



SUDBURY SELECT BOARD
TUESDAY FEBRUARY 9, 2021
6:00 PM, ZOOM

Item #	Time	Action	Item
	6:00 PM		CALL TO ORDER
EXECUTIVE SESSION			
1.		<i>VOTE</i>	Open in Regular Session, and immediately vote to enter into Executive Session pursuant to Exemption 3 (G.L. c. 30A, §21(a)(3)) for the purpose of discussing collective bargaining matters related to negotiation strategy (for all 7 Town unions related to the Town of Sudbury employees) wherein strategy discussion with respect to collective bargaining in open session may have a detrimental effect on the bargaining position of the public body.
2.		<i>VOTE</i>	Vote to close Executive Session and resume Open Session
	7:00 PM		Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Citizen's comments
MISCELLANEOUS			
3.	7:15 PM		Update from Health Director Bill Murphy - COVID and vaccine
4.	7:30 PM	<i>VOTE</i>	Vote to accept 2021 Annual Town Meeting articles submitted by 1/29/21. Also possibly vote on order of articles, take positions on articles, and designate articles for the consent calendar. Also vote to refer any Zoning Bylaw amendments and street acceptance articles to the Planning Board.
5.	7:45 PM	<i>VOTE</i>	Discussion and possible re-vote on weekend desired and secondary dates for 2021 Annual Town Meeting at LSRHS.
6.	8:00 PM		Update from Policies & Procedures subcommittee
7.	8:15 PM	<i>VOTE</i>	Vote to appoint Select Board liaison to the BFRT Advisory Task Force

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

Item #	Time	Action	Item
8.	8:30 PM	<i>VOTE</i>	Discussion, review, and vote on Appointment Policy and Code of Conduct.
9.	8:45 PM		Projects to track (KPI)
10.	9:00 PM		Discussion on Clean Energy and Climate Plan for 2030
11.	9:15 PM		Training topics from Town Counsel
12.	9:15 PM	<i>VOTE</i>	Review open session minutes of 12/15/20 and 1/12/21 and possibly vote to approve minutes.
13.			Citizen's Comments (cont)
14.			Upcoming Agenda Items
CONSENT CALENDAR			
15.		<i>VOTE</i>	Vote to accept a \$100 donation from Donna Moy Bruno and Franco Bruno to be deposited into the Program Contributions and Donations Account - 191448/483100.
16.		<i>VOTE</i>	Vote to approve award of contract (Statement of Work) by the Town Manager to DataBank IMX, LLC for digitization services in connection with Board of Health septic design documents.
17.		<i>VOTE / SIGN</i>	Vote to sign a proclamation to recognize March 2021 as Shadow Pandemic Awareness Month.

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, February 9, 2021

EXECUTIVE SESSION**1: Executive session to discuss collective bargaining****REQUESTOR SECTION**

Date of request:

Requestor: 45 min

Formal Title: Open in Regular Session, and immediately vote to enter into Executive Session pursuant to Exemption 3 (G.L. c. 30A, §21(a)(3)) for the purpose of discussing collective bargaining matters related to negotiation strategy (for all 7 Town unions related to the Town of Sudbury employees) wherein strategy discussion with respect to collective bargaining in open session may have a detrimental effect on the bargaining position of the public body.

Recommendations/Suggested Motion/Vote: Open in Regular Session, and immediately vote to enter into Executive Session pursuant to Exemption 3 (G.L. c. 30A, §21(a)(3)) for the purpose of discussing collective bargaining matters related to negotiation strategy (for all 7 Town unions related to the Town of Sudbury employees) wherein strategy discussion with respect to collective bargaining in open session may have a detrimental effect on the bargaining position of the public body.

Background Information:

Financial impact expected:n/a

Approximate agenda time requested: 45 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

02/09/2021 6:00 PM



SUDBURY SELECT BOARD

Tuesday, February 9, 2021

2

EXECUTIVE SESSION

2: Close Exec 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:

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

02/09/2021 6:00 PM

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**3: Update from Health Director - COVID and vaccine****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Update from Health Director Bill Murphy - COVID and vaccine

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 15 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

02/09/2021 6:00 PM

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**4: Accept ATM articles****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept 2021 Annual Town Meeting articles submitted by 1/29/21. Also possibly vote on order of articles, take positions on articles, and designate articles for the consent calendar. Also vote to refer any Zoning Bylaw amendments and street acceptance articles to the Planning Board.

Recommendations/Suggested Motion/Vote: Vote to accept 2021 Annual Town Meeting articles submitted by 1/29/21. Also possibly vote on order of articles, take positions on articles, and designate articles for the consent calendar. Also vote to refer any Zoning Bylaw amendments and street acceptance articles to the Planning Board.

Background Information:
attached article spreadsheet, as well as copies of all submitted articles (#1-36)

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

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

02/09/2021 6:00 PM

ATM 2021 ARTICLES

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	IN MEMORIAM RESOLUTION									
	FINANCE/BUDGET									
1	Hear Reports	Select Board							Majority	
2	FY21 Budget Adjustments	Select Board							Majority	
3	FY22 Budget	Town Manager							Majority	
4	FY22 Capital Budget	Town Manager							Majority	
5	FY22 Transfer Station Enterprise Fund Budget	Town Manager							Majority	
6	FY22 Pool Enterprise Fund Budget	Town Manager							Majority	
7	FY22 Recreation Field Maintenance Enterprise Fund Budget	Town Manager							Majority	
8	FY21 Snow & Ice Transfer (possible withdraw)	Town Manager							Majority	
9	Unpaid Bills	Town Accountant							Four-fifths	
10	Chapter 90 Highway Funding	DPW Director							Majority	
11	Stabilization Fund	Select Board							Majority	
12	FY22 Revolving Fund Limits	Select Board							Majority	
13	Capital Stabilization Fund	Town Manager							Majority	
14	Fund Litigation Costs - Eversource	Town Manager							Majority	
15	Melone Stabilization Fund									
16	Construction of Housing/Living Addition - Fire Station #2	Fire Chief								
17	Marlboro Road Culvert Replacement	DPW Director								
	CAPITAL ARTICLES									
18	Front End Loader with Plow	DPW Director								
19	Multi-purpose Sidewalk Tractor	DPW Director								
20	Six-wheel Combo Dump Truck with Plow and Wing	DPW Director								
21	Street Acceptance - Anthony Drive	Planning Director								
22	Means Tested Senior Tax Exemption Extension	Board of Assessors								

Attachment 4.a: Articles list ATM 2021_2.9.21_rev (4269 : Accept ATM articles)

2/5/2021

Page 1

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

Packet Pg. 7

ATM 2021 ARTICLES

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
23	Sudbury Public Schools COVID-19 Academic Program	SPS Committee								
24	Sudbury Public Schools Peter Noyes School Fire Alarm Replacement	SPS Committee								
25	LSRHS Stadium Field	LSRHS								
26	Amend Zoning Bylaw, Article IX: Amend text of Section 2110.Establishment	Planning Board								
27	Amend Zoning Bylaw, Article IX: Amend text of Section 2324 Regarding Trailers or other structures for storage or office purposes	Planning Board								
28	Amend Zoning Bylaw, Article IX: Amend text of Section 3200.Signs and Advertising Devices	Planning Board								
CPC ARTICLES										
29	Community Preservation Fund - Dr. Bill Adelson Playground Improvements	CPC								
30	Community Preservation Fund - Frank Feeley Fields Improvements	CPC								
31	Community Preservation Fund - Historic Preservation Plan	CPC								
32	Community Preservation Fund - Housing Production Plan	CPC								
33	Community Preservation Fund - Housing Trust Allocation	CPC								
34	Community Preservation Fund - Regional Housing Services Office (RHSO) membership fee	CPC								
35	Community Preservation Fund - Reversion of Funds	CPC								
36	Community Preservation Fund - General Budget and Appropriations	CPC								

Attachment4.a: Articles list ATM 2021_2.9.21_rev (4269 : Accept ATM articles)

2/5/2021

Page 2

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

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 1

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 1. HEAR REPORTS

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2019 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD POSITION: The Select Board supports this article.

SUBMITTED BY: Select Board HENRY L. HAYES,
JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:35:47 -05'00'

APPROVED BY: _____
Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 2

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 2. FY21 BUDGET ADJUSTMENTS

To see if the Town will vote to amend the votes taken under Article 3, FY21 Budget, of the 2020 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD REPORT: This article will allow flexibility to review all accounts within the FY21 Operating Budget to make adjustments at the Annual Town Meeting as necessary.

SUBMITTED BY: Select Board **HENRY L. HAYES, JR.**

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:33:54 -05'00'

APPROVED BY: _____
Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 3

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 3. FY22 BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2021 through June 30, 2022, inclusive, in accordance with the following schedule, which is incorporated herein by reference:

;or act on anything relative thereto.

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY,
 MA, ou=TOWN MANAGER,
 email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:18:47 -05'00'

SUBMITTED BY: Town Manager _____

APPROVED BY: _____
 Town Counsel

Attachment4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 4

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 4. FY22 CAPITAL BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sum for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, and design, renovation to buildings, equipping of vehicles, and all incidental and related expenses for projects; and to determine whether this sum shall be raised by lease purchase or otherwise:

;or act on anything relative thereto.

HENRY L. HAYES,
JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:25:22 -05'00'

SUBMITTED BY: Town Manager

/ _____

APPROVED BY: _____
Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 5

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE . FY22 TRANSFER STATION ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY22 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

or act on anything relative thereto.

SUBMITTED BY: Town ManagerHENRY L. HAYES,
JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR, o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:23:21 -05'00'

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 6

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 6. FY22 POOL ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY22 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

;or act on anything relative thereto.

SUBMITTED BY: Town Manager

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF
 SUDBURY, MA, ou=TOWN MANAGER,
 email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:22:14 -05'00'

APPROVED BY: _____
 Town Counsel

Attachment4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 7

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE 7. FY22 RECREATION FIELD MAINTENANCE ENTERPRISE
FUND BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY22 budget of the Recreation Field Maintenance Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

;or act on anything relative thereto.

**HENRY L. HAYES,
JR.**

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:20:55 -05'00'

SUBMITTED BY: Town Manager

APPROVED BY: _____
Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 8

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE . SNOW AND ICE TRANSFER

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Town Manager, for the purpose of funding the Fiscal Year 21 Snow and Ice deficit; or act on anything relative thereto.

SUBMITTED BY: Town Manager

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY, MA,
 ou=TOWN MANAGER, email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:36:54 -05'00'

APPROVED BY: _____

Town Counsel

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE . UNPAID BILLS

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the payment of certain unpaid bills incurred in previous fiscal years or which may be legally unenforceable due to the insufficiency of the appropriation in the years in which such bills were incurred; or act on anything relative thereto.

Submitted by the Town Accountant.

(Four-fifths vote required)

TOWN ACCOUNTANT REPORT: Invoices that are submitted for payment after the accounts are closed at the end of a fiscal year or payables for which there are insufficient funds (and were not submitted for a Reserve Fund Transfer) can only be paid by a vote of the Town Meeting, a Special Act of the Legislature, or a court judgment.

SUBMITTED BY:

Christine M. Nihan

APPROVED BY:

Town Counsel

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE . CHAPTER 90 HIGHWAY FUNDING*(Consent Calendar)*

To see if the Town will vote to authorize the Town Manager to accept and to enter into a contract for the expenditure of any funds allotted or to be allotted by the Commonwealth for the construction, reconstruction and maintenance projects of Town ways pursuant to Chapter 90 funding; and to authorize the Treasurer to borrow such amounts in anticipation of reimbursement by the Commonwealth; or act on anything relative thereto.

Submitted by the Director of Public Works

(Majority vote required)

DIRECTOR OF PUBLIC WORKS REPORT: Each year the Legislature allocates funds to cities and towns for the improvement of their infrastructure, to be expended under the Chapter 90 guidelines. The current plans are to continue the implementation of our pavement management program.

SUBMITTED BY: 

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 11

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE ~~11~~ STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash, _____ to be added to the Stabilization Fund established under Article 12 of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD REPORT: Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Stabilization Fund an amount equal to 5% of the total projected general fund operating revenues for the last fiscal year. This Fund protects the Town in case of a severe emergency and is beneficial in supporting the Town's AAA Bond ratings, which in turn results in lowering borrowing costs.

Submitted by: Select Board

HENRY L.
HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:39:07 -05'00'

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE . XX FY22 REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to establish the FY2022 spending limits for the use of revolving funds under M.G.L. c.44, s.53E ½, by the following departments of the Town in accordance with each fund set forth in Article XXXIII of the Town of Sudbury General Bylaws or act in any manner related thereto.

Submitted by the Finance Director.

(Majority vote required)

SUBMITTED BY: D-1/L

Approved by: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 13

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE CAPITAL STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash \$_____, or any other sum, to be added to the Capital Stabilization Fund established under Article 13 of the 2019 Annual Town Meeting; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

SUBMITTED BY: Town Manager

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY, MA,
 ou=TOWN MANAGER, email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:40:21 -05'00'

APPROVED BY: _____

Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 1F

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 12. FUND LITIGATION COSTS – EVERSOURCE

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Eversource/Hudson reliability project; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

SUBMITTED BY: _____

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY,
 MA, ou=TOWN MANAGER,
 email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:37:56 -05'00'

APPROVED BY: _____
 Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

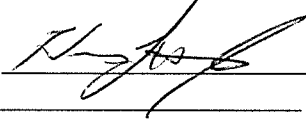
ARTICLE . XX REPURPOSE MELONE STABILIZATION FUND

To see if the Town will vote to transfer the remaining balance of \$1,100,000 in the special Stabilization Fund (Melone) established under Article 13 of the 2015 Annual Town Meeting to the Capital Stabilization Fund established under Article 13 of the 2019 Annual Town Meeting; or act on anything relative thereto

Submitted by the Select Board.

(Two-thirds vote required)

SUBMITTED BY:



Approved by: _____

Town Counsel

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved, and article signed by Town Counsel before submission

ARTICLE. CONSTRUCTION OF HOUSING/LIVING ADDITION FIRE STATION #2

To see what sum the Town will raise and appropriate, appropriate from available funds, or borrow to be expended under the direction of the Town Manager, for the purpose of constructing a new housing / living / officer area adjacent to and to be connected to the existing Fire Station #2 Building, located at 550 Boston Post Road, with the Permanent Building Committee tasked with oversight of professional, engineering, architectural, and project management services, preparation of plans, specifications, bid documents, supervision of work and including the purchase of additional equipment, technology, furniture, landscaping, and acquisition by gift, purchase, eminent domain, or otherwise such temporary and/or permanent access, utility, and/or other easements as may be necessary, and all expenses related thereto; and to determine whether the vote taken hereunder shall be contingent upon the approval by the voters at an election of a Proposition 2 ½ Debt Exclusion in accordance with G.L. c.59, s.21C; or act on anything relative thereto.

Submitted by the Fire Chief.

FIRE CHIEF REPORT: The Fire Department is seeking to add a housing, living, office and public space addition to be attached to the current Fire Station #2. The goal of this program is to provide living areas to support four fire personnel, this will allow for the staffing of a Fire Engine Company and an Advanced Life Support Ambulance (ALS) to provide for faster response to emergencies in the southern part of Sudbury.

In the past six years the development of the property's located on the Rt. 20 corridor have been brisk, the construction of Coolidge I and II have provided more than 100 additional age restricted housing units in the most southern section of Rt. 20. The redevelopment by National Development has added 250 non-aged restricted housing, a memory care health facility containing 48 units, an additional 57 units of age-restricted housing units in the Pulte housing units and additional retail commercial space. This one development added 214 emergency responses in 2020.

In the 2020 calendar year the southern section has contributed to 33% more emergency responses than both the North and West sections of the town combined. Providing additional housing at Fire Station 2 will reduce the response time to provide advanced patient care and enhance fire operations.

SUBMITTED BY: John M. Whalen Fire Chief



Approved by: _____
Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE #

17

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: MARLBORO ROAD CULVERT REPLACEMENT


To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$400,000, or any other sum, to be expended under the direction of the Department of Public Works Director for the purpose of replacing the culvert at 270 Marlboro Road and to stabilize the roadway and shoulder; and to authorize the Board of Selectmen to acquire, by purchase, gift, eminent domain or otherwise, permanent and temporary easements; or act on anything relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to reconstruct the culvert near 270 Marlboro Road. Heavy rainfall events in the spring of 2019 caused portions of the shoulder along Marlboro Road to erode. The shoulder was temporarily stabilized by the DPW with the installation of gabions on the downstream side of the culvert to mitigate any further erosion while protecting the roadway and associated utilities (water, gas and telecommunications).

SUBMITTED BY: _____


 Daniel F. Nason

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY WARRANT ARTICLE FORM

ARTICLE

18

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: FRONT END LOADER WITH PLOW

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$115,000 (Free cash), \$115,000 (TS Retained Earnings), or any other sum, for the purchase or acquisition of a new vehicle for public works; or take any other action relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new Front End Loader with plow to replace an older model. The Department currently uses four (4) Front End Loaders, however the oldest one is over 16 years old and is beyond its useful life expectancy as a front line machine. This article requests funds to purchase a new machine, which will be safe, reliable, efficient, and capable of meeting the needs of the department. This equipment will make the plowing operations more efficient, and ultimately provide the staff with the proper equipment to clear the roads and parking lots during the snow and ice season.

SUBMITTED BY:



Daniel F. Nason

APPROVED BY:

Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE

19

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: MULTI-PURPOSE SIDEWALK TRACTOR

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$205,000, or any other sum, for the purchase or acquisition of a new Multi-Purpose Tractor with attachments for public works; or take any other action relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new Multi-Purpose Sidewalk Tractor with various attachments to replace an older model. This equipment is used to clear the snow and debris from various walkways throughout Town and supplements the roadside mowing with the boom flail mower. The multi-purpose tractor is exposed to many different environments including damaging branches, stone walls, hidden iron castings and corrosive materials (salt) which cause disintegration of the equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. These multi-purpose machines are expected to last approximately 7-10 years.

SUBMITTED BY: _____


 Daniel F. Nason

APPROVED BY: _____

Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 20

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: 6-WHEEL COMBO BODY DUMP TRUCK W/ PLOW & WING

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$285,000, or any other sum, for the purchase or acquisition of a new vehicle for public works; or take any other action relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new 6-Wheel Combo Body Dump Truck with plow and wing to replace an older model. The existing truck is at its useful life-expectancy of about 15 years. Due to the caustic nature of the salt and chemical additives used in snow removal operations, the bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every treatment event. Being a dedicated spreader, this vehicle is not currently used during the construction season. It is the goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. This proposal is to replace the existing dedicated spreader with a combination body (dump truck and spreader) to be used throughout all seasons. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles.

SUBMITTED BY:



Daniel F. Nason

APPROVED BY:

Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 2 /

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. STREET ACCEPTANCE – ANTHONY DRIVE

To see if the Town will vote to accept the layout of the following way:

Anthony Drive from North Road/Route 117 to a dead end, a distance of 613 feet +/-

as laid out by the Select Board in accordance with the descriptions and plans on file in the Town Clerk's Office; to authorize the acquisition by purchase, by gift, or by eminent domain, an easement or fee simple, over the ways shown on said plans and any associated drainage, utility, or other easements; and to raise and appropriate or transfer from available funds a sum of money therefor and all expenses in connection therewith; or act on anything relative thereto.

Submitted by the Select Board. (Two-thirds vote required)

SELECT BOARD REPORT: This Article is the result of the recommendations of the Department of Public Works as to roads which meet legal requirements for acceptance. The Select Board has voted their intention to approve the layout of this road and have held a public hearing for the purpose prior to Town Meeting. If the above street is voted and accepted by the Town Meeting as a public way, all future maintenance and repair will be done by the Town.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT/: The Finance Committee will report at Town Meeting.

SUBMITTED BY: HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY, MA,
ou=TOWN MANAGER, email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.27 14:06:38 -05'00'

APPROVED BY: _____
Town Counsel

Attachment 4.b: ATM Articles 1-21 (4269 : Accept ATM articles)

ARTICLE. MEANS TESTED SENIOR TAX EXEMPTION
EXTENSION

22

To see if the Town will vote to extend for FY 2022, FY 2023, and FY 2024 an act passed in the general court in the year 2012 entitled, "An act authorizing the town of Sudbury to establish a means tested senior citizen property tax exemption," or act on anything relative thereto.

Submitted by the Board of Assessors

(Majority vote required)

RECEIVED
 BOARD OF SUPERVISORS
 SUDBURY, MA

2021 JAN 26 P 1:03

BOARD OF ASSESSORS REPORT:

Chapter 10 of the Acts of 2016 allows for a continuation of the Exemption Program, provided Town Meeting approves the program continuation every 3 years. The program is due for continuation for the next 3 fiscal years. A majority vote at an Annual or Special Town Meeting is required for passage.

The Sudbury Means Tested Senior Exemption Program reduces real property taxes for certain low to moderate-income seniors through a redistribution of the property tax burden within the residential class. Therefore, there is a residential tax rate increase associated with the implementation of the Program (any exemption is shifted to the non-qualifying residential real property owners in Town). The exemption does not impact the Commercial, Industrial or Personal Property classes.

In FY 2014, 118 applications for the exemption were approved with an average benefit of \$2,450. In FY 2014, the average single-family tax increase attributable to the program was \$45.

In FY 2015, 124 applications for the exemption were approved with an average benefit of \$2,664. In FY 2015, the average single-family tax increase attributable to the program was \$60.

In FY 2016, 103 applications for the exemption were approved with an average benefit of \$3,288. In FY 2016, the average single-family tax increase attributable to the program was \$61.

In FY 2017, 111 applications for the exemption were approved with an average benefit of \$3,282. In FY 2017, the average single-family tax increase attributable to the program was \$63.

In FY 2018, 113 applications for the exemption were approved with an average benefit of \$3,664. In FY 2018, the average single-family tax increase attributable to the program was \$73.

In FY 2019, 112 applications for the exemption were approved with an average benefit of \$3,735. In FY 2019, the average single-family tax increase attributable to the program was \$67.

In FY 2020, 106 applications for the exemption were approved with an average benefit of \$3,999. In FY 2020, the average single-family tax increase attributable to the program was \$76.

In FY 2021, 101 applications for the exemption were approved with an average benefit of \$4,247. In FY 2021, the average single-family tax increase attributable to the program was \$75.

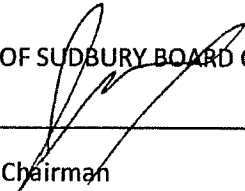
ARTICLE. **MEANS TESTED SENIOR TAX EXEMPTION**
EXTENSION

To see if the Town will vote to extend for FY 2022, FY 2023, and FY 2024 an act passed in the general court in the year 2012 entitled, "An act authorizing the town of Sudbury to establish a means tested senior citizen property tax exemption," or act on anything relative thereto.

Submitted by the Board of Assessors, (Majority vote required)

IN WITNESS WHEREOF, the party hereto respectfully requests that the Means Tested Senior Tax Exemption Extension article, be included in the 2021 Town of Sudbury Annual Town Meeting Warrant.

FOR TOWN OF SUDBURY BOARD OF ASSESSORS



Joshua Fox, Chairman

Date: 1/21/21

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 23

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: SUDBURY PUBLIC SCHOOLS COVID-19 STUDENT ACADEMIC PROGRAM

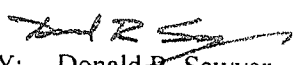
To see if the Town will vote to raise and appropriate, and/or transfer from available funds, the sum of \$309,540, to be expended by the Sudbury Public School District for the purpose of providing targeted general education services to students in an effort to mitigate the learning impacts as a result of COVID-19; or act on anything relative thereto.

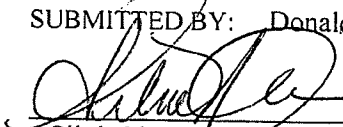
Sponsored by the Sudbury Public Schools School Committee.

REPORT: This article is seeking the funding and appropriation for the purpose of Sudbury Public Schools to create a five (5) week summer program for elementary students in order to mitigate learning impacts from COVID-19. The program will target 2021-22 elementary students (K-5) and focus on numeracy and literacy skills. Instruction will be provided by trained educators and align with the Sudbury Public Schools curriculum using a 1:10 teacher to student ratio. The program is designed to accommodate approximately 40 students per grade level for each of the academic modules. Administrative and nursing staff will be on-site to support the program.

Eligibility for the program will be determined, in part, by spring benchmarking data using established assessment measures and educator recommendation. Students will be referred to one of the two academic modules with the option to attend a social module. The social module will be run in partnership with Sudbury Park and Recreation and will have a fee associated with attendance based on income levels. Transportation is available as is lunch for qualifying students qualifying for free or reduced lunch or financial aid.

The Summer Math Intervention and Literacy Engagement Program (SMILE) will complement the existing Extended School Year (ESY) program for students receiving special education services per their IEP by being held at the same location and providing opportunities for inclusion and collaboration.

SUBMITTED BY:  Donald R. Sawyer – SPS Director of Business & Finance


Silvia Nersisyan, Chair

1/25/21
Date

APPROVED BY: _____
Town Counsel

Attachment 4.c: ATM Article 22-27 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 24

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: NOYES ELEMENTARY SCHOOL FIRE ALARM SYSTEM REPLACEMENT


To see if the Town will vote to raise and appropriate, or transfer from available funds, \$220,000 to be expended under the direction of the Sudbury Public School Department for the purpose of replacing the existing fire alarm system at the Peter Noyes Elementary School, including but not limited to renovation to the building; or take any action relative thereto.

Sponsored by the Sudbury Public Schools School Committee.

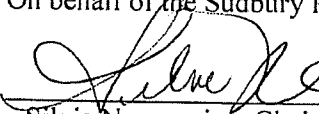
REPORT: This project will replace the entire existing Simplex fire alarm system to include a new nonproprietary notifier addressable master control panel, annunciator panel, smoke detectors, duct smoke detectors, beam detectors, magnetic door hold open devices and all associated piping and wiring. The design for this project has been funded and is complete. The 25+ year old Simplex fire alarm system has become problematic to maintain in working order, and is subject to an increasing number of system malfunctions and repairs. Parts for repair are increasingly difficult and expensive to obtain.

Attempts to maintain the system, obtain failing components and fund system repairs with operational maintenance budgets is unsustainable.

The new addressable system will transmit information via a radio box to the Fire Department with the precise location and nature of any alarm. Responding crews will have this prearrival information and be directed to the exact area and source of any alarm.


SUBMITTED BY: Donald R. Sawyer – SPS Director of Business & Finance

On behalf of the Sudbury Public Schools School Committee:


Silvia Nerssessian, Chair

1/25/21
Date

APPROVED BY: _____
Town Counsel

Attachment 4.c: ATM Article 22-27 (4269 : Accept ATM articles)

TOWN OF SUDBURY WARRANT ARTICLE FORM

ARTICLE 25

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE #XX *Lincoln-Sudbury Regional High School Stadium Field and Community Turf Field Replacement

To see if the Town will vote to raise and appropriate, or transfer from available funds, the Town's 50% share of \$337,500 for the total estimated project of \$675,000, whereby, the Regional School District has authorized the transfer from the School's Excess and Deficiency Account for its 50% share of \$337,500; or any other sum, to be expended under the direction of the Lincoln-Sudbury Regional School Committee, for the purpose of replacing the Community Stadium Field Turf located on the property of Lincoln-Sudbury Regional High School; and to determine whether said sum shall be raised by borrowing or otherwise; or to act on anything relative thereto.

Submitted by Bella Wong, Superintendent/Principal.

(Majority vote required)

SUBMITTED BY: LS School Committee

Unanimous approval at the 1/19/21 School Committee Meeting

LS SC Chair, Ellen Joachim

Ellen Joachim

Approved by: _____
Town Counsel

WARRANT REPORT

LS REGIONAL HIGH SCHOOL STADIUM FIELD REPLACEMENT CAPITAL PROJECT

Purpose:

The original turf field was completed in 2004. The field is not only used by Lincoln Sudbury Regional High School Football, Soccer, Lacrosse and Rugby teams, but also the Sudbury Parks and Recreation Department for various community sporting events. The length of the artificial turf fiber has declined due to normal wear and tear as well as ultraviolet sunlight exposure. The risk of injury greatly increases as the rubber pellets in the fibers grab onto cleats while the athlete is in motion resulting in ankle and knee injuries. Additionally, since the installation of the original field, it is recommended that fields that host high impact sports have a shock pad installed under the turf to minimize potential concussion injuries that meet the new concussion guidelines.

Replacing the artificial turf field will provide a safe playing field for Community sports teams and Lincoln-Sudbury Regional School District athletes.

Cost:

The total project cost is estimated at \$675,000 with Sudbury's share of 50% totaling \$337,500 for the Sudbury request. LS School Committee had voted to reserve a portion of \$337,500 from Excess and Deficiency back in 2019.

This is the second year of funding requests for this project through the CAPCOM process.

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 26

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. AMEND ZONING BYLAW, ARTICLE IX: AMEND TEXT OF SECTION 2110. ESTABLISHMENT

To see if the Town will vote to amend the Zoning Bylaw, Article IX, by amending Section 2110. Establishment by removing the text below with ~~strike through~~ font and adding the text below with underlined font as follows:

2110. Establishment. For the purposes of this Bylaw, the Town of Sudbury is hereby divided into the following districts:

Single Residence "A" (A-Res.)
 Single Residence "C" (C-Res.)
 Wayside Inn Historic Preservation (WI)
 Business (BD)
 Limited Business (LBD)
 Village Business (VBD)
 Industrial (ID)
 Limited Industrial (LID)
 Research (RD)
 Industrial Park (IP)
 Open Space (OS)

Except as otherwise provided herein, the boundaries of these districts are defined and set forth on the map entitled, "Zoning Map, Town of Sudbury, last amended April, 1994," as may be subsequently amended by vote of Town Meeting. This map is on file with the Town Clerk. The zoning map, with all explanatory matter thereon, is hereby made a part of this Bylaw.

The location of Districts is further described in narrative form with accompanying maps in Appendix C.

"Overlay" districts are also hereby created: Flood Plain Overlay District (reference section 4100); ~~Historic Districts (Old Sudbury and Hudson Road Historic District, Wayside Inn Historic Districts 1 and 2, King Phillip Historic District (reference Appendix C),~~ Water Resource Protection Overlay District (reference section 4200); Wireless Services Overlay District (reference section 4300); Mixed-Use Overlay District (reference section 4700); North Road Residential Overlay District (reference section 4700A); Melone Smart Growth Overlay District

(reference section 4700B); and Historic Districts (Old Sudbury and Hudson Road Historic District, Wayside Inn Historic Districts 1 and 2, King Philip Historic District, and George Pitts Tavern Historic District) (reference Appendix C) and Wastewater Treatment Facility Restricted Zones (reference section 4500).

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board. (Two-thirds vote required)

PLANNING BOARD REPORT: The Planning Board will report at Town Meeting.

SUBMITTED BY:

Adam L. Duchesneau Vote was taken at meeting
on January 27, 2021.

Approved by: _____
 Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 27

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. AMEND ZONING BYLAW, ARTICLE IX: AMEND TEXT OF SECTION 2324 REGARDING TRAILERS OR OTHER STRUCTURES FOR STORAGE OR OFFICE PURPOSES

To see if the Town will vote to amend the Zoning Bylaw, Article IX, by amending Section 2324 regarding trailers or other structures for storage or office purposes by removing the text below with ~~strikethrough~~ font and adding the text below with underlined font as follows:

2324. The temporary use (six months or less) of trailers, ~~containers,~~ or other transportable components~~structures~~ for storage or office purposes is allowed if permitted as of right in Section 2230. Table of Principal Use Regulations (Appendix A) or with the review and approval of the Building Inspector. The use of trailers, containers, or other transportable components for storage or office purposes for longer than six months is only permitted if allowed as of right in Section 2230. Table of Principal Use Regulations (Appendix A) or by special permit from the Zoning Board of Appeals. In all cases trailers, containers, or other transportable components for storage or office purposes shall not be stacked on top of one another~~where they conform to the procedural regulations adopted by the Board of Selectmen.~~

; and further by amending Section 7000. Definitions by adding and inserting alphabetically the following definitions associated with the amendments above:

Container: Typically, but not limited to, being 8 feet wide, 8.5 feet high, and 10 to 40 feet long, constructed entirely of steel with securable doors and designed to be taken over the road or on a ship to transport dry goods.

Trailer or Semi-Trailer: Typically, but not limited to, having a maximum length of 53 feet, a maximum height of 13.5 feet, and a maximum width of 8.5 feet, being an enclosed box with a single or double set of wheels to be towed by a tractor over the road for the purpose of transporting dry goods.

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board. (Two-thirds vote required)

PLANNING BOAR REPORT: The Planning Board will report at Town Meeting.

SUBMITTED BY: AM 2 hrs
Adam L. Duchesneau Vote was taken at meeting
on January 27, 2021.

Approved by: _____
Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 28

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. AMEND ZONING BYLAW, ARTICLE IX: AMEND TEXT OF SECTION 3200. SIGNS AND ADVERTISING DEVICES

To see if the Town will vote to amend the Zoning Bylaw, Article IX, by amending Section 3200. Signs and Advertising Devices by removing the text below with ~~striketrough~~ font and adding the text below with underlined font as follows:

3200. SIGNS AND ADVERTISING DEVICES.

3210. Purpose. The following sign regulations are intended to serve these objectives: (a) to facilitate efficient communication; (b) to avoid conflict between signs and the visual qualities of their environs; and (c) to support business vitality within non-residential districts by accomplishing the above objectives without burdensome procedures and restrictions.

3220. General Regulations. The following regulations shall apply in all districts:

3221. No exterior sign or advertising device shall be erected except as provided by this Bylaw.

3222. No sign which requires a sign permit under this Bylaw shall be erected except in the exact location and manner described in the permit.

3223. No sign shall be erected that in any way creates a traffic hazard or obstructs traffic.

3224. No sign shall be painted or posted directly on the exterior surface of any wall. All exterior attached signs shall be painted, posted or otherwise securely affixed to a substantial intermediary removable surface and such surface shall be securely affixed to the wall of the building. The foregoing, however, shall not prevent installation of a sign by individual letters or devices cut into or securely affixed to the exterior of a building, provided that such letters or devices have a minimum depth of projection of one fourth (1/4) of an inch. The construction of the sign shall comply with the State Building Code.

3225. No sign shall be illuminated between the hours of 11:00 P.M. and 6:00 A.M. except signs on premises open for business.

3226. Only white lights shall be used for direct illumination of a sign. The illumination of any sign shall be shaded, shielded, directed and maintained at a sufficiently low intensity and brightness that it shall not affect the safe vision of operators of vehicles moving within the premises or on any adjacent public or private ways. All illumination of any signage shall be Dark Sky Compliant per the International Dark Sky Association.

3227. Any sign which advertises or identifies products, businesses, services or activities which are no longer sold, located or carried on at the premises shall be removed within 60 days.

3230. Sign Permits. All signs shall require a sign permit except as provided in Section 3250, herein. No sign which requires a sign permit shall hereafter be constructed except in conformity with a sign permit from the Building Inspector. –Applications for -building or sign permits shall be obtained from the Building Department and shall contain the following information:

- a. the location by street number, of the proposed sign;
- b. the name and address of the sign owner and the owner of the premises where the sign is to be located, if other than the sign owner;
- c. a scale drawing showing the proposed construction, method of installation or support, colors, dimensions, location of the sign on the site, and method of illumination;
- d. such other pertinent information as the Building Inspector may require to ensure compliance with the bylaw and any other applicable law; and
- e. the application must be signed by the owner of the sign and the owner of the premises where the sign is to be located.

3231. The Building Inspector shall refer all applications to the Design Review Board for recommendations in conformance with Section 6540 of this bylaw. The Design Review Board shall have the authority to reject any sign permit application which is not complete when submitted

3232. Time Limitations. The Design Review Board shall approve or disapprove any application for a sign permit within 30 days of receipt of the application. If the Building Inspector should fail to act on an application for a sign permit within such 30 day period, the application shall be deemed to be denied.

3233. Fees. The Board of Selectmen shall establish and from time to time review a sign permit fee which shall be published as part of the sign permit application.

3240. Signs Prohibited in All Districts.

3241. Lightboxes, LED (light-emitting diode) electronic displays, and stencil cut illuminated sign boxes.

3241A. Neon signs

3242. Billboards, except non-commercial third party signs on municipally owned property.

3243. String lights used in connection with commercial premises with the exception of temporary lighting for holiday decoration; signs consisting of strings of banners, posters, pennants, ribbons, streamers, and spinners or similar devices.

3244. Flashing or oscillating signs or signs with moving lights or rotating beacons; animated signs; rotating signs; signs which move by design or have a major moving part.

3245. Signs emitting audible sound, odor or visible matter.

3246. Permanent paper, cardboard, cloth, canvas, plastic or similar non-rigid material signs, tacked, posted, or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence, or any other surface. Interim (temporary) signs and all of their aspects (size, material, permitted duration, etc.) may be permitted at the discretion of the Building Inspector while a permanent sign is being permitted, created, or waiting to be installed, but for no longer than six months.

3247. Portable signs and changeable copy signs, except as permitted in section 3259A.

3248. Signs having the shape and color of a traffic control device; signs which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic or street sign or signal; signs which contain or are an imitation of an official traffic sign or signal or contain the words "stop", "slow", "caution", "danger", "warning" or similar words.

3249. Signs creating a potential hazard to the safe, efficient movement of vehicular or pedestrian traffic or which contain statements, words, or pictures of an obscene, indecent, or immoral character, that will offend public morals or decency.

3249A. Integral roof signs.

3250. Signs Which Do Not Require a Sign Permit.

3251. Resident Identification Sign. One sign, which shall not exceed two (2) square feet in area and, if lighted, shall use direct illumination with white light only and be Dark Sky Compliant per the International Dark Sky Association.

3251A. Property Owner's. "No Trespassing" signs or the like.

3252A. Governmental, Utility or Public safety signs: None of the provisions of this bylaw shall be construed as preventing or limiting any traffic, directional, informational, educational or identification sign owned and installed by a governmental agency.

3252B. Religious institution signs.

3253. Real Estate Signs. One real estate sign, not over six (6) square feet in area advertising the sale or rental of the premises on which it is located is permitted. Such signs shall be removed within 30 days of the completion of the sale, rental or lease.

3254. Construction Signs. One temporary construction sign which shall not exceed twenty (20) square feet in area, in all districts, shall be confined to the site of the construction, including subdivisions of land as defined in G.L. c. 41, s. 81L, shall not be erected prior to the issuance of building permit and shall be removed within seven days of completion of construction, issuance of the occupancy permit, or after the intended use of the project has begun, whichever comes first.

3255. Window Signs. One or multiple signs that in aggregate shall not exceed 25% of the window area. Such signs shall not be illuminated other than by standard lighting fixtures on the building and shall be Dark Sky Compliant per the International Dark Sky Association. However, "Open" or "Closed" window signs may be self-illuminated and such signs shall be no larger than two (2) square feet in area. Window signs promoting a public service or charitable event shall not be calculated in the allowable 25%.

3256. Fuel Pump Signs.

3257. Vehicle Signs. Except where the signs are mounted on parked vehicles for the purposes of advertising goods or services sold or provided on the property where the motor vehicle is parked or elsewhere either by direct sale or by order, signs normally painted on or attached to a motor vehicle identifying the owner and his or her trade and signs advertising the sale of the motor vehicle itself shall be allowed.

3258. Signs on Product Dispensing Devices. Signs integral to automated devices, not to include vehicles or gas pumps, which dispense one or more products, when

the sign identifies the product(s) contained therein, provided the sign does not project beyond the device. Signs, which are affixed but not integral to the device, are not allowed.

3259. Flags, and banners conforming to section 3271 of this bylaw.

3259A ATM 4/09/07

3259A. Portable Signs. One portable sign is allowed per business provided:

- a. The sign does not exceed six (6) square feet per side and is no more than thirty (30) inches wide.
- b. The top of any portable sign must be less than four (4) feet above grade.
- c. All lettering shall be done in a professional workmanlike manner.
- d. Portable signs shall not be permitted on properties containing a single business which has a freestanding sign.
- e. For properties containing multiple businesses, no more than two (2) portable signs shall be displayed at a time on any lot.
- f. Portable signs may only be displayed during the hours that the business is open or operating, but shall be removed at sunset.
- g. Portable signs shall not be illuminated, have flashing lights, emit sound or simulate motion, nor have any attachments adding to their height or width.
- h. Portable signs must not create a potential hazard to vehicular or pedestrian traffic.
- i. Signs which do not comply with any provision of this bylaw may be removed immediately and without notice by the Town.
- j. A permit for a Portable Sign shall be issued at the discretion of the Building Inspector for a period not to exceed one year and at a fee of \$250 annually.

3260. Signs Requiring a Sign Permit in the Business, Limited Business, Village Business, Industrial, Limited Industrial, Industrial Park and Research Districts. Any principal use permitted in the Business, Limited Business, Village Business, Industrial, Limited Industrial, Industrial Park and Research Districts may erect a sign or signs subject to the following:

3261. Exterior Wall Signs.

- a) First Floor Businesses. Except as may otherwise be provided, one primary and two secondary exterior wall-mounted, projecting, or roof signs shall be permitted for each first floor business, not including directional signs, on the building in which the business is located. -The total allowed sign face area of all exterior signs is calculated by taking 100% of the primary building frontage plus 40% of each secondary building frontage, up to a maximum of three total building frontages. The total size of the business

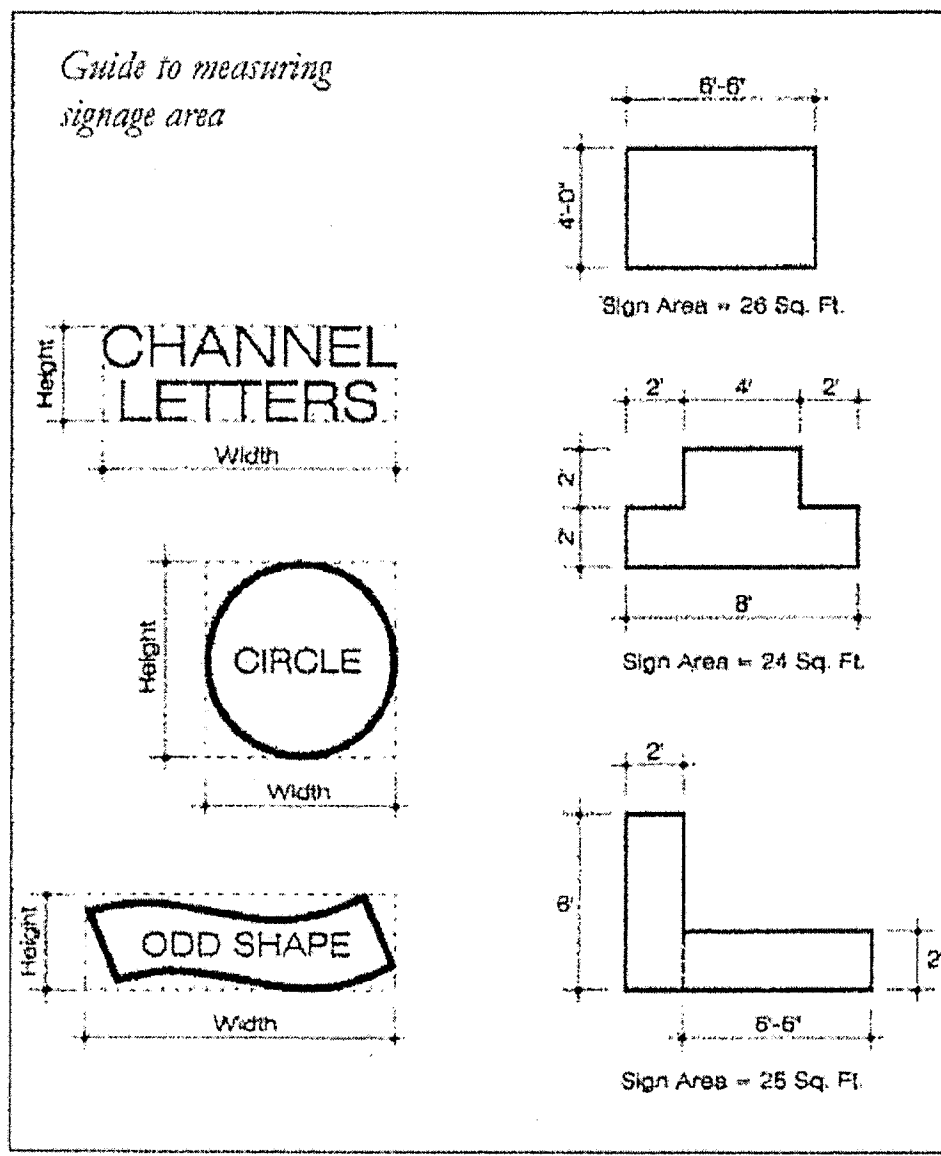
signage is shown in Chart A. The primary sign shall represent no more than 75% of the total allowed sign face area. Where more than one business/entity occupies the same physical space and shares the same entry/entries, the total allowed sign face area of all exterior signs shall be the same as if only one business was occupying the space. Secondary signage must be affixed to that portion of a building which is occupied by the business affixing such sign. If the sign is a series of awning valances it is considered one secondary sign. The square footage allowance is for direct-illuminated signs. Those primary or secondary signs which are self-illuminated silhouette or face-lit channel letters shall have their square footage allowance reduced by one-third (1/3). Any lighting for signage shall be Dark Sky Compliant per the International Dark Sky Association.

CHART A

Building Frontage (In linear feet)	Maximum Area of Total Sign Face (In square feet)
0.1 to 19.9	30
20 to 39.9	33
40 to 59.9	36
60 to 79.9	39
80 to 99.9	42
100 to 119.9	45
120 to 139.9	48
140 to 159.9	51
160 to 179.9	54
180 to 199.9	57
200 to 219.9	60
220 to 239.9	63
240 and above	65

b) Second Floor Businesses. One primary exterior wall mounted sign shall be permitted for each second floor business, not to exceed ten (10) square feet. No such sign shall obscure windows or other architectural elements on a building.

c) Methodology for Measuring Sign Face Area.



3262. Projecting signs. A projecting sign may be erected in lieu of an exterior sign only when such exterior sign is permitted under Section 3261, providing it does not exceed sixteen (16) square feet per side. The projecting sign shall not extend beyond the top of the roof or ridge line of the building.

3263. Directory Sign/General Directory Sign: One directory wall sign on which the sign face shall not exceed one square foot for each occupant identified in the directory. A similarly sized freestanding sign may be erected provided it is substantially out of view of the public way. If there is a panel supporting a group of individual tenant names, that panel shall not exceed 110% of the aggregate area of the individual names.

3264. Directional Signs. Directional signs may be erected near a street, driveway or parking area if necessary for the safety and direction of vehicular or pedestrian traffic.

The sign face of each directional sign shall not exceed two (2) square feet and no directional sign shall be located more than six (6) feet above ground level if mounted on a wall of a building or more than three and one-half (3½) feet above the ground if freestanding. Directional signs shall be placed so as to not impair vehicular sight lines.

3265, 3265A ATM 4/14/2004

3265. Freestanding Signs. One freestanding sign (business center identification or business sign) may be erected on a lot zoned business, industrial, or research, or on a lot containing a primary commercial use that has been permitted by the Town of Sudbury, subject to sections 3265A, 3265B and 3266 of the bylaw.

3265A. Freestanding Business Center Identification Sign. One freestanding business center identification sign may be erected on a lot. The size of the sign face and the setbacks shall not exceed the allowances in Charts B and C (starting with Chart B and proceeding to Chart C).

CHART
B

Street Frontage (In linear feet)	Maximum Area of each Sign Face (In square feet)
0.1 to 74.9	12
75 to 149.9	16
150 to 249.9	20
250 to 349.9	24
350 and above	30

CHART C

If the Area Of the Sign Face In Chart B does not Exceed (In square feet)	The Minimum setback From the Front property line shall be (In linear feet)	Minimum setback From Side property line shall be (In linear feet)
30	20	5
24	16	5
20	12	5
16	8	5
12	4	5

3265B ATM 4/14/2004

3265B. Freestanding Business Sign. One freestanding business sign may be erected on a lot subject to the following requirements:

- a. The lot has a minimum of two hundred and fifty (250) feet of street frontage.
- b. Building setback must be twenty (20) feet or greater.
- c. If the lot contains multiple businesses, individual businesses may be represented by separate, removable panels, which shall not exceed eighteen inches (18") in height nor be less than eight inches (8") in height.
- d. All freestanding directory signs shall be wood carved or a synthetic material which matches the aesthetics of a wood sign, and shall not be internally illuminated.
- e. The size of the sign face and the setbacks shall not exceed the allowances in Charts B and C (starting with Chart B and proceeding to Chart C). The property address shall be included as a sign cap centered on top of the sign, but will not be counted in maximum sign size (not to exceed 4 square feet).
- f. ~~Typeface on individual business panels shall be of~~ Individual business panels shall have a uniform ~~nature~~ color scheme.
- g. The freestanding sign shall be incorporated into the landscaping and streetscape of the property, and its location shall be approved by the Design Review Board.
- h. Individual business panels shall be considered secondary signs for the purposes of calculating total sign allowance in section 3261a).
- i. No other freestanding signs shall be permitted on the street frontage.
- j. All existing non-conforming signs must be brought into conformance with the bylaw before approval of the freestanding business sign.
- k. Any illumination of freestanding signage shall be Dark Sky Compliant per the International Dark Sky Association.

3266. The overall maximum height of any freestanding sign shall not exceed ten (10) feet, and the distance from the ground to the bottom of the sign shall not exceed 40% of the total height of the sign.

3270. Special Provisions.

3271. Banners. Any business may have a maximum of one banner mounted on the building facade. Banners may also be erected on light or utility poles on private property displaying common or season themes, up to a maximum of one banner per fifty (50) parking spaces constructed on the premise. Banners erected on public property shall require the approval of the Board of Selectmen. Banners may pictorially represent the nature of the business and may only include verbiage to the extent that the block of verbiage does not exceed 15% of the total area of the banner. A banner shall not exceed 15 square feet.

3280. Signs Requiring a Sign Permit in the Residential Districts.

One sign either attached or freestanding, pertaining to a multi-unit development or a permitted non-residential principal use such as farms, farm stands, nurseries, greenhouses, child care centers and similar uses may be erected upon a lot provided no other sign(s) permitted by this bylaw shall be on the same lot. The sign face shall not exceed ten (10) square feet and, if freestanding, the height shall not exceed ten (10) feet and the distance from the ground to the bottom of the sign shall not exceed 40% of the height of the sign. The freestanding sign shall not be located within ten feet (10') of any street or property line.

3290. Special Permits. The Board of Appeals may issue Special Permits for signs other than as provided herein if it is determined that: (a) the architecture of the building, the location of the building with reference to the street or the nature of the establishment is such that the sign should be permitted in the public interest; (b) the sign will not cause visual confusion, glare, offensive lighting in the neighborhood; (c) the sign will not be a detriment to the surrounding area; (d) the sign will not significantly alter the character of the zoning district; (e) the sign will not interfere with traffic safety in the area; and (f) the sign will be consistent with the architecture of the building on the lot upon which the sign is to be located and of the surrounding area. In granting such permission, the Board of Appeals shall specify the size and location of the sign or signs and shall impose such other terms and restrictions as it may deem to be in the public interest. All applications under this provision shall provide the information required in Section 3230 above and specific information in the form of perspectives, renderings, photographs or other representations sufficient to show the nature of the proposed sign, its effect on the immediate surroundings and the reasons for allowing it.

3290A. Design Guidelines. The following are further means by which the objectives for signs stated at the beginning of Section 3200 can be served. These guidelines are not mandatory, but degree of compliance with them may be considered by the Design Review Board and by the Special Permit Granting Authority in acting upon permits authorized under this section, as may consistency with the basic sign objectives cited above.

3291A. Efficient Communication.

- a. Signs should not contain selling slogans or other advertising which is not an integral part of the name or other identification of the enterprise.

- b. Signs should be simple, neat and avoid distracting elements, so that content can be quickly and easily read.

3292A. Environmental Relationship.

- a. Sign design should take into consideration the size, brightness, style, height and colors of other signs in the vicinity.
- b. Sign brightness should not be excessive in relation to background lighting levels, e.g. averaging not in excess of 100 foot-lamberts in the commercial area of similarly bright areas and not in excess of 20 foot-lamberts in unlighted outlying areas and in areas bordering on or visible from residential zones.

3293A. Building Relationship.

- a. Signs should be sized and located so as not to interrupt, obscure, or hide the continuity of columns, cornices, roof eaves, sill lines, or other elements of building structure, and where possible, should reflect and emphasize building structural form.
- b. Sign materials, colors, and lettering should be reflective of the character of the building to which the sign relates.
- c. Clutter should be avoided by not using support brackets extending above the sign or guy wire and turn buckles.

3290B. Non-conformance. Any non-conforming sign legally erected prior to the adoption of this bylaw may be continued and maintained but shall not be enlarged or altered unless it conforms with the provisions contained herein. The exemption herein granted shall terminate with respect to any sign which:

3291B. Shall have been abandoned;

3292B. Advertises or calls attention to any products, business or activities which are no longer carried on or sold, whether generally or at the particular premises;

3293B. Shall not have been repaired or properly maintained within sixty (60) days after notice to that effect has been given by the Building Inspector;

3294B. Which has been destroyed or damaged to the extent that the cost of repair or restoration will exceed one-third of the replacement value as of the date of destruction.

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board. (Two-thirds vote required)

PLANNING BOARD REPORT: The Planning Board will report at Town Meeting.

SUBMITTED BY: Adam L. Duchesneau Vote was taken at meeting
on January 27, 2021

Approved by: _____
Town Counsel

TOWN OF SUDBURY WARRANT ARTICLE FORM

ARTICLE 29

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION FUND – DR. BILL ADELSON
PLAYGROUND IMPROVEMENTS**

To see if the Town will vote to appropriate a sum of money not to exceed \$285,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of making improvements to the Dr. Adelson Playground at Haskell Field including removing and replacing poured-in-place surfaces, replacing equipment, preserving or planting new trees, and other site work, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Dr. Adelson Playground (aka the SMILE Playground) improvement project will rehabilitate the surface of an outdoor recreational facility on property dedicated to outdoor activity. The Dr. Adelson Playground supports recreational uses, serves the general public (available to all residents), and expands the use to allow access to all areas of the playground without tripping hazards.

The Dr. Adelson Playground is the most heavily-used public playground in Sudbury and is used during all seasons of the year. Areas of the poured-in-place (PIP) rubberized surface need to be replaced due to age and subsurface root intrusion. Tree roots are causing the surface of the PIP to undulate. This undulation is a tripping concern for all users and spectators of the playground. As of March 2011, play areas need to be compliant with Americans with Disabilities Act (ADA) standards. This project will enhance the Dr. Adelson Playground by bringing the surfaces up to current standards and allowing full participation on the playground for all children with disabilities.

There are areas within the playground which contain wood safety fiber material. These wood chips do not meet the requirements for full accessibility as they impede wheelchair movements and leave an uneven surface which requires constant raking-out. However, some of these areas must remain as they are needed to allow access to the underground clean outs for the septic system.

The current PIP has ripped and cracked, and has been pushed up by the roots of the large tree in the park as well as trees which border the park on the outside of the fence. These uneven surfaces do not allow for wheelchairs to move easily throughout the playground and pose a tripping hazard. The tree in the center of the playground will be removed and replaced with a shade structure. The Park and Recreation Department will investigate the preservation of the trees outside the fence but

adjacent to the playground. These trees will either be preserved or replaced by a more suitable variety.

Playground equipment that is not ADA compliant and unsupported by the manufacturer for replacement parts will be removed and replaced with modern equipment with appropriate shade structures.

SUBMITTED BY: AM 2 BM
Adam L. Duchesneau Voted on at January 20, 2021
meeting.

Approved by: _____
 Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 30

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION FUND – FRANK FEELEY
FIELDS IMPROVEMENTS**

To see if the Town will vote to appropriate a sum of money not to exceed \$386,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of designing improvements to the Frank Feeley Fields and to make improvements to the Frank Feeley Fields including, but not limited to, installing dugouts, constructing a protective guardrail for the batting cage, installing protective netting, and drainage improvements, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Frank Feeley Fields are home to the Town tennis courts, several softball fields, and a baseball field. There is one 90-foot, lighted baseball diamond with a press box, bleachers, concession area, and restrooms; three 60-foot softball diamonds on two field levels; and six tennis courts. The softball diamonds have several safety issues regarding lack of protection from foul balls and the sun. Further, the swamp-like conditions on the two lower fields limit utilization during the key playing season.

The Sudbury Girls Softball (SGS) is requesting funds in two phases. This article is the first phase representing design improvements for all the fields. Design costs will include mitigating for significant water issues at the Lower Feeley Fields. The implementation of outfield water management will be in the second phase.

The first phase, funded by this request, also focuses on the safety of the participants and spectators. The girls' softball fields in Sudbury do not have protective dugouts, which are common at all other ball fields in Sudbury, to shield players from foul balls, overthrows, and peak sun. SGS is requesting funds for the construction of dugouts for the Upper Feeley and Feeley #1 softball diamonds.

Due to the close proximity of the tennis courts to the field at Upper Feeley, foul balls are frequently hit onto the tennis courts or the area where children, spectators, and families are sitting or standing during games. The lack of protection from foul balls is creating a dangerous environment. SGS is requesting funding to construct protective netting on the first base side of the Upper Feeley softball diamond to provide spectator and tennis player protection. It should be noted that when citizens of

Sudbury are playing tennis, their backs are to the softball field and there is little warning when a hard-hit foul ball flies into the courts.

The SGS batting cage sits in the Feeley Fields parking lot which has a steady flow of cars coming and going from the area. SGS is requesting funding to build a timber guardrail to provide a safety barrier between the batting cage and the parking lot for the SGS players who practice frequently in the batting cage.

This funding request will provide substantial safety improvements to two primary softball diamonds, Upper Feeley and Feeley #1, as well as the key practice area around the batting cage. Without these much needed improvements, SGS will continue to underutilize Feeley Fields due to the unsafe and wet conditions. The Frank Feeley Fields improvements would increase use of these recreational areas, serve the general public (available to all residents), and expand the use to allow access to all areas of the fields. The goal is to have a similar structure as the boys' baseball fields providing safety and shelter from stray balls. This request for funding is to keep this vibrant softball community strong with quality fields that may be equal or similar to the fields used by the baseball community.

In addition to this Community Preservation Act allocation, Sudbury Girls Softball has pledged \$7,000 to this project and the Park and Recreation Commission has pledged \$25,000 for design purposes.

SUBMITTED BY: Adam L. Duchesneau Voted on at January 20, 2021 meeting.

Approved by: _____
Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 31

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – HISTORIC PRESERVATION PLAN

To see if the Town will vote to appropriate a sum of money not to exceed \$32,000 from the Historic Resources category of Community Preservation Act Funds, funded from Historic Resources reserves, for the purpose of funding a town-wide Historic Preservation Plan, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Historical Commission is requesting Community Preservation Act funds for the creation of a town-wide Historic Preservation Plan modeled after the Massachusetts Historical Commission's sample plan.

An Historic Preservation Plan is the foundational planning document for a community's historic preservation goals and efforts. It offers a comprehensive review of existing preservation conditions, and a proactive collaborative approach to protecting the community's historical and archaeological resources. It is the road map for preservation policies and activities for Town boards as well as the community. It is a standalone document that focuses on making history, heritage, and historic character strong building blocks for revitalization, growth, and tourism. A cultural resource consultant will be retained to create the plan. It is developed with input from residents; property owners; Town boards, committees, and commissions; and interested town preservation organizations.

Although many (but not all) of the town's historic resources have been identified and inventoried, no "master plan" for the town's historical or archaeological resources has ever been formulated – unlike other historic communities in Massachusetts, including neighboring Concord. There are several Town commissions/committees, groups, and individuals with narrow responsibilities engaged in historic preservation, but overall community focus on historic preservation is lacking.

A town-wide Historic Preservation Plan would be a substantial public benefit as the plan would include a road map and guidance on achieving common preservation goals, and how these could be coordinated and accomplished among many different entities and individuals. As was heard from community members during the recent Master Plan update process, many residents indicated one of the reasons they moved to Sudbury and remain in Sudbury is its historic charm and

character. Without a town-wide Historic Preservation Plan, this historic charm and character remains at risk to degradation over time.

SUBMITTED BY: _____

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 32

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION FUND – HOUSING
PRODUCTION PLAN**

To see if the Town will vote to appropriate a sum of money not to exceed \$36,000 from the Community Housing category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of funding the updating of the Town's Housing Production Plan, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Planning and Community Development Department is requesting Community Preservation Act funds to update the Town's Housing Production Plan, in conformance with the State's guidelines, utilizing the 2020 Census information. Sudbury's last Housing Production Plan was written in 2016 and will expire on April 20, 2021. The plan will be developed with the assistance of a consultant.

A Housing Production Plan identifies the housing needs of a community and the goals and strategies it will use to identify and achieve the 10% affordable housing threshold of the MGL Chapter 40B state mandate. A Housing Production Plan enables municipalities to develop a strategy to meet its affordable housing needs, produce housing units in accordance with that plan, and demonstrate progress towards their affordable housing production. By taking a proactive approach in the adoption of a Housing Production Plan, cities and towns are better able to achieve their affordable housing and community planning goals.

While Sudbury is projected to remain over the 10% threshold through 2030, and likely 2040, a Housing Production Plan is still valuable to provide for a community discussion and to update the housing goals in the community. This is very helpful and useful once a community reaches its 10% affordable housing threshold.

SUBMITTED BY: Adam L. Duchesneau

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by: _____

Town Counsel

Attachment4.d: ATM Article 28-36 (4269 : Accept ATM articles)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 33

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – HOUSING TRUST ALLOCATION

To see if the Town will vote to appropriate a sum of money not to exceed \$388,500 from the Community Housing category of Community Preservation Act Funds, funded from FY22 revenue, to the Housing Trust for the acquisition, creation, preservation, and support for community housing as allowed by the Community Preservation Act, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to the Housing Trust for the creation of new affordable housing units and continued support for residents struggling to pay their rent due to impacts from COVID or other matters. The Housing Trust last requested Community Preservation Act funds in 2018 for Fiscal Year 2019 and has not created any new units since then, as the Housing Trust relies on Community Preservation Act funds for unit creation.

This funding allocation would assist in creating at least one new unit of affordable housing in the Housing Trust's Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households. The Housing Trust is the main, if not the only, entity with plans to create affordable homeownership in Sudbury. Through its program, the Housing Trust has seen tenants of the Sudbury Housing Authority become owners for their families, and owners of deed restricted properties in Sudbury purchase market rate homes in town. These items demonstrate first-hand the benefits of a homeownership program. Sudbury has had 37 ownership units in its affordable housing portfolio since 2016, with no additional homeownership units in the pipeline. The Home Preservation Program conforms to the Town's Housing Production Plan, contributes long-term affordability towards the MGL Chapter 40B 10% affordable housing threshold, converts market rate to affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

Additionally, the Housing Trust aims to build upon its Emergency Rental Assistance Program (ERAP) which serves low income level households in town by providing rental assistance. The Housing Trust has recently successfully implemented and administered the Emergency Rental Assistance Program and looks to expand the concept. This program would have the effect of

deepening the affordability of rental units in Sudbury and would serve low income households. The Emergency Rental Assistance Program commits four months of rental assistance for apartments with low income tenants who have demonstrated a loss of income due to COVID. With Community Preservation Act funding, the Housing Trust plans to continue and expand its emergency rental assistance efforts to assist tenants with a recent loss of income. The Emergency Rental Assistance Program conforms to the Town's Housing Production Plan, assists in intermingling affordable and market rate housing at levels that exceed state requirements for percentage of affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

SUBMITTED BY: _____

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 34

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – REGIONAL HOUSING SERVICES OFFICE (RHSO) MEMBERSHIP FEE

To see if the Town will vote to appropriate a sum of money not to exceed \$30,000 from the Community Housing category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of funding the Town's portion of the FY2022 Regional Housing Services Office (RHSO) membership fee supporting the Town's affordable housing activities, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: In recent years, Sudbury has made great strides towards satisfying the requirements of the State's Comprehensive Permit Act (Chapter 40B). This Act requires cities and towns to provide certification that the number of dwelling units in the municipality which qualify as "affordable" by statute, meets or exceeds ten percent (10%) of the municipality's total dwelling units. Falling short of that number, as Sudbury has until recently, allows developers to both site and design partially affordable developments with extreme limitations on the Town's zoning and design oversights.

There are a great number of administrative requirements to certify additions to this approved inventory and to maintaining those certifications going forward. Sudbury used to provide these services in-house through the Planning and Community Development Department, with funding through Community Preservation Committee administrative funds. In 2011, Sudbury took the lead in the creation of a seven-town shared services effort, both to improve 40B certification operations and to reduce the cost of doing so.

That entity, the Regional Housing Services Office (RHSO), is now more appropriately funded via a separate Community Preservation Act Fund article at Town Meeting, as the work is no longer housed within a Town department and the now nine-member, contractual Intermunicipal Agreement arrangement is expected to continue to be the way the Town handles these responsibilities.

The services provided include affordable housing inventory monitoring; supervising lotteries to determine who qualifies for affordable housing; monitoring the Incentive Senior Developments at Frost Farm and Grouse Hill to ensure compliance with eligibility requirements; monitoring all deed restricted properties; providing valuations for deed restricted properties to the Town

Assessor; reviewing compliance with Regulatory Agreements and certification to Department of Housing and Community Development (DHCD) for Local Initiative Program (LIP) rental units; maintaining the affordable housing inventory and providing estimates for 2030 SHI projections; and other administrative work, including annual action plans, 5 year consolidated plans, fair housing reports and programs, and related housing questions which arise during the year.

SUBMITTED BY: AM 2 Mr
Adam L. Duchesneau Voted on at January 20, 2021
meeting.

Approved by: _____
 Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 35

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – REVERSION OF FUNDS

To see if the Town will vote to return the unused balances from prior article authorizations voted at prior Town Meetings, which projects have been completed, or otherwise, into the Community Preservation Act general account as follows:

2010 ATM, Article 36 CSX Alternative Acquisition Funding \$420,000.00

to be returned to the category of Unrestricted Reserves; and

2014 ATM, Article 33 Melone Property Engineering \$110,639.21

to be returned to the category of Unrestricted Reserves; and

=====

Total: \$530,639.21

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: All projects are completed at this time or will not proceed to fruition. In order to return the funds to the Community Preservation Act general account, this article and an affirmative vote of Town Meeting are necessary.

SUBMITTED BY: _____

Adam L. Duchesneau

Voted on at January 20, 2021
meeting.

Approved by: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 36

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND APPROPRIATIONS

To see if the Town will vote to appropriate a sum of money from Community Preservation Act funds, as recommended by the Community Preservation Committee, for the FY2022 Community Preservation Act budget, including the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY22, amounts for payment of debt service on the Community Preservation Act projects previously approved by Town Meeting, and as may be needed to comply with M.G.L. c. 44B, Section 6, to reserve for future appropriation amounts for open space, including land for recreational use, historic resources and community housing, or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article sets forth the entire FY2022 Community Preservation Act budget, including appropriations and reservations as required in connection with the administration of the Community Preservation Act funds. The estimated annual revenue for FY2022 is \$2,550,000. The article appropriates funds for FY2022 debt service obligations totaling \$1,093,035. These obligations arise from prior Town Meeting approval for the bonding of six projects:

- 1) Purchase of the Dickson property utilizing the Open Space and Recreation (\$30,084) and Historic Resources (\$20,056) categories;
- 2) Purchase of land and development rights as well as construction of a sports field on the Cutting property utilizing the Open Space (\$178,498) and Recreation (\$22,062) categories;
- 3) Purchase of the Libby property utilizing the Open Space and Recreation (\$133,988) category;
- 4) Purchase of development rights on the Nobscot Boy Scout Reservation Phases I and II utilizing the Open Space and Recreation (\$433,575) category;
- 5) Purchase of development rights on Pantry Brook Farm utilizing the Open Space and Recreation (\$208,173) category; and
- 6) Purchase of the Johnson Farm Property utilizing the Open Space and Recreation (\$75,125) category.

The article also appropriates funds for administrative and operational expenses of the Community Preservation Committee in the amount of \$85,000. The administrative fund can be used by the Community Preservation Committee to pay for technical staffing and expertise, consulting

services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees, and other administrative expenses. By statute, the Community Preservation Committee may budget up to five percent (5%) of its annual budget for these administrative and operational expenses, or \$127,500 based upon the projected FY2022 revenue of \$2,550,000. Any funds remaining in the administrative account at the fiscal year's end revert to the Community Preservation Act Fund Balance, and need to be re-appropriated for administrative use in subsequent years. The Community Preservation Committee believes having access to administrative funds is critically important as it allows the Committee to conduct business on a time-sensitive basis, a vital component of the Community Preservation Act.

The Community Preservation Act requires 10% of the estimated annual income be allocated to current projects or reserved for future expenditures in each of the three core categories: Community Housing, Historic Resources, and Open Space and Recreation. The actual amount reserved each year depends upon whether or not Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all in any of these three core categories. If there is a balance of unspent Community Preservation Act funds from that fiscal year after such reservations and after Town Meeting has voted the Community Preservation Act articles, it is budgeted in the unrestricted reserve account for future Community Preservation Act projects in all three categories.

SUBMITTED BY: _____

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by: _____

Town Counsel

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**5: ATM 2021 dates****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion and possible re-vote on weekend desired and secondary dates for 2021 Annual Town Meeting at LSRHS.

Recommendations/Suggested Motion/Vote: Discussion and possible re-vote on weekend desired and secondary dates for 2021 Annual Town Meeting at LSRHS.

Background Information:
attached calendar of holidays 2021

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

02/09/2021 6:00 PM



Holidays and Observances in United States in 2021

Suggested countries: Australia | Canada | United Kingdom | List of all countries

Showing: 257

All holidays and national observances

For: 2021

Jump to: [Next](#) | [JAN](#) | [FEB](#) | [MAR](#) | [APR](#) | [MAY](#) | [JUN](#) | [JUL](#) | [AUG](#) | [SEP](#) | [OCT](#) | [NOV](#) | [DEC](#)

Holidays and Observances in United States in 2021

Date	Name	Type	Details
Jan 1 Friday	New Year's Day	Federal Holiday	
Jan 6 Wednesday	Epiphany	Christian	
Jan 7 Thursday	Orthodox Christmas Day	Orthodox	
Jan 13 Wednesday	Stephen Foster Memorial Day	Observance	
Jan 14 Thursday	Orthodox New Year	Orthodox	
Jan 18 Monday	Martin Luther King Jr. Day	Federal Holiday	
Jan 18 Monday	Robert E. Lee's Birthday	State holiday	Alabama, Mississippi
Jan 18 Monday	Idaho Human Rights Day	State holiday	Idaho
Jan 18 Monday	Civil Rights Day	State holiday	Arizona, New Hampshire
Jan 19 Tuesday	Robert E. Lee's Birthday	State holiday	Florida
Jan 19 Tuesday	Confederate Heroes' Day	State holiday	Texas
Jan 20 Wednesday	Inauguration Day	State holiday	DC
Jan 20 Wednesday	Inauguration Day	Federal Holiday	DC, MD*, VA*
Jan 28 Thursday	Tu Bishvat/Tu B'Shevat	Jewish holiday	
Jan 29 Friday	Kansas Day	Observance	
Feb 1 Monday	National Freedom Day	Observance	
Feb 1 Monday	First Day of Black History Month	Annual monthly observance	
Feb 2 Tuesday	Groundhog Day	Observance	
Feb 4 Thursday	Rosa Parks Day	Local observance	California, Missouri
Feb 5 Friday	National Wear Red Day	Observance	
Feb 7 Sunday	Super Bowl	Sporting event	
Feb 12 Friday	Lincoln's Birthday	State holiday	CT, IL, MO, NY

Attachment5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)

Date		Name	Type	Details	5.a
Feb 12	Friday	Lincoln's Birthday	Local observance	Florida	Attachment 5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)
Feb 12	Friday	Chinese New Year	Observance		
Feb 14	Sunday	Valentine's Day	Observance		
Feb 14	Sunday	Statehood Day	Local observance	Arizona	
Feb 15	Monday	Presidents' Day	Federal Holiday	All except DE, GA, IA, IN, KS, KY, LA, NC, NM, RI, WI	
Feb 15	Monday	Daisy Gatson Bates Day	State holiday	Arkansas	
Feb 15	Monday	Susan B. Anthony's Birthday	Local observance	CA, FL, NY, WI	
Feb 16	Tuesday	Shrove Tuesday/Mardi Gras	State holiday	AL*, FL**, LA, MS**	
Feb 16	Tuesday	Shrove Tuesday/Mardi Gras	Observance, Christian		
Feb 16	Tuesday	Elizabeth Peratrovich Day	Local observance	Alaska	
Feb 17	Wednesday	Ash Wednesday	Christian		
Feb 26	Friday	Purim	Jewish holiday		
Feb 28	Sunday	Linus Pauling Day	Local observance	Oregon	
Mar 1	Monday	St. David's Day	Observance, Christian		
Mar 1	Monday	Casimir Pulaski Day	Local observance	Illinois**	
Mar 1	Monday	First Day of Women's History Month	Annual monthly observance		
Mar 2	Tuesday	Texas Independence Day	State holiday	Texas	
Mar 2	Tuesday	Read Across America Day	Observance		
Mar 2	Tuesday	Town Meeting Day	State holiday	Vermont	
Mar 5	Friday	Employee Appreciation Day	Observance		
Mar 11	Thursday	Isra and Mi'raj	Muslim		
Mar 14	Sunday	Daylight Saving Time starts	Clock change/Daylight Saving Time		
Mar 17	Wednesday	St. Patrick's Day	Observance, Christian		
Mar 17	Wednesday	Evacuation Day	State holiday	Massachusetts*	
Mar 20	Saturday	March Equinox	Season		
Mar 25	Thursday	Maryland Day	Local observance	Maryland	
Mar 26	Friday	Prince Jonah Kuhio Kalaniana'ole Day	State holiday	Hawaii	
Mar 28	Sunday	Palm Sunday	Christian		
Mar 28	Sunday	Passover (first day)	Jewish holiday		
Mar 29	Monday	Seward's Day	State holiday	Alaska	
Mar 29	Monday	National Vietnam War Veterans Day	Observance		
Mar 31	Wednesday	César Chávez Day	State holiday	AZ*, CA*, CO***, MI*, NM*, NV*, TX***, UT*, WA*, WI*	
Apr 1	Thursday	Maundy Thursday	Christian		

Date		Name	Type	Details
Apr 2	Friday	Good Friday	State holiday	CT, DE, HI, IN, KY, LA, NC, ND, NJ, TN, TX***
Apr 2	Friday	Pascua Florida Day	Local observance	Florida
Apr 3	Saturday	Holy Saturday	Christian	
Apr 4	Sunday	Last Day of Passover	Jewish holiday	
Apr 4	Sunday	Easter Sunday	Observance, Christian	
Apr 5	Monday	Easter Monday	Observance, Christian	
Apr 6	Tuesday	National Tartan Day	Observance	
Apr 6	Tuesday	National Library Workers' Day	Observance	
Apr 8	Thursday	Yom HaShoah	Jewish commemoration	
Apr 13	Tuesday	Ramadan Starts	Muslim	
Apr 13	Tuesday	Thomas Jefferson's Birthday	Observance	
Apr 15	Thursday	Yom Ha'atzmaut	Jewish holiday	
Apr 15	Thursday	Tax Day	Observance	
Apr 15	Thursday	Father Damien Day	Local observance	Hawaii
Apr 16	Friday	Emancipation Day	State holiday	DC
Apr 19	Monday	Patriot's Day	State holiday	Maine, Massachusetts
Apr 19	Monday	Boston Marathon	Sporting event	
Apr 21	Wednesday	San Jacinto Day	State holiday	Texas
Apr 21	Wednesday	Administrative Professionals Day	Observance	
Apr 22	Thursday	Oklahoma Day	Local observance	Oklahoma
Apr 22	Thursday	Take our Daughters and Sons to Work Day	Observance	
Apr 26	Monday	Confederate Memorial Day	State holiday	Mississippi
Apr 26	Monday	Confederate Memorial Day	State holiday	Alabama
Apr 26	Monday	Confederate Heroes' Day	Local observance	Florida
Apr 26	Monday	State Holiday	State holiday	Georgia
Apr 30	Friday	Lag BaOmer	Jewish holiday	
Apr 30	Friday	Orthodox Good Friday	Orthodox	
Apr 30	Friday	Arbor Day	State holiday	Nebraska
Apr 30	Friday	Kentucky Oaks	Sporting event	
May 1	Saturday	Orthodox Holy Saturday	Orthodox	
May 1	Saturday	Kentucky Derby	Sporting event	
May 1	Saturday	Law Day	Observance	
May 1	Saturday	Loyalty Day	Observance	
May 1	Saturday	National Explosive Ordnance Disposal (EOD) Day	Observance	

Attachment 5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)

Date		Name	Type	Details	5.a
May 1	Saturday	Lei Day	Local observance	Hawaii	
May 2	Sunday	Orthodox Easter	Orthodox		
May 3	Monday	Orthodox Easter Monday	Orthodox		
May 4	Tuesday	Kent State Shootings Remembrance	Local observance	Ohio	
May 4	Tuesday	Rhode Island Independence Day	Local observance	Rhode Island	
May 5	Wednesday	Cinco de Mayo	Observance		
May 6	Thursday	National Nurses Day	Observance		
May 6	Thursday	National Day of Prayer	Observance		
May 7	Friday	Truman Day observed	State holiday	Missouri	
May 7	Friday	Military Spouse Appreciation Day	Observance		
May 8	Saturday	Lailat al-Qadr	Muslim		
May 8	Saturday	Truman Day	State holiday	Missouri	
May 8	Saturday	Victory in Europe Day	Observance		
May 9	Sunday	Mother's Day	Observance		
May 10	Monday	Confederate Memorial Day	State holiday	South Carolina	
May 10	Monday	Confederate Memorial Day	Local observance	North Carolina	
May 13	Thursday	Ascension Day	Christian		
May 13	Thursday	Eid al-Fitr	Muslim		
May 14	Friday	Native American Day	State Observation	Wyoming	
May 15	Saturday	Peace Officers Memorial Day	Observance		
May 15	Saturday	Armed Forces Day	Observance		
May 15	Saturday	Preakness Stakes	Sporting event		
May 17	Monday	Shavuot	Jewish holiday		
May 19	Wednesday	Emergency Medical Services for Children Day	Observance		
May 21	Friday	National Defense Transportation Day	Observance		
May 22	Saturday	National Maritime Day	Observance		
May 22	Saturday	Harvey Milk Day	Local observance	California	
May 23	Sunday	Pentecost	Christian		
May 24	Monday	Whit Monday	Christian		
May 25	Tuesday	National Missing Children's Day	Observance		
May 30	Sunday	Trinity Sunday	Christian		
May 31	Monday	Memorial Day	Federal Holiday		
May 31	Monday	Jefferson Davis' Birthday	Local observance	Mississippi	
Jun 1	Tuesday	Statehood Day	Local observance	Kentucky, Tennessee	

Attachment 5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)

Date		Name	Type	Details	5.a
Jun 2	Wednesday	Native American Day	State Observation	Arizona	
Jun 3	Thursday	Corpus Christi	Christian		
Jun 3	Thursday	Jefferson Davis' Birthday	Local observance	Florida	
Jun 5	Saturday	Belmont Stakes	Sporting event		
Jun 6	Sunday	D-Day	Observance		
Jun 7	Monday	Jefferson Davis' Birthday	State holiday	Alabama	
Jun 11	Friday	Kamehameha Day	State holiday	Hawaii	
Jun 13	Sunday	Bunker Hill Day	Local observance	Massachusetts	
Jun 14	Monday	Army Birthday	Observance		
Jun 14	Monday	Flag Day	Observance		
Jun 19	Saturday	Juneteenth	Observance		
Jun 19	Saturday	Juneteenth	State holiday	New Jersey, New York	
Jun 19	Saturday	Juneteenth Independence Day	State holiday	Massachusetts	
Jun 19	Saturday	Emancipation Day	State holiday	Texas	
Jun 20	Sunday	Father's Day	Observance		
Jun 20	Sunday	West Virginia Day	State holiday	West Virginia	
Jun 20	Sunday	American Eagle Day	Observance		
Jun 20	Sunday	June Solstice	Season		
Jun 21	Monday	West Virginia Day observed	State holiday	West Virginia	
Jul 4	Sunday	Independence Day	Federal Holiday		
Jul 5	Monday	Independence Day observed	Federal Holiday		
Jul 13	Tuesday	Nathan Bedford Forrest Day	Local observance	Tennessee	
Jul 14	Wednesday	Bastille Day	Observance		
Jul 16	Friday	Rural Transit Day	Observance		
Jul 18	Sunday	Tisha B'Av	Jewish holiday		
Jul 20	Tuesday	Eid al-Adha	Muslim		
Jul 23	Friday	Pioneer Day observed	State holiday	Utah	
Jul 24	Saturday	Pioneer Day	State holiday	Utah	
Jul 25	Sunday	Parents' Day	Observance		
Jul 27	Tuesday	National Korean War Veterans Armistice Day	Observance		
Aug 1	Sunday	Colorado Day	Local observance	Colorado	
Aug 4	Wednesday	Coast Guard Birthday	Observance		
Aug 7	Saturday	Purple Heart Day	Observance		
Aug 9	Monday	Victory Day	State holiday	Rhode Island	

Attachment 5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)

Date		Name	Type	Details	5.a
Aug 10	Tuesday	Muharram	Muslim		
Aug 15	Sunday	Assumption of Mary	Christian		
Aug 16	Monday	Bennington Battle Day	State holiday	Vermont	
Aug 19	Thursday	National Aviation Day	Observance		
Aug 20	Friday	Hawaii Statehood Day	State holiday	Hawaii	
Aug 21	Saturday	Senior Citizens Day	Observance		
Aug 26	Thursday	Women's Equality Day	Observance		
Aug 27	Friday	Lyndon Baines Johnson Day	State holiday	Texas	
Sep 6	Monday	Labor Day	Federal Holiday		
Sep 7	Tuesday	Rosh Hashana	State holiday	Texas***	
Sep 7	Tuesday	Rosh Hashana	Jewish holiday		
Sep 9	Thursday	California Admission Day	Local observance	California	
Sep 11	Saturday	Patriot Day	Observance		
Sep 11	Saturday	Carl Garner Federal Lands Cleanup Day	Observance		
Sep 12	Sunday	National Grandparents Day	Observance		
Sep 16	Thursday	Yom Kippur	Jewish holiday		
Sep 16	Thursday	Yom Kippur	State holiday	Texas***	
Sep 17	Friday	Constitution Day and Citizenship Day	Observance		
Sep 17	Friday	National POW/MIA Recognition Day	Observance		
Sep 18	Saturday	Air Force Birthday	Observance		
Sep 18	Saturday	National CleanUp Day	Observance		
Sep 21	Tuesday	First Day of Sukkot	Jewish holiday		
Sep 22	Wednesday	September Equinox	Season		
Sep 22	Wednesday	Emancipation Day	Local observance	Ohio	
Sep 24	Friday	Native American Day	State Observation	California, Nevada	
Sep 24	Friday	American Indian Heritage Day	State Observation	Montana, Texas	
Sep 24	Friday	Michigan Indian Day	State Observation	Michigan	
Sep 26	Sunday	Gold Star Mother's Day	Observance		
Sep 27	Monday	Last Day of Sukkot	Jewish holiday		
Sep 27	Monday	American Indian Day	State Observation	Tennessee	
Sep 28	Tuesday	Shmini Atzeret	Jewish holiday		
Sep 29	Wednesday	Simchat Torah	Jewish holiday		
Oct 4	Monday	Feast of St Francis of Assisi	Christian		
Oct 4	Monday	Frances Xavier Cabrini	State holiday	Colorado	

Attachment 5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)

Date		Name	Type	Details	5.a
Oct 4	Monday	Child Health Day	Observance		
Oct 9	Saturday	Leif Erikson Day	Observance		
Oct 11	Monday	Columbus Day	State holiday	22 states	
Oct 11	Monday	Columbus Day	Federal Holiday		
Oct 11	Monday	Columbus Day	State Legal Holiday	Tennessee	
Oct 11	Monday	Fraternal Day	State holiday	Alabama	
Oct 11	Monday	Yorktown Victory Day	State holiday	Virginia	
Oct 11	Monday	Discoverers' Day	State Observation	Hawaii	
Oct 11	Monday	Native American Day	State holiday	South Dakota	
Oct 11	Monday	Native American Day	State Observation	Oklahoma	
Oct 11	Monday	Indigenous People's Day (Tentative Date)	State Observation	CA, ID, LA, MI, MN, OR	
Oct 11	Monday	Indigenous People's Day	State holiday	DC, ME, NM	
Oct 11	Monday	Indigenous People's Day	State Observation	28 states	
Oct 11	Monday	American Indian Heritage Day	State holiday	Alabama	
Oct 13	Wednesday	Navy Birthday	Observance		
Oct 15	Friday	White Cane Safety Day	Observance		
Oct 15	Friday	Boss's Day	Observance		
Oct 16	Saturday	Sweetest Day	Observance	13 states	
Oct 18	Monday	Alaska Day	State holiday	Alaska	
Oct 19	Tuesday	The Prophet's Birthday	Muslim		
Oct 29	Friday	Nevada Day	State holiday	Nevada	
Oct 31	Sunday	Halloween	Observance		
Nov 1	Monday	All Saints' Day	Christian		
Nov 2	Tuesday	All Souls' Day	Christian		
Nov 2	Tuesday	Election Day	Observance		
Nov 2	Tuesday	Election Day	State holiday	Virginia	
Nov 4	Thursday	Diwali/Deepavali	Observance, Hinduism		
Nov 7	Sunday	Daylight Saving Time ends	Clock change/Daylight Saving Time		
Nov 7	Sunday	New York City Marathon	Sporting event		
Nov 10	Wednesday	Marine Corps Birthday	Observance		
Nov 11	Thursday	Veterans Day	Federal Holiday		
Nov 25	Thursday	Thanksgiving Day	Federal Holiday		
Nov 26	Friday	State Holiday	State holiday	Georgia	
Nov 26	Friday	Presidents' Day	State holiday	New Mexico	

Attachment 5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)

Date		Name	Type	Details	5.a
Nov 26	Friday	Lincoln's Birthday/Lincoln's Day	State holiday	Indiana	Attachment 5.a: Holidays and observances in United States in 2021 (4391 : ATM 2021 dates)
Nov 26	Friday	Day After Thanksgiving	State holiday	20 states	
Nov 26	Friday	Family Day	State holiday	Nevada	
Nov 26	Friday	Acadian Day	State holiday	Louisiana	
Nov 26	Friday	Black Friday	Observance		
Nov 26	Friday	American Indian Heritage Day	State holiday	Maryland	
Nov 26	Friday	Native American Heritage Day	State holiday	Washington	
Nov 26	Friday	Native American Heritage Day	Observance		
Nov 28	Sunday	First Sunday of Advent	Christian		
Nov 29	Monday	Chanukah/Hanukkah (first day)	Jewish holiday		
Nov 29	Monday	Cyber Monday	Observance		
Dec 1	Wednesday	Rosa Parks Day	Local observance	Ohio, Oregon	
Dec 1	Wednesday	Rosa Parks Day	State Observation	Alabama	
Dec 6	Monday	Last Day of Chanukah	Jewish holiday		
Dec 6	Monday	St Nicholas Day	Observance		
Dec 7	Tuesday	Pearl Harbor Remembrance Day	Observance		
Dec 8	Wednesday	Feast of the Immaculate Conception	Christian		
Dec 12	Sunday	Feast of Our Lady of Guadalupe	Christian		
Dec 13	Monday	National Guard Birthday	Observance		
Dec 15	Wednesday	Bill of Rights Day	Observance		
Dec 17	Friday	Pan American Aviation Day	Observance		
Dec 17	Friday	Wright Brothers Day	Observance		
Dec 21	Tuesday	December Solstice	Season		
Dec 24	Friday	Day off for Christmas Day	Federal Holiday		
Dec 24	Friday	Christmas Eve	Observance, Christian		
Dec 24	Friday	Christmas Eve	State holiday	KS*, KY, MI, NC, ND, OK, SC, TX, VA*, WI	
Dec 25	Saturday	Christmas Day	Federal Holiday		
Dec 26	Sunday	Kwanzaa (first day)	Observance		
Dec 26	Sunday	Day After Christmas Day	State holiday	KS, NC, SC, TX	
Dec 31	Friday	Day off for New Year's Day	Federal Holiday		
Dec 31	Friday	New Year's Eve	Observance		
Dec 31	Friday	New Year's Eve	State holiday	LA, MI, WI	

* Observed only in part of this state.

** Observed only in some communities of this state.

*** Optional holiday in this state.

Hover your mouse over the region or click on the holiday for details.

Create Calendar With Holidays

☒ Full year

2021

☐ Month

January

United States

View Calendar

Share on Facebook

Share on Twitter



**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**6: Policy & Procedures subcommittee update****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Update from Policies & Procedures subcommittee

Recommendations/Suggested Motion/Vote:

Background Information:

Attached provided by Board member Schineller

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

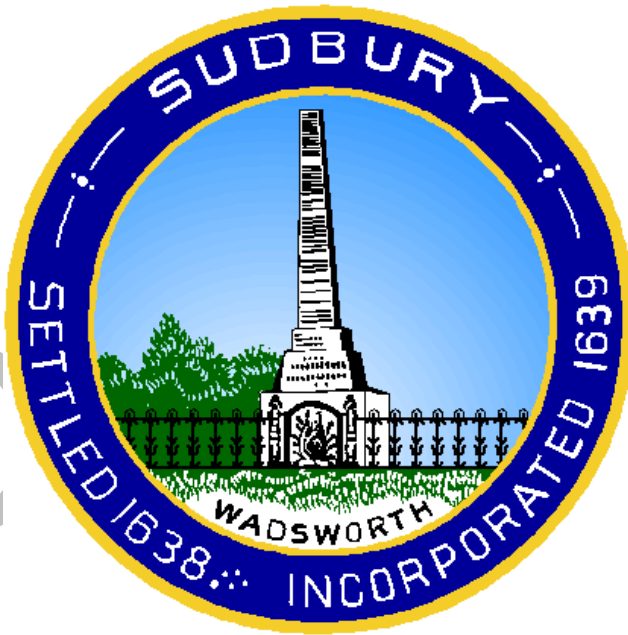
Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

02/09/2021 6:00 PM

DOCUMENT ORIGIN: JAN 5 2021 DRAFT BY DENNIS KEOHANE (Finance Dir.) BASED ON 2020 DLS.
POLICIES SUBCOMMITTEE IN REVIEW MODE (COMMENTS, REVISIONS)

Town of Sudbury, Massachusetts

Financial Policies Manual



Commented [BS1]: Need to compare content with Draft (Dennis K and Melissa R)
<https://1drv.ms/w/s!AmRy3D3ZZHrDg17TsSUGR4e=COB7t8> which had the following sections:

1. Operating Budget Policy [2](#)
2. Revenue Policy [2](#)
3. Expenditure Policy [3](#)
4. Risk Management Policy [4](#)
5. Capital Budgeting and Planning Policy [4](#)
6. Debt Management Policy [5](#)
7. Protection of Credit Rating Policy [6](#)
8. Free Cash Policy [6](#)
9. Stabilization Fund

Commented [BS2R1]: from Dennis: to this doc v
added Overlay section and OPEB section

DOCUMENT ORIGIN: JAN 5 2021 DRAFT BY DENNIS KEOHANE (Finance Dir.) BASED ON 2020 DLS. POLICIES SUBCOMMITTEE IN REVIEW MODE (COMMENTS, REVISIONS)

Introduction

The Town of Sudbury is committed to safeguarding public funds, protecting local assets, and complying with financial standards and regulations. To that end, this manual of financial policies provides guidance for local planning and decision making. The policies as a whole are intended to outline objectives, provide formal direction, and define authority to help ensure sound fiscal stewardship and management practices. Each is a living document that should be reviewed periodically and updated as necessary.

With these policies, the Town of Sudbury, through its Board of Selectmen, Town Manager, and employees, commits to the following objectives:

- Sustaining a consistent level of service and value for residents
- Safeguarding financial integrity and minimizing risk through a system of internal controls
- Ensuring the quality and maintenance of capital assets
- Conforming to general law, uniform professional standards, and municipal best practices
- Protecting and enhancing the town's credit rating
- Promoting transparency and public disclosure

Commented [BS3]: Charlie suggests the one-page Bridge letter, shows here are the targets, here's our progress on it, here's the plan.

Dan asks the How, how are we going to replenish funds when we dip into it.

Commented [BS4R3]: Jennifer: more specific to policies overall but to CIP program recommendation (actions...)

Commented [BS5R3]: Bill: Policy vs. Procedure/Action Plan

Commented [BS6]: Todo: incorporate definition of Capital within this document. See drafts by Jennifer were discussed by the Board.

Commented [BS7R6]: done stuck in Appendix A

**DOCUMENT ORIGIN: JAN 5 2021 DRAFT BY DENNIS KEOHANE (Finance Dir.) BASED ON 2020 DLS.
POLICIES SUBCOMMITTEE IN REVIEW MODE (COMMENTS, REVISIONS)**

Town of Sudbury, Massachusetts

Financial Policies Manual

Table of Contents

Financial Reserves	4
Forecasting	6
Overlay.....	9
Debt Management.....	11
Investments.....	14
Capital Assets	15
Other Postemployment Benefits Liability (OPEB)	17

DRAFT

FINANCIAL RESERVES

PURPOSE

To help the Town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to and expending reserve funds. With well-planned sustainability, Sudbury can use its reserves to finance emergencies and other unforeseen needs, to hold money for specific future purposes, or in limited instances, to serve as revenue sources for the annual budget. Reserve balances and policies can also positively impact the Town's credit rating and consequently its long-term cost to fund major projects.

APPLICABILITY

This policy pertains to short- and long-range budget decision making and applies to the Board of Selectmen, School Committee, and Town Manager in those duties. It also applies to the related job duties of the Finance Director, the Town Accountant, the Board of Assessors, and the Finance Committee.

POLICY

The Town of Sudbury commits to building and maintaining its reserves so as to have budgetary flexibility for unexpected events and significant disruptions in revenue-expenditure patterns and to provide a source of available funds for future capital expenditures. The Town will strive to maintain overall reserves in the level of 8-10 percent of the annual operating budget. These reserves are comprised of Stabilization funds + Free Cash target + Overlay funds. Adherence to this policy will help the Town withstand periods of decreased revenues and control spending during periods of increased revenues. There are multiple types of reserves, including free cash, stabilization funds, retained earnings, and overlay surplus.

A. Free Cash

The Division of Local Services (DLS) defines free cash as "the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year." DLS must certify free cash before the Town can appropriate it in the new year.

By August 15th each year, the Town Accountant shall submit to DLS a year-end balance sheet, free cash checklist, and year-end reporting checklist. Once DLS certifies free cash, the Town Accountant will provide copies of the certified balance to the Board of Selectmen, Town Manager, and Finance Director.

Each spring, the Town Manager shall include the Town's free cash balance in the proposed budget submitted to the Board of Selectmen and Finance Committee for the ensuing fiscal year, along with details on the proposed uses of and/or retention level of free cash. Any proposed use of free cash for capital equipment or improvements shall be consistent with needs identified in the Town's capital improvement program.

The Town shall set a year-to-year goal of maintaining its free cash in the range of 3-5 percent of the annual budget. To achieve this, the Finance Director shall assist the Town Manager in proposing budgets with conservative revenue projections, and department heads shall carefully

Commented [BS8]: 8-10 where did target come from
how close are we now
Stabilization funds (5%) + Free Cash (3%) + Overlay

Commented [BS9R8]: question: confirm DENOM
'operating budget'.

Commented [BS10]: Who decided and how close we been?
From DoR recommendation
Dennis states "it doesn't mean overtaxing by \$3M/y

manage their appropriations to produce excess income and budget turn backs. Further, budget decision makers will avoid fully depleting the Town's free cash in any year, so that the succeeding year's calculation can begin with a positive balance. Moreover, as much as practicable, the Town will limit its use of free cash to funding one-time expenditures (like capital projects or emergencies and other unanticipated expenditures) and will appropriate any excess above 5 percent of the annual budget to reserves or to offset unfunded liabilities.

B. Free Cash Stabilization

A stabilization fund is a reserve account allowed by state law to set aside monies to be available for future spending purposes, including emergencies or capital expenditures, although it may be appropriated for any lawful purpose. Prior to the adoption of this policy, the Town established and appropriated to a general stabilization fund and a special purpose stabilization fund for capital projects.

General Stabilization: The Town will endeavor to maintain a minimum balance of 5 percent of the current operating budget in its general stabilization fund. Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by current general fund appropriations. When possible, withdrawals of funds should be limited to the amount available above the 5 percent minimum reserve target level. If any necessary withdrawal drives the balance below the minimum level, the withdrawal should be limited to one-third of the general stabilization fund balance. Replenishment of the funds should be made annually at the Fall Town Meeting, or the earliest available meeting after Free Cash has been certified.

Capital Stabilization: The Town will appropriate annually to the capital stabilization fund so that over time it achieves a target balance sufficient to cover the Town's cash outlay for capital. Doing so enables the Town to pay outright for moderate-range capital expenditures and thereby preserve debt capacity for major, higher-dollar purchases or projects. This approach balances debt with pay-as-you-go practices and protects against unforeseen costs. **** hot button topic, Capital funding.... any written policy about e.g. get to 2% then like the Gen Stabilization 5% policy... might we consider policy that each year top off the Capital Stab fund to get back to 2% ??****

C. Overlay Surplus

The overlay is a reserve the Town uses to offset unrealized revenues resulting from property tax abatements and exemptions. Sudbury officials will prudently manage the overlay in accordance with the Town's Overlay policy to avoid the need to raise overlay deficits in the tax levy. At the conclusion of each fiscal year, the Board of Assessors shall submit to the Town Manager and Finance Director an update of the overlay reserve with data that includes, but is not limited to, the gross balance, potential abatement liabilities, and any transfers to surplus. If the balance exceeds the amount of potential liabilities, the Town Manager may request that the Board vote to declare those balances surplus available for use in the Town's capital improvement plan or for any other one-time expense.

Commented [BS11]: Unfunded liabilities (including service) ?

Commented [BS12]: dare we get more specific/prescriptive about how to allocate free cash various buckets as in the 2019 draft DennisMelissa 'circle of free cash'

Commented [BS13]: 5 percent is what we've always

Commented [BS14]: Where did this guideline come from? One-third at a time? E.g. one-third of balance another one-third of remaining balance if needed again

Commented [BS15R14]: Is more policy language to explain that regardless of how severe emergency any one fiscal year, max use 1/3 of stabilization fund Is/should there be a policy about who to ask if need e.g the Fincom, special town meeting??

Commented [BS16]: DLS recommendation is to get separate Melone Stabilization and Turf Stabilization might consider DLS recommendation of 2% of prior annual budget... e.g. \$2M on a budget of \$100M. If year you take \$800K, then next year replenish to get to 2%

Commented [BS17]: What is this target and how calculated?

Commented [BS18R17]: and how to replenish...

FORECASTING

PURPOSE

To assess the range of choices available to budget decision makers when determining how to allocate resources, this policy establishes guidelines for evaluating revenue sources and the requirement to determine an expenditure strategy as part of the annual budget process and longer-range fiscal planning. Forecasting helps local officials understand the long-range implications of pending near-term decisions.

APPLICABILITY

This policy applies to the Town Manager as the Town's chief budget decision maker. It also applies to the job responsibilities of the Finance Director, School Superintendent, School Business Manager, Board of Selectmen, School Committee, and Finance Committee.

POLICY

A. Revenue Guidelines

The Town will continually seek to diversify its revenue to improve the equity and stability of sources. Each year and whenever appropriate, the Town will reexamine existing revenues and explore potential new sources. A balance will be sought between elastic and inelastic revenues to minimize any adverse effects caused by inflation or other economic changes. Additionally, intergovernmental revenues (e.g., local aid, grants) will be reviewed annually to determine their short- and long-term stability in order to minimize detrimental impacts.

The Town will generally avoid using one-time revenues to fund ongoing or recurring operating expenditures. These one-time revenue sources can include, but are not limited to, free cash, bond premiums, overlay surplus, sale of municipal equipment, legal settlements, insurance proceeds, and gifts. Additionally, the Town hereby establishes the following priority order when appropriating one-time revenues:

- General Stabilization Fund (maintenance of 5% of operating budget)
- Annual Capital Budget (target of 3% of operating budget)
- Capital Stabilization Fund (target of 3% of operating budget)
- OPEB Trust Fund
- Debt Service

Economic downturns or unanticipated fiscal stresses may compel reasonable exceptions to the use of one-time revenue. In such cases, the Town Manager, in consultation with the Finance Director, can recommend its use for operational appropriations. Such use will trigger the Town Manager to develop a plan to avoid continued reliance on one-time revenues.

State laws impose further restrictions on how certain types of one-time revenues may be used. The Town will consult the following General Laws when the revenue source is:

Commented [BS19]: is this the Circle of Free Cash?

Commented [BS20]: todo: clarify with Dennis An Capital Budget as a destination for free-cash ('one time revs') . The others Gen Stab, Capt Stab, OPEB are re funds.. Do we mean by bullet 2 in a great year spend Levy and instead use free cash towards that years c needs within the budget?

Commented [BS21]: \$500K in it right now...

Commented [BS22R21]: see the history of the re young Capital 'stabilization fund.... payments in, and withdrawals out....

Commented [BS23]: need total consistency about DENOMINATOR

Commented [BS24]: Discuss each target to ensure arbitrary

Commented [BS25]: Establish and state target (e condition)

Commented [BS26R25]: there is a whole section now...

Commented [BS27]: Discuss whether there could scenario easing tax burden

Commented [BS28R27]: Question: has there ever precedent scenario in Sudbury of paying off more th required debt payment in a given year (i.e. prepayin

- Sale of real estate: M.G.L. c. 44, §63 and M.G.L. c. 44, §63A
- Gifts and grants: M.G.L. c. 44, §53A and M.G.L. c. 53A½
- Bond proceeds: M.G.L. c. 44, §20

This policy further entails the following expectations regarding revenues:

- The Assessing Department will maintain property assessments for the purpose of taxation at full and fair market value as prescribed by state law.
- Town departments that charge fees (Enterprise Funds and recreation programs, for example) shall annually review their fee schedules and propose adjustments when needed to ensure coverage of service costs and Endeavor to retain funds for asset replacement.
- The Building Department will notify the Finance Director of any moderate-to-large developments that could impact building permit volume.
- Department heads will strive to be informed of all available grants and other aid and will carefully consider any related restrictive covenants or matching requirements (both dollar and level-of-effort) to determine the cost-benefit of pursuing them.
- Revenue estimates will be adjusted throughout the budget cycle as more information becomes available.

B. Expenditure Guidelines

Annually, the Town will determine a particular budget approach for forecasting expenditures, either maintenance (level service), level funded, or one that adjusts expenditures by specified increase or decrease percentages (either across the board or by department). A maintenance budget projects the costs needed to maintain the current staffing level and mix of services into the future. A level funded budget appropriates the same amount of money to each municipal department as in the prior year and is tantamount to a budget cut because inflation in mandated costs and other fixed expenses still must be covered.

C. Financial Forecast Guidelines

To determine the Town's operating capacity for each forthcoming fiscal year, the Finance Director will annually create and provide the Town Manager with a detailed budget forecast. The Finance Director shall also annually prepare a three-year financial projection of revenues and expenditures for all operating funds.

These forecasts shall be used as planning tools in developing the following year's operating budget as well as the five-year capital improvement plan.

To ensure the Town's revenues are balanced and capable of supporting desired levels of services, forecasts for property taxes, local receipts, and state aid shall be conservative based on historical trend analyses and shall use generally accepted forecasting techniques and appropriate data. To avoid potential revenue deficits, estimates for local receipts (e.g., inspection fees, investment income, license fees) should generally not exceed 90 percent of the prior year's actual collections without firm evidence that higher revenues are achievable.

Commented [BS29]: Can fees be set so there is a contribution to capital expenses associated with the Enterprise
Dennis: hope to generate retained earnings so you little extra.

Dennis notes 2 of the 3 enterprise funds haven't be sustaining. Transfer station has been sustaining, w retained earnings.

Endeavor to retain funds for asset replacement

Definition of enterprise fund? Subsidized by levy o sustaining. Currently enterprise funds covers cost employees and benefits.

Commented [BS30R29]: Jennifer: should we have section on Enterprise funds and Revolving funds?

Commented [BS31R29]: a policy section.... not j 'definition;

Additionally, the forecast model should assume that:

- The Town will maintain its current level of services.
- Property taxes (absent overrides) will grow ~~at~~ within the limits of Proposition 2½.
- New growth will be projected conservatively, considering the Town's three-year average by property class.
- The Town will annually meet or exceed the state's net school spending requirements.
- Local receipts and state aid will reflect economic cycles.
- The Town will pay the service on existing debt and adhere to its Debt Management policy.
- The Town will make its annual pension contributions and continue appropriating to its other postemployment benefits trust fund.
- The Town will build and maintain reserves in compliance with its Financial Reserves policy.

Commented [BS32]: 'at' the limits? Suggest 'with' limits

Commented [BS33]: Suggest 'within' the limits (i of 'at' the limits

DRAFT

OVERLAY

PURPOSE

To set guidelines for determining the annual overlay amount in the Town's budget and for deciding whether any overlay balance can be certified as surplus.

The allowance for abatements and exemptions, commonly referred to as the overlay, is an account whose purpose is to offset anticipated abatements and exemptions of committed real and personal property taxes. Effective December 7, 2016, the Municipal Modernization Act ([Chapter 218 of the Acts of 2016](#)) provides for a single overlay account. Previously, a community had to maintain separate overlay reserves for each fiscal year and could not use the surplus from one year to cover another year's deficit without a multistep process involving the assessors, accounting officer, and local legislative body. However, the Act allows all existing overlay balances to be transferred to a single account. Although this policy treats overlay as a single account, to continue historical information and facilitate reconciliations, the Town may elect to maintain subsidiary ledgers by levy year for overlay balances.

APPLICABILITY

This policy applies to the job duties of the Board of Assessors, Director of Assessing, Town Manager, and Finance Director.

POLICY

A. Annual Overlay

Each year, the Board of Assessors shall vote in an open meeting to authorize a contribution to the overlay account as part of the budget process and to raise it without appropriation on the Town's Tax Recap Sheet. The Principal Assessor will propose this annual overlay amount to the Board of Assessors based on the following:

- Current balance in the overlay account
- Five-year average of granted abatements and exemptions
- Potential abatement liability in cases pending before, or on appeal from, the Appellate Tax Board (ATB)
- Timing of the next certification review by the Division of Local Services (scheduled every five years under the Municipal Modernization Act) The Board of Assessors shall notify the Finance Director of the amount of overlay voted

B. Excess Overlay

Annually, the Finance Director and Director of Assessing will conduct an analysis to see if there is any excess in the overlay account by factoring the following:

- Current balance in the overlay account after reconciling with the Town Accountant's records

- Balance of the property tax receivables, which represents the total real and personal property taxes still outstanding for all levy years
- Estimated amount of potential abatements, including any cases subject to ATB hearings or other litigation

Upon determining any excess in the overlay account, the Principal Assessor shall present the analysis to the Board of Assessors for its review.

C. Overlay Surplus

If there is an excess balance in the overlay account, the Board of Assessors shall formally vote in an open meeting to certify the amount to transfer to overlay surplus and shall notify the Town Manager and Finance Director in writing of its vote. If the Town Manager makes a written request for a determination of overlay surplus, the Board of Assessors shall vote on the matter within the next 10 days and notify the Town Manager and Finance Director of the result in writing.

After being certified, Town Meeting may appropriate overlay surplus for any lawful purpose until the end of the fiscal year. However, the appropriation should be as prescribed in the Town's Forecasting policy (re: treatment of one-time revenues) and its Financial Reserves policy (re: overlay surplus). Overlay surplus not appropriated by year-end closes to the general fund's undesignated fund balance.

DEBT MANAGEMENT

PURPOSE

To provide for the appropriate issuance and responsible use of debt, this policy defines the parameters and provisions governing debt management. Policy adherence will help the Town to responsibly address capital needs, provide flexibility in current and future operating budgets, control borrowing, and maintain capital investment capacity. This policy is also intended to maintain and enhance the town's bond rating so as to achieve long-term interest savings.

APPLICABILITY

This policy applies to the Town Manager, Board of Selectmen, School Committee, and Finance Committee in their budget decision making and in the Finance Director's debt reporting. It also applies to the Finance Director's budget analysis duties. Additionally, in the role as Treasurer/Collector, the statutory responsibilities associated with debt management.

POLICY

Under the requirements of federal and state laws, the Town may periodically issue debt obligations to finance the construction, reconstruction, or acquisition of infrastructure and other assets or to refinance existing debt. The Town will issue and manage debt obligations in such a manner as to obtain the best long-term financial advantage and will limit the amount of debt to minimize the impact on taxpayers. Debt obligations, which include general obligation bonds, revenue bonds, bond anticipation notes, lease/purchase agreements, and any other debt obligations permitted to be issued under Massachusetts law, shall only be issued to construct, reconstruct, or purchase capital assets that cannot be acquired with current revenues.

A. Debt Financing

In financing with debt, the Town will:

1. Issue long-term debt only for objects or purposes authorized by state law and only when the financing sources have been clearly identified.
2. Use available funds to the greatest extent possible to reduce the amount of borrowing on all debt-financed projects.
3. Confine long-term borrowing to capital improvements and projects that cost at least \$100,000 and that have useful lifespans of at least ten years or whose lifespans will be prolonged by at least ten years.
4. Refrain from using debt to fund any recurring purpose, such as current operating and maintenance expenditures.

B. Debt Limits

The Town will adhere to these debt parameters:

1. Total debt service, including debt exclusions and any self-supporting debt, shall be limited to 10 percent of general fund revenues, with a target balance of 5-7 percent.

2. As dictated by state statute, the Town's debt limit shall be five percent of its most recent equalized valuation.

C. Structure and Term of Debt

The following shall be the Town's guidelines on debt terms and structure:

1. The Town will attempt to maintain a long-term debt schedule so that at least 50 percent of outstanding principal will be paid within ten years.
2. The term of any debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed the maximum allowed by law.
3. The Town will limit bond maturities to no more than 10 years, except for major buildings, water and water facility projects, land acquisitions, and other purposes in accordance with the useful life borrowing limit guidelines published by the Division of Local Services (DLS).
4. Any vote to authorize borrowing will include authorization to reduce the amount of the borrowing by the amount of the net premium and accrued interest.
5. The Town will work closely with its financial advisor to follow federal regulations and set time frames for spending borrowed funds to avoid committing arbitrage, paying rebates, fines and penalties to the federal government, and jeopardizing any debt issuance's tax-exempt status.

D. Bond Refunding

To achieve potential debt service savings on long-term debt through bond refunding, the Town will:

1. Issue debt with optional call dates no later than 10 years from issue.
2. Analyze potential refunding opportunities on outstanding debt as interest rates change.
3. Use any net premium and accrued interest to reduce the amount of the refunding.
4. Work with the Town's financial advisor to determine the optimal time and structure for bond refunding.

E. Protection of Bond Rating

To protect its bond rating, the Town will:

1. Maintain good communications with bond rating agencies, bond counsel, banks, financial advisors, and others involved in debt issuance and management.
2. Follow a policy of full disclosure on every financial report and bond prospectus, including data on total outstanding debt per capita, as a percentage of per capita personal income, and as a percentage of total assessed property value.
3. The Town will not rely on reserves to sustain operating deficits. Use of such reserves will be limited to helping the Town deal with short-term or emerging financial stress, but then the Town will either reduce spending to within the limits of recurring revenues, or seek approval for additional revenues from the voters of the Town.

4. The Town will not defer current costs to a future date. This includes costs such as pension costs or benefits costs. From time to time, the State offers municipalities the option of deferring payments to their pension system, or other costs, as a short-term way of balancing a fiscal year's budget. However, it is the intention of the Town of Sudbury not to rely on these options.
5. The Town will follow the policies as outlined in this policy statement.

F. Reporting

1. The Town's annual Town Report, Town Manager's Budget Request and annual town meeting warrant will give comprehensive summaries of the debt obligations of the Town.
2. The Finance Director will include an indebtedness summary as part of a report on receipts and expenditures in Sudbury's Annual Town Report.
3. The Finance Director, with the Town's financial advisor, will file the annual audit and official disclosure statement within 270 days of the end of the fiscal year.

DRAFT

INVESTMENTS

PURPOSE

To ensure the Town's public funds achieve the highest possible, reasonably available rates of return while following prudent standards associated with safety, liquidity, and yield, this policy establishes investment guidelines and responsibilities. It is further designed to comply with the Governmental Accounting Standards Board's recommendation that each community disclose its key policies affecting cash deposits and other long-term investments to ensure they are managed prudently and not subject to extraordinary risk.

APPLICABILITY

This policy pertains to short-term operating funds, including general funds, special revenue funds, bond proceeds, capital project funds, and to all accounts designated as long-term (e.g., trusts, stabilization fund, other postemployment benefits trust fund (OPEB), and others the Town may set aside for long-term use, including scholarship and perpetual care funds) It does not pertain to the Town's retirement fund, which is managed by the Middlesex County Retirement Board. This policy applies to the Finance Director, in the role as Treasurer, his or her designee(s), and any advisors or other professionals in their responsibilities for investing and managing Town funds.

POLICY

The Finance Director shall invest funds in a manner that meets the Town's daily operating cash flow requirements and conforms to state statutes governing public funds while also adhering to generally accepted diversification, collateralization, and the prudent investment principles regarding safety, liquidity, and yield.

See additional details in the Town of Sudbury Investment Policy document as well as the Town of Sudbury CPA Investment Policy document.

CAPITAL ASSETS

PURPOSE

To ensure Sudbury's capital assets can cost-effectively sustain the town's desired service levels into the future.

APPLICABILITY

This policy applies to the Town Manager as the Town's chief budget decision maker. It also applies to the job responsibilities of the Finance Director, School Superintendent, School Business Manager, Board of Selectmen, School Committee, and Finance Committee.

POLICY

A. Capital Improvement Plan

The Town Manager will update and adopt annually a five-year capital improvement plan ("CIP"), including the upcoming annual capital improvement budget ("CIB") and a four-year projection of capital needs and expenditures, which details the estimated cost, description and anticipated funding sources for capital projects.

1. The Town Manager shall establish criteria to determine capital asset prioritization.
2. The Town Manager shall consult with Department Heads annually regarding the composition and prioritization of the capital plan.
3. The CIP shall not include items that cost less than \$20,000 or have a useful life of less than 5 years. Items that do not meet this threshold should be included within the Town's operating budget.
4. The Town will emphasize preventive maintenance as a cost-effective approach to infrastructure maintenance. Exhausted capital goods will be replaced as necessary.

B. Risk Management

1. The Town will maintain an effective risk management program that provides adequate coverage, minimizes losses, and reduces costs.
2. The Town will annually work with the Town's insurance carrier to update all listings of Town owned assets and the value of such covered assets.

C. Reporting

1. The Town Manager will submit a capital program to the Capital Improvement Advisory Committee. The proposed program will detail each capital project, the estimated cost, description and funding.

2. The Town Manager shall submit Town Meeting articles for the CIB by January 31st.
3. The Selectmen shall report all requests for capital appropriations to the Finance Committee on or before February 5. (Bylaws Article IV Section 5).
4. The Town Manager will present the CIB for approval at the Annual Town Meeting (generally the 1st Monday in May).

DRAFT

OTHER POSTEMPLOYMENT BENEFITS LIABILITY (OPEB)

PURPOSE

To provide the basis for a responsible plan for meeting the Town's obligation to provide other postemployment benefits (OPEBs) to eligible current and future retirees. This policy provides guidelines designed to ensure OPEB sustainability and achieve generational equity among those called upon to financially support OPEBs, thereby avoiding transferring costs into the future.

APPLICABILITY

This policy encompasses OPEB-related budget decisions, accounting, financial reporting, and investment.

BACKGROUND

In addition to salaries, the Town of Sudbury compensates employees in a variety of other forms. Many earn benefits over their years of service that they will not receive until after retirement. A pension is one such earned benefit. Another is a set of retirement insurance plans for health, dental, and life. These are collectively referred to as other postemployment benefits or OPEBs.

OPEBs represent a significant liability for the Town that must be properly measured, reported, and planned for financially. As part of a long-range plan to fund this obligation, the Town established an OPEB Trust Fund, which allows for long-term asset investment at higher rates of return than those realized by general operating funds.

POLICY

The Town of Sudbury is committed to funding the long-term cost of the benefits promised its employees. To do so, the Town will accumulate resources for future benefit payments in a disciplined, methodical manner during the active service life of employees. The Town will also periodically assess strategies to mitigate its OPEB liability. This involves evaluating the structure of offered benefits and their cost drivers while at the same time avoiding benefit reductions that would place undue burdens on employees or risk making the Town an uncompetitive employer.

A. Accounting and Reporting

The Finance Director will obtain actuarial analyses of the Town's OPEB liability every two years and will annually report the Town's OPEB obligations in financial statements that comply with the current guidelines of the Governmental Accounting Standards Board.

The Town Auditor shall ensure that the Town's independent audit firm reviews compliance with the provisions of this policy as part of its annual audits.

B. Mitigation

On an ongoing basis, the Town will assess healthcare cost containment measures and evaluate strategies to mitigate its OPEB liability. The Finance Director shall monitor proposed laws

affecting OPEBs and Medicare and analyze their impacts. The Human Resources Director shall regularly audit the group insurance and retiree rolls and drop any participants found to be ineligible based on work hours, active Medicare status, or other factors.

C. Funding

To address the OPEB liability, decision makers shall analyze a variety of funding strategies and subsequently implement them as appropriate with the intention of fully funding the obligation. The Town shall derive funding to invest in the OPEB trust from taxation, free cash, and any other legal form.

Appendices

Appendix A: Definition of Capital

Proposal for Sudbury Capital Asset "Definition"

Capital Assets are the community-owned collection of significant, long - lasting, and expensive real and personal property used in the operation of government, including land and land improvements; infrastructure, such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. In order to be included in Sudbury's Capital Improvement Program, Capital Assets must cost \$20,000 or more and have a useful life of 5 or more years. Items or improvements that do not meet this threshold should be included within the Town's operating budget.

To consider: Capital maintenance costs should be budgeted within department-level capital line items instead of being included in the Capital Improvement Program.

Appendix B: Enterprise Fund Definition

Definition of enterprise fund? Subsidized by levy or self sustaining. Currently enterprise funds covers cost of employees and benefits.

Formatted: Heading 1, Line spacing: single

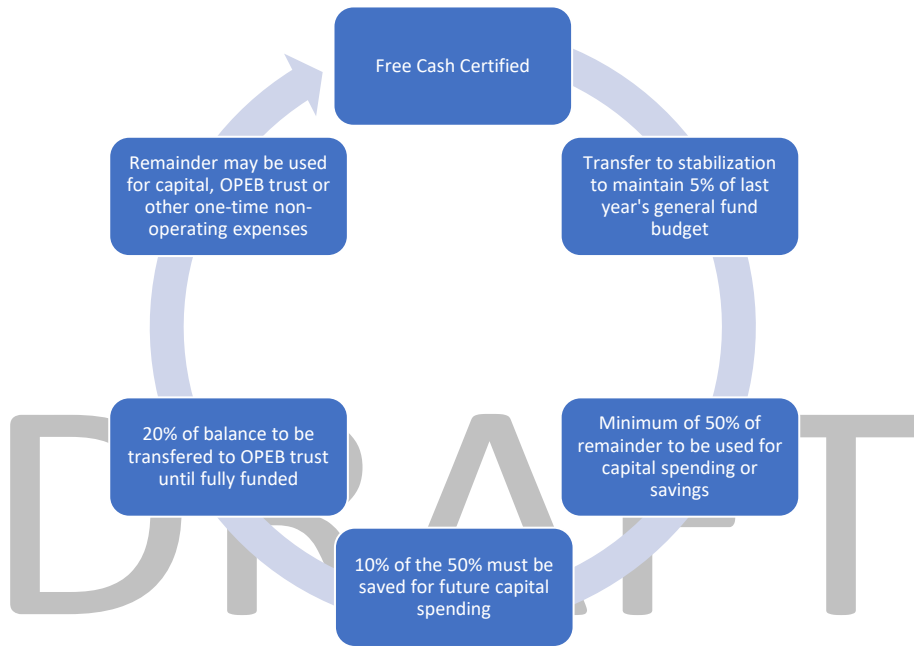
Formatted: Normal

Commented [BS34]: proposed definition from 1/ SelectBoard discussion brought by Jennifer

Formatted: Font: (Default) +Body (Calibri)

BACKUP MATERIAL

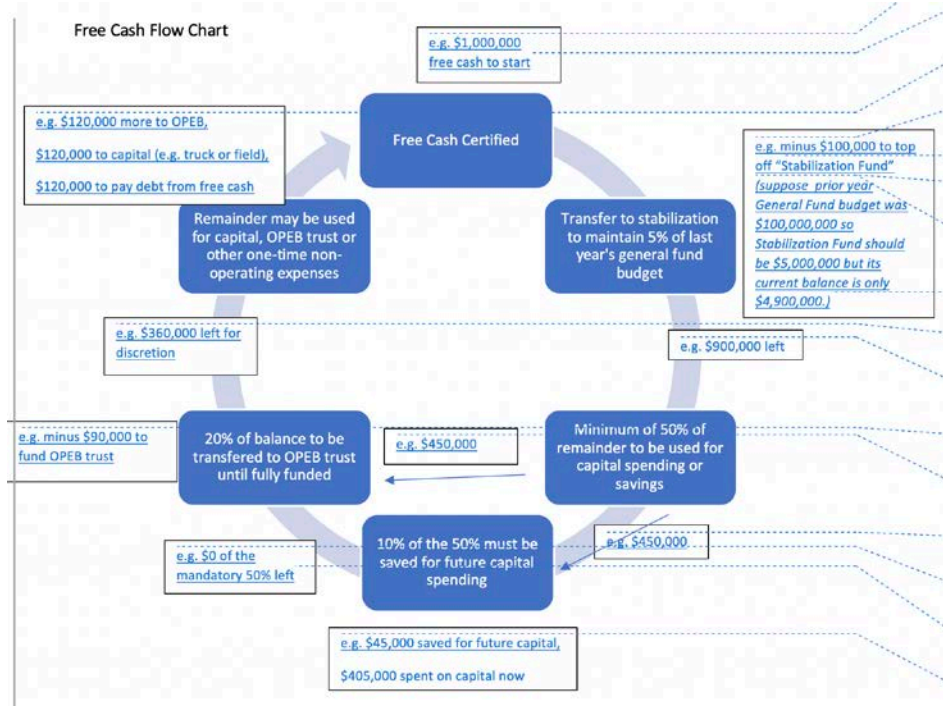
Free Cash Flow Chart (from 'BOS Financial Policies 2019 mmranddkfinpolicies')



Formatted: Left

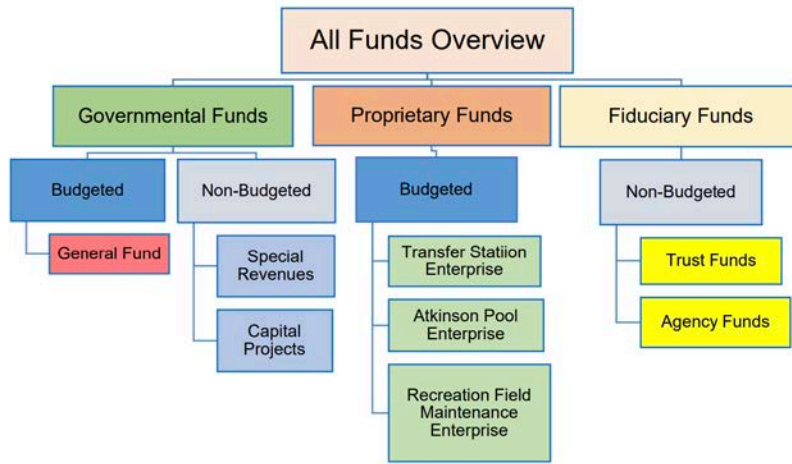
Formatted: Font: Not Italic

Notional Example (Schineller annotations in November 2019)



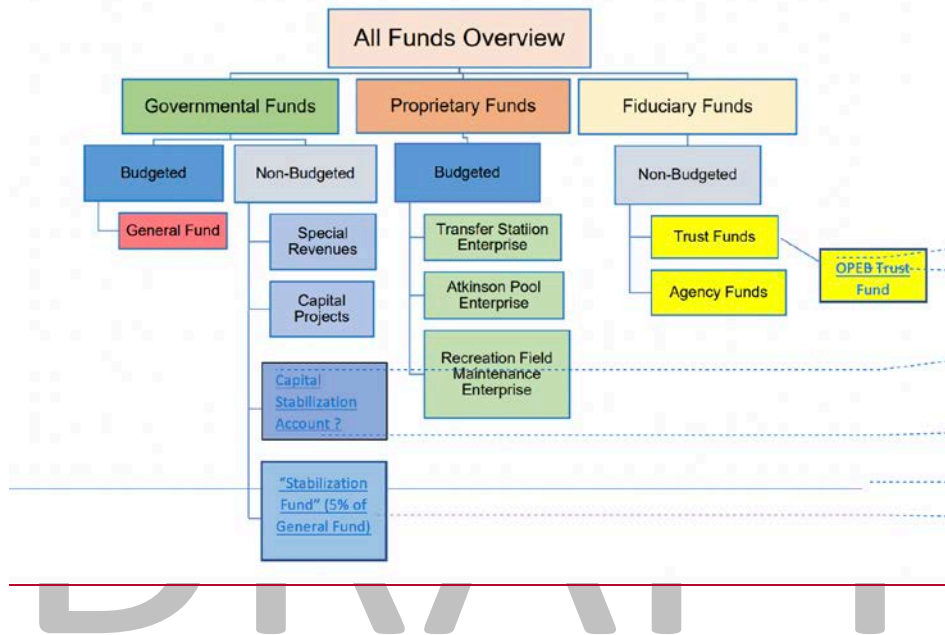
All Funds Overview

Diagram from the Town Manager's FY2020 Budget

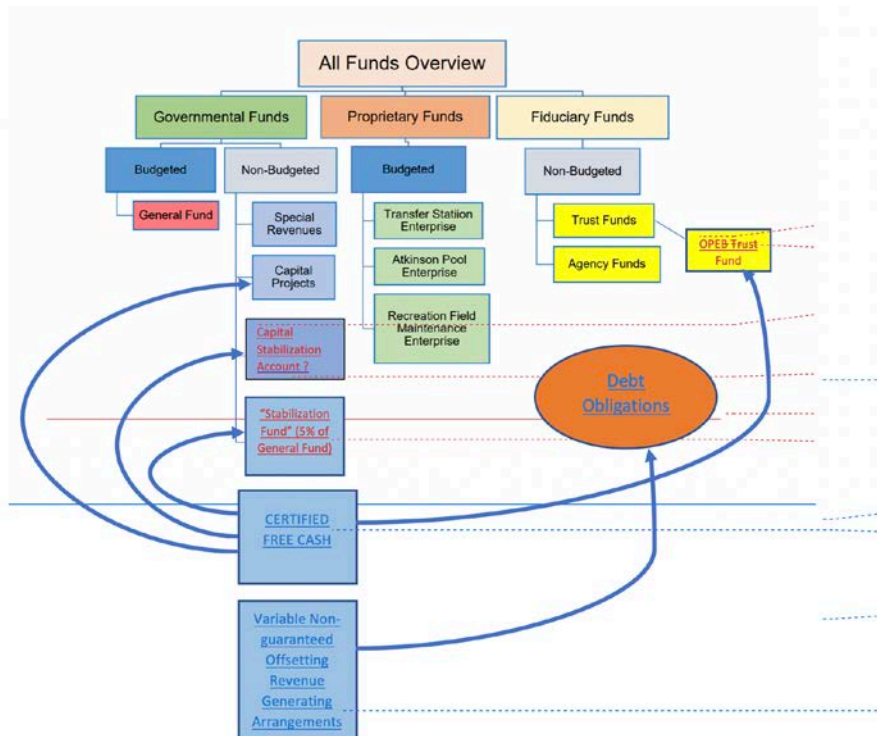


DRAFT

All Funds Overview (marked up by Schineller in Nov 2019 to try to show other funds: Capital Stabilization Account, Stabilization Fund, and OPEB Trust Fund)



All Funds Overview (notionally marked up by Schineller in Nov 2019 to try to flow of Free Cash and Offsetting Revenue (e.g. Sewatario?) flow into other funds, and Debt Obligations)



**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**7: Appt liaison to BFRT task force****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Vote to appoint Select Board liaison to the BFRT Advisory Task Force

Recommendations/Suggested Motion/Vote: Vote to appoint Select Board liaison to the BFRT Advisory Task Force

Background Information:

BFRT Advisory Task Force select board liaison appointment - <https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-content/uploads/sites/385/2016/10/BFRT-Task-Force-Mission-Statement.pdf?version=9165f9f5f1a7123f65775d68f92d9f18>

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

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

02/09/2021 6:00 PM

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**8: Discussion and review of Appointment Policy and Code of Conduct****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion, review, and vote on Appointment Policy and Code of Conduct.

Recommendations/Suggested Motion/Vote: Discussion, review and vote on Appointment Policy and Code of Conduct.

Background Information:

See section D in the attached file

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

02/09/2021 6:00 PM

Sudbury Committees

Select Board
February 9, 2021

Select Board is the appointing authority for many Boards and Committees

1. [Agricultural Commission](#)
2. [Board of Appeals](#)
3. [Board of Registrars](#)
4. [Bruce Freeman Rail Trail Advisory Task Force](#)
5. [Budget Strategies Task Force](#)
6. [Cable Advisor ?](#)
7. [Capital Improvement Advisory Committee](#)
8. [Community Preservation Committee](#)
9. [Conservation Commission](#)
10. [Council on Aging](#)
11. [Cultural Council](#)
12. [Design Review Board](#)
13. [Diversity, Equity and Inclusion Commission](#)
14. [Earth Removal Board](#)
15. [Energy and Sustainability Committee](#)
16. [Historic Districts Commission](#)
17. [Historical Commission](#)
18. [Land Acquisition Review Committee](#)
19. [Local Emergency Planning Committee](#)
 - [Community Emergency Response Team](#)
 - [VIP Subcommittee](#)
20. [Master Plan Steering Committee](#)
21. [Memorial Day Committee](#)
22. [Permanent Building Committee](#)
23. [Ponds and Waterways Committee](#)
24. [Route 20 Sewer Steering Committee](#)
25. [September 11 Memorial Garden Oversight Committee](#)
26. [Sudbury Housing Trust](#)
27. [Traffic Safety Coordinating Committee](#)
28. [Transportation Committee](#)
29. [Veterans' Advisory Committee](#) – no members

Committees appointed by Elected Officials other than the Select Board

- [Finance Committee](#) (Moderator)
- [Medical Reserve Corps Executive Committee](#) (Board of Health)

Elected Officials

- [Board of Assessors](#)
- [Board of Health](#)
- [Goodnow Library Trustees](#)
- [Lincoln-Sudbury Regional High School Committee](#)
- [Park and Recreation Commission](#)
- [Planning Board](#)
- [Select Board](#)
- [Sudbury Housing Authority](#)
- [Sudbury School Committee](#)
- [Town Moderator](#)

APPOINTMENT POLICY and CODE OF CONDUCT

Select Board

Existing Policies

Appointment Policy

(Amended 5/10/76, 8/23/99)

1. Expiration date for appointments is April 30th, or until his successor is appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made by the Board.
 - b. Notify incumbents and request their statement of availability regarding reappointment.
 - c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairmen of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
3. Schedule interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Selectmen and chairman of respective board or committee prior to interview.
 - b. Invite chairman to join Selectmen in conducting the interview relating to his board.
4. Annual appointments shall be completed as soon as possible.

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

A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which you have a personal interest.
5. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
6. Realize that you are one of a team and should abide by all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

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

9. Request assistance from Town staff only through the staff person assigned to the Committee.
10. Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
- ★ 11. Make decisions only after all facts on a question have been presented and discussed.
12. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
13. Treat with respect and courtesy all members of the Committee despite differences of opinion.
14. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
15. Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
16. Insure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
17. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

Policies edited by Subcommittee

2018

DRAFT – 2018 POLICY SUBCOMMITTEE

Appointment Policy

(Amended 5/10/76, 8/23/99)

For positions appointed by the Selectmen and the Town Manager

1. Expiration date for appointments is ~~May 31~~~~April 30~~stth, or until his successor is appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made by the Board.
 - b. Notify incumbents and request their statement of availability regarding reappointment.
 - c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairmen of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
3. ~~ISchedule~~ interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Selectmen and chairman of respective board or committee prior to interview.
 - b. Invite chairman to join Selectmen in conducting the interview relating to his board.
4. Annual appointments shall be completed as soon as possible.
5. Updated lists of members will be provided to the office.
6. Retiring members will receive letters of thanks from the Town for their service.

DRAFT – 2018 POLICY SUBCOMMITTEE

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

A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which you have a personal interest.
5. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
6. Realize that you are one of a team and should abide by all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

DRAFT – 2018 POLICY SUBCOMMITTEE

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

9. Request assistance from Town staff only through the staff person assigned to the Committee.
10. Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
11. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
12. Treat with respect and courtesy all members of the Committee despite differences of opinion.
13. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
14. Refrain from criticizing ~~Never publicly criticize~~ an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
15. Insure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
16. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

Suggested edits (green)

Janie Dretler, Select Board

DRAFT – 2018 POLICY SUBCOMMITTEE

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

A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.

1. A member of a board or committee in relation to their community should:
 - a. Realize that **their** function is to follow the mission statement of the Committee.
 - b. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from **their** Committee activities.
 - c. Abide by the ethics guidelines established by the State.
 - d. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which **they** have a personal interest.
 - e. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
 - f. Realize that **they** are one of a team and should abide by all decisions of the Committee once they are made.
 - g. Be well informed concerning the duties and responsibilities of the Committee.
 - h. Remember that **they** represent the entire community at all times.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

DRAFT – 2018 POLICY SUBCOMMITTEE

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

2. A member of a board or committee in their relations with staff of the Town should:
 - a. Request assistance from Town staff only through the staff person assigned to the Committee.
 - b. Refrain from publicly criticizing ~~Never publicly criticize~~ an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
 - c. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - d. Ensure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
3. A member of a board or committee in **their** relations with fellow board/committee members should:
 - a. Not make statements or promises of how **they** will vote on matters that will come before the Committee until **they** have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
 - b. Make decisions only after all facts on a question have been presented and discussed.
 - c. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
 - d. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
 - e. Treat with respect and courtesy all members of the Committee, **attendees and staff** despite differences of opinion.
 - f. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
4. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

TOWN OF SUDBURYSELECTMEN'S POLICIES AND PROCEDURES

- A. MEETING POLICY
- B. AGENDA PROCEDURES
- C. TREASURY WARRANTS AND TAX ANTICIPATION NOTES
- D. APPOINTMENT POLICY
- E. HEARING POLICY
- F. MINUTES POLICY
- G. PERFORMANCE REVIEW POLICY
- H. SELECTMEN'S LIAISON AND WORK ASSIGNMENTS
- I. SITE PLAN SPECIAL PERMIT RULES AND REGULATIONS (see Zoning Bylaws Sect. 6300)
- J. DEED AND EASEMENT PROCEDURE
- K. COLLECTIVE BARGAINING
- L. LICENSING OF OUTDOOR AMUSEMENTS POLICY
- M. FLAG CODE
- N. TRAFFIC CONTROL SIGNS POLICY
- O. POLICY FOR USE OF TOWN HALL FACILITIES
- P. ENTERTAINMENT LICENSE – WEEKDAY ONLY
- Q. ADVERTISING AND DIRECTIONAL SIGNS POLICY
- R. REGULATIONS GOVERNING ELECTRIC COMPANIES
- S. AFFIRMATIVE ACTION POLICY
- T. ACCEPTANCE OF GIFTS
- U. BYOB POLICY
- V. USE OF TOWN VEHICLES
- W. LIFE-THREATENING ILLNESSES
- X. RECYCLED PRODUCT PROCUREMENT POLICY
- Y. PURCHASE CONTRACTS

Fee Schedule:

Licenses & Permits
Applications

A. MEETING POLICY

(Amended 05/10/76, 04/23/84, 10/29/84, 11/08/84, 07/08/96)

1. An organizational meeting shall be held at the first meeting following Town Meeting.
 - a. Elect Chairman.
The Chairman will approve the agenda for and conduct the Selectmen's meeting; coordinate the affairs of the Board with due concern that all members' views are heard and considered; and act as liaison to the Town Manager and the major departments under the Board of Selectmen.
 - b. Elect Vice-Chairman.
The Vice-Chairman will assume the duties of the Chairman in his absence.
 - c. Elect Clerk (Town Manager unless voted otherwise).
The Clerk will be responsible for (1) preparation for Selectmen's meetings and keeping complete and accurate minutes of Selectmen's meetings and ; and (2) is authorized to provide attested copies of Selectmen's votes and minutes as necessary.
2. Meetings shall start promptly at 7:30 p.m. on Mondays. Formal business session shall adjourn no later than 12:00 midnight. Unfinished business will be postponed until the next meeting. Meetings will be held twice a month, unless the need for a special meeting arises.
3. In general, business will be scheduled as follows:
 - a. Opening statement by Chairman (7:30 p.m.)
 - b. Citizen petitions (15 minutes)
 - c. Miscellaneous: such as minutes, gifts, grants, consent calendar, licenses, utility petitions (7:45 p.m.)
 - d. Public hearings (8:00 – 9:00 p.m.)
 - e. Items for Selectmen's consideration (policy issues)
 - f. Town Manager's report
 - g. Reports from Board members and other business
4. The second meeting each month shall provide for the Town Forum from 8:00 – 9:00 p.m.
5. The Selectmen shall, if possible, conduct at least one meeting with boards and committees to discuss their activities and issues.
6. If practicable, executive sessions, other than a few minutes in duration, shall be scheduled for after 9:00 p.m.
7. Actions and decisions shall be by motion, second and vote. If the vote is not unanimous, the minutes shall reflect the vote of each Selectmen.
8. For the meeting, the Town Manager shall:
 - a. Provide Selectmen with pertinent explanatory or review material in brief form with agenda, sent prior to meeting.

- 2 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

- b. Have on hand, all back-up data and files appropriate to a scheduled item of discussion. In addition, he shall provide any data, analyses and recommendations as appropriate.
- c. Draft motions in advance of meeting.
- d. Indicate on correspondence suggested action to be taken.
- e. Report highlights from meeting minutes of other boards and committees.

B. AGENDA PROCEDURE

(Amended 05/10/76, 07/08/96)

The Town Manager shall prepare agenda for meetings and:

1. Schedule a realistic time period for each appointment, interview, conference or other scheduled items of business.
2. Confirm all appointments including time allotted.
3. Obtain Chairman approval of the agenda and time allocation prior to publication by the Town Manager on the Friday before the meeting.
4. Distribute copies of the agenda to the Selectmen on Friday with the draft copy of minutes of the previous meeting.
5. Post copies of the agenda, Friday, on Town Hall bulletin board, have copies of the agenda, with back-up material, available to the press representatives and have agenda copies available to the public at all meetings.
6. In order to expedite the business of the Board of Selectmen at their regular meetings, and in order that all subject matter scheduled for discussion by the Selectmen may be given proper attention and due consideration, the following procedure has been adopted for submission of items to appear on the regular meeting agenda of the Board of Selectmen.
 - a. Except in emergencies, any item requested to appear on the agenda must be in the office of the Town Manager by 12:00 noon, the Thursday preceding a regular meeting.
 - b. All back-up data, pertinent information or an outline for discussion must accompany all subject matters or items to appear on the agenda.

C. TREASURY WARRANTS AND TAX ANTICIPATION NOTES

(Amended 5/10/76, 8/23/99)

1. The Town Manager shall sign all payroll and bills payable warrants, in accordance with Chapter 131 of the Acts of 1994.
2. The Selectmen shall sign Tax Anticipation Notes and Bonds, and the Town Manager may be requested to make comments on such borrowings.

D. APPOINTMENT POLICY

(Amended 5/10/76, 8/23/99)

1. Expiration date for appointments is April 30th, or until his successor is appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made by the Board.
 - b. Notify incumbents and request their statement of availability regarding reappointment.
 - c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairmen of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
3. Schedule interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Selectmen and chairman of respective board or committee prior to interview.
 - b. Invite chairman to join Selectmen in conducting the interview relating to his board.
4. Annual appointments shall be completed as soon as possible.

E. HEARING POLICY

(Amended 5/10/76, 8/23/99)

Hearings before the Board of Selectmen shall be conducted in accordance with the following procedural outline. The Chairman of the Board of Selectmen, or in his absence a member of the Board, shall preside, and a record of the hearing shall be kept by or under the supervision of the Clerk of the Board of Selectmen.

All hearings shall be conducted as follows:

1. The presiding officer will open the hearing by reading the Notice of Hearing, by stating the type of service and posting made of the notice, by filing the notice and return of service (certified mail receipts, etc.) with the Clerk and by announcing (when applicable) that the proceeding is being recorded.
2. The presiding officer will announce that these rules will govern the conduct of the hearing.
3. The Board of Selectmen will receive written motions from any party and will rule upon all motions that require immediate action.
4. The presiding officer will request that all witnesses stand and will then swear in all witnesses.
5. The moving party will present his case. (If witnesses are used they shall be subject to examination by the Selectmen and cross-examination by the opponents or defending party.)
6. The enforcement official shall present his case or position. (If witnesses are used they shall be subject to examination by the Selectmen and cross-examination by the opponents or defending party.)
7. The defending party or opponents will present their case. (If witnesses are used they shall be subject to examination by the Selectmen and cross-examination by the moving party.)
8. The defending party shall have the right to make a closing statement.
9. The moving party shall have the right to make a closing statement.
10. The enforcement official shall have the right to make a closing statement.
11. The Board of Selectmen will receive written motions and memorandums from any party wishing to file such documents.
12. The Board of Selectmen shall either render a decision or continue the hearing until a time certain and then render a decision, which shall be included as a part of the official minutes for their meeting.
13. A copy of this procedure shall be made available to all parties to a hearing prior to or included with notice of hearing.
14. Checklist for compliance with the Open Meeting Law and holding executive sessions:
 - a. Notice of meetings must be posted forty-eight hours in advance in the office of the Town Clerk, unless the meeting qualifies as an "emergency" meeting.

- 5 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

- b. An open session must be convened.
- c. A majority of the Board must vote by roll call to go into executive session.
- d. The presiding officer must state one of eight designated subject matters which the executive session will be convened to discuss or consider:
 - 1) The reputation, character, physical condition or mental health rather than the professional competence of a particular individual.
 - 2) The discipline or dismissal of, or the hearing of complaints or charges brought against a public officer, employee, staff member or individual.
 - 3) Strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the government's bargaining or litigating position; strategy in preparation for negotiations with non-union personnel; or conduct of collective bargaining sessions or contract negotiations with non-union personnel.
 - 4) Deployment of security personnel or devices.
 - 5) Charges of criminal misconduct or the filing of criminal complaints.
 - 6) The purchase, exchange, lease, or value of real property where open discussion may have a detrimental effect on the negotiating position of the governmental body.
 - 7) Matters required by statute or other law to be kept private.
 - 8) An initial screening and interview of applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicants.
- e. The presiding officer must state whether the public meeting will reconvene after the executive session.
- f. The vote to go into executive session and purpose stated must be recorded in the minutes of the meeting.
- g. Votes taken in executive session must be recorded as roll call votes.
- h. When the reputation or discipline of an individual is discussed, the person must be notified in writing at least 48 hours in advance of the meeting. The individual has a right to be present, to have counsel or representative present to advise but not participate, to speak on his/her own behalf, and to request the meeting be held in open rather than closed session.

F. MINUTES POLICY

(Amended 5/10/76, 8/23/99)

The Town Manager, as Clerk of the Board, is responsible for distributing, recording, and keeping meeting minutes.

1. Minutes shall be approved by the Board at a Selectmen's meeting. The Town Manager shall provide a draft copy to each Selectman no later than the Friday evening before the Board's meeting, so that each Selectman may call him with any corrections or propose corrections at the meeting.
2. As necessary, the Town Manager shall provide petitioners, members of the press, and department heads with a copy of the minutes, or sections of the minutes, after draft has been corrected. Approved minutes shall be filed with the Town Clerk. Additionally, approved minutes shall be placed on the Town computer network for internal and public access for a reasonable period of time.
3. Minutes (except executive session) are a public record.
4. The Town Manager shall sign a final copy of each set of minutes, which shall be combined into a book of numbered pages for each calendar year. The completed book shall have a Table of Contents.
5. The Town Manager will maintain an index of Selectmen's action by subject and cross-referenced.

G. PERFORMANCE REVIEW POLICY (Amended 5/10/76, 2/20/79, 11/9/81, 5/20/91, 8/23/99)

The Selectmen will complete an annual performance review of the Town Manager and Town Counsel. The review shall consist of the following steps:

1. Department Heads shall submit a report outlining their activities and significant accomplishments of the past year, listing major objectives for next fiscal year.
2. The Board will meet with each Department Head to discuss his/her report and agree to a set of objectives for the ensuing year.
3. The Board shall set a salary for each position based on their review and report.

H. SELECTMEN'S LIAISON AND WORK ASSIGNMENTS (Amended 5/10/76, 8/23/99)

As the executive board responsible for the overall leadership and coordination of town affairs, and in order to promote close cooperation among town groups, the Selectmen shall maintain close liaison with selected boards and committees, as well as the departments for which they are directly responsible.

This liaison function usually shall be performed by individual Selectmen as assigned.

The liaison and work assignments shall be made each year after board organization, as proposed by the Chairman and approved by the Board. The Chairman's assignments shall include Town Manager and Town Counsel.

The intent and scope of the liaison functions shall depend on the type of individual, board or committee assigned, as follows:

1. Official Appointed by Selectmen:

Advice and counsel; contact point for interpretation and explanation of board decisions; coordination of activities with Board and other town groups, as required; familiarity with objectives and activities; recommendations to Selectmen for changes.

2. Board or Committee Appointed by Selectmen:

Assistance to committee and coordination of activities, as requested; familiarity with objectives and activities; recommendations to Selectmen for changes.

3. Other Elected or Appointed Board, Committee or Official:

Coordination of activities, as required; familiarity with objectives and activities.

The Selectmen assigned to a liaison function shall keep the Board of Selectmen advised of significant developments and activities and specific Selectmen decisions or advice required or sought.

J. DEED AND EASEMENT PROCEDURE

(Adopted 12/20/76, 8/23/99)

Many times a Town board or committee has reason to acquire, by gift or purchase, certain interest in land. These interests may include subdivisions, street widenings, walkway or drainage easements, conservation and recreation land, etc. In order to maintain a complete status file and permanent record, the following procedure is to be adhered to. This procedure shall not apply to interests in cemetery lots.

1. The deed transferring title to the Town, executed by the grantor, shall be forwarded to the Town Manager.
2. When necessary, the Town Engineer shall prepare the proper linen.
3. The Town Manager shall maintain:
 - a. "To Be Recorded" file.
 - b. "To Be Accepted by Town Meeting" file.
 - c. "To be Accepted by Selectmen" file. (Town Bylaws Article XII, s.3.)
4. Town Counsel will prepare proper articles for acceptance by Town Meeting or motions for acceptance by Selectmen. Said articles or motions shall be forwarded to the Town Manager.
5. Town Counsel is responsible for checking title, description (when necessary, prepare description), obtaining linen plan, and recording deed and linen plan with Registry of Deeds.
6. The deed, after having been accepted by the Town or the Selectmen and recorded in the Registry of Deeds, will be returned to the Town Manager, who shall make a proper reference record and file the original copy with the Town Clerk, and copies to appropriate boards. The Registry of Deeds return shall be addressed to the Town Manager. The Town Manager shall make and retain a file copy of the instrument prior to its submission to the Registry of Deeds.
7. Town Clerk shall maintain a file containing all original deeds transferring land or interests in land to the Town of Sudbury.
8. Town Counsel shall maintain a status sheet indicating:
 - a. date of receipt of deed, identifying grantor and land.
 - b. date of request for Engineering Department drawing.
 - c. date of transmittal of article or motion to Town Manager.
 - d. date of completion of title search.
 - e. date of recording and such other information as may be necessary to show status of Town Counsel's work with respect to each deed or easement.
 - f. Registry Book and Page number.

- 9 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

J. Deed and Easement Procedure (CONTINUED)

9. The Town Manager shall maintain an index sheet. This index shall include:

- a. date of first receipt.
- b. board or committee received from.
- c. date transmitted to Town Counsel.
- d. article number and date of acceptance by Town Meeting, or date of acceptance by Selectmen.
- e. grantor's name.
- f. location of land
- g. date recorded with Registry of Deeds.
- h. Registry Book and Page number.
- i. date filed with Town Clerk.

Said index shall be in such a form as to clearly show the status, at all times, of the Town's interest in land.

K. COLLECTIVE BARGAINING

(Amended 5/10/76, 8/23/99)

Labor relations and collective bargaining with public employees of the Town are governed by General Laws Chapter 150E, and Chapter 131 of the Act of 1994. It is the Town Manager's responsibility to negotiate all contracts with Town employees, except employees of the School Department. Such contracts are subject to approval of the Board of Selectmen. The Town Manager may, subject to the approval of the Selectmen, employ special counsel to assist in the performance of these duties.

L. LICENSING OF OUTDOOR AMUSEMENTS POLICY (Adopted as amended 4/29/71, 5/10/76)

In accordance with Chapter 140, Section 181 of the General Laws, it is required that any outdoor theatrical exhibition, public show, public amusement or exhibition, to be held in the Town of Sudbury obtain a license from the Board of Selectmen for such show or amusement, and that such show or amusement cannot be held in a residential area. Application for a license must be filed with the Board of Selectmen at least thirty days before the event and must indicate the name of the owner and the name and address of the firm involved, the sponsor, if any, the nature and extent of the show or amusement, the days and hours, amount of admission charge, and the exact location within the Town where the show or amusement is to be held.

It is the policy of the Board of Selectmen that, after May 1, 1971, no permit under the jurisdiction of the Selectmen shall be issued for the operation of a carnival or circus in the Town of Sudbury.

If food service is planned, notice shall be sent to the Board of Health allowing no less than two (2) weeks, prior to opening to the public, for inspection and issuance of a food service permit required by that Board.

CURRENTLY BEING UPDATED

Attachment 8.b: PoliciesProc.1999_for_website (4379 : Discussion and review of Appointment Policy and Code of Conduct)

M. FLAG CODE

(Adopted 7/23/79, 8/23/99)

All orders for the raising or lowering of the flag shall issue from the Board of Selectmen.

The flag may be lowered to half mast on notification of the death of any past or present Town official as a mark of respect to the memory of such official. The flag shall remain at half mast until after the funeral services.

In time of war, the flag shall be flown from the time of opening to the time of closing of public buildings, in accordance with such orders that are issued by the proper authority.

In time of peace, the flag shall be flown from the time of opening to the time of closing of public buildings, but not before sunrise or after sunset unless ordered by the proper authority and properly illuminated.

Unless so ordered, the flag shall not be flown in inclement weather.

On Memorial Day, the flag shall be flown at half mast at the Town Hall, and at such other public buildings that are open, from sunrise to noon (12:00 p.m.) and at full mast until sunset.

Upon notification from the Selectmen's office, the flags on all public buildings are to be flown at half mast from the time of arrival, in Sudbury, of the body of a deceased veteran brought back from overseas, until after the funeral services.

The flag shall be flown at half mast on such occasions of local, state or national significance as may from time to time be determined by the Board of Selectmen or the Town Manager upon receipt of a specific request and/or recommendation from a Board, Committee, Commission, the Veterans Graves Officer, or from a duly authorized representative(s).

Flag laws and regulations shall be adhered to wherever appropriate, as adopted by the United States Congress.

N. TRAFFIC CONTROL SIGNS POLICY(Adopted 9/30/65, amended 5/10/76,
8/23/99)

1. The Chief of Police is responsible for all matters relating to traffic control signs.
2. All requests for such signs will be submitted to the Chief of Police.
3. The Police Chief shall obtain approval from the Board of Selectmen as required when signs involve amendment to the Town of Sudbury Traffic Rules and Orders.
4. The Board of Selectmen shall solicit approval from the Massachusetts Highway Department for such signage and traffic regulations, as required by that agency.
5. The Town Clerk shall maintain the official record of the Town of Sudbury Traffic Rules and Orders. Amendments thereto shall be advertised in a newspaper with local circulation prior to their enforcement.
6. The Chief of Police will request such signs from the Department of Public Works.
7. The Department of Public Works shall erect and maintain such signs that the Chief of Police may request.

O. POLICY FOR USE OF FACILITIES(Amended 9/20/76, 10/14/80, 7/10/89,
3/11/91, 8/23/99)1. Town Halla. General Meetings or Events

- (1) Facilities may be used without rental fee, provided there is no charge to the public either by admission fee or sales, by:
 - (a) Town, State or Federal departments.
 - (b) Non-profit organizations whose functions are charitable, civic, or patriotic.
 - (c) Community service groups, such as Scouts, youth recreational groups, etc.
- (2) Facilities may be used with rental fee by:
 - (a) Any organization charging admission or conducting sales.
- (3) Rental fee Schedule – per date (each day):

Lower Town Hall	\$40
-----------------	------
- (4) No use will be allowed if for private or personal financial gain.
- (5) Reservations for all uses are subject to change on twenty-four (24) hour notice if a required official Town function conflicts, or upon orders of the Board of Selectmen.
- (6) All reservations, including requirements for use of chairs, etc., will be made by the Town Manager. The group reserving the Hall will inform the Town Manager, at least twenty-four (24) hours in advance of all requirements for chairs, restrooms, or similar facilities. Custodial fees will be charged as necessary [see (7) below].
- (7) Custodial charges will be made if it is determined by the Town Manager that an event requires custodial services and/or supervision. Such fees shall be determined by the Town Manager.
- (8) During cold weather, users may be subject to a heating fee, to be determined by the Town Manager.
- (9) The person signing Rental Application and Agreement is responsible for:
 - (a) Restoring order and cleanliness of hall, including placement of all debris or waste materials in appropriate receptacles

Remove all decorations, put away chairs and tables user has put out, sweep area used, clean up any soda spills, etc., check bathrooms for cleanliness
 - (b) Putting lights out when leaving

- 14 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

- (c) Locking door when leaving
- (d) Closing all windows when leaving
- (e) Turning heat down to 55 degrees when leaving (if not on automatic setback)
- (f) Lowering fire curtain on stage (if upper floor is utilized)
- (g) Returning key the following day

Note: Any clean-up not done by user will be charged to user, as verified by the Supervisor of Town Buildings.

(10) In case of an emergency, user is to notify the Fire Captain on duty at Central Fire Headquarters located on Hudson Road.

(11) Refreshments may be served in the Lower Town Hall, but not in the Upper Town Hall.

b. Stage Productions (Upper Town Hall)

- (1) Regular productions with audience charge:

Rehearsals, tryouts	\$10.00 per date
Production dates	\$50.00 per date
(No charge for matinee if there is an evening performance.)	
Lower Town Hall	\$25
Police Paid Detail	Per collective bargaining agreement or contract.
- (2) Workshop productions with token audience:

Rehearsals	\$10.00 per date
Production dates	\$25.00 per date
Lower Town Hall	\$10.00 per date
Police Paid Detail	Per collective bargaining agreement or contract.
- (3) Workshop productions with no audience charge and limited public \$20.00 per date
- (4) Dressing rooms shall be available for use for rehearsals and productions, and shall be cleaned by the user to the satisfaction of the Supervisor of Town Buildings following each rehearsal or production.
- (5) All restrooms, dressing rooms and other facilities associated with the stage shall be available for use for dress rehearsals and productions, but must be cleaned after each use by the user to the satisfaction of the Supervisor of Town Buildings.
- (6) All construction or other materials associated with stage productions shall be stored, at the conclusion of any work session, rehearsal or production, in such manner that the facility shall be available for other uses, except that sets and similar equipment installed for purposes of a production may be retained in place on stage throughout the course of the performance. Any construction work that can be done outside the premises should be. Construction and materials to be used must be approved by the Supervisor of Town Buildings.

(7) Any group utilizing the Town Hall for stage productions shall assign an individual, for each work session, rehearsal or production, who shall be responsible for compliance with procedure O.a.(9) above; the name of said responsible individual shall be given to the Town Manager's Office and the Building Department.

(8) Any group utilizing the Town Hall for stage productions shall notify the Town Manager at least twenty-four (24) hours in advance, of any changes in work session, rehearsal or production dates.

P. ENTERTAINMENT LICENSE - WEEKDAYS ONLY (Chapter 140 S. 183A)

Rules and Regulations

1. Application for Entertainment License must be submitted on forms provided by the Board of Selectmen and signed by the licensee, or his duly authorized agent.
2. Application for a license hereunder must be accompanied by a site plan or floor plan indicating the location of all exits, emergency lights, fire extinguishers, exterior windows, rest room facilities, bars, band stands, areas designated for entertainment, amplifying equipment, dancing areas for patrons and shall indicate capacity.
3. Entertainment is to be conducted in such a manner as no noise may be audible from abutting property, and no amplifiers shall be placed so as to direct sound directly toward outside walls.
4. Entertainment or dancing is restricted to areas provided therefor and approved by the licensing authority.
5. This license is subject to inspection at all times by Police Department personnel or any other agent authorized by the licensing authority.
6. The type and hours of entertainment authorized by this license are subject to change at any time by the licensing authority.
7. All areas where entertainment is authorized shall be well lighted.
8. Performers shall not circulate or mix with patrons.
9. No "strip tease" or lewd impersonation of the opposite sex is permitted.
10. Any floor show must first be approved by the licensing authority and such request submitted 21 days prior to date of said floor show. Each such request shall be in writing and describe the show and include sex of performer(s).

Q. ADVERTISING AND DIRECTIONAL SIGNS POLICY

1. Church Directional Signs

Requests for placement of church directional signs within the Town of Sudbury will not be granted. All signs now erected along public ways shall be renewed. In accordance with Article V of the Sudbury Bylaws.

(Adopted July 17, 1969)

2. Signs on Town Property

The placement of signs of an advertising nature on or over the Town Common in Sudbury Centre and all other Town property, including Town ways, is prohibited.

(Adopted January 21, 1971)

CURRENTLY BEING UPDATED

Attachment8.b: PoliciesProc.1999_for_website (4379 : Discussion and review of Appointment Policy and Code of Conduct)

R. REGULATIONS GOVERNING ELECTRIC COMPANIES

(Adopted pursuant to the provisions of General Laws Chapter 164, Section 75.)

Adopted 7/31/69, Amended 8/23/99

1. Any electric company, as defined in General Laws Chapter 164, Section 1, prior to constructing or installing within the Town any pole, tower or other structure to which it will attach wires or cables for the transmission of electricity or the foundations or footings for the same, including any excavation of earth, shall first obtain construction approval therefor in accordance with these regulations.
2. Plans for Electrical Service:
 - a. Electrical site plans for aboveground and underground service must be approved by the Wiring Inspector before construction starts.
 - b. No power shall be put into these lines until a final engineering plan of these wires is supplied to the Wiring Inspector.
3. Primary and secondary underground electricity shall run on the same side of the road with no exceptions.
4. Boston Edison shall install all primaries and secondaries in the public way. The conditions of the trenches shall be approved by the Wiring Inspector. If Edison has doubt, it may inform the Inspector and request re-inspection.
5. Secondary connections between aboveground and underground service areas shall be installed underground. Placement of additional pole(s) to reach subdivision or service area, whether for street crossing or otherwise, shall not be allowed unless otherwise approved by the Selectmen.
6. Road Crossings:
 - a. All underground road crossings shall be in conduit and shall be perpendicular to any water and gas pipes.
 - b. During the months of November through March, open trench installation of conduit is prohibited, and a jacking or boring method used instead.
7. Transformers shall be made of steel (not plastic).
8. Boston Edison shall be responsible for coordinating the transfer of wires from old to new poles and shall remove any redundant "double" poles within six months of the installation of a new replacement pole.
9. The Board of Selectmen shall conduct public hearings for installations in the public way as required by Massachusetts General Laws.

Regulations Governing Electric Companies (cont.)

10. In considering the application, the Board of Selectmen shall determine that the location and construction or installation of the proposed structure and all component parts thereof as proposed by the applicant do not adversely affect the health, safety, convenience or property of the inhabitants of the Town, and, if it shall determine that such structure would so adversely affect the inhabitants of the Town, it shall specify the aspects of the proposed construction that it has determined would cause such adverse effect and the changes it would require the applicant to make in order to obtain construction approval.
11. The Board of Selectmen shall approve or disapprove the application in writing and shall file same with the Sudbury Town Clerk, who shall record and forward it to the applicant in return for a fee for costs.
12. The Wiring Inspector is hereby designated as the agent of the Board of Selectmen for the purpose of enforcing these regulations, and any decision of the Board of Selectmen hereunder.

S. AFFIRMATIVE ACTION POLICY

(Adopted 7/10/78, amended 8/23/99)

The Sudbury Board of Selectmen affirms the objectives of equal employment opportunity. The Sudbury Board of Selectmen acknowledges that it is illegal to discriminate against any person on the basis of race, color, religious creed, national origin or ancestry, sex, age, handicap or political beliefs or affiliation.

Equal opportunity is recognized as meaning equal access to training, employment and promotional opportunities. It is also recognized as meaning equal pay, benefits and treatment throughout all aspects of the employment and training process.

Although legislation has long made it illegal to discriminate, it is acknowledged that there are certain segments of the population that experience arbitrary, often unintentionally constructed, barriers to employment opportunities.

Affirmative Action is the procedural implementation of equal opportunity legislation. The Sudbury Board of Selectmen stands committed to Affirmative Action to counteract the effects of arbitrary barriers experienced by minorities, women and handicapped individuals in their attempts to find suitable employment.

It is the policy of the Sudbury Board of Selectmen to assure equal access to and equitable treatment in all aspects of job training programs, employment referrals and counseling services in accord with Affirmative Action guidelines. All Town hiring agents and all contractors with the Town of Sudbury are also bound by the equal employment and Affirmative Action guidelines as spelled out in the Sudbury Town Bylaws, Article VII (A).

Responsibility for overseeing the Affirmative Action Program rests with the Town Manager and Affirmative Action Officer. Implementation of any Affirmative Action Program is an integral part of the job responsibilities of all staff of the Town.

T. ACCEPTANCE OF GIFTS (Adopted 2/20/79)

No Town official under the control of the Board of Selectmen may accept personal gifts of any kind from any person, group, business concern, or corporation. If a gift is received every effort will be made to identify the sender and return the same. Any receipt of gifts given must be reported to the Board of Selectmen and a record maintained.

U. BYOB (BRING YOUR OWN BEER, ETC.) POLICY (Adopted 8/23/99)

No permission shall be granted to restaurants to allow patrons to bring their own beer, wine, or other alcoholic beverages for their own private consumption onto the premises while restaurant licenses to sell alcoholic beverages are available in the Town of Sudbury. When all such licenses available for issuance under the General Laws have been issued, the Board of Selectmen will reconsider the matter.

V. USE OF TOWN VEHICLES (Adopted 11/25/91, Amended 2/3/92, 8/23/99)

1. Administration of Policy

- a. This policy was approved on November 25, 1991, by the Board of Selectmen, to become effective immediately, November 26, 1991. Authorization for individual use or assignment of a Town vehicle shall take place annually, prior to the start of the new fiscal year, when contracts are renewed, or when a position becomes vacant.
- b. No employee shall qualify for use of a vehicle outside of normal working hours unless authorized by the Board of Selectmen. The Town Manager may make recommendation to the Board. The distance an employee lives from his or her place of work will be a consideration.
- c. An employee not eligible for a vehicle may, subject to the approval of the Department Head, use a vehicle to attend a conference. Use of a vehicle to attend a conference exceeding three (3) days shall require approval of the Town Manager.

2. General Policy

- a. Employees, who are authorized to take a vehicle home, shall be governed by the following general policy and philosophy. Town vehicles are not personal vehicles and are not for personal use. The vehicles are owned by the Town, and should be viewed as belonging to the citizens of Sudbury. Employees should use the vehicles in a manner consistent with the best interests of the citizens.
- b. Personal use shall be defined according to the Internal Revenue Service Code, as interpreted by appropriate Counsel. The following is a guideline: Personal use is any use of the vehicle for purposes other than:
 - (1) Use on Town Business
 - (2) "De minimis" purposes, which would be for commuting to and from work, including errands performed along the regular commuting route.

3. Specific Guidelines

- a. Vehicle use is limited to travel to and from the residence and place of work. Consideration should be taken to use the most direct route and vehicles may not be used for personal business.
- b. The vehicle shall only be used during the time frame of travel to and from residence, and/or for official work related functions.
- c. All vehicles, except police detective cars, shall be identified with the Town Seal and Municipal license plates.
- d. No personal property that would interfere with the proper performance of the employee's official duties shall be carried in Town vehicles; only those items which are properly listed and on file with the Town Accountant shall be covered under the Town's insurance policy and only to the limits of such coverage.
- e. The vehicle operator shall drive in a safe, courteous, and legal manner. The operator is responsible for any citations received and shall be held accountable for any damage to the vehicle due to negligence or illegal action on the part of the operator.
- f. No alcoholic beverages, or controlled substances shall ever be transported in a Town vehicle. Police vehicles carrying evidence are the only exception.
- g. Town employees, committee and board members, and individuals directly associated with a Town work activity may be passengers in a vehicle.
- h. Unnecessary travel with family members is prohibited.
- i. Incidental in-town travel, such as lunch, is allowed for employees assigned a vehicle.
- j. During personal vacation periods, the vehicle shall be parked at a central Town facility, and will be available for use by employees on an as-needed basis. The vehicle shall not be used during this period as a take home vehicle. Acting Department Heads shall not be entitled to use of a vehicle without authorization from the Town Manager.
- k. Personal use of a vehicle shall be reported to the Town Accountant, and the employee shall reimburse the Town at the current rate the Town reimburses employees for business use of their own personal vehicles.
- l. Only Town employees properly licensed by the Commonwealth of Massachusetts shall be permitted to drive Town vehicles.

4. Certification

- a. Employees who are authorized to use Town vehicles after normal business hours shall certify in writing that they have received, read, and understood this policy, and will abide by it. Employees who violate this policy shall be subject to appropriate disciplinary action including loss of after hours vehicle use privileges.

I hereby certify that I have read and understand the Town of Sudbury's Policy regarding the use of Town vehicles, and that I will abide by these Policies.

Employee: _____

Date: _____

W. LIFE-THREATENING ILLNESSES

(Adopted 3/16/92, Amended 8/23/99)

1. Policy

The Town of Sudbury recognizes that employees with life-threatening conditions, such as some forms of cancer, heart disease, and AIDS, may wish to continue with their daily work routine. Accordingly, employees diagnosed with a life-threatening illness may continue to work as long as they are able to meet acceptable performance standards and do not endanger the health of themselves or others. Where possible, the Town will provide reasonable accommodation to enable such individuals to continue their employment.

2. Need-to-know Chain

Employee -----> Town Manager -----> Employee's Supervisor
 -----> Employee's Physician

3. Guidelines

- a. The Chairman of the Board of Selectmen with the Town Manager is responsible for the general administration and implementation of this policy.
- b. Department heads/supervisors are responsible for ensuring that such matters are handled with discretion and confidentiality.
- c. The Town Social Worker is responsible for providing advocacy, short-term counseling and referral to the employee should it be requested.

X. RECYCLED PRODUCT PROCUREMENT POLICY

(Adopted 6/10/96)

1. The Town of Sudbury, in furtherance of its commitment to recycling, hereby declares that it will purchase items which are environmentally preferable and made of recycled materials whenever such products meet its quality requirements and are available at reasonable prices and terms.
2. All Sudbury departments shall purchase/use recycled products and recyclable products whenever practicable.
3. The Town shall require its contractors and consultants to use and specify recycled products and recyclable products in fulfilling contractual obligations whenever practicable.
4. To the maximum extent practicable, the following standards shall be adhered to:
 - a) For all purchases of printing or writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationery, envelopes and file folders, the minimum content standard shall be no less than 20 percent post-consumer materials. This minimum content standard shall be increased to 30 percent beginning December 31, 1998. As an alternative to meeting these standards, the minimum content standard shall be no less than 50 percent recovered materials.
 - b) Any deviation from the standards under part "a)" above must be approved by the Town Manager. The decision not to procure or use recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available within a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.
 - c) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable. (Recycling symbol)
 - d) For all other items, departments shall consult the Commonwealth of Massachusetts Recycled Products Guide and State contract listings for recycled products published by the Mass. Dept. of Procurement and General Services. Additionally, departments shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
5. Each department shall implement paper reduction techniques, through the use of duplexing, sharing and circulating materials, and reuse of discarded paper for draft work, scrap paper and internal messages.
6. Each department shall report purchases of recycled products to the Town Manager on July 15 for the previous fiscal year.

RECYCLED PRODUCT PROCUREMENT POLICY continued

7. Glossary.

Environmentally Preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

Pre-consumer Material means any material generated during any step in the production of an end product, but does not include any waste material or by-product that can be or has been normally reused within the same plant of the same parent company.

Post-consumer Material means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Post-consumer material is a part of the broader category of "recovered material".

Recovered Material means materials or by-products that have been recovered or diverted from solid waste. Such term does not include those materials and by-products generated from, and commonly reused within an original manufacturing process, e.g., mill broke and home scrap (in paper wastes).

Recovered Paper Material means paper waste generated after the completion of a paper making process, such as post-consumer material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls and mill wrappers, obsolete inventories, and rejected unused stock. Recovered paper material shall not, however, include fibrous waste generated during the manufacturing process, such as fibers recovered from waste water or trimmings of paper machine rolls (millbroke), or fibrous by-products of harvesting extractive or woodcutting processes, or forest residues such as bark.

Recyclability means the ability of a product or material to be recovered from, or otherwise diverted from the solid waste stream for the purpose of recycling.

8. This policy is adopted pursuant to President Clinton's 1993 Executive Order, U. S. Environmental Protection Agency guidelines, and Commonwealth of Massachusetts "Buy Recycled" effort under Executive Order #350.

Y. PURCHASE CONTRACTS (Adopted 8/9/99, 6/10/02, 8/16/16)

The Town Manager is authorized to enter into purchasing contracts under \$25,000, without the approval of the Board of Selectmen on purchases defined in Section 10(d) of the Town Charter.

The Town Manager is authorized to approve, without specific vote of the Board, those contracts \$25,000 and over which are renewals of contracts, with current vendors, previously approved by the Board.

The Town Manager shall provide a list of such awards to the Board of Selectmen on an annual basis in January.

CURRENTLY BEING UPDATED

Attachment 8.b: PoliciesProc.1999_for_website (4379 : Discussion and review of Appointment Policy and Code of Conduct)

SELECTMEN'S POLICIES AND PROCEDURES
FEE SCHEDULE

The Board of Selectmen is responsible for setting the fees for the issuance of certain permits, licenses and certificates. In doing so, the Board has the following objective: to set the amount of the fee so as to recover a reasonable approximation of the costs to the Town in processing the requested item. Further, the Selectmen require that staff annually review these fees and make recommendations to the Board before December 31 of each year if they believe an increase or decrease is warranted.

NOTE: The Town accepted Mass. General Laws Chapter 40, Section 22F in 1992, which allows statutory fee limits to be exceeded for the following permits with the exception of Alcoholic Beverages licenses, and state regulation of Alcoholic Beverages license fees have since been removed.

<u>LICENSES</u>	<u>FEE ALLOWED BY STATUTE</u>	<u>FEE CHARGED BY TOWN</u>	<u>COMMENTS</u>
<u>Alcoholic Beverages:</u>*			
Package Goods Store AA	Locally fixed	\$2,250	
Package Goods Store WM	Locally fixed	1,500	
Restaurant/Innholder AA	Locally fixed	3,500	
Restaurant/Innholder WM	Locally fixed	1,500	
Liqueurs	Locally fixed	300	
Club AA	Locally fixed	500	Veterans Post
Club WM	Locally fixed	200	
One-day AA	Locally fixed	35	
One-day WM	Locally fixed	25/day	
Auctioneer, resident mos.		\$50/annual	Must be resident for 6 preceding appl., set by Permit Agent
Auctioneer, non-resident		\$25/day	Fee set by Permit Agent
Automatic Amusement Devices*	\$20/machine, unless set by Town Meeting	\$20/machine Prorated	
Billiards*	\$2/minimum no maximum	\$25 + \$25 per table	Fee set by Selectmen collected by Clerk
Bowling*	\$2/minimum	\$25 + \$25 per alley	Fee set by Selectmen collected by Clerk
Common Victualler*	\$25/maximum, unless set by Town Meeting	\$50	
Entertainment - Wkday.	\$100/maximum	\$50	For live music, dancing, radio, TV, etc.
Entertainment - Sunday	\$400/maximum \$20/single event	\$250 \$20/single	For live music, dancing, radio, TV, etc. #

- 26 -

Selectmen's Policies and Procedures

**NOTE: This document is currently being updated to incorporate updated votes of the
Board of Selectmen regarding procedures**

Note: a Sunday Entertainment license for radio or TV is not necessary for an innholder, tavern or common victualler licensee having an alcoholic pouring license.

(STATE annual Sunday Entertainment fee

\$ 85/100 - payable to Dept. of Public Safety)

<u>LICENSES</u>	<u>FEE ALLOWED BY STATUTE</u>	<u>FEE CHARGED BY TOWN</u>	<u>COMMENTS</u>
Hawkers & Peddlers	(G.L.c.101,s.17 & 22 max. \$52)	\$50	
Inflammable Storage*	(G.L.c.148, s.13 & Bylaw V.s.25)	\$100	
<u>Motor Vehicle:</u> *			
Class I	\$100/maximum	\$50	Mfg. Agent/used cars
Class II	\$100/maximum	\$50	Dealer/used cars
Class III	\$100/maximum	\$50	Dealer/junk cars
Outdoor Amusement - Wkdy.	\$100/maximum	\$50	
Outdoor Amusement - Sun.	\$400/maximum \$20/single event	\$250 20/single	
Taxi Drivers Department		\$20/operator	issued by Police
Taxi/Limo Operation*	(G.L.c.40,s.22)	\$50	
Transient Vendor	Tax Goods or fix fee	\$50	

* See below for application fees

<u>APPLICATIONS</u>	<u>FEE CHARGED BY TOWN</u>	<u>COMMENTS</u>
Alcoholic Beverages Licenses	\$150/new applications, transfers, changes in premises. \$ 75/revision (mgr. chg., etc.) \$ 25/renewal	For processing notice to abutters, advertising, mailing costs, etc.
Auto. Amuse. Devices	\$20	
Billiards	\$25	
Bowling	\$25	
Common Victualler	\$50	
Inflammable Storage	\$50	
Innkeeper	\$50	
Motor Vehicle	\$25	
Site Plans: Original	\$ 25/1000 s.f. of Gross Floor Area [<u>\$500 Minimum Fee</u>]	
Minor	\$ 300	
Modification	\$ 250 (with public hearing) OR \$100 (without public hearing)	
Extension	\$ 50	
Taxi Business	\$ 25	

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**9: Projects to track (KPI)****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Projects to track (KPI)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 15 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

02/09/2021 6:00 PM

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**10: Clean Energy and Climate Plan for 2030****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion on Clean Energy and Climate Plan for 2030

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

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

02/09/2021 6:00 PM

Joint Comments on CECP 2030 Plan: Version 2, 2.4.21



[Insert seal from each community; intent is to feature the seal of each community that signs on]

February 19, 2021

Kathleen Theoharides

Secretary of Energy and Environmental Affairs
Executive Office of Energy and Environmental Affairs
100 Cambridge St., Suite 900
Boston, MA 02114

RE: Joint Comments from Municipalities regarding the Interim Clean Energy and Climate Plan for 2030

Dear Secretary Theoharides,

The Cities of [X, Y and Z] and the Towns of [X, Y and Z] (“Communities”) are pleased to respond to the Interim Clean Energy and Climate Plan for 2030 (“2030 CECP”).

Our Communities have grave concerns regarding the impact climate change will have on the Commonwealth, the United States, and the world, and we have each made strong commitments to reducing greenhouse gas emissions. We appreciate the thoughtful analysis the Executive Office of Energy and Environmental Affairs (EEA) has conducted to understand the complex scientific, technological and economic impact for various roadmaps.

As we work with you to advance our shared focus on climate mitigation, our Communities are struggling to answer the same question the EEA posed in the 2050 Decarbonization Roadmap Study:

How can we achieve Net Zero while maintaining a healthy, equitable, and thriving economy?

The release of the 2050 Decarbonization Roadmap Study and the 2030 CECP, which provides a rich and diverse collection of strategic state actions cities and towns can use to build local implementation plans, is an important first step, and we agree with the plan’s overall approach to reducing emissions. Specifically, we agree with the bold actions, such as pressing BBRS to quickly implement a 2050-compliant building code, establishing 2035 as the end of sales of fossil fuel vehicles and taking actions that would change the goals and priorities of Mass Save and the Department of Public Utilities so as to align with our climate goals.

To further enhance the Commonwealth’s plan, we provide the following specific requests from the viewpoint of municipalities who are endeavoring to do our part in achieving Massachusetts’ climate goals and to model leading municipal actions within the state and nationally:

1. Establish a Municipal Version of the GWSA Implementation Advisory Committee

The Interim CEC Plan states that, “It will take action at all levels of government...” and “...continued action by local government across the Commonwealth is required.” The Communities agree with this statement and encourage the Commonwealth to formally engage municipalities in the Plan’s implementation. We recommend establishing a Municipal version of the GWSA Implementation Advisory Committee to provide an ongoing bridge for communications between state and local government. The

Committee should be designed to reflect the diverse nature and needs of municipalities based on size, location and economic structure.

2. Increase Funding for Municipal Climate Action

The Communities encourage the Commonwealth to realize that, because work is needed at all levels of government, so too are new funds needed at all levels. Without this local support, which the 2030 CECP describes as “required”, local actions will be delayed, sporadic or in too many cases not available at all.

Local funding should be prioritized for regional collaboration which leads to greater efficiency and uniformity among neighboring municipalities. These resources are needed at three levels. First, the Commonwealth should provide support at the community level such as funding for sustainability coordinators for program administration as well as funding for community-wide coaching to guide an equitable transition to 2050-compliant technology for all stakeholders. Second, municipalities need experts who can serve as resources in clean energy and sustainability technologies who can be available regionally to define and share best practices among cities and towns and ultimately to negotiate better deals with vendors. Third, it is crucial that municipalities are included in the improvements and expansions made to grant, rebate, and incentive programs (including renewable energy incentive programs) that will help them lead by example. Funding to facilitate, implement, maintain, and operate clean energy and electrification technologies such as EV charging station networks and clean heating equipment will be crucial to accelerating municipalities’ progress to net zero.

3. Update the Building Code with a High-Performance Stretch Energy Code

The 2030 CECP correctly identifies the importance of moving quickly to a “new, high-performance stretch energy code requiring passive-house level building envelope efficiency.” In doing so, the 2030 CECP outlines a plan to “present a new high-performance stretch energy code to the Board of Building Regulations and Standards (BBRS) in 2021 that allows for Green Communities to opt in starting in 2022 and that it will become mandatory and effective statewide no later than January 1, 2028.”

The Communities – all of which have been designated as Green Communities – support the development of a new high-performance stretch energy code and the rapid, orderly transition to this code. To encourage early adoption by Green Communities, we recommend a pool of grant money be made available exclusively to Green Communities who adopt the high performance energy stretch code prior to 2028. This would accelerate adoption of 2050-compliant technology statewide, and this incentive would provide motivation for existing Green Communities to move quickly toward the goal we share.

The Communities also seek to remind DOER how challenging it can be to adopt a new code as a general ordinance via City Council or as a bylaw through a vote of Town Meeting. Creating a mechanism for Green Communities to avoid this local legislative burden as part of the opt in process would further increase the speed of widespread code adoption. Indeed, in debating and voting to support the existing stretch energy code, Green Communities have already agreed to adopt “any future editions, amendments or modifications thereto” established through the BBRS update process. As such, the Communities ask the Commonwealth to update the 2030 CECP to clarify the process Green Communities must take to adopt the proposed high-performance stretch code, and request a provision that gives the chief municipal executive in a Green Community the authority to opt in.

The Communities welcome partnering with the DOER to further discuss these requests.

4. Align Funding for Public Buildings with Net Zero Goals

The 2030 CECP acknowledges the importance of “avoiding new infrastructure or construction that is based on fossil-fuels for heating which would not be 2050 compliant, as well as ensuring that new equipment and products within buildings are on the path towards 2050 compliance.” However, one of the largest funders of new public buildings, the Massachusetts School Building Authority (MSBA), does not currently require

districts to seriously consider 2050 goals in the design and construction of new or renovated school buildings.

At present, the MSBA provides two additional reimbursement points to projects that exceed the Massachusetts Energy base code by 20%. While this is a step in the right direction, it does not go far enough. School districts across the state, including Acton-Boxborough, Arlington, Belmont, Brookline, Cambridge, Lexington, Watertown, Wellesley, and Westborough are demonstrating that fully electric, net zero ready schools – and other building types – are possible and that they do not present a significant financial burden to taxpayers. The Communities urge the EEA to require all new public buildings that are funded by the Commonwealth to be net zero starting in 2022 and to direct additional funding through such avenues to support the implementation of innovative clean energy and sustainability solutions in their construction.

5. Prioritize Public Transit in Transportation Emission Reduction Strategies

While the Communities applaud the plan's focus on the "near-term, widespread electrification of the majority of the Commonwealth's vehicles", the absence of a clear strategy to improve and expand public transit is worrisome.

The only mention of public transit in the 2030 CECP is in relation to the Transportation and Climate Initiative Program (TCI-P), which "will also help support investments that will make it easier to get around without a car, such as improved public transportation". This singular reference to public transit reflects an inadequate level of attention to a resource that is critical to maximizing the effectiveness of smart growth policies in our Communities and across the Commonwealth and is equally necessary in advancing equity in the transition to net zero. The Communities ask the EEA to re-evaluate the role of public transit in achieving the state's 2030 emissions reduction goal and, at a minimum, to provide further detail on how TCI-P funding will be used to improve public transportation.

6. Provide Resources to Accelerate Electrification Locally

While municipal governments have limited expertise in emerging technologies like electric vehicles and heat pumps, we have unique insight into our communities and the concerns of local property owners who will be making decisions on the adoption of carbon-free technologies. As municipalities, we are eager to support early adopters and normalize these technologies, similar to the experience many communities have had participating in the Massachusetts Clean Energy Center's Solarize and HeatSmart programs.

As MassCEC transitions from supporting community-level technology campaigns, we ask the state to provide municipalities with training, engineering services, technical support, web-based resources, procurement tools, implementation services and more to educate and engage with our residents and business owners about electrification opportunities.

7. Increase Access to Emissions Data

Local data supports local decisions, and provides feedback on progress. At present, state agencies and public utilities capture data about emissions-related activities occurring in local communities, but do not maintain or share the data in a timely manner that allows communities to assess needs, affirm actions or allow for adjustments.

The Communities ask the Commonwealth for increased access to emissions-related data that impact our cities and towns. This includes the number of electric and battery electric vehicles registered in our communities, the number of kilowatt-hours generated by solar panels located in our communities, the number of heat pumps installed in our communities, the number of properties that have participated in MassSave by Census blocks and the types of energy efficiency improvements taken, and more.

A step in the right direction is the Metropolitan Area Planning Council's (MAPC) new tool for measuring community-wide greenhouse gas emissions, which was funded by an EEA grant. This tool allows any Massachusetts community to estimate its community-wide emissions without the added cost of hiring a consultant. It is a tremendously valuable start, but even it is handicapped by stale data – most notably the 2014 Massachusetts vehicle census, which – more than five years later, remains the most recent valid vehicle census available from the state.

The Communities also believe the Massachusetts Legislature plays an essential role in conveying the voice of citizens as well as providing funding and legal mandate to the goals and path forward for the Commonwealth. There are many valuable elements of the climate legislation currently being considered in the Statehouse, and the Communities urge the Baker Administration to act quickly on this and to seek a compromise to ensure a climate bill is passed early in 2021, which will ensure the 2030 CECP has the full support of the state government.

We are proud to be part of Massachusetts's effort to achieve net zero by 2050 and look forward to collaborating with you to realize our shared goal.

Thank you for your commitment to the climate.

Sincerely,

[NAME OF CITY/TOWN AND 1-2 SIGNATORIES PER MUNICIPALITY TO BE ADDED IN ALPHABETICAL ORDER]

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**11: Training topics from Town Counsel****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Training topics from Town Counsel

Recommendations/Suggested Motion/Vote:

Background Information:
attached topics provided by KP Law

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

02/09/2021 6:00 PM

From: [Hayes, Henry](#)
To: [Dretler, Janie](#); [Golden, Patricia](#)
Subject: RE: SB meeting packet 2/9/21
Date: Friday, February 5, 2021 3:13:52 PM

Janie: for #9, I sent a note to a few Dept Heads to see if their supported groups will have comments for the SB. Not all of them will have a meeting prior to 9 Feb, some will meet before submission time. If the SB decides to allow final edit by a Board member, that may help.

This is from a KP Law file... it is not all inclusive.

Training

The firm is committed to training municipal volunteers, elected and appointed officials, and staff with respect to implementation of important laws, regulations, and cases that may impact municipalities. We encourage clients to develop and implement ongoing educational programs to ensure that training is being conducted with respect to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as, for example, electronic acceptable use policies and sexual harassment prevention. Our firm routinely provides this type of training to our clients at no charge. A list of some of our more popular seminars and workshops is attached. Examples of seminars recommended for various municipal groups include:

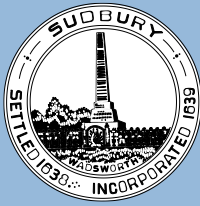
- Disciplining Public Employees with Due Process
 - Sexual Harassment Prevention Training
 - Open Meeting, Public Records and Conflict of Interest Law
 - HIPAA Best Practices
 - How to Conduct a Public Hearing
 - How to Write a Defensible Decision

Respectfully, Henry

Henry L. Hayes, Jr. (he, him)
 Town Manager
 Town of Sudbury
 Phone: (978) 639-3381

Sustaining a SAFE, SECURE, SERVICED & STRONG SUDBURY!

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

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**12: Minutes review****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Review open session minutes of 12/15/20 and 1/12/21 and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review open session minutes of 12/15/20 and 1/12/21 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

02/09/2021 6:00 PM

SUDBURY BOARD OF SELECTMEN

TUESDAY DECEMBER 15, 2020

(Meeting can be viewed at 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 6:38 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: Russo-aye, Carty-aye, Schineller-aye, Dretler-aye, Roberts-aye

Opening remarks by Chairman

Chair Dretler reviewed the agenda and made no further remarks in consideration of the many agenda items to be covered at this meeting.

Reports from Selectmen

Select Board Member Russo mentioned:

- Planning Board and the Conservation Commission would continue the public hearing process with Eversource
- Historical Commission would reveal historical assets found within the railroad corridor

Select Board Member Carty mentioned:

- Sudbury Public School Committee budget discussion continues December 22
- Lincoln-Sudbury Regional High School Committee has been working on its budget and Committee mentioned the LSRHS Agreement briefly at its most recent meeting
- Congratulations to Police Officer Alan Hutchinson on his retirement
- One-year anniversary (December 14) of the passing of valued LSRHS teacher/coach Yoshitaka Ando; recognition of Yoshitaka Ando Day

Vice-Chair Roberts mentioned:

- Finance Committee met with the LSRHS Committee regarding budget
- Community Preservation Committee (CPC) will consider the Historic Preservation Plan and the Regional Housing Services Office Project at the CPC meeting tomorrow night. Other projects will be considered at the January 6 meeting.

Select Board Member Schineller mentioned:

- Holiday activities initiated by Town Staff

- COVID Vaccine delivery plan
- Sudbury Housing Trust considering the purchase of the Sudbury Boy Scout land

Citizen Comments

There were no citizen's comments

Reports from Town Manager

Employee and Supervisor of the Year recognitions

Present: Town employees being considered for Employee of the Year: Officer Alan Hutchinson, Police Department; Kim Pocari, Fire Department; Robin Porcella, Finance Department; Beth Porter, Health Department; Brian Powell, IT Department; Amy Stimack, Goodnow Library; Heidi Wright, Goodnow Library

Town employees being considered for Supervisor of the Year: Debra Galloway, Director – Council on Aging; Esme Green, Director – Goodnow Library; William Murphy, Director – Health Department; Scott Nix, Chief – Police Department; Mark Thompson, Director – IT Department

Town Manager Hayes recognized Officer Alan Hutchinson as Employee of the Year. Town Manager Hayes also recognized Director William Murphy as Supervisor of the Year.

Town Manager Hayes stated he would be hosting a “Municipal Minute” in recognition of Alan Hutchinson and Bill Murphy.

Chair Dretler congratulated Officer Hutchinson on his retirement and stressed that he would be missed.

Chair Dretler maintained that Mr. Murphy had an extremely challenging year with COVID-19 and related demands in the Health Department. She acknowledged his success with leading the Town during the recent EEE outbreak.

Town Manager Hayes asserted that all employees considered for Employee and Supervisor of the Year were all winners and deserved the distinction.

Interview candidate for appointment to the Council on Aging

Present: Patricia Lewis, 32 Old Framingham Road

Ms. Lewis introduced herself and presented her extensive background as a Psychiatric Social Worker, Council on Aging volunteer, as well as membership in other Town committees.

Chair Dretler read: whether to approve the appointment of Patricia Lewis, 32 Old Framingham Road, to the Council on Aging for a term ending May 31, 2023. Selectman Carty moved in the words of Chair Dretler. Selectman Russo seconded the motion.

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

VOTED: To approve the appointment of Patricia Lewis, 32 Old Framingham Road, to the Council on Aging for a term ending May 31, 2023.

Update from Representative Carmine Gentile regarding H.5118 - An Act Authorizing the Town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises

Present: Representative Carmine Gentile

Representative Gentile stated that the additional license would likely be passed by State legislators very shortly.

Selectman Carty asked why the license item was on the Selectmen's agenda earlier and then taken off the agenda. Representative Gentile responded that the Speaker of the House needed further information regarding the specific location for the license. Representative Gentile confirmed there was a question regarding timing of the license award, and asked Chair Dretler and Town Manager about such timing.

After getting a sense of the timing preference from Chair Dretler and Town Manager Hayes, Representative Gentile commented that the three-year timeframe was best in consideration of economic conditions and the license not being granted immediately in the first year. Selectman Carty and Selectman Russo agreed with the three-year timeframe and maintained that all Selectmen should be part of any such decision-making.

Consent Calendar

Approve the acceptance of Emergency Management Performance Grant (EMPG) funds in the amount of \$4,600

Chair Dretler read: Vote to approve the acceptance of Emergency Management Performance Grant (EMPG) funds in the amount of \$4,600 for the purchase of a laptop computer to be used in new Fire Department ambulance that was approved at 2020 Annual Town Meeting. Selectman Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To approve the acceptance of Emergency Management Performance Grant (EMPG) funds in the amount of \$4,600 for the purchase of a laptop computer to be used in new Fire Department ambulance that was approved at 2020 Annual Town Meeting.

Accept FY21 MIIA Risk Management Grant in the amount of \$4,424

Chair Dretler read: Vote to accept FY21 MIIA Risk Management Grant in the amount of \$4,424 as requested by William Barletta, Facilities Director. Selectman Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To accept FY21 MIIA Risk Management Grant in the amount of \$4,424 as requested by William Barletta, Facilities Director.

Approve award of contract by the Town Manager to Woodard & Curran for engineering design and regulatory permitting inclusive of field investigations and bidding and award associated with the replacement of the Wolbach Road culvert; and further execution of any documents relative to said contract.

Chair Dretler read: Vote to approve award of contract by the Town Manager to Woodard & Curran for engineering design and regulatory permitting inclusive of field investigations and bidding and award associated with the replacement of the Wolbach Road culvert; and further execution of any documents relative to said contract. Selectman Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To approve award of contract by the Town Manager to Woodard & Curran for engineering design and regulatory permitting inclusive of field investigations and bidding and award associated with the replacement of the Wolbach Road culvert; and further execution of any documents relative to said contract.

Thank you letter to state legislators for participation in 12/1/20 meeting

Chair Dretler read: Vote to endorse thank you letter to state legislators for their participation at the 12/1/20 meeting. Selectman Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To endorse thank you letter to state legislators for their participation at the 12/1/20 meeting.

Send congratulatory letter to Police Officer Alan Hutchinson on the occasion of his retirement after 32 years of service

Chair Dretler read: Vote to send congratulatory letter to Police Officer Alan Hutchinson on the occasion of his retirement after 32 years of service to the Town of Sudbury. Selectman Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: Vote to send congratulatory letter to Police Officer Alan Hutchinson on the occasion of his retirement after 32 years of service to the Town of Sudbury.

Approve and sign the Intermunicipal Agreement (IMA) for the Making the Connections Micro-transit Program

Chair Dretler read: Vote to approve and sign the Intermunicipal Agreement (IMA) for the Making the Connections Micro-transit Program. Selectman Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To approve and sign the Intermunicipal Agreement (IMA) for the Making the Connections Micro-transit Program.

Amend the Cross-Town Connect Intermunicipal Agreement through June 2021

Chair Dretler read: Vote to amend the Cross-Town Connect Intermunicipal Agreement through June 2021, as requested by Debra Galloway, Senior Center Director. Selectman Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To amend the Cross-Town Connect Intermunicipal Agreement through June 2021, as requested by Debra Galloway, Senior Center Director.

Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2021, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2022

Chair Dretler confirmed that several businesses were not renewing their licenses, and some license applications were not complete. She noted that no infractions or outstanding taxes were associated with the license applications being approved.

Chair Dretler read: Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2021, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2022, as shown on the attached lists. Selectman Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2021, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2022, as shown on the attached lists.

Discussion on Discretionary Funds

Present: Town Social Worker Bethany Hadvab

Ms. Hadvab presented the Proposal for Discretionary Funds which she had drafted. She noted that due to high demand for housing-related funding due to COVID-19, the Holiday Gift Program was not able to be implemented in 2020; therefore, a new protocol had been drafted.

Selectman Russo confirmed that his related questions were answered by Ms. Hadvab, especially regarding the funding of the \$4,000 allocation during this period. Selectman Russo indicated his endorsement of the proposal.

Selectman Schineller asked about housing concerns in Sudbury. Ms. Hadvab stated that she receives an average of five to ten applications for assistance in any given week, and last week three families met the criterion.

Vice-Chair Roberts recognized the worthy efforts made by Ms. Hadvab and inquired about eligibility requirements. Ms. Hadvab provided eligibility detail and stated that many families need help with completing the applications.

Chair Dretler highlighted Ms. Hadvab's proposal, "funds are used to provide emergency rental or mortgage payments for residents who are ineligible for the above listed safety net programs, as listed, allocating a maximum of \$500 per family for this fiscal year.

It is proposed that the Discretionary Funds are utilized as an incentive, at a rate to be determined by the Town Social Worker in collaboration with Financial Fitness Sudbury. Residents will engage in financial coaching for a predetermined period (i.e., 6 months). At the end of that time, they will receive a financial incentive based on either, a.) The amount of debt paid off, or b.) Increases to credit scores during this period. This incentive is to be used to pay off additional debts to further reduce overall debt or increase credit."

Selectman Carty expressed his strong support of such an incentive program.

Selectman Carty moved to approve the proposal for Discretionary Funds as submitted by the Town Social Worker for this fiscal year. Vice-Chair Roberts seconded the motion.

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

VOTED: To approve the proposal for Discretionary Funds as submitted by the Town Social Worker for this fiscal year.

Vote whether to approve a request by NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to construct upon, along, under, or across the following public way(s) of the Town of Sudbury, wires, cables, piers, abutments, conduits, or fixtures in accordance with plan(s) made by Eversource dated March 1, 2019, on file with said petition: Dutton Road (at its intersection with the MBTA rail corridor); Peakham Road (at its intersection with the MBTA rail corridor); Horse Pond Road (at its intersection with the MBTA rail corridor); Union Avenue (at its intersection with the MBTA rail corridor). This work is necessary to construct a new underground electric transmission line.

Present: DPW Director Dan Nason; George Pucci, Town Counsel; Mike Hager, Project Manager – Eversource; Shawn Southworth – Eversource; Sean Lauziere – Eversource; Megan Aconfora – Eversource; David Rosenzweig, Attorney for Eversource

Chair Dretler read: Vote whether to approve a request by NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to construct upon, along, under, or across the following public way(s) of the Town of Sudbury, wires, cables, piers, abutments, conduits, or fixtures in accordance with plan(s) made by Eversource dated March 1, 2019, on file with said petition: Dutton Road (at its intersection with the MBTA rail corridor); Peakham Road (at its intersection with the MBTA rail corridor); Horse Pond Road (at its intersection with the MBTA rail corridor); Union Avenue (at its intersection with the MBTA rail corridor). This work is necessary to construct a new underground electric transmission line. Vice-Chair Roberts moved in the words of Chair Dretler. Selectman Russo seconded the motion.

Selectman Carty recused himself from the Eversource hearing.

Roll Call: Russo-present, Roberts-present, Schineller-present, Dretler-present

Chair Dretler motioned to enter into the Eversource Public Hearing. Selectman Russo seconded the motion.

It was on motion 4-0; Russo-aye, Roberts-aye, Schineller-aye, Dretler-aye

VOTED: To enter into the Eversource Public Hearing

Mr. Hager provided description about the proposed Eversource transmission line project.

Mr. Nason noted that initial roadway closures would require that roadway permitting be approved by the DPW.

Chair Dretler confirmed that residents had indicated that the impact of the proposed project was significant, and many resident letters addressing this adverse impact were submitted to the Board. Chair Dretler read some of the residents' concerns.

IN BOARD OF SUDBURY SELECTMEN
TUESDAY DECEMBER 15, 2020
PAGE 7

Selectman Schineller questioned the in-service date of the project. Mr. Hager responded that the projected completion date would be December 2023. Selectman Schineller asked how much it would cost to relocate the proposed power line. Mr. Hager responded that an alternative had not been studied. Selectman Schineller noted that the related MEPA (MA Environmental Protection Act) decision was under appeal by the Town of Sudbury.

Vice-Chair Roberts inquired about negative environmental impacts. Mr. Hager responded there would not be stormwater or wetland impacts.

Selectman Russo opined about possible problems after construction. Mr. Hager responded that he would review the bylaws and get back to the Board.

Resident Raymond Philips, 40 Whispering Pine Road, stated that MA DCR (Department of Conservation and Recreation) should be part of the hearing, and stressed the health dangers associated with EMF.

Resident Manish Sharma, 77 Colonial Road, queried how a full discussion could take place if a complete memorandum was not available. Mr. Sharma asked if Eversource considered a mitigation and sustainability plan.

Resident Dan Carty, 15 Stonebrook Road, noted in consideration of related Town litigation, no vote should be taken at this time.

Resident Dan Depompei, 35 Haynes Road, affirmed that any related vote should be conditional. He stressed the status of the rail ROW (right of way) was critical. Mr. Hager responded that Eversource suggested an easement, since the ROW is referred to as an inactive ROW.

Resident Julie Franco Lieberman, 19 Rolling Lane, indicated the transmission line would release significant amounts of EMF (Electronic and Magnetic Field) exposure. Mr. Hager responded that the EMF experts were not present at this hearing. Mr. Hager referred to the Energy Siting Board decision.

Resident Nick Pernice, 255 Peakham Road, commented that there had not been an adequate amount of groundwater testing. He expressed concern regarding extensive digging, especially in the areas around Rte. 20 and Station Avenue. Mr. Hager responded that water sampling did not indicate a hazard, and any soil removal would be taken offsite.

Resident Diana Warren, 32 Old Framingham Road, stressed the importance of related adverse impacts on Sudbury's historical and architectural features, including Tribal notification/consideration. She emphasized that the U.S. Army Corp of Engineers was not likely to grant a memorandum of agreement.

Resident Pat Brown, 34 Whispering Pine Road, mentioned the ROW in consideration of abandonment status.

Resident Matt Murphy, 111 Horse Pond Road, questioned if this area was regarded as an unpaved service road. Mr. Hager replied that DCR refers to the area in question as a rail trail.

Resident Marie Rock, 26 Whispering Pine Road, asked if accommodations would be made to address well contamination. Mr. Hager replied such aspects were being fully vetted. Ms. Rock stated that the MUO (Mixed Use Overlay) aspect should be made available to the public.

Selectman Schineller maintained that answers to resident questions must be provided.

Selectman Russo stressed there was plenty of time to consider this aspect and suggested continuing the conversation in the spring or summer. Vice-Chair Roberts agreed, and stated she was not ready to vote.

Chair Dretler moved to continue the Public Hearing regarding a request by NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to construct upon, along, under, or across the following public way(s) of the Town of Sudbury, wires, cables, piers, abutments, conduits, or fixtures in accordance with plan(s) made by Eversource dated March 1, 2019, on file with said petition: Dutton Road (at its intersection with the MBTA rail corridor); Peakham Road (at its intersection with the MBTA rail corridor); Horse Pond Road (at its intersection with the MBTA rail corridor); Union Avenue (at its intersection with the MBTA rail corridor). This work is necessary to construct a new underground electric transmission line, to April 6, 2021. Selectman Schineller moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

It was on motion 4-0; Schineller-aye, Russo-aye, Roberts-aye, Dretler-aye

VOTED: To continue the Public Hearing regarding a request by NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to construct upon, along, under, or across the following public way(s) of the Town of Sudbury, wires, cables, piers, abutments, conduits, or fixtures in accordance with plan(s) made by Eversource dated March 1, 2019, on file with said petition: Dutton Road (at its intersection with the MBTA rail corridor); Peakham Road (at its intersection with the MBTA rail corridor); Horse Pond Road (at its intersection with the MBTA rail corridor); Union Avenue (at its intersection with the MBTA rail corridor). This work is necessary to construct a new underground electric transmission line, to April 6, 2021.

The applicant agreed to the public hearing continuance on April 6, 2021.

At 10:00 p.m. the Board voted to recess for five minutes. At 10:05 p.m. the meeting resumed.

Three-year financial forecast presented by Town Manager Hayes

Present: Finance Director Dennis Keohane

Town Manager Hayes presented the “2020 Financial Condition of the Town,” dated December 9, 2020, which included financial forecast topics:

- Budget Process
- Expenditure Forecast (FY22-FY24)
- Forecasting Potential Expenses
- Revenue Projection
- Local Receipts
- Other Available Funds
- Real Estate & Personal Property Taxes
- Intergovernmental Aid
- Revenue Forecasting
- Projected Financial Forecast

Selectman Russo commented about his interest regarding the increase in real estate and personal property revenues. He indicated his appreciation regarding the Town Manager’s in-depth review of topics presented.

Selectman Carty expressed his appreciation regarding the conservative approach of Town Manager Hayes' financial forecast.

Vice-Chair Roberts asked if the projected revenue increase was historically consistent. Mr. Keohane responded in the affirmative. Vice-Chair Roberts asked why a three-year forecast was used instead of a five-year forecast. Mr. Keohane responded that such contracts were usually viewed in a three-year time span.

Related discussion continued.

Resident Manish Sharma, 77 Colonial Road, presented questions about COVID-19, the LSRHS change in benefits program, and Camp Sewataro maintenance.

Review open session minutes of 11/17/20 and possibly vote to approve minutes

Selectman Russo motioned to approve the open session minutes of 11/17/20, as edited. Selectman Carty seconded the motion.

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

VOTED: To approve the open session minutes of 11/17/20, as edited

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

Selectman Russo suggested the Board put more focus on the process involved in achieving the deliverables. He indicated that speaking with other stakeholder groups might be beneficial in this process, especially regarding the LSRHS Agreement.

The Board reviewed aspects associated with each goal and finalized goal deliverables.

The Board agreed to the following goal liaison assignments:

- Vice-Chair Roberts and Selectman Schineller – Financial Policies
- Selectman Carty – LSRHS Agreement
- Selectman Carty - Transportation
- Chair Dretler and Vice-Chair Roberts – Fire station
- BFRT – Chair Dretler and Selectman Russo
- Sewataro – Selectmen Russo and Selectman Schineller

Selectman Schineller motioned to approve 2021 BOS Goals, with inclusion of deliverables for those goals. Selectman Carty seconded the motion.

Selectman Carty suggested that next year, the Board consider goals and deliverables before voting on the specific goals.

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

VOTED: To approve 2021 BOS Goals, with inclusion of deliverables for those goals.

Citizen's Comments (cont.)

Scott Smigler of the Finance Committee suggested adding several financial goals including asset/building maintenance, updated five-year plan, Financial Policies and Capital Planning.

Upcoming agenda items

- Separate Financial Policies Meeting, as recommended by Vice-Chair Roberts
- LSRHS Agreement postponed to the next BOS meeting
- Interview BFRT Advisory Task Force candidates
- Joint meeting with Lincoln Select Board in February or March of 2021

Adjourn

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 12:14 a.m.

SUDBURY SELECT BOARD

TUESDAY JANUARY 12, 2021

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

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

Absent: Select Board Member Charles Russo (to join the meeting shortly)

The statutory requirements as to notice having been complied with, the meeting was convened at 5:34 p.m., via Zoom telecommunication mode.

CALL TO ORDER/ROLL CALL

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

Select Board Roll Call: Roberts-present, Carty-present, Schineller-present, Dretler-present

Opening remarks by Chair

Chair Dretler mentioned:

- Protests turned violent at the Capitol in Washington, D.C.
- Governor Baker has ordered U.S. and MA flags at State public buildings to be at half-staff in memory of U.S. Capitol Officers Howard Liebengood and Brian Sicknick, and all law enforcement
- Select Board meeting – Friday January 12th regarding bond issuance
- Lincoln Select Board has invited the Sudbury Select Board to attend their meeting on March 8, 2021
- Select Board Members Carty and Russo will conduct Select Board Office Hours on January 14, 2021 at 12:00 p.m., via Zoom
- Positions available for the 2021 Annual Town Election, additional information on the Town website
- Sudbury is offering a free online Home Cyber Security course – information on Town website
- Historic Districts Commission, Permanent Building Committee and the Finance Committee are seeking members
- Open Burn Permits are available online from January 15 through May 1
- Board Member Carty will reach out to a LSRHS parent regarding in-person learning
- In recognition of February Teen Dating Violence Awareness month, the Sudbury–Wayland-Lincoln Domestic Violence Roundtable will be sponsoring at least two related events.

Reports from Town Manager

Town Manager Hayes mentioned:

- Town Manager Office Hours will take place Monday, January 25th at 3:00 p.m. via Zoom
- MA COVID positive numbers reached 7,000 in recent days
- The importance of everyone continuing to wear masks and follow precautionary protocol in Sudbury

Select Board Member Schineller mentioned:

- Historic Districts Commission decided not to include a bylaw change on the 2021 Annual Town Meeting Warrant
- The passing of retired COA coordinator Ed Gottman

Select Board Member Carty mentioned:

- The success of the Go Sudbury! Taxi Rides Program: 114 taxi rides provided in November, 233 rides provided in December, and 40 rides in the first week of January
- Planning Board discussing the final aspects of the Master Plan
- SPS capital projects for inclusion on the 2021 Annual Town Warrant
- SPS six-week COVID testing trial

Vice-Chair Roberts mentioned:

- Recognized the protest event at the Capitol last week and encouraged everyone to keep things peaceful and respect the law.
- CPC approved several Town projects, including: Feeley Field and Housing Trust emergency rental incentives
- FinCom will be sharing budget recommendations in upcoming joint meetings with the Select Board

Citizen's comments on items not on agenda

There were no Citizen's Comments

Interview candidate for appointment to the Energy and Sustainability Committee

Present: Venk Gopal

Mr. Gopal introduced himself; detailed his 25-year energy-related background, and stated he was part of the initial Energy Aggregation Program begun in 1988.

Chair Dretler stated the Energy and Sustainability Committee voted unanimously in favor of Mr. Gopal's appointment.

Chair Dretler requested a motion to vote whether to appoint Venk Gopal, 4 Autumn Street, to the Energy and Sustainability Committee for a term ending 5/31/24. Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

It was on motion 4-0; Schineller-aye, Roberts-aye, Carty-aye, Dretler-aye

VOTED: To appoint Venk Gopal, 4 Autumn Street, to the Energy and Sustainability Committee for a term ending 5/31/24.

Interview candidate for appointment to the Capital Improvement Advisory Committee (CIAC)

Present: William Kunkle

Mr. Kunkle introduced himself and detailed his background in engineering, finance, and facility management.

Chair Dretler stated that CIAC voted 5-1; 5 in favor and one abstention.

Board Member Russo joined the meeting at approximately 6:04 p.m.

Chair Dretler requested a motion to vote whether to appoint William Kunkle, 32 Pine Street, to the CIAC for a term ending 5/31/24. Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

It was on motion 4-0-1; Roberts-aye, Carty-aye, Schineller-aye, Dretler-aye, Russo-abstain

Board Member Russo chose to abstain, due to his late arrival.

VOTED: To appoint William Kunkle, 32 Pine Street, to the CIAC for a term ending 5/31/24.

At approximately 6:09 p.m. Chair Dretler requested a motion 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.

Board Member Schineller moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: 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.

Chair Dretler resumed the open session meeting at 7:03 p.m.

Select Board Roll Call: Carty-present, Schineller-present, Roberts-present, Dretler-present

BFRT Project Update by Beth Suedmeyer, Environmental Planner

Present: Environmental Planner Beth Suedmeyer, Director of Planning and Community Development Adam Duchesneau

Ms. Suedmeyer provided project update and presented the BFRT Project Status Update Report, dated January 8, 2021. She also reviewed the Fuss & O'Neill UD PDS Schedule/Invoice.

Board Member Carty asked if MA DOT responses from the July 2020 BFRT public hearing were submitted. Ms. Suedmeyer responded not.

Vice-Chair Roberts asked if the project consultant Fuss & O'Neill could do anything to hasten the project process. Ms. Suedmeyer responded given the extensive experience of Fuss & O'Neill, the deliverable timeline would be met.

Select Board Member Russo rejoined the meeting.

Vice-Chair Roberts suggested the Select Board might submit a letter to MA DOT to encourage speedy receipt of resident responses.

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.

Candidate Presentations/Introductions:

Resident Patricia Brown, 34 Whispering Pine Road, maintained that she possessed a wealth of useful skills and had many years of involvement with the project, as well as transportation planning involvement. She emphasized her strong listening and communication skills. Ms. Brown stressed her desire to help the BFRT become a great community asset.

Resident John McQueen, 265 Hudson Road, noted he had extensive experience with development of open spaces, and was a member of the Rose Kennedy Greenway Advisory Committee. He also highlighted his related experience with fund-raising, marketing, and advertising.

Resident Christopher Menge, 9 Fern Trail, stated that as an avid bicyclist, the completion of the BFRT would provide safe transportation for the community. He stressed his life-long environmental advocacy and his membership with the Sudbury Valley Trustees. Mr. Menge confirmed his experience as a transportation consultant.

Resident Glenn Pransky, 102 Barton Drive, affirmed as an environmental health professional, his communication skills would be of great value to the BFRT Advisory Force. He stressed the importance of related educational goals. Dr. Pransky detailed his involvement with the committee advocating for the CSX extension.

Resident Frank Vitale, 33 Alta Road, spoke of his extensive efforts when working on the Minuteman Bikeway and Blackstone Bikeway projects, which pass through eight communities. He added that he had worked with Chris Menge on related projects and had biked with Mr. Menge. Mr. Vitale maintained that his working relationships with DCR and MA DOT would benefit the BFRT project.

Chair Dretler asked for a motion to appoint Glenn Pransky to the Friends of the BFRT position on the BFRT Advisory Task Force for a term to expire May 31, 2024. Vice-Chair Roberts moved in the words of the Chair. Board Member Russo seconded the motion.

It was on motion 4-1-0; Roberts-aye, Carty-no, Russo-aye, Schineller-aye, Dretler-aye.

VOTED: To appoint Glenn Pransky to the Friends of the BFRT position on the BFRT Advisory Task Force for a term to expire May 31, 2024.

Board Member Carty reiterated his position that any member of the Friends of the BFRT should not be appointed to the BFRT Advisory Task Force.

Board Member Carty motioned to appoint Pat Brown to the BFRT Advisory Task Force, as a member-at-large for a term to expire May 31, 2024. Board Member Schineller seconded the motion.

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

VOTED: Not to appoint Pat Brown to the BFRT Advisory Task Force as a member-at-large for a term to expire May 31, 2024.

Vice-Chair Roberts motioned to appoint Frank Vitale to the BFRT Advisory Task Force, as a member-at-large for a term to expire May 31, 2024. Board Member Russo seconded the motion.

It was on motion 4-1-0; Carty-aye, Schineller-no, Roberts-aye, Russo-aye, Dretler-aye

VOTED: To appoint Frank Vitale to the BFRT Advisory Task Force, as a member-at-large for a term to expire May 31, 2024.

Resident Len Simon, 40 Meadowbrook Circle, asked that all candidates interviewed continue to participate at the BFRT Advisory Task Force open meetings, and share their thoughts.

Joint meeting with the Finance Committee - 2020 Financial Condition/Forecast

Present: Dennis Keohane, Members of the Finance Committee: Scott Smigler-Chair, Susan Berry, Howard Feng, Michael Joachim, Sonny Parente, Eric Poch

Chair Dretler asked for a motion to enter joint meeting with the Finance Committee – 2020 Financial Condition/Forecast. Vice-Chair Roberts moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To enter joint meeting with the Finance Committee

Chair Smigler called the meeting of the Finance Committee to order. Roll call; Smigler-present, Berry-present, Joachim-present, Feng-present, Parente-present, Poch-present.

Town Manager Haynes highlighted related sections within the “2020 Financial Condition of the Town.”

Mr. Smigler acknowledged that he had reviewed the “2020 Financial Condition of the Town” with Mr. Keohane and Town Manager Hayes. He indicated that the Finance Committee was please to see the increased collaboration between the Finance Committee, the Town Manager and the Finance Director. He acknowledged that the overlay fund needed further description in coordination with the Assessor’s Office.

Mr. Poch stressed the benefit of reviewing related discussion questions before the joint meetings between the Finance Committee and the Select Board.

Finance Committee Member Ron Brumback entered the meeting at approximately 8:34 p.m.

Topics covered in the joint meeting included:

- Redevelopment within commercial areas of Town
- S&P Report
- State Aide
- Vocational Education Budget
- School Operating budget

Board Member Russo inquired about an overview of the 2021 Budget. Mr. Keohane stated there was nothing particularly disturbing or unexpected regarding the 2021 Budget.

Board Member Carty referred to the overlay funds from last year and asked if such overlay would roll into free cash for the year. Mr. Keohane provided positive response and noted that such consideration would be part of this years’ calculations.

Board Member Schineller expressed interest in introducing new revenue opportunities for the Town. Mr. Poch agreed that new revenue opportunities should be explored.

Vice-Chair Roberts commented about discovering new revenue sources, especially in consideration of empty commercial sites. She opined about the benefit of forming an economic committee.

Chair Dretler acknowledged the benefit of further financial policy review in consideration of the new Master Plan direction and vision.

Resident Manish Sharma, 77 Colonial Road, inquired about the S&P AAA rating and Cares Act considerations. Mr. Keohane commented that the issuance of bonds this month would prompt another S&P rating.

Chair Dretler stated that the public could submit any related questions for consideration to be addressed at the next joint meeting with the Finance Committee on February 23.

Close joint meeting with Finance Committee and resume Select Board meeting

At approximately 9:28 p.m., Mr. Poch motioned to adjourn the Finance Committee joint meeting. Mr. Smigler seconded the motion.

Mr. Poch motioned to adjourn the Finance Committee joint meeting. Mr. Smigler seconded the motion.

It was on motion 7-0; Smigler-aye, Berry-aye, Joachim-aye, Feng-aye, Parente-aye, Poch-aye, Brumback-aye

VOTED: To adjourn the Finance Committee joint meeting.

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

Chair Dretler asked for a motion to approve the 2/9/16 open session minutes. Board Member Carty moved in the words of the Chair. Board Member Russo seconded the motion.

It was on motion 4-0-1; Roberts-aye, Schineller-abstain, Russo-aye, Carty-aye, Dretler-aye

VOTED: To approve the 2/9/16 open session minutes

Chair Dretler asked for motion to approve the 12/1/20 open session minutes, as edited. Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To approve the 12/1/20 open session minutes, as edited.

Citizen's Comments (cont.)

There were no citizen's comments

Consent Calendar

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

Board Member Carty motioned to authorize the Town Manager to submit 2021 Annual Town Meeting articles on behalf of the Board of Selectmen. Board Member Russo seconded the motion.

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

VOTED: To authorize the Town Manager to submit 2021 Annual Town Meeting articles on behalf of the Board of Selectmen.

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 days prior to the last day to return nomination papers to the Board of Registers for certification.

Board Member Carty motioned 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 days prior to the last day to return nomination papers to the Board of Registers for certification. Board Member Russo seconded the motion.

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

VOTED: 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 days prior to the last day to return nomination papers to the Board of Registers for certification.

Upcoming Agenda Items

- Joint meeting with the Lincoln Select Board on March 8, 2021
- Sewataro Audited Financials
- Thank you letter to all BFRT Advisory Task Force applicants
- Chair Dretler suggested the Town Manager and Police Chief compose a joint statement regarding Town commitment to public safety, in consideration of recent violence at the Capitol
- Special Select Board meeting on Friday, January 15th regarding bond issuance
- KPI Tracking
- Possible financial policy subcommittee formation

Vote to Adjourn Meeting

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 9:53 p.m.



SUDBURY SELECT BOARD

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**13: 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
Janie Dretler	Pending
Select Board	Pending

02/09/2021 6:00 PM



SUDBURY SELECT BOARD

Tuesday, February 9, 2021

MISCELLANEOUS (UNTIMED)**14: 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

02/09/2021 6:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
February 23	Joint meeting with FinCom – budget presentation, capital articles presented, CIAC recommendations
	Discussion regarding LS Agreement
March 2	Sign Annual Town Election Warrant
Mon, March 8, 6:30 pm	Joint meeting with Lincoln Select Board
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
	Sign ATM warrant and send to printer for posting no later than 5/7/21
May 15-16, 2021; rain date of May 22-23	Annual Town Meeting at LSRHS field
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
	DEI candidate interviews (Feb)
	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
	LSRHS Agreement discussion
	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 SB Policy Subcommittee
	Update on crosswalks (Chief Nix/Dan Nason)

Attachment 14.a: POTENTIAL UPCOMING AGENDA ITEMS_2_09_21 (4364 : Upcoming Agenda Items)

	Update on traffic policy (Chief Nix)
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training
Standing Items for All Meetings	BOS requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)

**SUDBURY SELECT BOARD**

Tuesday, February 9, 2021

CONSENT CALENDAR ITEM**15: Park & Rec donation****REQUESTOR SECTION**

Date of request:

Requestor: Dennis Mannone, Director of Recreation/Atkinson Pool

Formal Title: Vote to accept a \$100 donation from Donna Moy Bruno and Franco Bruno to be deposited into the Program Contributions and Donations Account - 191448/483100.

Recommendations/Suggested Motion/Vote: Vote to accept a \$100 donation from Donna Moy Bruno and Franco Bruno to be deposited into the Program Contributions and Donations Account - 191448/483100.

Background Information:
attached memo from Dennis Mannone, P&R Director

Financial impact expected:

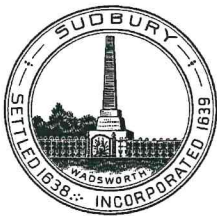
Approximate agenda time requested:

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

02/09/2021 6:00 PM



Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-1092

RE: Donations
DATE: January 22, 2020

To the Select Board:

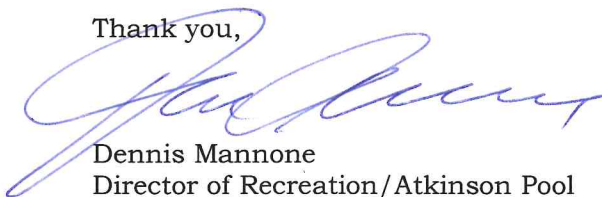
Please accept the following donation to Park and Recreation/Atkinson Pool:

1. A check for \$100 from Donna Moy Bruno and Franco Bruno to be deposited into the Program Contributions and Donations Account – 191448/483100.

I have enclosed a copy of the check.

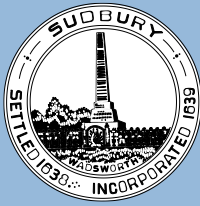
Please let me know when the donation is accepted and it will be deposited in to the account above.

Thank you,


Dennis Mannone
Director of Recreation/Atkinson Pool

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2021 JAN 26 P 2:15

Attachment15.a: ParkRec_donation_consent (4378 : Park & Rec donation)



SUDBURY SELECT BOARD

Tuesday, February 9, 2021

CONSENT CALENDAR ITEM**16: Approve contract for Databank IMX for document scanning**REQUESTOR SECTION

Date of request:

Requestor: Mark Thompson, Technology Administrator

Formal Title: Vote to approve award of contract (Statement of Work) by the Town Manager to DataBank IMX, LLC for digitization services in connection with Board of Health septic design documents.

Recommendations/Suggested Motion/Vote: Vote to approve award of contract (Statement of Work) by the Town Manager to DataBank IMX, LLC for digitization services in connection with Board of Health septic design documents.

Background Information:

This Statement of Work (SOW), aka Contract, constitutes the second phase of the Town's document scanning phase estimated at \$50,000. Services are available through the State Bid List.

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

02/09/2021 6:00 PM



SUDBURY SELECT BOARD

Tuesday, February 9, 2021

CONSENT CALENDAR ITEM**17: Proclamation - Shadow Pandemic Awareness Month**REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to sign a proclamation to recognize March 2021 as Shadow Pandemic Awareness Month.

Recommendations/Suggested Motion/Vote: Vote to sign a proclamation to recognize March 2021 as Shadow Pandemic Awareness Month.

Background Information:
Please see attached.

Financial impact expected:

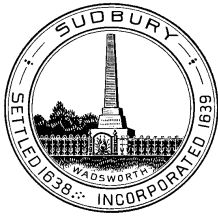
Approximate agenda time requested:

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

02/09/2021 6:00 PM



TOWN OF SUDBURY

Office of Select Board

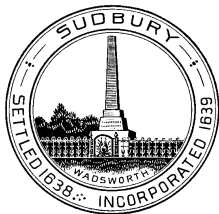
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381

Email: sbadmin@sudbury.ma.us

PROCLAMATION

- WHEREAS:** Growing evidence shows the COVID-19 pandemic has made intimate partner violence more common—and often more severe; and
- WHEREAS:** COVID-19 conditions often exacerbate circumstances of abuse, giving abusers more tools and curtailing opportunities for victims to escape violence; and
- WHEREAS:** The United Nations has deemed the intensification of domestic abuse within the larger pandemic of COVID-19 a “Shadow Pandemic;” and
- WHEREAS:** Sudbury is committed to working towards a society free of domestic violence; and
- WHEREAS:** Domestic violence, which can be physical, sexual, emotional or economic abuse, does not discriminate based on gender, race, religion, sexual orientation, gender identity, disability or socioeconomic status; and
- WHEREAS:** 1 in 4 women and 1 in 7 men have been the victim of severe physical violence by an intimate partner in their lifetime; and
- WHEREAS:** Studies show that children are adversely affected when they witness or experience violence in their homes; and
- WHEREAS:** The fear of retribution and feelings of guilt and self-blame often prevent victims from seeking services for themselves or leaving abusive relationships; and
- WHEREAS:** The effects of domestic violence can be tremendously damaging. Men and women who experience domestic violence often experience short- and long-term health impacts; and
- WHEREAS:** Youth, transgender people and people with disabilities, including those who are deaf, are experiencing significantly higher rates of victimization than other people; and
- WHEREAS:** Through public awareness, Sudbury seeks to support survivors and promote safe and healthy relationships within the community; and



TOWN OF SUDBURY

Office of Select Board
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381

Email: sbadmin@sudbury.ma.us

WHEREAS: Local organizations, including Sudbury-Wayland-Lincoln Domestic Violence Roundtable, Sudbury Police Department, Domestic Violence Services Network (DVSN) and REACH Beyond Domestic Violence work tirelessly to root out the causes of domestic violence and offer assistance and resources to victims; and

WHEREAS: We urge all community members to shed light on the Shadow Pandemic by informing themselves about domestic violence, providing support to the individuals and organizations working to end domestic violence and making a commitment to “Never Commit, Condone, or Remain Silent about Domestic Violence.”

NOW, THEREFORE,

The Select Board, on behalf of the Town of Sudbury, do hereby proclaim the month of
MARCH 2021

as

‘SHADOW PANDEMIC AWARENESS MONTH’
within the Town of Sudbury.

Sources for Shadow Pandemic Awareness Month Proclamation Content

- Commonwealth of Massachusetts, “Domestic Violence Awareness Month Proclamation,” October 1, 2017
- Time Magazine, “Domestic Violence is a Pandemic within the COVID-19 Pandemic,” February 3, 2021
- UN Women, “Violence Against Women and Girls: The Shadow Pandemic,” April 6, 2020
- White Ribbon, “Annual Report,” 2020

SELECT BOARD

Janie W. Dretler, Chair

Daniel E. Carty

Jennifer S. Roberts, Vice-Chair

Charles Russo

William J. Schineller