organizations, and have supported our high school students in their efforts to improve our environment. I currently provide scientific leadership on the board of the Hop Brook Protection Association.

**d. Knowledge of the local business perspective**

I've discussed the BFRT with representatives of several local businesses (Da Vinci's, Sudbury Coffee Works, CJ's).

**e. Prior rail trail committee experience**

No rail trail committee experience.

**4. Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.**

None that I know of.

# 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: Bruce Freeman Rail Trail Design Advisory Task Force

Name: John M. McQueen, Jr.

Years lived in Sudbury: 13 years

### Brief resume of background and pertinent experience:

My accumulated work history, education and participations as a professional problem-solver, supervisor, team-player and independent contributor have enabled me to successfully achieve corporate, organizational and community objectives in both private and public sectors. I have been fortunate to design and coordinate multi-faceted programs and to apply the competencies needed for transportation infrastructure to be strategically planned, and effectively implemented. The array of my experiences as a frontline manager and leader with private sector businesses has prepared me with valuable results-oriented skills and competencies needed for public sector transportation infrastructure to be strategically planned and effectively implemented, as would be relevant for the Bruce Freeman Rail Trail Design Task Force:

- Trained and experienced as an innovative context-sensitive problem-solver and an insightful facilitator of multi-tiered programs, partnerships, and events at leadership level and at street level
- Mindful leader and coordinator of diverse audiences, sensitive to both program goals and to local implementation impacts, such as user needs, user & Community benefits, procedures, time frame of events, Community/Municipal interface, and mitigation components.
- Leader of project development and market rollout of new product concepts.
- Creator of new products and of custom-crafted messaging that fit and advance individual situations.

In all my engagements, I have succeeded in developing appropriate planned solutions and messages to steer the various users and audiences toward the program's desired direction. Currently, I am a seated, appointed member of the Regional Transportation Advisory Council (RTAC/The Advisory Council (i.e., an organization of the Boston MPO, which evaluates and recommends highway and rail trail projects for TIP funding and research); since 2005, I have represented WalkBoston on RTAC. Importantly, as appointed by Governor Patrick, I served seven years as a member of the Massachusetts Bicycle and Pedestrian Advisory Board (MABP AB), which developed the current, breakthrough MA Complete Streets Program as well as issued the prevailing (non-motorized)

### Municipal experience (if applicable):

I have not been employed as a salaried staff member by any municipal entity. My experience and interface with municipalities (e.g., DPW, Transportation Dept., Planning Departments, Police, Health Dept., mayor's offices, etc.) has been part of my involvement with promoting transportation policy and/or designing/executing infrastructure projects inherent to my advocacy roles or board/committee appointments. Significantly, as a volunteer on the Mayor's (Menino) Central Artery Completion Task Force (aka, Rose Fitzgerald Kennedy Greenway), my personal focus was to emphasize that pursuing functional structural completion PLUS injecting magnetism aspects throughout the project (that would add Quality of Life aesthetics, artistic displays, cultural enrichment, and events to engage and motivate people to Want to visit and use the Greenway) were NOT mutually exclusive and, that both should be simultaneous planned priorities for timely implementation. The

### Educational background:

Northwestern University, M.S.; Kenyon College, A.B.; Elgin (IL) High School, Gen'l Studies


### Reason for your interest in serving:

As an advocate and as a participant, I am passionate and knowledgeable about the development of safe, well-designed multi-modal transportation facilities (particularly non-motorized, off-road, multi-use paths such as Bruce Freeman Rail Trail) that provide connectivity to populations and which contribute to a sustainable, more equitable, healthier, and higher Quality of Life for all MA citizens and visitors. Additionally, I have been a resident homeowner of Sudbury since mid-2007. I care deeply about The Commonwealth and about the enrichment of the Sudbury community's outdoor assets. Recently, to support passing the ballot question #3 to purchase the CSK land for BFR Trail Phase 3, I wrote a Letter to the Editor which was published in the Town Crier.

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

Mondays and Fridays (mornings and/or evenings for both with some variation/limitations); plus, some Wednesdays (pm), Thursdays (<5pm) and Saturdays (am).

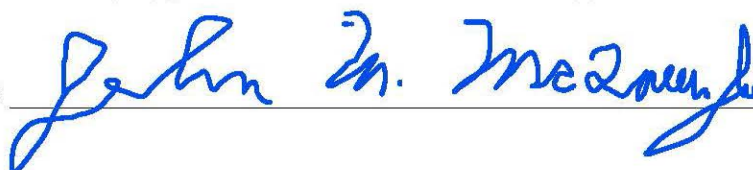
Do you or any member of your family have any business dealings with the Town? If yes, please explain:  
No.

JMM  (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 11/8/20

**Inputs for BFRT Board Application: John M. McQueen, 265 Hudson Road, 01776 (11/6/20)**

*Brief resume of background and pertinent experience:* (see enclosed resume)

My accumulated work history, education and participations as a professional problem-solver, supervisor, team-player and independent contributor have enabled me to successfully achieve corporate, organizational and community objectives in both private and public sectors. I have been fortunate to design and coordinate multi-faceted programs and to apply the competencies needed for transportation infrastructure to be strategically planned, and effectively implemented.

The array of my experiences as a frontline manager and “doer” with private sector businesses has prepared me with valuable results-oriented skills and competencies needed for public sector transportation infrastructure to be strategically planned and effectively implemented, as would be relevant for the Bruce Freeman Rail Trail Design Task Force:

- Trained and experienced as an innovative context-sensitive problem-solver and an insightful facilitator of multi-tiered programs, partnerships, and events at leadership level and at “street level”
- Mindful leader and coordinator of diverse audiences...sensitive to both program goals and to local implementation impacts, such as user needs, user & Community benefits, procedures, timeframe of events, Community/Municipal interface, and mitigation components.
- Leader of project development and market rollout of new product concepts.
- Creator of new products and of custom-crafted messaging that fit and advance individual situations.

In all my engagements, I have succeeded in developing appropriate planned solutions and messages to steer the various users and audiences toward the program’s desired direction.

Currently, I am a seated, appointed member of the Regional Transportation Advisory Council/RTAC/The Advisory Council (i.e., an organization of the Boston MPO, which evaluates and recommends highway and rail trail projects for TIP funding and research); since 2005, I have represented WalkBoston on RTAC.

Importantly, as-appointed by Governor Patrick, I served seven years as a member of the Massachusetts Bicycle and Pedestrian Advisory Board/MABPAB, which developed the current, breakthrough MA Complete Streets Program as well as issued the prevailing (non-motorized transportation) MA Pedestrian Plan and MA Bicycle Plan.

Also, I am a former appointed member the Transportation Advisory Committee/TAC (i.e., established by MassDOT to advise its secretaries on MassDOT/MBTA reform initiatives). Additionally, I sustain memberships with WalkBoston, LivableStreets Alliance, Trustees of Reservations, and Friends of the Bruce Freeman Rail Trail...and, am actively engaged shaping and enhancing their priorities and initiatives.

As such, I continue to have the unique contributory position to specifically evaluate, pursue, advocate and steer the concepts, designs, safety aspects, Quality of Life contributions, right of way priorities, and funding of the Commonwealth’s all-mode projects...especially those facilities dedicated to creating, rehabilitating key bridge infrastructure and/or expanding off-road multi-use-paths/MUPs, ADA-compliant pathways in parklands and in urban core areas to serve pedestrians and bicyclists (and, occasionally, equestrians).

I am able to navigate among the agencies and organizations that impact BFRT phases because the majority of the MUP facilities are publicly funded and/or managed by MassDOT (thru MPOs and TIP programming) and by DCR; plus, many facility initiatives receive valuable input expertise and legislator support from MAPC, LivableStreets Alliance, and WalkBoston. I recognize and value that regional/community MUPs benefit significantly from well-organized “friends” groups that provide enhanced maintenance and community interface, such as The Friends of the Bruce Freeman Rail Trail.

A few of the MUP projects with which I have been involved are: Longfellow Bridge, BU Bridge, Western Ave./River Street Bridges, and Anderson Bridge rehabilitations and redesigned cross-sections; Whittier Bridge and its newly-developed off-road MUP facilities as part of the Coastal Trails Network (Newburyport/Amesbury/Salisbury); Minuteman Commuter Bikeway and its Mass Ave/Arlington improvements; Community Path (Somerville), Nonantum Road redesign for all-mode safety and creation of a bike/ped MUP (Newton/Watertown); redesign of Greenough Blvd (Watertown/Cambridge); Nashua River Rail Trail (Ayer/Groton/Pepperell/ Dunstable/S. Nashua).

Closer to our Sudbury “home”, I have made considerable MUP advocacy contributions to achieving the re-design of the Burns Bridge/Rte. 9 (Shrewsbury/Worcester), the expansion of the Assabet River Rail Trail/ARRT to the South Acton MBTA station, and the expansion of the Bruce Freeman Rail Trail/BFRT from Lowell to Chelmsford/Westford, the expansion of BFRT from Westford through Acton, and the expansion of BFRT from Acton to Concord.

In May 2015, my accumulated access to resources, knowledge of design facts, and experience relating to the development of Rail Trails, enabled me to participate in the movement that thwarted the advance of the proposed poorly-conceived Sudbury Greenway project.

In 2018, I wrote and recommended for safety improvements (i.e., flashing beacons, crosswalk pavement markings and prior-cuing signage for motorists) for Chelmsford segments of the BFRT...all of these were subsequently implemented; plus, I interfaced with Sudbury Planning to pursue safer, more visible crosswalk pavement markings, facilities and signage to guide motorists.

*Municipal experience (if applicable):*

I have not been employed as a salaried staff member by any municipal entity.

My experience and interface with municipalities (e.g., DPW, Transportation Dept., Planning Departments, Police, Health Dept., mayor’s offices, etc.) has been part of my involvement with promoting transportation policy and/or designing/executing infrastructure projects inherent to my advocacy roles or board/committee appointments.

Significantly, as a volunteer on the Mayor’s (Menino) Central Artery Completion Task Force (aka, Rose Fitzgerald Kennedy Greenway), my personal focus was to emphasize that pursuing functional structural completion PLUS injecting ‘magnetism’ aspects throughout the project (that would add Quality of Life aesthetics, artistic displays, cultural enrichment, and events to engage and motivate people to Want to visit and use the Greenway) were NOT mutually exclusive...and, that both should be simultaneous planned priorities for timely implementation. The resultant ‘product’ of The Greenway succeeded on both functional and aesthetic aspects.

*Educational background:*

Northwestern University, M.S.; Kenyon College, A.B.; Elgin (IL) High School, Gen'l Studies

Reason for your interest in serving:

As an advocate and as a participant, I am passionate and knowledgeable about the development of safe, well-designed multi-modal transportation facilities (particularly non-motorized, off-road, multi-use paths such as Bruce Freeman Rail Trail) that provide connectivity to populations and which contribute to a sustainable, more equitable, healthier, and higher Quality of Life for all MA citizens and visitors.

Additionally, I have been a resident homeowner of Sudbury since mid-2007...I care deeply about The Commonwealth and about the enrichment of the Sudbury community's outdoor assets.

Recently, to support passing the ballot question #3 to purchase the CSX land for BFRT Phase 3, I wrote a Letter to the Editor which was published in the Town Crier.

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

Mondays and Fridays (mornings and/or evenings for both with some variation/limitations); plus, some Wednesdays (pm), Thursdays (<5pm) and Saturdays (am).

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

I have had NO business dealings with any aspect or any employees of Sudbury.



## JOHN M. McQUEEN

### SUMMARY

Versatile marketing professional and advocate. Accomplished in: problem-solving, public advocacy, developing outreach, fortifying transportation initiatives, creating demand, generating revenue, and building strong brands. Results-oriented combination of analytical plus creative skills applied in boardrooms, among end users and legislators. Proven customer-oriented ability to listen to audiences, to understand issues, identify opportunities, focus on benefits, and to implement campaigns within a variety of settings (e.g., public realm projects, new product introductions, business-to-business, consumer product & service companies, manufacturing corporations, and travel/hospitality. Hands-on, collaborative point-person for integrated marketing and partnership programs that propel growth and preference...and that “turn lemons into lemonade”.

### PROFESSIONAL EXPERIENCE

#### **McQueen & Associates (volunteer)**

March 2005 to Present

##### *PRINCIPAL*

Advocate committed to advancing exemplary “quality of life” and economic competitiveness features in The Commonwealth of Massachusetts to achieve thriving, livable communities. Serve as an active, appointed proponent of: improved, safer all-mode transportation linkages; balanced public realm and land use/open spaces; proliferating sustainable “smart growth/smart energy” resource practices. Transferred and applied private sector experience with strategic integrated marketing, outreach, and new product introduction to navigate among stakeholders and to develop “mutual win” programs of solutions for Public/Institutional initiatives, with emphasis pedestrian and bicycle programming...e.g., Accelerated Bridge Repair Program; GreenDOT/Complete Streets; Transportation Reform & Finance; Central Artery Enhancements/Parcel Development/Rose Kennedy Greenway; Harvard/Allston Campus Expansion; I-90/West Station/Grand Junction Corridor; Multi-Use Non-Motorized Trails, etc.

#### **McQueen & Associates**

March 2001 to January 2006

##### *PRINCIPAL*

Provided relationship-building, marketing, promotional, and sales services to independent, boutique, luxury hotels, resorts, safaris and cruises. Targeted activities toward upscale Travel Agencies to secure leisure and business bookings.

#### **Quebecor World Acme/Universal Printing**

August 1999 – February 2001

##### *VICE PRESIDENT - MARKETING DIRECTOR*

August 1999 merger created global entity, Quebecor World (IQW). Headed unified selling propositions for internal and external communications and marketing programs that presented the \$610mm group (11 facilities) and the \$133mm subgroup (3 facilities) to the U.S. Commercial Printing Market.

- Led in-market promotion of sales and managed key relationships. Ran company’s presence in Detroit (Automotive); developed and retained Smithsonian and NYC Lincoln Center for Performing Arts accounts. Main point of contact with key customers, strategic partners and vendors: WGBH, New England Home for Little Wanderers, Detroit Ad Production Club, Boston Ad Club.
- Authored strategic positioning for Quebecor World Commercial Group unit. Conceived and coordinated selling materials, ads, trade shows, news announcements, and publicity events to clarify the group’s core capabilities and unique strengths. In charge of company’s responses to customer or press inquiries.

#### **Acme Printing Company, Wilmington, MA**

October 1991 – August 1999

##### *VICE PRESIDENT - MARKETING DIRECTOR*

Formulated, directed and implemented campaigns of integrated marketing programs to present the international award-winning commercial printing service company to U.S. corporations and design/ad agencies. Mentored and co-managed 20-person direct sales force. Direct report to President/CEO. Products: premier-quality printing (e.g., annual reports, automotive brochures, luxury catalogs, art museum publications) and websites.

- Established brand identity with preemptive positioning (*Masters of Technology-Assisted Craftsmanship*) and integrated campaigns. Produced industry-best programs: Internet site creation (May '95), promotions, press releases, brochures, display ads, ad inserts, newsletters, direct mail, PBS on-air.
- Catalyst that maximized current customers and new business. Led the 4-year sales turnaround of Detroit; built General Motors account.

**Beacon Strategic Marketing, Inc., Cohasset, MA****CONSULTANT**

Marketing consulting firm with industry emphasis on Hospitality/Service businesses. Services: strategic problem-solving as well as creating and fielding business-building partner programs/promotions.

- **Coca-Cola Fountain** (New England). Captured Pepsi foodservice accounts. Supported current CCF customers to grow sales. Created account-specific business-building plans for unit-level and chain-wide marketing, including “win-win” partnership tie-ins (e.g., Ski 93 lift ticket promotion, Wendy’s/NH, and Ground Round), advertising, promotions, and POS.
- **Topnotch Resort & Spa** (Stowe, VT). Solved low summer occupancies and increased group bookings. Launched the “destination spa”. Devised Marketing/ Operations strategies that increased repeat stays and found sources of group business.

**The Sheraton Corporation, Boston, MA****MANAGER OF ADVERTISING & MARKETING PROGRAMS**

Provided the strategic market research analysis and innovative problem-solving of “consumer product” marketing. Coordinated the Corporation’s advertising and retail promotion programs. Other responsibilities: strategic planning, public relations and new “products”. Analyzed and identified guest expectations, property segmentation and luxury concepts for the brand. Co-authored Sheraton’s first “Travel Trade Master Plan” (1988/89) to build business among agents using market research and a 2-year strategic campaign. Initiated Sheraton’s first formal customer “complaint resolution” system.

**J. Walter Thompson USA, Chicago, IL****SENIOR ACCOUNT SUPERVISOR**

Directed diverse team of 40; supervised 5. Accounts: Uncle Ben’s (Mars, Inc.); Kraft, Inc.; Gerber Products; S.C. Johnson & Son; Wm. Wrigley Company; Rowntree Macintosh/DeMet’s. Led development and implementation of integrated campaign plans and programs for established brands and new products. For Gerber, built better-targeted integrated support plan including, Effie-winning ad campaign. Recipient of *Ad Age* “Ten Best Promotions” award for “Gerber/March of Dimes National Baby Week” promotion. Member of agency team that handled the “glass shard” public relations crisis.

**EDUCATION****Northwestern University, Medill School of Journalism, Evanston, IL**

**M. S.** - Integrated Marketing and Advertising. Elected to Kappa Tau Alpha scholastic honorary society.

**Kenyon College, Gambier, OH**

**A. B.** – History

**ORGANIZATIONAL MEMBERSHIPS**

**Regional Transportation Advisory Council/RTAC**, Appointed Representative, since 5/2007

**WalkBoston**, Member, since 11/2005. (Advocacy Committee, Legislative Committee 2007-2015)

**Livable Streets Alliance**, Member, since 6/2011. (Advocacy Committee 2011-2015)

**Harvard Allston Initiative**, Non-Task Force Member/“Citizen Participant”, since 1/2006.

(Invited Participant, Harvard-Allston Monthly Advisory Group to Work Team, 7/2010+; Member, Construction Mitigation Subcommittee, 5/2008+; Ad Hoc Member, Citizen Advisory Committee/CAC for MEPA Review for IMP, 9/08-4/10; “Citizen Participant” Impact Advisory Group/IAG for SEAS & Enterprise Campus 9/2017+)

**Massachusetts Bicycle & Pedestrian Advisory Board/MABPAB**, Governor-appointed 1/2012 – 11/2018.

**MassDOT Transportation Advisory Committee/TAC**, Appointed Member, 8/2010 – 1/2015.

**Mayor’s Central Artery Completion Task Force**, Member (non-appointed), 5/2005 – 1/2009.

**Rose Fitzgerald Kennedy Greenway Conservancy**, Non-Board Member/“Citizen” Invitee, 8/2005 – 10/2013.

**Trustees Of Reservations**, Supporting Member, since 5/1997.

**Hubway/Blue Bikes**, Bike Share Program, Inaugural Subscriber, since 7/2011.

**Friends of The Bruce Freeman Rail Trail**, Member, since 6/2016.



**Town of Sudbury  
Bruce Freeman Rail Trail Advisory Task Force**

**Request for Written Response from Applicants for At Large Appointment**

*Attachment the Task Force Mission Statement.*

*Responses for each question should be limited to 150 words or less.*

**1. Please provide more detail on why you are interested in serving on the Task Force.**

As a resident of Sudbury since 2007, I would welcome and embrace the opportunity to ‘give back’ to our Town by serving on this important committee. I value direct interactions with residents, businesses and town officials. Plus, my experiences in product and transportation development process will enable me to translate expressed inputs and visions into enlightened and balanced plans for BFRT which integrally advance Sudbury’s vital conservation principles.

Fundamentally, I care deeply about The Commonwealth’s land use and its enrichment from state-municipal outdoor assets. As a bike/ped advocate, advisor and participant, I am passionate, practiced, and knowledgeable about the development of safe, thoughtfully-designed, non-motorized transportation facilities (particularly off-road paths such as Bruce Freeman Rail Trail). I recognize that rail trails provide connectivity to local and regional populations and they have proven to contribute a sustainable, magnetic, enriched, welcoming, healthier, and Higher Quality of Life for residents, businesses, and visitors.

**2. Why do you think you are a good fit for the Task Force?**

I have worked cooperatively and effectively in an advisory committee framework...listened to varying and competing perspectives, and arrived at the best course of action. All facts and points of view should be gathered/heard and respectfully considered. My participatory role involved helping facilitate consensus toward identifying and recommending the approach to achieve the optimum end-result.

Importantly, I have participated directly and contributed successfully as a member of official advisory boards/task forces which focused on policies, programming, and implementation for: Pedestrian/Bicycle facilities (intersections, signage, etc.), Rail Trails, Multi-modal/non-motorized Transportation, Public Realm, etc.

These advisory committee involvements have been:

- Massachusetts Bicycle and Pedestrian Advisory Board
- Regional Transportation Advisory Council
- Transportation Advisory Committee
- Mayor’s Central Artery Task Force (i.e, Kennedy Greenway)

Collaborations with state/municipal departments (e.g., DPW, Police, MEPA/DCR, Transportation, Planning, Health, etc.) were inherent to my advisory committee roles, and were indispensable to crafting transportation policy and designing/executing infrastructure.

**3. Please briefly describe your experience and qualifications, if any, in the following categories.**

**a. Experience in rail trail development**

Over the past decade, within my appointments to MABPAB & RTAC plus my memberships in WalkBoston and Friends of the BFRT, I have directly worked with state officials (i.e., MassDOT, EOEEA, DCR, MEPA) in the development of BFRT and other rail trails throughout MA. These participations acquainted me with the process and “chain of command” protocols inherent in such Community+Government+Contractor endeavors.

Consequently, I have acquired considerable knowledge of what designs and features work well for rail trail and pedestrian/bicycle circumstances, as well as of what aspects do not work to a desired degree to deliver a safe, pleasurable use experience...e.g, surfaces/paving, usable widths/“neckdowns”, gaps in trail, border railing/bollard placement, policy/anticipatory signage and markings, etc.

Also, in my roles within rail trail development, I have gained a familiarity with a wide range of comments and concerns expressed by abutters, citizens and stakeholders...many of which resulted in improved designs and features.

**b. Experience in rail trail operations and maintenance**

As existing trails mature, factors affecting usage (both positive and negative) become apparent. I have been impressed with the level of continual stewardship provided by host DPWs, state agencies and nonprofit “Friends” organizations; they deliver near-immediate clearing of path surfaces from storm and seasonal debris. Plus, those entities are proactive and diligent to mark dangerous flaws in pavements (e.g., frost heaves, etc.). Notably, users have near-universally self-enforced and respected the cleanliness and integrity of the trails and natural areas.

In recent years, I have provided recommendations to official entities relating to operations, upkeep and maintenance. In particular, my suggestions mainly focused on topics of road crossings and safety considerations in specific locations of BFRT. Also, I contacted DCR officials to alert them to needs for cutting back border vegetation that encroached on another trail’s usable space. I was gratified that my concerns received serious consideration and most were adopted.

### **c. Experience with community relations**

I have good relations with my neighbors, friends and acquaintances in Sudbury, with many of the Sudbury departments and officials, and with the Sudbury businesses I support.

My ‘formal’ experience in Community Relations has been practiced largely in my 15 year ‘citizen’ involvement with the Harvard University campus expansion into Allston. Most directly, I am an original member of the Construction Mitigation Subcommittee (of the Harvard-Allston Task Force), which was designated to represent The Neighborhood in advocating and securing remedies for inappropriate development plans or construction impacts as-identified by residents. Through this, I have learned the value and process of forums, respectful discourse and of listening to all constituencies/stakeholders and to identify “win-win” solutions.

### **d. Knowledge of the local business perspective**

Based on the experiences of rail trails built in MA (e.g., Minuteman, Cape Cod, Nashua River, Assabet River, BFRT Phases One thru Two C, etc.) when properly built, the BFRT Phase 2D and Phase 3 will be good for business in Sudbury.

With BFRT as a local and regional mobility destination, it will add to our overall Quality of Life, will raise property values and will increase our palette of “attractions” and community desirability; as such, BFRT will enhance focus on and traffic into the Sudbury business district.

As rail trails have demonstrated in towns like Chelmsford, Acton, W. Concord, Hudson, Maynard, Ayer, Pepperell, Lexington, etc., BFRT will be a positive force of vibrancy and welcoming character which will encourage residents and incremental visitors to patronize local shops and businesses, especially those (current and future) businesses nearby the trail route.

### **e. Prior rail trail committee experience**

In fall of 2016, I submitted an application to serve on the original BFRT Design Advisory Task Force.

Although I was not chosen at that time for the committee, I would be honored to be selected to contribute my rail trail enthusiasm, experience, and vision by serving as a seated member of the Bruce Freeman Rail Trail Design Advisory Task Force.

### **4. Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.**

I have no Conflicts of Interest...past or current.

FYI, my governor's appointment to the Massachusetts Bicycle and Pedestrian Advisory Board required my passage of an official background check, ethics exam, and oath of office as managed by the office of Governor Patrick.

**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: Bruce Freeman Rail Trail Advisory Task Force

Name: Patricia (Pat) Brown

Years lived in Sudbury: 26

Brief resume of background and pertinent experience:

Rail Trail Conversion Advisory Committee (RTCAC)  
 co-chair with Dick Williamson 2005-2006, sole chair 2006-2013  
 Transportation Planning involvement - MAGIC member 2014-2020  
 Boston MPO participation particularly 2016

Municipal experience (if applicable):

See attached.

Educational background:

PhD Biophysics 1980 Brandeis

Reason for your interest in serving:

See attached

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

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

No.

PAB (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 Patricia A. Brown Date November 16, 2020

Municipal Experience – Committee membership

Rail Trail Conversion Advisory Committee (RTCAC)

(co-chair and later chair) – 2005-2015

Planning Board – 2012-2014

Select Board – 2014-2020

Vocational Education Options Committee (chair) – 2014-2016

Community Preservation Committee – 2014-2020

Fairbank Community Center Task Force (chair) – 2016-2018

Strategic Financial Planning Committee for Capital Funding – 2016-2019

Budget Strategies Task Force – 2016-2020

Regional Experience – Committee membership

Minuteman Advisory Group on Interlocal Coordination (MAGIC) – 2014-2020

Reason for my interest in serving:

The responsibility of the Task Force, as stated in the mission statement, is to *“assist the Design Engineer and Town staff by facilitating open and public communications with Town committees, with specific stakeholders including abutters, and with community members generally, and by providing a public record of its data gathering and deliberations.”*

I have a deep and ongoing commitment to open, respectful and clearly documented public proceedings, as demonstrated in my previous municipal service. In addition, I have many years of involvement with this project and with the transportation planning process in general. I bring a wealth of knowledge and experience that transcends mere advocacy. I want to bring both my institutional history and my commitment to a transparent and well-documented public process to help the Task Force to gather input from a wide variety of stakeholders; to deliberate openly, thoughtfully and respectfully; and to advise the Select Board about the resulting recommendations for the Bruce Freeman Rail Trail in Sudbury.



**Town of Sudbury  
Bruce Freeman Rail Trail Advisory Task Force**

**Request for Written Response from Applicants for At Large Appointment**

*Attachment the Task Force Mission Statement.*

*Responses for each question should be limited to 150 words or less.*

**1. Please provide more detail on why you are interested in serving on the Task Force.**

I have a long-standing involvement with Sudbury's Bruce Freeman Rail Trail (BFRT), serving on the Rail Trail Conversion Advisory Committee (RTCAC) following my appointment by the Selectmen in 2004. During eight years of active participation on the RTCAC I developed an understanding of the public process necessary to develop this community asset, including the design process, public funding mechanisms, and state and federal agencies and legal requirements. I believe my authentic commitment to a transparent public process, reaching out to Sudbury's abutters, businesses, trail advocates and users to engage them in discussions and actively considering their input; my understanding of the rail trail design process and requirements; and my institutional knowledge will serve the town and the trail well as we collectively work to create the best trail for Sudbury.

**2. Why do you think you are a good fit for the Task Force?**

I supply a unique and varied combination of assets to assist the BFRT Advisory Task Force in addressing its mission. I have a deep understanding of the town—not only town government, but the Town of Sudbury. However, I also understand how town government works, including the specifics of the Open Meeting Law, the responsibilities of staff, and the role of advisory committees. My history of fairness and openness, and my willingness to engage residents and entertain all viewpoints, my commitment to civility and my ability to balance competing considerations were displayed during my tenure on the RTCAC. As RTCAC chair, I was able to maintain our focus on conducting public business and also able to communicate the committee's concerns to the Board. Beyond my project area expertise, I can ensure that the committee attends to the basic documentation and communication required in the public process.

**3. Please briefly describe your experience and qualifications, if any, in the following categories.**

**a. Experience in rail trail development**

I have developed extensive experience in rail trail planning. In addition to my many years of planning experience in Sudbury—both on the RTCAC and subsequently—I have attended and addressed meetings in neighboring towns, and meetings of regional and



state agencies. The Boston MPO has included corrections to the Transportation Improvement Program (TIP) Interactive Database (errors in project extent, identification and ownership) and the TIP itself based upon my review of the draft documents or the database, has incorporated my comments on project scoring into the current metrics as well, and has updated their estimates of greenhouse gas reduction from the BFRT based upon my calculations. I have also served on the regional planning agency MAGIC, which reviews and recommends rail trail projects for TIP funding. My understanding of the history and requirements for rail trail development will inform the committee and enable better advice.

**b. Experience in rail trail operations and maintenance**

I am not experienced in rail trail operations and maintenance. The municipality within which the trail is located is responsible for maintaining the trail, and for providing public safety (police and ambulance) services along the trail. Amenities can be provided by citizen volunteers, but core services are the responsibility of the town, and are not generally supervised by advisory committees.

**c. Experience with community relations**

In addition to six years' experience on the Sudbury Select Board I have served for many years on RTCAC and numerous other town and regional bodies. In my professional career I provided customer service. In all of these capacities, I learned to reach out, to listen, to research and understand the issues, to communicate clearly and openly what can and cannot be done and how to accomplish it. The core of Community Relations is taking an active role in achieving the best possible outcome for the community—balancing the needs of all of the constituent groups within the confines of the possible. I have been doing this for years in Sudbury and believe my experience will help to foster a better relationship within the community of constituent groups.

**d. Knowledge of the local business perspective**

The RTCAC reached out to members of the business community, particularly business owners who abut the right of way, in 2008. I have since had discussions by e-mail or phone or even site visits with many of these individuals, who have specific concerns over how the trail would affect their operations. In addition, I have reached out to local farmers and businesses to keep them involved in the process as it moves forward. I was pleased to observe that several did submit comments for the 25% design public hearing explaining their concerns in detail. In particular, I have repeatedly advocated that staff discuss issues such as using commercial parking for rail trail users early in the design process.

**e. Prior rail trail committee experience**

I served on the RTCAC from 2005 to 2015, as co-chair from 2005 to 2006 and as sole chair until the Committee was dissolved by the Select Board in 2015. See <https://sudbury.ma.us/railtrail/> In addition to the duties of chair and creating the documentation required by the Select Board, I coordinated presentations at community forums and town meetings as requested. I was also responsible for explaining the committee's actions to the public—for example, creating the RTCAC presentation in September of 2006 to correct the unauthorized interpretation of the Committee's trail neighbors' survey which appeared in the local paper. Additionally, I served as a member for six years on MAGIC (Minuteman Advisory Group on Interlocal Coordination), a sub-regional planning agency that has advocated for rail trail funding and for transportation projects in general; I have attended MAGIC meetings regularly to follow regional issues since at least 2010.

**4. Please identify any potential conflicts of interest related to this project, rail trails in general, and/or your potential appointment to the Task Force, if applicable.**

I am not aware of any potential conflicts of interest related to my serving on the BFRT Advisory Task Force, rail trails in general, or service on a committee in the Town of Sudbury.

**From:** Tom Michelman  
**Sent:** Monday, November 23, 2020 8:14 AM  
**Subject:** FBFRT Nominations to the Sudbury BFRT Advisory Task Force

Ms. Frank / Sudbury Select Board:

Below are the three individuals the Friends of the Bruce Freeman Rail Trail nominate for a seat on Sudbury's Bruce Freeman Rail Trail Advisory Task Force:

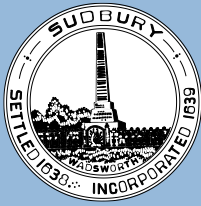
- Glenn Pransky
- John McQueen
- Chris Menge

If you have questions please let me know.

Related, of course, please reach out to me if Sudbury desires for support of any kind with the Bruce Freeman Rail Trail or connections to the BFRT. That is feel free to reach for support regarding coordination, knowledge, labor, funds, advocacy, etc. I look forward to hearing from you and whom is chosen as the FBFRT representative on the BFRT Advisory Task Force.

Best regards,

Tom Michelman  
President, Friends of the Bruce Freeman Rail Trail  
[www.brucefreemanrail.org](http://www.brucefreemanrail.org)

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**TIMED ITEM****8: Joint meeting with FinCom****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to enter joint meeting with Finance Committee - 2020 Financial Condition/Forecast

Recommendations/Suggested Motion/Vote: Vote to enter joint meeting with Finance Committee - 2020 Financial Condition/Forecast

Background Information:

Financial impact expected:

Approximate agenda time requested: 60 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

# 2020 FINANCIAL CONDITION OF THE TOWN

Presented January 12, 2021  
Sudbury Select Board and Finance Committee

## Town Charter

- Town Charter Part IV Town Manager Section 10. Financial management responsibilities
  - *To prepare, annually, a financial forecast of the town revenue, expenditures and the general financial condition of the Town.*
- The Charter also states that the Town Manager shall be responsible for all the financial management functions of the Town including:
  - *Preparing and submitting an operating and capital budget*

## Financial Condition of Sudbury

- S&P Global Rating has assigned the Town of Sudbury, MA its AAA/Stable rating as of 1/5/2021.
- S & P stated that the rating reflects the Town's
  - *Very strong economy*
  - *Strong management, with good financial policies and practices*
  - *Strong budgetary performance*
  - *Very strong budgetary flexibility*
  - *Very strong liquidity*
  - *Very strong debt and contingent liability position*

## Financial Condition

- OPEB Trust: \$8.6 million
- Stabilization Fund: \$5.0 million
- Melone Stabilization Fund: \$1.1 million
- Capital Stabilization Fund: \$250 thousand (\$250 thousand added in FY21)
- Free cash: Not certified as of the date of this meeting.
- The Town received the Excellence in Financial Reporting Award for the FY2019 Audit Report (FY2020 audit currently in process).
- The Town received the Distinguished Budget Presentation Award for the FY2020 Budget (expected to receive award for the FY2021 Budget).

## Financial Condition (Continued)

### CORONAVIRUS (COVID-19)

COVID-19 is a respiratory disease caused by a novel coronavirus that has not previously been seen in humans. The virus and the resulting actions by national, state and local governments is altering the behavior of businesses and people in a manner that will have negative impacts on global and local economies. The Town saw reductions in some revenue sources, particularly room occupancy tax, during fiscal 2020. The negative effect on the economy may result in reduced collections of property taxes and other revenues, including local meals tax revenue, motor vehicle excise taxes and other fees and charges collected by the Town. The Town may also be affected by any reductions in state aid resulting from reduced revenues at the State level.

Additional costs related to COVID-19 have been mitigated by various State and Federal Grants in fiscal years 2020 and 2021. The Town has modified revenue projections for FY22 through FY24 in relation to the uncertainty of the impact of COVID-19. Despite the projected revenue reductions, the Town expects to continue to maintain all current essential functions and services.

As a result, herein is a conservative forecast that centers heavily on the most predictable revenue streams in the given periods. Any estimates beyond the three year point in this environment would be unstable at best and would likely inspire unsustainable thoughts towards the out years.

## Projected Financial Forecast

A forecast of projected revenues and expenditures is a useful management tool that enables a municipality to evaluate the financial condition and make smart policy choices.

A forecast can serve as an early warning system to detect future gaps between revenues and expenditures.

It does not insulate a community from potential surprises or emergencies, but it does allow the administration to plan for, consider and correct potential issues.

## Why Forecast?

- Good practice: management tool to aid in budget process
- Bond Rating Agencies look favorably
- Required by charter

## Financial Summary (Projected)

	FY20	FY21	FY22	FY23	FY24
EXPENDITURES	Actual	Budgeted	Projected	Projected	Projected
Education - SPS	38,352,357	39,608,834	40,630,742	41,679,015	42,754,334
Education - LS	25,808,881	26,712,280	27,530,492	28,373,765	29,242,869
Education - Vocational	651,762	550,000	565,400	581,231	597,506
Town Departments	19,595,553	21,124,878	21,279,866	21,693,060	21,915,564
Debt Service (Town and SPS)	3,090,425	3,476,446	2,367,403	2,249,288	3,670,316
Employee Benefits (Town and SPS)	12,532,658	13,672,255	14,206,151	15,058,519	15,962,031
OPEB Trust Contribution (Town and SPS)	610,249	468,382	625,000	650,000	675,000
Capital Operating Budget	697,245	722,076	850,000	900,000	950,000
<b>TOTAL:</b>	<b>101,339,130</b>	<b>106,335,151</b>	<b>108,055,054</b>	<b>111,184,878</b>	<b>115,767,620</b>
	FY20	FY21	FY22	FY23	FY24
REVENUES	Actual	Budgeted	Projected	Projected	Projected
Real Estate and Personal Property	88,545,951	91,936,403	95,508,861	98,678,685	103,211,427
State Aid	6,367,520	6,346,193	6,346,193	6,346,193	6,346,193
MSBA School Construction Reimbursement	1,605,766	1,605,767	-	-	-
FEMA Grant	429,755	-	-	-	-
SAFER Grant	180,917	180,000	90,000	-	-
Local Receipts	5,916,971	4,216,330	4,600,000	4,600,000	4,600,000
Ambulance Receipts and Other Transfers	762,174	660,000	660,000	660,000	660,000
Free Cash	-	1,390,458	850,000	900,000	950,000
<b>TOTAL:</b>	<b>103,809,054</b>	<b>106,335,151</b>	<b>108,055,054</b>	<b>111,184,878</b>	<b>115,767,620</b>



## Revenue Forecasting

- Revenue projections identify the funds available for the budget
- Annually, as we begin our budget process, we review the revenues from the prior years searching for trends and anomalies.
- Please recognize that the numbers we discuss are estimates.

## Revenues

- The Town of Sudbury has four major categories of revenues:
  - *Real Estate & Personal Property Taxes*
  - *Intergovernmental Aid*
  - *Local Receipts*
  - *Other Available Funds*

## Real Estate & Personal Property Taxes

- Accounts for 87% of all revenues received annually
- Largest portion of revenues
- The tax levy is the amount a community raises through property tax. The levy can be any amount up to the levy limit.
  - *Raises 2.5% annually as per the limitations of Prop 2 ½*
- Can rise more through three mechanisms
  - *Debt/Capital Exclusions (Temporary increase to tax levy limit)*
  - *Override (Permanent increase to tax levy limit)*
  - *New Growth (Taxes attributed to the value of new construction and added permanently to the tax levy limit)*

## Intergovernmental Aid

- Comprises 8% of all revenues received (will decrease to approximately 6% in FY22 due to MSBA payments ending)
- Comprised of 3 main components
  - *Chapter 70*
  - *MSBA payments (FY21 will be final year of payments)*
  - *Unrestricted General Government Aid*
- Varies from year to year

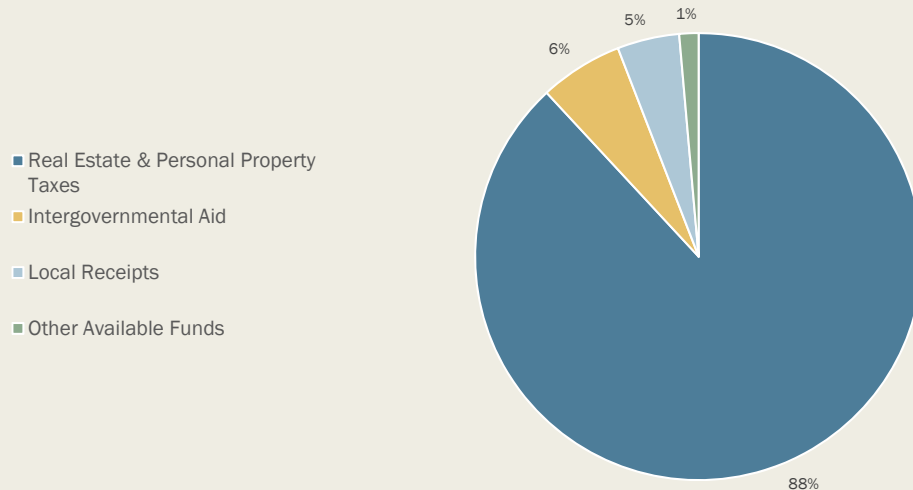
## Local Receipts

- Accounts for 5% of all revenues received annually
- Based on local fees, fines, permits and other charges
  - *Including, but not limited to*
    - Motor vehicle
    - Other taxes, like meals and lodging
    - Payments in Lieu of Taxes (PILOT)
    - Penalties
    - Licenses and permits
    - Investment income
- Always budgeted conservatively to account for changes

## Other Available Funds

- Accounts for 1% of revenues received annually
- Comprised of actual revenues already received (Examples include: ambulance receipts and free cash)
- Can vary greatly from year to year

## Revenues



## Revenue Projection

	FY20	FY21	FY22	FY23	FY24
REVENUES	Actual	Budgeted	Projected	Projected	Projected
Real Estate and Personal Property	88,545,951	91,936,403	95,508,861	98,678,685	103,211,427
State Aid	6,367,520	6,346,193	6,346,193	6,346,193	6,346,193
MSBA School Construction Reimbursement	1,605,766	1,605,767	-	-	-
FEMA Grant	429,755	-	-	-	-
SAFER Grant	180,917	180,000	90,000	-	-
Local Receipts	5,916,971	4,216,330	4,600,000	4,600,000	4,600,000
Ambulance Receipts and Other Transfers	762,174	660,000	660,000	660,000	660,000
Free Cash	-	1,390,458	850,000	900,000	950,000
<b>TOTAL:</b>	<b>103,809,054</b>	<b>106,335,151</b>	<b>108,055,054</b>	<b>111,184,878</b>	<b>115,767,620</b>

Please be cautioned that these are projections for management and should not be relied upon by any resident, committee or commission.

## Forecasting Potential Expenses

- Expenses include:
  - *Education*
  - *General Government*
  - *Public Safety*
  - *Public Works*
  - *Human Services*
  - *Culture and Recreation*
  - *Employee Benefits*
  - *Other and transfers*
  - *OPEB*
  - *Debt Service*
  - *Capital*

## What drives budgetary increases?

- Fixed costs
  - *Insurance*
- Personnel
  - *Step increases*
  - *Collective Bargaining Agreements (CBA)*
- Contracts for services
- Need for increased services or changes to services due to changes in population, demographics, priorities, state/federal mandates and by-law changes.
- While services remain relatively stable, population, commercial base and expectations increase and change. We strive to maintain conservative budget increases while balancing providing top notch services to our community.

## Expenditure Forecasting

- The forecast reflects
  - Known contractual increases for services and personnel.
    - Examples include software licenses and other service contracts (i.e. Town Counsel).
  - Educated estimates for all other expenditures.

## Expenditure Forecast (FY22)

EXPENDITURES	FY21 Budgeted	FY22 Projected	Percentage Increase
Education - SPS	39,608,834	40,630,742	2.58%
Education - LS	26,712,280	27,530,492	3.06%
Education - Vocational	550,000	565,400	2.80%
Town Departments	21,124,878	21,279,866	0.73%
Debt Service (Town and SPS)	3,476,446	2,367,403	-31.90%
Employee Benefits (Town and SPS)	13,672,255	14,206,151	3.90%
OPEB Trust Contribution (Town and SPS)	468,382	625,000	33.44%
Capital Operating Budget	722,076	850,000	17.72%
<b>TOTAL:</b>	<b>106,335,151</b>	<b>108,055,054</b>	<b>1.62%</b>

Please be cautioned that these are projections for management and should not be relied upon by any resident, committee or commission. The SPS and LS amounts represent the Town Manager's estimated increases, which is consistent with the guidance that was provided to each cost center.

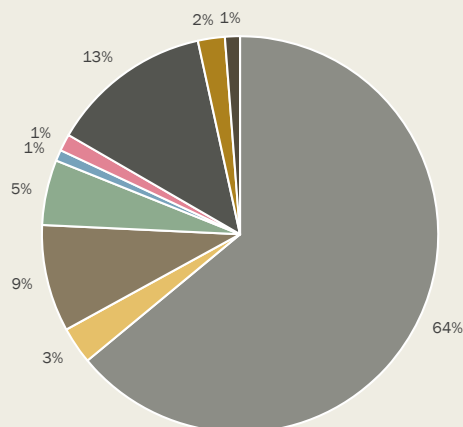
## Expenditure Forecast (FY22-FY24)

	FY20	FY21	FY22	FY23	FY24
EXPENDITURES	Actual	Budgeted	Projected	Projected	Projected
Education - SPS	38,352,357	39,608,834	40,630,742	41,679,015	42,754,334
Education - LS	25,808,881	26,712,280	27,530,492	28,373,765	29,242,869
Education - Vocational	651,762	550,000	565,400	581,231	597,506
General Government	3,191,479	3,177,614	3,247,810	3,323,554	3,372,380
Public Safety	8,686,874	9,199,461	9,374,059	9,555,186	9,620,767
Public Works	5,385,724	5,607,520	5,720,111	5,818,237	5,884,500
Human Services	850,625	937,995	962,799	981,174	992,864
Culture & Recreation	1,316,577	1,515,936	1,486,290	1,523,622	1,551,228
Town-Wide Operating and Transfers	164,274	686,352	488,797	491,287	493,825
<b>Total Town Departments</b>	<b>84,408,553</b>	<b>87,995,992</b>	<b>90,006,500</b>	<b>92,327,071</b>	<b>94,510,273</b>
Town Debt Service	3,090,425	3,476,446	2,367,403	2,249,288	3,670,316
Employee Benefits (Town and SPS)	12,532,658	13,672,255	14,206,151	15,058,519	15,962,031
OPEB Trust Contribution (Town and SPS)	610,249	468,382	625,000	650,000	675,000
<b>Total Operating Budget</b>	<b>100,641,885</b>	<b>105,613,075</b>	<b>107,205,054</b>	<b>110,284,878</b>	<b>114,817,620</b>
Capital Operating Budget	697,245	722,076	850,000	900,000	950,000
<b>TOTAL:</b>	<b>101,339,130</b>	<b>106,335,151</b>	<b>108,055,054</b>	<b>111,184,878</b>	<b>115,767,620</b>

Please be cautioned that these are projections for management and should not be relied upon by any resident, committee or commission. Additionally, SPS and LS projections are the Town Manager's estimates.

## Expenditures

- Education (64%)
- General Government (3%)
- Public Safety (9%)
- Public Works (6%)
- Human Services (1%)
- Culture & Recreation (1%)
- Employee Benefits - Town & SPS (13%)
- Town Debt Service (2%)
- Other & Transfers, OPEB Normal Cost - Town & SPS, and Town Manager's Capital Budget (1%)





## Budget Process\*

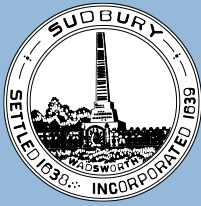
In accordance with the Town of Sudbury charter, along with corresponding by-laws, the Town Manager is responsible to annually prepare operating and capital budgets by January 31<sup>st</sup> for the Town as a whole. The following schedule has been established to comply with this requirement for the operating budget:

- The Town Manager, with the assistance of the Finance Director, will prepare a financial projection October 31<sup>st</sup>. The goal is to have 3 years, but will include one year at a minimum.
- The Finance Director will provide budget guidance and supporting documents to all Town Departments by November 15<sup>th</sup>.
- On or prior to December 1<sup>st</sup> all departments will provide budget requests to the Finance Director.
- The Town Manager and Finance Director will meet with Department Heads individually to discuss budget requests. All meetings will be scheduled on or prior to December 15<sup>th</sup>.
- The Town Manager, with the assistance of the Finance Director, will compile budget requests and prepare a comprehensive Town budget by December 31<sup>st</sup>.
- The Town Manager, with the assistance of the Finance Director, will prepare the preliminary budget book and provide the document to the Board of Selectmen and Finance committee by January 31<sup>st</sup>.

\*Process was delayed in FY21 due to COVID-19 Pandemic

## Budget Process (continued)

- The Town Manager and Town Departments will participate in Finance Committee hearings/ deliberations as scheduled by the Finance Committee, after submittal of the budget book.
- The Finance Committee shall, not later than March 31<sup>st</sup>, submit to the Selectmen their written report with their recommendations, including the amounts requested by those originating the above estimates (Town Manager's comprehensive budget). The Selectmen shall cause the Finance Committee's budget submittal including requested amounts, recommendations, and the Finance Committee's report of reasons for differences to be printed in the warrant for the Annual Town Meeting.
- Town Manager will present the final budget at the Annual Town Meeting (date to be determined) to request approval.

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****9: Close joint meeting with Finance Committee****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close joint meeting with Finance Committee and resume Select Board meeting.

Recommendations/Suggested Motion/Vote: Vote to close joint meeting with Finance Committee and resume Select Board meeting.

Background Information:

Financial impact expected:

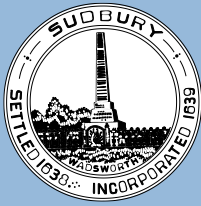
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM



## SUDBURY SELECT BOARD

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****10: Minutes review**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review open session minutes of 2/9/16 and 12/1/20, and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review open session minutes of 2/9/16 and 12/1/20, and possibly vote to approve minutes.

Background Information:  
attached drafts

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
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM

IN BOARD OF SUDBURY SELECTMEN  
TUESDAY, FEBRUARY 9, 2016  
(Prior to Special Town Meeting)

Meeting video can be viewed at [www.sudburytv.org](http://www.sudburytv.org)

Present: Chairman Patricia A. Brown, Vice-Chairman Susan N. Iuliano, Selectman Charles C. Woodard, Selectman Leonard A. Simon, and Town Manager Melissa Rodrigues

Absent: Selectman Robert C. Haarde

The statutory requirements as to notice having been complied with, the meeting was convened at 6:30 p.m. in Conference Room A, Lincoln-Sudbury Regional High School.

**Opening Remarks**

At 6:30 p.m., Chairman Brown opened the meeting. She asked members to identify themselves since nameplates were not at the meeting: Vice-Chairman Susan Iuliano, Selectman Len Simon, Selectman Chuck Woodard, and Town Manager Melissa Rodrigues.

**Discussion and possible vote order of Special Town Meeting Articles**

Chairman Brown opened the discussion and immediately handed it over to Selectman Simon. He suggested that it would make more sense for articles 1-2 be reversed because the Minuteman Regional Agreement was changed to allow towns (including Sudbury) to withdraw. Also, in looking at this in order to approve this agreement, do we want to stay in the district or leave the district? It's a two-step process.

Vice-chair Iuliano asked about results from other town meetings. Selectman Simon shared that meetings were cancelled due to last night's weather. Selectman Woodard asked if those towns voted to support the new agreement. Selectman Simon answered yes, and it wasn't a close vote on any of the four towns. Ms. Iuliano asked Town Manager Melissa Rodrigues about this. She spoke to Town Counsel Barbara Saint Andre, and it's more of a logistical decision on what's more important to vote on first. Chairman Brown said if we want to change the order in the warrant, a 4/5 vote of the Hall is required. Does anyone object to asking the Moderator? All Board members agreed it was fine to do this. Town Manager Rodrigues shared that Town Meeting Moderator Mike Fee is aware of this. Selectman Simon offered to make the motion at Special Town Meeting.

Vice-chair Iuliano moved to take Special Town Meeting articles 1 and 2 out of order. Selectman Simon seconded the motion.

It was on motion unanimously

VOTED: To take Special Town Meeting articles 1 and 2 out of order.

**Discussion and possibly vote position on amended Minuteman High School (MMHS) agreement if Sudbury chooses to withdraw**

After much discussion, the full Board agreed to take no position on this article. Selectmen Woodard and Simon both opined that the MMHS administration was mismanaged.

The majority of the Board supports the MMHS amended agreement, even in the event that we fail to withdraw from Minuteman.

IN BOARD OF SUDBURY SELECTMEN  
TUESDAY, FEBRUARY 9, 2016  
PAGE 2

**Discussion and vote on whether to approve the Memorandum of Agreement (MOA) A & B between the Town of Sudbury and the Sudbury Police Sergeants Union, MCOP Local 370/A, both dated 2/4/16, and ratify the vote taken in Executive Session between the Town of Sudbury and the Police Sergeants Union**

This MOA was already approved in Executive Session. Chairman Brown said that this vote needs to be ratified in a timely manner due to payment, and would rather not delay.

Chairman Brown called on Police Chief Scott Nix to explain the agreement. The difference between this agreement and other one is 1%. Supervisors have historically been lower. There is a 20% disparity between patrolman and sergeant. This is outside of the civil service agreement. This is a one-time 1% increase. Chairman Brown asked for a motion.

Vice-chair Iuliano moved to approve the Memorandum of Agreement (MOA), and it was seconded by Selectman Woodard.

It was on motion unanimously

VOTED: To approve the Memorandum of Agreement (MOA) A & B between the Town of Sudbury and the Sudbury Police Sergeants Union, MCOP Local 370/A, both dated 2/4/16, and ratify the vote taken in Executive Session between the Town of Sudbury and the Police Sergeants Union.

Vice-chair Iuliano moved to adjourn the meeting, and was seconded by Chairman Brown

It was on motion unanimously

VOTED: To adjourn the meeting

There being no further business, the meeting adjourned at 7:10 p.m.

# SUDBURY BOARD OF SELECTMEN

TUESDAY DECEMBER 1, 2020

(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

Present: Chair Janie Dretler, Vice-Chair Jennifer Roberts, Selectman Daniel E. Carty, Selectman William Schineller, Selectman 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 7:00 p.m. via Zoom telecommunication mode.

## **CALL TO ORDER/ROLL CALL**

Chair Dretler conducted roll call and made announcement regarding the recording of the meeting and other procedural aspects included in the meeting.

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

Chair Dretler reviewed the December 1, 2020 agenda, and asked Board members if they wanted to further discuss any particular consent calendar items. Selectman Russo requested that Consent Calendar item regarding “a vote to request that SudburyTV record all Goodnow Library Trustees meetings” be reviewed.

## **Opening remarks by Chairman**

Chair Dretler reported:

- Receipt of message from a Sudbury resident who thanked Staff for the interaction which they had with the Building Inspector and the Health Department regarding work being done at their home
- Condolences to the family of the tree service technician who was victim of a fatal tree removal accident while working on a resident’s tree on November 25.
- Master Plan Virtual Open House process ends tomorrow, and related public comments are due by December 2, 2020. She directed to [www.plansudbury.com](http://www.plansudbury.com) to submit comments.
- Sudbury Holiday tree ornaments must be submitted to the Fire Department by December 4, 2020, and referred to the Town website for details.
- Survey activity along the Bruce Freeman Rail Trail (BFRT) corridor has begun, and asked that survey flags/markers not be removed or tampered with.

## **Reports from Town Manager**

Town Manager Hayes reported:

- Virtual Town Manager Office Hours scheduled for Saturday, December 12 at 10 a.m.
- Town received Cares Act Funding in the amount of \$892,533.
- Training regarding use of Transfer Station stickers and large item payments via credit card/electronic payments. In-house training to take place tomorrow to ensure the system is completely ready.
- Goodnow Library considering how to modify service delivery hours in consideration of cold weather. He stressed face coverings to always be worn when people are out and about.
- Ms. Frank of the Selectmen’s Office is currently preparing annual Town licenses/renewals. He reminded that license holders be aware of license renewal applications, etc.
- Diversity/Equity application submission will be considered soon, and related announcement of such timeline will be made.

- Recognized great efforts/personal sacrifice made by the first responders in the Fire and EMS personnel in their attempt to save the life of the tree-accident victim.

### **Reports from Selectmen**

Selectman Carty reported:

- The Sudbury Transportation Committee submitted a joint transportation application to the MAPC (Metropolitan Area Planning Council) to help with continuance of the Go Sudbury! Taxi Program. The towns of Stow, Maynard, and Concord applied for the transportation grant as well. The grant totaled \$248,000, of which approximately \$76,000 will hopefully be granted to Sudbury.
- The Sudbury Boy Scouts are selling Christmas trees online this year because of COVID. More information to be found at sudburyscouts.org.
- Thanked Sudbury Scout Troop #63 for inviting Chairman Dretler and himself to the Eagle Scout Court of Honor ceremony for Evan Lanzendorf, Ethan Mossi, and Parker Simon on Saturday, November 28, 2020. Acknowledged the success of the hybrid Court of Honor ceremony with a small handful of socially-distanced people attending the ceremony under the pavilion at Camp Sewataro, and the other attendees joining via Zoom.
- Requested that Chair Dretler or Vice-Chair Roberts provide update regarding the Scouts presenting at SHT (Sudbury Housing Trust) and SHA (Sudbury Housing Authority) respectively, to discuss the sale of Scout property which abuts the Nobscot Reservation, which was purchased several years ago development restriction/s.
- Clarification of Consent Calendar – Item #19 to be addressed shortly
- Recognized that November 30<sup>th</sup> marked the ten-year anniversary of the passing of Sudbury resident 1<sup>st</sup> Lieutenant Scott Milley, killed in action in Afghanistan. He emphasized that the ultimate sacrifice made by 1<sup>st</sup> Lieutenant Scott Milley should never be forgotten, and noted that the Milley family is part of his thoughts and prayers.

Selectman Schineller reported:

- “Giving Tuesday” with many worthy Sudbury organizations, such as HOPE Sudbury, Sudbury Valley Trustees, SMILE Mass; and encouraged all to give generously.
- Town filed the Eversource-related appeal/brief to the MA SJC (Supreme Judicial Court) regarding the decision regarding proposed Eversource Transmission line along the inactive MBTA corridor. Eversource is continuing with the permitting process, and mentioned the public comment period.
- Mentioned active programming at Sewataro over the past year, and approximately 30 hours per week of programming.
- He attended the Finance Committee meeting last night and Health Director Bill Murphy provided a COVID update and stated the Health Department has been very busy with contact-tracing work, gathering financial information, and planning for COVID immunizations.

Selectman Russo reported:

- Conservation Commission and Planning Board have been heavily involved with the Eversource transmission line proposal and related hearings.
- The Planning Board appointed Charles Karustis, Planning Board Vice-Chair, as its member to the BFRT Advisory Committee.
- Extended power outages in his neighborhood last night due to storm conditions. He thanked DPW, quick responders and utility employees for their efforts.



Vice-Chair Roberts reported:

- Extended condolences to the family/friends of the tree worker who was victim of a tree-cutting accident.
- Attended Finance Committee last night. The Committee requested joint meetings with BOS during the budget season. Will discuss such scheduling.
- Attended the recent special meeting of the Commission on Disability where the topic was the Town ADA Self-Assessment, and the Commission is requesting an update regarding the Assessment and completion dates. The Commission also inquired about ADA activities at Sewataro in consideration of accessibility.
- Selectmen's Office Hours scheduled for remote session on Wednesday, December 9 from 12:00 p.m. to 1:00 p.m. Chair Dretler and Selectmen Schineller will be present.

### **Citizen Comments**

Chair of Sudbury Commission on Disability Pat Guthy, 24 Pinewood Avenue, stated that she was interested to know the Town's process regarding the ADA Assessment study, and applauded the Town for undertaking the self-evaluation. Ms. Guthy detailed that the Sudbury Commission on Disability was established in 1993 by Town Meeting vote, and the Commission works independently and in coordination with other Town boards/departments with the goals of education, access and assist. The Commission is requesting a date of completion of the ADA Self-Assessment Report for review and comment by the public.

Resident Pat Brown, 24 Whispering Pine Road, repeated that on August 24, 2020 the responses from MassDOT (MA Department of Transportation) held on July 16, 2020 regarding the 25% Design of the BFRT would be made available to the Town. She noted that such responses have not yet be posted on the BFRT page of the Town website. Ms. Brown again requested that this information be made to the contractors and to the citizens of Sudbury.

### **Consent Calendar**

Chair Dretler led the discussion regarding Consent Calendar Item #19 - Vote to request that SudburyTV record all Goodnow Library Trustees meetings.

Selectman Schineller motioned to vote to request that SudburyTV record all Goodnow Library Trustees meetings. Vice-Chair Roberts seconded the motion.

Selectman Russo asked if a change took place which prompted the request, and if the practicality of policies be reviewed. Selectman Carty, liaison to the Goodnow Library Trustees, stated the Library Trustees did not present the request and the request was made by resident Alice Levine, Chair of the Friends of the Goodnow Library. Selectman Carty recommended that the request submitted by Ms. Levine be included with supporting documents for this meeting.

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

VOTED: That SudburyTV record all Goodnow Library Trustees meetings.

### **Tax Classification hearing**

Present: Board of Assessors - Joshua M. Fox, Esq. Chair, Trevor A. Haydon, Liam J. Vesely; Cynthia Gerry, Director of Assessing, Harald Scheid and Wil Coelho, Principal Regional Assessor.

Selectman Carty motioned to open the Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2021 tax rate. Vice-Chair Roberts seconded the motion.

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

VOTED: To open the Tax Classification Hearing.

Mr. Fox provided summary of FY21 property tax classification classes: Residential, Open Space, Commercial, Industrial and personal property. He provided detail regarding exemptions.

Mr. Scheid confirmed that the MA Department of Revenue (DOR) had not contacted his office, and certification had not been finalized by DOR. Mr. Scheid noted the hearing should be held and the Selectmen would have to ratify any related vote at another time in the near future.

Mr. Fox stated that few towns in MA adopt the residential exemption option.

**Vote not to adopt a Residential Exemption pursuant to M.G.L. c. 59, § 5C for Fiscal Year 2021. This motion serves to ratify and confirm the same vote taken on December 1, 2020.**

Selectman Schineller motioned not to adopt a Residential Exemption pursuant to M.G.L. c. 59, § 5C for Fiscal Year 2021.

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

VOTED: Not to adopt a Residential Exemption pursuant to M.G.L. c. 59, § 5C for Fiscal Year 2021. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Mr. Fox provided summary of the small business exemption for FY 2021. Selectman Russo and noted that Sudbury had never voted in favor of this exemption.

**Vote not to adopt a Small Commercial Exemption pursuant to M.G.L. c. 59, § 5I for Fiscal Year 2021. This motion serves to ratify and confirm the same vote taken on December 1, 2020.**

Vice-Chair Roberts motioned not to adopt a Small Commercial Exemption pursuant to M.G.L. c. 59, § 5I for Fiscal Year 2021. Selectman Russo seconded the motion.

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

VOTED: Not to adopt a Small Commercial Exemption pursuant to M.G.L. c. 59, § 5I for Fiscal Year 2021.

Mr. Fox stated indicated the Open Space Exemption is not recognized in MA.

Mr. Scheid provided detail regarding the tax levy and revenue accounts that contribute to the levy. He addressed the assessed property values and Selectmen comments.

**The Sudbury Board of Selectmen votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2021 tax rates and sets the Residential Factor at 0.9752, with a corresponding CIP shift of 1.33.**

Selectman Schineller motioned, and Selectman Russo seconded the motion.

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

VOTED: The Sudbury Board of Selectmen votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2021 tax rates and sets the Residential Factor at 0.9752, with a corresponding CIP shift of 1.33.

Mr. Fox presented the rate associated with the Senior Means Exception.

**In accordance with Chapter 169 of the Acts of 2012, the total Fiscal Year 2021 funding cap on exemptions granted by the Sudbury Means Tested Senior Tax Exemption Program shall be. 0.5115847% of the FY 2021 Residential Property Tax Levy.**

Selectman Russo motioned and Vice-Chair Roberts seconded the motion.

Selectman Schineller indicated that there are more seniors in Sudbury who could benefit from a tax break, and would benefit a Town such as Sudbury that has a high level of homeowners with children who attend the Sudbury schools. He suggested that consideration be given to increased senior tax exemption possibilities.

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

VOTED: In accordance with Chapter 169 of the Acts of 2012, the total Fiscal Year 2021 funding cap on exemptions granted by the Sudbury Means Tested Senior Tax Exemption Program shall be. 0.5115847% of the FY 2021 Residential Property Tax Levy.

**Vote to close the Tax Classification public hearing**

Selectman Carty motioned to close the public hearing. Selectman Russo seconded the motion.

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

VOTED: To close the public hearing.

**Annual Legislative update with Rep. Carmine Gentile, Senator Jamie Eldridge, and Senator Mike Barrett.**

Present: Representative Carmine Gentile, Senator Jamie Eldridge, Senator Mike Barrett

Chair Dretler confirmed that the Selectmen submitted questions to the legislators.

Representative Gentile stressed that this year was a very challenging year. He detailed that the FY21 State budget reflected level funding for the schools with the exception of LSRHS which received increased funding of \$18,335.

Senator Barrett detailed that the Police Reform Bill was passed, instituting a new State Commission with a civil review board. He explained that under the new Police Reform Bill, officers would be certified and could also be de-certified, especially in consideration of racial justice.

Senator Eldridge added further comment regarding the benefit of the newly passed Police Reform Bill. He stated that he and Senator Barrett were currently working on a clean energy bill, along with the gender neutral Sudbury bill in Senate and the Housing Reform Bill.

Senator Barrett commented the State was lucky to withstand level funding status, but Fiscal year 2022 could be a different story, and the process for that budget begins this month.

Representative Gentile noted that emergency housing assistance for families in transition will receive another \$6,000. He explained that he met with MBTA officials earlier today, and was informed that because of decreased ridership, the amount of trains would be decreasing from 500 trains per day to about 300 trains per day. Senator Barrett added that the train stations in Weston might close completely, and Sudbury residents would have to rely on Lincoln and Concord trains. He detailed that such cuts would take place in July of 2021, and prevention of such drastic measure is being examined. Representative Gentile affirmed that associated public hearings would soon begin and he urged people to get involved.

Legislators addressed submitted Selectmen questions, and other topics touched upon included:

- COVID-19 State and Municipal expenses
- Transportation
- Climate Change legislation
- Early voting/mail-in voting post-pandemic
- Small business grants

Selectman Schineller commented about the new Rte. 20 shuttle in Sudbury which is making progress and mentioned the multi-moto center concept. Senator Barrett stated that a possible site for such a multi-moto center could be at Rte. 95 and Rte. 117 intersection, around the Weston-Waltham line and easy commute to Sudbury.

Vice-Chair Roberts repeated the concern of Selectmen Schineller that Sudbury was landlocked which impacts home values. She stressed that buses may be an easier solution and a direct bus into some of the major metro centers such as Waltham, Boston or Cambridge, would be of great benefit to the Sudbury community.

Senator Eldridge asked if a transportation survey had been done to determine what the residents wanted to see. Chair Dretler commented that Sudbury had a private bus service about fourteen years ago, but ridership was not sufficient at the time. Selectman Carty confirmed that he took that private bus line into Boston daily, and indicated that a downfall was that the bus did not connect to Riverside Station. Selectman Carty added that such surveys done in the past, would not apply at this time with so many people working from home.

Selectman Carty inquired about electric cars and other “green” transportation incentives. Senator Barrett confirmed that such state subsidies must increase for electric vehicles, as well as public transit vehicles.

Selectman Schineller mention the proposed Eversource utility corridor on the Bruce Freeman Rail Trail is not reflective of clean energy.

Selectman Russo noted that Sudbury has always demonstrated environmental responsibility, green programs and asked that the legislators consider offering incentives to the community when looking to advance measure to reduce climate change and similar programs.

Vice-Chair Roberts spoke of the approved Fairbank Community Center project and asked the legislators if there were any State grants offered. Senator Eldridge responded that community centers do not have state grants as do schools. Representative Gentile said he would investigate any possible opportunity for aid and suggested the implementation of a state-wide senior center state program to help defray construction cost.

#### **Update and discussion on Town of Sudbury town-wide ADA self-evaluation and assessment process**

Town Manager Hayes provided an overview of the town-wide ADA self-evaluation and stated the completion of assessment was planned for the end of summer, but COVID-19 delayed the process. He expressed his reluctance regarding releasing evaluations for Town properties that have been assessed due to inclusion assessment for a non-Sudbury owned property. Town Manager Hayes confirmed that when the complete assessment plan is completed, the evaluation documentation will be posted to the Town website for public comment to be shared with the consultant.

Chair Dretler inquired about evaluation completion date. Town Manager Hayes responded the anticipation would be three months. Chair Dretler explained the phased process involved with ADA process, and asked if the Town is currently performing any such ADA improvements. Town Manager Hayes responded that several minor recommendations were performed, such as moving a chair or table in proximity to an entry way. He stressed that the present goal involves compiling a catalogue of reviews, present them to the public, go through the hearing process.

As Selectman liaison to the Commission on Disability, Vice-Chair Roberts acknowledged the Commissioners are anxious to become involved with the ADA project. Vice-Chair Roberts stated that she supports the scheduling of a Board of Selectmen meeting with the Commission, at a future date.

Vice-Chair Roberts asked about the ADA assessment at Camp Sewataro. Town Manager Hayes affirmed that the operator of Camp Sewataro was willing to address ADA concerns with the Commission.

Chair Dretler noted that any Town-project expense over \$20,000 must be prioritized.

Ms. Guthy stated the Commission corresponded with Mr. Barletta in September and asked when the COD might review draft evaluation report. She detailed that Mr. Barletta responded that the draft could be shared directly.

Member of the Commission, Kay Bell, spoke of COD inclusion in the design and planning phases. Ms. Bell stated that the Commission helped the Town with ADA compliance at the recent outdoor Town Meeting, which was a success.

Chair Dretler requested that another update be provided to the Board when the ADA assessment draft is completed.

#### **Camp Sewataro financial update and discussion on programming at Sewataro**

Present: Scot Brady, Operator of Camp Sewataro

Chair Dretler recognized that Camp Sewataro submitted unaudited financials, and the contract with Camp Sewataro specifies that such financials be audited. Town Manager Hayes stated the audited financials would be submitted by the end of the month.

Vice-Chair Roberts stated that COVID-related expenses and a decrease in camp enrollment resulted in lowered revenue. Mr. Brody noted that the State controlled the enrollment the past camp season, thus, enrollment was about 60% of anticipated revenue with the same number of staff due to necessary precautionary measures.

Selectman Carty emphasized that the camp operation took every precaution and was amazed that Camp Sewataro was able to function as well as it did in consideration of COVID.

Selectman Schineller agreed that Camp Sewataro continued operating the Camp with gold-standard performance.

Selectman Russo stated that he would anticipate that the next camp season would be far more profitable. He acknowledged that he has been spending much time at the Camp and enjoys it.

Chair Dretler congratulated Mr. Brody for running the Camp as well as possible in such challenging times.

Selectman Russo suggested that a documented agreement might be considered regarding duplicitous events taking place at Camp Sewataro and Sudbury Park & Recreation camps. Selectman Carty noted that working together would be key in such respect. Chair Dretler suggested that Camp use language including description of services and fees might be a useful inclusion to such an agreement.

Discussion regarding insurance coverage aspects took place.

Vice-Chair Roberts thanked Mr. Brody for his participation and willingness to provide a handicapped parking space.

#### **Discussion of BFRT Advisory Task Force Candidate Selection Process**

Present: Environmental Planner Beth Suedmeyer

Chair Dretler detailed there were many applications received in response to vacancies on the 7-member BFRT Advisory Task Force.

Ms. Suedmeyer confirmed that two of the applications were requests for re-appointment to the BFRT Advisory Task Force.

Vice-Chair Roberts mentioned a screening process to be considered. Chair Dretler suggested that Ms. Suedmeyer draft an evaluation form.

Selectman Carty recommended that the Board be consistent with the appointment process. Vice-Chair Roberts commented that the BFRT Task Force had never been disbanded.

Selectman Russo motioned to re-appoint John Drobinski and Lana Schwartz to the current iteration of BFRT Advisory Task Force. Vice-Chair Roberts seconded the motion.

It was on motion 3-2-0; Russo-aye, Roberts-aye, Carty-no, Schineller-no, Dretler-aye



VOTED: To re-appoint John Drobinski and Lana Schwartz to the current iteration of BFRT Advisory Task Force.

The Board agreed to interview candidates at the January 12, 2021 meeting.

Selectman Russo motioned and Vice-Chair Roberts seconded the motion.

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

VOTED: That candidate applications/questionnaires be ranked to determine a short list of 4 candidates (or more if tie) be interviewed on January 12, 2021.

**Open 2021 ATM warrant and announce that Annual Town Meeting will commence Monday, May 3, 2021 at Lincoln-Sudbury Regional High School. Warrant to close Friday, January 29, 2021 at 12:00 Noon.**

Chair Dretler motioned to vote to open 2021 ATM warrant and announce that Annual Town Meeting will commence Monday, May 3, 2021 at Lincoln-Sudbury Regional High School. Warrant to close Friday, January 29, 2021 at 12:00 Noon. Selectman Schineller moved in the words of the Chair. Selectman Russo seconded the motion.

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

VOTED: To open 2021 ATM warrant and announce that Annual Town Meeting will commence Monday, May 3, 2021 at Lincoln-Sudbury Regional High School. Warrant to close Friday, January 29, 2021 at 12:00 Noon.

**Discussion and possible vote to approve goals from 11/16/20 meeting**

Board members agreed to postpone this agenda item to the December 15, 2020 meeting. Chair Dretler motioned to recess for five minutes. Vice-Chair Roberts seconded the motion.

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

VOTED: To recess for five minutes

**Review open session minutes of 10/20/20 and 11/4/20 and possibly vote to approve minutes**

Selectman Carty motioned and Vice-Chair Roberts seconded the motion.

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

VOTED: To approve the minutes of 10/20/20 as edited.

Selectman Russo motioned and 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 the minutes of 11/4/20 as edited.

**Citizen's Comments (cont.)**

There were no citizen's comments

### **Upcoming agenda items**

Selectman Carty mentioned that December 8<sup>th</sup> was a religious holiday.

Vice-Chair Roberts mentioned that the Finance Committee was interested in scheduling a joint meeting with the Selectmen.

### **Consent Calendar**

#### **Vote to accept Park and Recreation Donations**

Vice-Chair Roberts motioned and Selectman Schineller seconded the motion.

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

VOTED: To accept a \$165.80 donation from Jack Carty's Eagle Scout Project for deposit to the Program Contributions and Donations Account (191448/483100). Also vote to accept a \$1,000 donation from Lucinda Lagasse for deposit to the Pool Donations Account 191748/483100, as requested by Dennis Mannone, Park & Recreation/Aquatics Director.

#### **Vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms**

Vice-Chair Roberts motioned to vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms, as requested by Robin Porcella, Asst. Town Accountant. Selectman Schineller seconded the motion.

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

VOTED: To authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms, as requested by Robin Porcella, Asst. Town Accountant.

#### **Vote to approve execution by the Town Manager of the Statement of Work between the Town of Sudbury and ePlus Technology, Inc. for the UC Upgrade of the Town's telephone/IP Communication system; and further to approve execution of any documents relative to said contract.**

Vice-Chair Roberts motioned and Selectman Schineller seconded the motion.

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

VOTED: To approve execution by the Town Manager of the Statement of Work between the Town of Sudbury and ePlus Technology, Inc. for the UC Upgrade of the Town's telephone/IP Communication system; and further to approve execution of any documents relative to said contract.

#### **Vote to accept Cultural Council resignation**

Vice-Chair Roberts motioned and Selectman Schineller seconded the motion.



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

VOTED: To accept the resignation of Tania Vivitsky, 55 Hudson Road, #8, from the Cultural Council and send her a thank-you letter for her service to the Town.

**Vote to authorize the Town Manager, through the Department of Public Works, to locate and mark the of town boundary markers; record such; and provide copy of records to contiguous towns and cities in accordance with G.L. chapter 42, section 2**

Vice-Chair Roberts motioned and Selectman Schineller seconded the motion.

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

VOTED: To authorize the Town Manager, through the Department of Public Works, to locate and mark the of town boundary markers; record such; and provide copy of records to contiguous towns and cities in accordance with G.L. chapter 42, section 2. This is a five-year cycle and applies to years ending with five and zero.

**Vote to approve award of contract by the Town Manager for the Community-Wide Historic Properties Survey upon the recommendation of the Director of Planning and Community Development and pursuant to Article 42 of the September 12, 2020 Annual Town Meeting; and further, to execute any documents relative to said contract**

Selectman Carty requested checking with Planning Director Adam Duchesneau before voting on this item. The Board agreed.

**Vote to approve change of restricted entry times in the Pheasant Avenue/Meadow Drive neighborhood**

Vice-Chair Roberts motioned and Selectman Schineller seconded the motion.

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

VOTED: To approve the change of restricted entry times in the Pheasant Avenue/Meadow Drive neighborhood as follows: (1) Entering Meadow Drive from Old Lancaster Road be restricted from 7:00 AM to 9:00 AM (2) Entering Pheasant Avenue from Union Avenue be restricted from 2:30 PM to 5:30 PM. This request is due to the change in school start times.

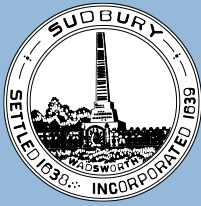
**Vote to adjourn meeting**

Selectman Russo motioned to adjourn the meeting. Selectman Carty seconded the motion.

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 12:10 a.m.

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****11: Citizen's Comments (cont)****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

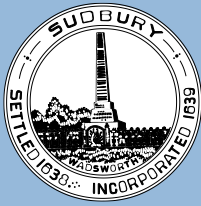
Approximate agenda time requested:

Representative(s) expected to attend meeting:

## Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM



## SUDBURY SELECT BOARD

Tuesday, January 12, 2021

**MISCELLANEOUS (UNTIMED)****12: 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:

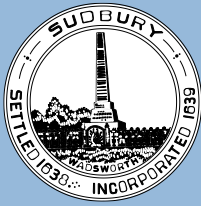
Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

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## POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
January 26	Interview candidates for DEI Commission (to be confirmed)
	Discussion on LSRHS agreement
January 29, 12:00 Noon	All 2021 ATM articles due to Selectmen's office by 12 Noon
February 9	Vote to accept Annual Town Meeting articles submitted by 1/29/21
February 23	Joint meeting with FinCom – budget presentation, capital articles presented, CIAC recommendations
March 16	Joint meeting with FinCom to present town meeting warrant article recommendations
Mon, March 29	Annual Town Election
April 6	Continuation of Eversource utility hearing from 12/15/20
May 3-5, 2021; possibly May 8-9 if outside	Annual Town Meeting at LSRHS
Date to be Determined	ATM 2021 article - Melone Stabilization Fund
	ATM 2021 article - update from Fire Chief John Whalen on Fire Station 2 & 3
	Budget Strategies Task Force
	By-law items to examine - Special Events & Demonstration Permits; Common Victualler License Holders (Related to Farm Act exemptions, citizen request); Nuisance / Blight Bylaw; Removal Authority of members from appointments
	Citizen Leadership Forum
	Fairbank Community Center update (ongoing)
	Financial policy review (ongoing)
	Health/COVID-19 update (as of 3/18/20)
	Invite Commission on Disability Chair to discuss Minuteman High School
	Joint meeting with Lincoln Selectmen – late Feb/early March
	Local receipts – fee schedule review
	Projects to track using form (KPIs)
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on CSX (January, April, July, October)
	Route 20 empty corner lot – former gas station
	Sewataro Financial Statement review
	Sewataro Future planning
	Sidewalks discussion
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update from BOS Policy Subcommittee
	Update on crosswalks (Chief Nix/Dan Nason)
	Update on traffic policy (Chief Nix)

	Work Session: Select Board/Town Manager Code of Conduct and other procedural training
<b>Standing Items for All Meetings</b>	BOS requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)



## SUDBURY SELECT BOARD

Tuesday, January 12, 2021

**CONSENT CALENDAR ITEM****13: Authorize TM to submit articles on BOS behalf**REQUESTOR SECTION

Date of request:

Requestor: TOWN Manager Hayes

Formal Title: Vote to authorize the Town Manager to submit 2021 Annual Town Meeting articles on behalf of the Board of Selectmen.

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Manager to submit 2021 Annual Town Meeting articles on behalf of the Board of Selectmen.

Background Information:

Financial impact expected:n/a

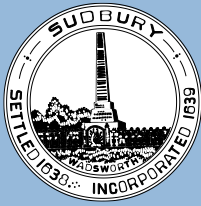
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

01/12/2021 5:30 PM

**SUDBURY SELECT BOARD**

Tuesday, January 12, 2021

**CONSENT CALENDAR ITEM****14: SHA vacancy on ATE ballot****REQUESTOR SECTION**

Date of request:

Requestor: Beth Klein, Town Clerk

Formal Title: Vote to authorize the Town Clerk to place the vacant office for Sudbury Housing Authority member on the March 29, 2021 Annual Town Election Ballot at least 15 day prior to the last day to return nomination papers to the Board of Registers for certification.

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Clerk to place the vacant office for Sudbury Housing Authority member on the March 29, 2021 Annual Town Election Ballot at least 15 day prior to the last day to return nomination papers to the Board of Registers for certification.

**Background Information:**

Theresa Layden, a member of the Sudbury Housing Authority filed her resignation with the Town Clerk on January 6, 2020. Her term expires May 2023. The vacancy cannot be placed on the ballot for the March 29th, 2021 Annual Town Election, pursuant to MGL. C. 41, Sec.10 until the Select Board files a notice of election with the Town Clerk. The Board is requested to sign the attached to direct the Town Clerk to place this vacancy on the ballot.

Financial impact expected:n/a

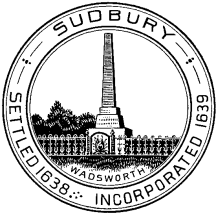
Approximate agenda time requested:

Representative(s) expected to attend meeting:

**Review:**

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

01/12/2021 5:30 PM



# Town of Sudbury

Town Clerk's Office

Town Hall  
322 Concord Road  
Sudbury, MA 01776-1843  
978-639-3351  
Fax: 978-639-3340  
[clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us)

To: Select Board  
From: Beth R. Klein, Town Clerk  
Re: Procedure to add elected vacancy to Town Ballot  
Date: January 6, 2021

In order for the vacant office for Sudbury Housing Authority member to be added to the 2021 town ballot, the Select Board must notify the Town Clerk in writing that the vacant office should be added to the ballot for a two year term to expire May 2023. The Town Clerk's office must receive the notice by January 25, 2021 to be added to the ballot for the March 29, 2021 Annual Town Election.

Vacant Office: Housing Authority Member Term Expires: May 2023

MGL chapter 41, Sec. 10

If there is a resignation of a town officer creating a vacancy at some later time certain, and such resignation is filed with the town clerk in accordance with the provisions of section one hundred and nine, said town clerk shall certify a vacancy shall occur at the later time certain and the board of selectmen may call a special election as provided in this section; provided, however, that no such election may be held prior to the effective date of the resignation creating such vacancy.

No election shall be held for any office pursuant to this section unless the selectmen file with the town clerk notice of an election for such office not less than fifteen days before the last day to submit nomination papers to the registrars of voters for certification, before the election or any preceding primary, caucus, or preliminary election.

Cc: Henry Hayes, Town Manager  
Sheila Cusolito, Executive Director

The Select Board hereby directs the Town Clerk to place the vacancy for Housing Authority member on the ballot for the March 29, 2021 Annual Town Election. Said term shall expire May 31, 2023.

## Select Board

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment 14.a: memo to BOS-add vacant office to ballot (4329 : SHA vacancy on ATE ballot)



TOWN CLERK  
SUDBURY, MASS

2021 JAN -6 PM 2:29

Jan 3, 2021

To Whom It May Concern,

I submitted my resignation as a  
Commissioner on the SHA Board as  
of September 14, 2020.

Theresa M Layden

Attachment 14.b: Layden resignation letter (4329 : SHA vacancy on ATE ballot)