

SUDBURY SELECT BOARD
TUESDAY APRIL 27, 2021
6:30 PM EXECUTIVE SESSION
7:00 PM OPEN SESSION

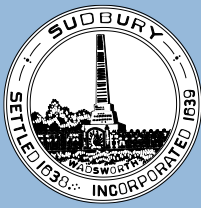
Please click the link below to join the virtual Select Board Meeting:
<https://us02web.zoom.us/j/360217080>
 For audio only, call the number below and enter the meeting ID on your telephone keypad.
 Call In number: **978-639-3366** or **470 250 9358**
 Meeting ID: **360 217 080**

Item #	Time	Action	Item
	6:30 PM		CALL TO ORDER
EXECUTIVE SESSION			
1.		<i>VOTE</i>	Vote to enter executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).
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 on items not on agenda
MISCELLANEOUS			
3.	7:15 PM	<i>VOTE</i>	Vote to open a joint meeting with the Commission on Disability to review results from ADA Assessment. Representatives from IHCD also attending.
4.	8:30 PM	<i>VOTE</i>	Vote to close joint meeting with Commission on Disability and resume Select Board meeting.
5.	8:30 PM		Town Meeting Planning, Communication, and Public Education - update from Town Manager
6.	8:45 PM		Discussion on Town Manager evaluation and 360 assessment.
7.	9:15 PM	<i>VOTE</i>	Vote to establish Town Manager Evaluation subcommittee. Also, vote to appoint Board members Daniel Carty and Charles Russo to this subcommittee for an indefinite term.

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.	9:30 PM		Recusal discussion
9.	9:45 PM		Discuss topics to be assigned for the Spring 2021 Select Board Newsletter.
10.	10:15 PM	<i>VOTE</i>	Review open session minutes of 3/23/21 and 4/6/21 and possibly vote to approve minutes.
11.			Upcoming Agenda Items
12.			Citizen's Comments (cont)
CONSENT CALENDAR			
13.		<i>VOTE / SIGN</i>	Vote to accept and execute the Conservation Restriction from Jo-Ann L. Howe to the Town of Sudbury, acting by and through its Conservation Commission, pursuant to M.G.L. Ch. 184 Sec. 32 for a 0.33-acre portion of the property located at 38 Birchwood Avenue, shown as a portion of Assessor's Map F04, Parcel 0427, to maintain the Premises predominantly in its natural state in perpetuity.
14.		<i>VOTE</i>	Vote to appoint Janet Cowan, 25 Adams Road, to fill a vacant position on the Sudbury Housing Authority as an interim appointment through the start of Ms. Cowan's elected term, which will begin at the conclusion of 2021 Annual Town Meeting.
15.		<i>VOTE</i>	Vote to accept a \$2,800 donation from Mary Ellen and Stewart Hoover to the Sudbury Health Department and Social Work Office Single Mothers Scholarship Fund.
16.		<i>VOTE</i>	Vote to approve for FY22 the annual or renewal DPW contracts awarded and previously approved for FY21 or to be awarded in FY22 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.
17.		<i>VOTE</i>	Vote to approve the Town Manager appointment of Randi Korn, 21 Pine Ridge Road, to the Commission on Disability for a term ending 5/31/24.

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, April 27, 2021

EXECUTIVE SESSION

1: Exec session to review minutes

REQUESTOR SECTION

Date of request:

Requestor: 30 min

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

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

Background Information:

- 3 drafts : 10/2/18 approved...ok to release?
- 10/30/18 for review/approval/release
- 12/17/19 for review/approval/release

Financial impact expected:

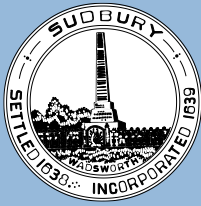
Approximate agenda time requested:

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

04/27/2021 6:30 PM



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

EXECUTIVE SESSION

2: Vote to close executive session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close executive session and resume open session.

Recommendations/Suggested Motion/Vote: Vote to close executive session and resume open session.

Background Information:

Financial impact expected:

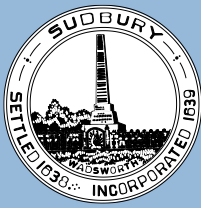
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/27/2021 6:30 PM



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

3: Joint meeting with COD

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to open a joint meeting with the Commission on Disability to review results from ADA Assessment. Representatives from IHCD also attending.

Recommendations/Suggested Motion/Vote: Vote to open a joint meeting with the Commission on Disability to review results from ADA Assessment. Representatives from IHCD also attending.

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

04/27/2021 6:30 PM



Town of Sudbury ADA Transition Plan

April 27, 2021
David West, Project Manager
Meghan Dufresne, Project Manager



Institute for Human Centered Design

www.HumanCenteredDesign.org

Agenda

- ✓ Brief Overview of IHCD
- ✓ Self-Evaluation and Transition Plan Overview
- ✓ Built Environment Findings
- ✓ Policies and Procedures Findings
- ✓ Questions

www.HumanCenteredDesign.org

Institute for Human Centered Design



A 43 year old international education and design non-profit dedicated to enhancing the experiences of people of all ages, abilities and cultures through excellence in design.



www.HumanCenteredDesign.org

What IHCD does to meet that mission. . .

in the US and globally

- Education & Training on Accessibility and Inclusive Design
- Technical Assistance
- Consulting on Accessibility and Inclusive Design (physical + digital)
- Design Services (physical + digital)
- Research - Contextual Inquiry with "User/Experts" in-situ (physical, digital, service)

www.HumanCenteredDesign.org

- Design powerfully and profoundly influences everyone and our sense of **confidence, comfort, and control.**

2 Core Ideas...

- Design matters most at the edges of the spectrum; if it works there, **it works better for everyone.**



Institute for Human Centered Design Technical Assistance

New England  Center

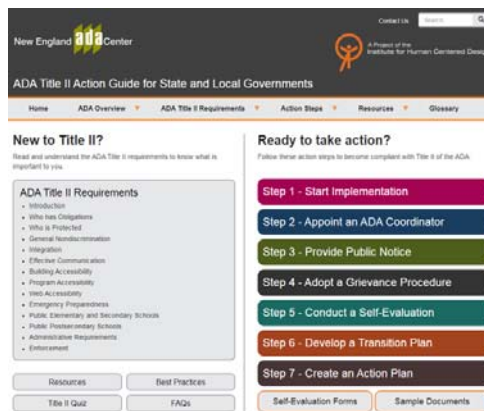
One of ten national centers providing information, guidance and training on the Americans with Disabilities Act.

800-949-4232 v/tty



www.HumanCenteredDesign.org

ADA Title II Action Guide for State and Local Governments



www.HumanCenteredDesign.org

ADA Self-Evaluation Process

Evaluated a representative set of facilities and outdoor properties
(for ADA and state accessibility code compliance)

+

Reviewed Town policies and procedures for “program accessibility,” the primary obligation of public entities under the ADA

ADA Transition Plan

A capital planning and budgeting tool created from the set of required corrective actions identified in the Self-Evaluation process.



Program Accessibility Standard

- Ensure that each program, service and activity, when viewed in its entirety, is accessible to people with disabilities.
- Does not necessarily require a public entity to make each of its existing facilities accessible.
- Does not require a public entity to take any action that it can demonstrate would result in undue financial and administrative burdens.



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Integrated Setting

The conceptual heart of US accessibility requirements for equal participation:

- Individuals with disabilities must be integrated to the **maximum extent** appropriate.
- Separate programs are permitted where necessary to ensure equal opportunity. A separate program must be appropriate to the particular individual.
- Individuals with disabilities **cannot be excluded** from the regular program, or required to accept special services or benefits.



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Strategies for Facilities

3 strategies to ensure access to **programs, services and activities**:

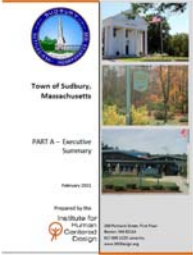
- Relocation of programs, services and activities **within the current facility**;
- Relocation of programs, services and activities **to another facility**;
- **Renovation of the facility** to ensure access to programs, services and activities.



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Deliverables

DRAFT for Review and Feedback




Self-Evaluation Report

+



Transition Plan Database




Institute for Human Centered Design

Attachment3.a: Final Sudbury Presentation 04.22 (4518 : Joint meeting with COD)


Draft Building Report

- ✓ Basic information about the building including the location of entrances and exits, vertical circulation, and programs located at each facility.
- ✓ Key accessibility issues.
- ✓ Order of Magnitude Cost Estimates (Material only – no labor, design, or unforeseen conditions or overhead).

Loring Elementary School



Town of Sudbury
ADA Transition Plan
January 2021

 Institute for Human Centered Design

300 Professor Street, Boston, MA 02114
www.IHCDesign.org | 617.465.1200 ext. 100
617.465.1200 ext. 100

Prepared by the Institute for Human Centered Design - www.IHCDesign.org

Background

The Loring Elementary School is located at 80 Shattuck Road. The school is currently in the process of a major renovation project. The school is currently in the process of a major renovation project. The school is currently in the process of a major renovation project.

Key Accessibility Issues

Accessibility issues with parking include lack of a sign with the number of accessible spaces, lack of an accessible parking space, and lack of an accessible parking space at the parking lot entrance.

Cost Estimate

Accessibility issues with parking include lack of a sign with the number of accessible spaces, lack of an accessible parking space, and lack of an accessible parking space at the parking lot entrance.



Draft Building Catalog

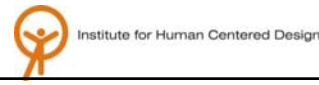
The Building Catalog is a database of records of each building element that is noncompliant with regard to one or more applicable accessibility standards.

Each record in the catalog contains:

- ✓ A photograph
- ✓ Floor and location information
- ✓ List of issues, with measurements (if applicable)
- ✓ Possible remedies
- ✓ Cost estimate (if applicable)




ID	Description	Location	Issue	Cost Estimate
1
2
3




Attachment 3.a: Final Sudbury Presentation 04.22 (4518 : Joint meeting with COD)

Municipal Building List




Town Hall

1. DPW Offices and Garage
2. Fairbank Community Center
3. Fire Station 1
4. Fire Station 2
5. Fire Station 3
6. Flynn Building
7. Goodnow Library
8. Hosmer House
9. Loring Parsonage
10. Parks and Ground Building
11. Police Department
12. Town Hall
13. Transfer Station




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Municipal Building Issues



Parks and Grounds Building Lacks Ramped Entry


Parking
Lack of a required accessible parking space, lack of or noncompliant signage, a missing or noncompliant access aisle, and lack of a curb ramp at the accessible spaces.



Loring Parsonage Service Counter


Exterior Accessible Routes
Lack of or noncompliant accessible routes at multiple locations including noncompliant ramps.

Service Counters
Service counters are located higher than allowed or are otherwise noncompliant at Fairbank Community Center, Fire Station 1, the Flynn Building, the Hosmer House General Store, Loring Parsonage, Town Hall and the Transfer Station.




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Municipal Building Issues (Cont.)



Flynn Building 2nd Floor Toilet Room




Police Department Accessible Holding Cell

Assembly Areas
The meeting room in the Police Station and the large meeting room in the Flynn Building lack an assistive listening system (ALS).

Toilet Rooms
Lack of accessible toilet facilities on the second floor of the Flynn building. Toilet room renovations are also required at the DPW Offices, Fire Department 1, Goodnow Library, Police Station, Town Hall, Transfer Station, and the Parks and Grounds building.


Signs
Lack of compliant egress signage at most facilities.

Facilities for Detainees
The accessible holding cell lacks ligature-resistant grab bars. The shower lacks ligature-resistant grab bars and has controls located higher than allowed).




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Enhanced Usability




Police Station Podium




Flynn Building Sloped Walkway

- Recommend providing an adjustable height podium with knee and toe clearance (Police Station, Goodnow Library, Town Hall, etc.).
- Recommend providing a drop-off area in the driveway of Hosmer House.
- Recommend providing signage with raised characters and braille on the latch side at doors to permanent rooms that lack signage.
- Recommend providing edge protection on the side of the sloped walkway to the accessible entrance (Flynn building).




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School List




1. Curtis Middle School
2. Haynes Elementary School
3. Loring Elementary School
4. Nixon Elementary School
5. Noyes Elementary School


Noyes Elementary School



School Issues



Curtis Middle School Shower




Nixon Elementary School Sink

Exterior Accessible Routes
Lack of accessible routes at the school exterior and to outdoor amenities such as playgrounds and the boundary of sport activity (Loring School, Noyes School, etc.).

Dining or Work Surfaces
Accessible dining or work surfaces are not provided in dining areas or in at least one of each type of classroom per grade including unique rooms (art rooms, science labs, etc.).

Toilet, Shower and Changing Rooms
Lack of fully compliant single-user toilet rooms, accessible toilet compartments, changing rooms and showers (Curtis Middle School for changing room and showers).

Sinks in Classrooms
Sinks in many classrooms lack toe and knee clearance and have exposed plumbing.



Enhanced Usability – Schools



Bleachers at Noyes School



Playground Gate at Nixon School

- When bleachers are replaced in the gymnasium, purchase bleachers with integrated accessible seating (Noyes School).
- Recommend providing accessible signage on the latch side of the door at all permanent rooms that lack signs (Curtis Middle School, Nixon Elementary School, Haynes Elementary School, Loring Elementary School, Noyes School, etc.).
- Add color contrast strips to stair treads on interior and exterior stairs to improve visibility.
- Recommend providing a 10" high solid surface (kick plate) on the push side of the gate to the playground (Nixon Elementary School).



Featherland Park

Park List

1. Broadacres Farm
2. Camp Sewataro
3. Davis Field
4. Featherland Park
5. Feeley Field
6. Grinnell Park
7. Haskell Field
8. Heritage Park
9. Playground at Horse Pond Road
10. Ti-Sales Field
11. Willis Lake Access



Park Issues



Haskell Field Bleachers

Accessible Routes to Areas of Sport Activity

Lack of an accessible route to the boundary of all areas of sport activity and to team and spectator seating. Also, lack of an accessible space at team and spectator seating.



Feeley Field Women's Toilet Room

Picnic Tables

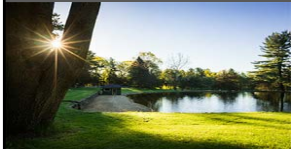
Lack of at least one (1) accessible picnic table located on an accessible route in each park picnic area (Willis Lake Access, Playground at 59 Horse Pond Road, Haskell Field, Feeley Field, etc.).

Toilet Rooms

Lack of fully accessible single-user toilet rooms or accessible toilet compartments in multi-user toilet rooms (Broadacres Farm, Camp Sewataro, Featherland Park, Feeley Field, etc.).



Enhanced Usability – Parks



Camp Sewataro



Featherland Park

- Recommend providing a 36" min. x 48" min. stable, firm and slip resistant clear floor space alongside park benches when benches are provided so that a person using a wheelchair, other wheeled mobility device or a rollator with a seat can sit shoulder-to-shoulder with a person seated on the bench.
- Recommend following provided guidance for marking accessible parking spaces on unpaved surfaces from the Massachusetts Department of Conservation and Recreation (DCR) Pocket Guide.
- Recommend, when picnic tables are provided, providing a 48" wide min. stable, firm and slip resistant route around all sides of at least one accessible picnic table in each picnic area that is also located on an accessible route.




Policies + Procedures

Designation of an ADA Coordinator – Assistant Town Manager Maryanne Bilodeau in the Human Resources department is the ADA Coordinator for employment. Facilities Director William Barletta is the ADA Coordinator with regard to Town facilities. Town Manager Henry Hayes, Jr. handles special requests and Town-wide concerns.

Notice of Non-Discrimination Policies – lack of a uniform policy regarding posting of the ADA Nondiscrimination Notice. Need to standardize and include the Notice in public materials, on the website, at public buildings, etc.


Grievance Procedures – provided for Town employees in handbook. Clarify procedures for members of the public, include a review process that allows for appeal, and provide a direct link to public grievance procedures on the Town’s homepage.

Reasonable Modification of Policies, Practices, Procedures – ensure Town employees can provide information to members of the public about the process of requesting reasonable modification of policies when appropriate, ensure the form for requesting a reasonable modifications of policies is on the Town’s website, and state the commitment to provide copies in accessible formats upon request.




Effective Communication


- Recommend a training by IHCD’s New England ADA Center for all front-line staff on effective communication.




Best Practice Examples 1




Noyes School,
Adjustable table




Noyes School,
Sink




Noyes School,
Playground surface




Noyes School,
Equality sign




Noyes School,
Exterior stair handrails




Loring School, Ramp




Best Practice Examples 2




Loring Elementary School,
Accessible lockers




Curtis Middle School,
Contrast on stair treads




Curtis Middle School,
Stairwell signage




Haskell Field
Poured-in-place rubber surface




Fairbank Community Center
Accessible picnic tables




Haynes Elementary School
Adjustable shelving



Best Practice Examples 3



Haynes Elementary School,
Individualized fold-down learning spaces



Haynes Elementary School,
Variety of swings




Fairbank Community Center,
Recessed floor mat



Question 1

- General advice on planning/prioritizing:
 - Excel sheets break down priorities by issue:
 1. Program Access or Safety
 2. Navigational Issue
 3. Additional Access
 4. Enhanced Usability
 - Consideration should be focused on amount of public use, public programs and public feedback.
 - Excel sheets allow for sorting and door hardware, signage, work surfaces and other items that could be purchased in bulk.



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Question 1 (Cont.)

- From public feedback and feedback from the Commission of Disability some important areas of focus should be:
 - Town policies and procedures, and letting the public know where to turn for help or information.
 - Effective communication.
 - Accessible documents including PDFs and fillable forms that can be readable by screen readers.
 - Clearly announcing meetings and letting the public know how to request an accommodation and who to contact in order to do so.

Note: IHCD's New England ADA Center can provide training on effective communications.



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Question 2

- Should ADA improvements at schools come out of the Town or the school budget?
 - The source of funding for accessibility improvements is entirely at Sudbury's discretion.



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Question 3

- Should the Town prioritize multiple less expensive projects or fewer more costly projects?

There is no single answer to this question. IHCD recommends considering:

- the cost and available resources both in terms of available or planned funding and with regard to staff expertise that could be drawn upon to correct an issue;
- if the program in question is also already available at an accessible location;
- the extent of public use an accessibility issue receives or will receive once corrected;
- public feedback including expressed interest in or concern about an issue;
- if the issue poses a significant safety risk if not addressed.



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Question 4

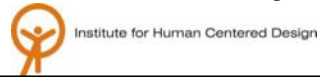
- Regarding received feedback about Willis Lake:
 - IHCD recommended providing an accessible picnic table located on an accessible route because an inaccessible picnic table was present. IHCD felt that adding an accessible picnic table would maximize access. The town could also choose to remove all picnic tables.
 - IHCD suggested providing an accessible portable toilet located on an accessible route. This suggestion was included in the Best Practice or what we sometimes call enhanced usability category. Since no portable toilets are currently provided, the accessible portable toilet is not required. It was merely a suggestion that we thought might benefit all users of Willis Lake.



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Question 5

- **Flynn Building Employee Offices:**
Is the inaccessibility of employee office areas covered under the ADA Transition Plan?
 - No. Employee work areas are not covered. An employee would need to request a reasonable accommodation under Title I of the ADA.
 - The Town would need to determine if it makes sense to renovate the space or relocate the employee to an accessible space.
 - Under the ADA, an employer has to provide reasonable accommodations to qualified individuals unless doing so would cause undue hardship (significant difficulty or expense).
 - Accommodations could include: modifying work schedules, job restructuring, accessible work equipment such as a desk with knee clearance, and renovating facilities.



Thank you!

Any Questions?



16 emails-----

Dear Sudbury ADA Coordinators,

My name is Robert Roussel and I reside at 78 Willis Lake Drive. My house is adjacent to the Willis Lake beach access and Milley memorial and so I have some perspective as a daily observer and user of that beach that I hope you will find of value and will consider.

There are a number of proposals in the ADA proposal for Willis lake that are not practical or advisable. I appreciate that the proposal team has based their recommendations on their observations of the site. I also appreciate the law and sentiment behind accessibility. I both work with and am related to individuals with physical liabilities. However I think that the recommendations do not make sense when the site is evaluated as a dynamic and active site versus a static site.

The access beach is small and widely used by boaters. The space needed for the trucks and boat trailers to maneuver the small beach is a challenge and the beach becomes quite crowded. If the dedicated parking space with loading buffer was to be added to that small beach, I believe that the movement of boats in and out of the water would become extremely difficult and would limit the use of the beach for that purpose.

Adding an asphalt patch to the fieldstoned area by the memorial Rock is ridiculous. Beyond creating an eyesore and something that will have to be maintained, it makes no sense considering the proposal admits that the path to the memorial rock will not be able to be engineered to allow for the mobility impaired to get to it.

The addition of an accessible toilet or port o john is an incredibly bad idea. While the beach has been blissfully quiet these last few years, that was not always so. No more than 5 years ago it was a popular party spot for young people and drinking and campfires were a daily occurrence. That toilet will get vandalized. Just today, as I write this message, I saw a story that another portable toilet in town had been set on fire.

The plans for the picnic tables with dedicated pad don't reflect reality and the use of those tables. First, the town did not provide them. Those tables were donated by private citizens in the neighborhood. Those tables are continually moved around. Sometimes to accommodate the boaters as I described earlier. Sometimes in the winter to move them on the ice for skaters. Sometimes just to get them in the sun or move them to shade.

If you would like to discuss this in more detail then I'd be happy to speak with you. Thank you for considering my comments.

1. What role most adequately describes your association with the Town and the representation you are providing?

I vote. I also attend transportation meetings, and though I'm not a member, I feel I give valuable feedback to the committee..

2. Do you participate in programs, services, activities or events offered by the Town?

Yes. I was in the low vision support group at the senior center when it was open. I also receive services from the senior center with a phone buddy once a week, a call from someone from the senior center low vision support group once per month, I attended a tai chi class as well as a singing group there too. I also am on the Uber beta program that Ana Christina Oliveira set me up with. I also attend town .meetings

3. Do you know who to contact if you need assistance, have a concern or complaint, or need an accommodation to access a facility, service, or event?

I call the senior center and ask if they can help. I also deal with people from the transportation committee like Dan Carty or Adam Duchesneau. I am also in touch with Kay Bell who leads the Commission on Disabilities.

4. Have you ever requested an accommodation for a disability from the Town?

Yes, for town meetings because I'm visually & hearing impaired; and yyes for accessible attachments from the transportation meeting, as well as for accessible PDF's.

5. Was your accommodation provided?

Yes for town meetings if I bring a sighted guide, and no if I go alone.

No with accessible attachment format for transportation meeting. I was told that I could see it hanging at town hall, so how would I get there??? Totally apatheticresponse!

6. Is the attitude of Town staff towards persons with disabilities generally helpful, supportive, positive, and proactive in solving accessibility issues?

Sometimes, depending on situation.

7. Do you know who the designated ADA Coordinator is for the Town?

No!

8. What do you feel should be the Town's highest priority to improve accessibility for persons with disabilities? (i.e. – improvements to accessing public facilities, providing specific hearing and visual aids for events and public meetings, providing more accommodations for persons with disabilities, etc.) All of the above and accessible PDF's for people using screenreaders on their PC, i.e. the senior center newsletter is totally inaccessible on the PC, because the words have no spaces between them,

making it difficult to hear what it says, short of typing one letter at a time to spell it out. It's horrible if you are also hearing impaired! On the iPhone, certain words with "tion" are mispronounced with voiceover screenreader.

As far as accessibility to public places, a lot of work needs to be done in the senior center and parks like Sewitero

As far as transportation goes, the committee is anxious to get Uber up & running which is great only if you don't need a consierge because a person may be too disabled or elderly (dementia) to handle that, and if people drag their feet to make it accdcessible, that part of the population would feel descriminated against and rightfully so!

ADA Coordinators, IHCD professionals, Select Board Liaison to the COD, and COD Chair,

I am forwarding this message received from a town resident to **reiterate** that the survey does not meet the standards of effective communication. I believe all will agree that a survey intended to elicit meaningful input related to accessibility from the community **should be accessible**.

Please read and understand the important feedback this community member is offering.

I am involved in the outreach effort the Commission on Disability is making to promote participation in community input. I included COD contact information which this person used to ask for help. I will assist this community member personally to find an avenue that works for them to have an equal voice in this important process.

----- Forwarded Message -----

Subject:survey help needed

Date:Sun, 11 Apr 2021 20:57:59 -0400

To:disability@sudbury.ma.us

Hello:

I don't understand some of the questions, I'm blind & use a screen reader and the PDF with Microsoft Word 2010 is totally jumbled with no spaces between words. I've complained about this in

non town related situations to no avail. It's easier to type using Word than the iPhone PDF which is better.

I can be best reached on the phone evenings or early afternoon.

Thank you.

From: Town Manager <TownManager@sudbury.ma.us>

Sent: Friday, April 9, 2021 1:33 PM

Cc: ADA Coordinators <ada@sudbury.ma.us>; Town Manager <TownManager@sudbury.ma.us>

Subject: Sudbury Americans with Disabilities Self Evaluation/Transition Plan and associated surveys - by/on 14 April 2021

Good day all: I am writing today to respectfully request that you consider **sharing information** with those in your circles of influence and access **related to the Town of Sudbury Americans with Disabilities (ADA) Self Evaluation/Transition Plan and associated surveys**. We are **trying to reach residents from every portion and representation** in the Town.

We put together some relatively easy surveys to be considered by all of our Sudbury residents. Responses can be as elaborate or pointed as desired. **The forms available can be used, or a simple email can be sent to**

our Sudbury ADA Coordinators: Henry Hayes, Jr., Maryanne Bilodeau and Bill Barletta at ada@sudbury.ma.us by Wednesday, April 14.

<https://sudbury.ma.us/townmanager/2021/04/09/ada-evaluation-and-transition-plan/>

Town of Sudbury residents, members of organizations assisting persons with disabilities and Town staff are invited to complete a Community Input Survey which addresses accessibility of programs, services, activities and events offered to the public. Please see "Community Input Survey" section below for details. **The survey / comments are due by April 14, 2021**.

On **Tuesday, April 27, 2021** the [Institute for Human Centered Design](#) (IHCD) representatives will attend the [Select Board meeting](#) to present the comments and feedback received from the community in response to the Draft ADA Self-Evaluation Plan.

Respectfully, Henry

Henry L. Hayes, Jr. (he, him)

Town Manager

Town of Sudbury

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.

I do not see information in the notice for the upcoming meetings telling community members how they may request accommodations.

1. Are the notification for these meetings delivered so that community members with vision impairments can read them?
2. Will the meetings you are announcing be captioned so that community members with hearing impairments can participate?

I also would like to know why the notification for the first meeting is coming with less than a week of notice? Short notice provides very little opportunity for community members to learn of these important meetings, to prepare, and to assure their calendars are clear so they can attend.

I look forward to hearing from you at your earliest convenience.

Dear Sudbury ADA Coordinators Henry Hayes, Jr., Maryanne Bilodeau and Bill Barletta:

After reading the ADA Evaluation and Transition plan DRAFT for Willis Lake Access, I implore you to reject the recommendation to provide a portable toilet on the access route to Willis Lake at the beach level.

As stated directly in the plan document, a portable toilet is not required in the standards.

In addition, a portable toilet at this location would mar the natural environment and unspoiled beauty of this site.

The presence of a toilet would also invite negatives such as stench and filth at this popular spot in the Pine Lakes neighborhood. Furthermore, a toilet at this family recreation area would invite public drinking, especially after dark when under-aged drinkers look for such conveniences.

Please remove the porto-potty recommendation from the Willis Lake Access ADA Evaluation and Transition Plan DRAFT.

Thanks for all your work on the topic.

I have a couple of observations re: Flynn Building –

The focus is mainly on handicapped access for the public, not employees, correct? I don't know if the consultants toured inside the offices but I doubt our maze of doors, nooks & crannies is compliant. Would this not be addressed due to expense unless an accessibility issue for an employee arose and then reasonable accommodation would be made?

I've always found it interesting that the only Braille signage in the building I know of you would have to be very tall to utilize – Staff Only sign above the Mail Room door!

A few thoughts from me below on the ADA Transition plan. These are the questions I kept in reserve last night, as they are more about implementation. I don't need answers from you before our next meeting with IHCD, but wanted to give you advance warning. Any of these that you want to pass along to IHCD, CoD, Dept. Heads, etc. and have answers prepped in advance for our next meeting would be great.

IHCD advice sought:

- General advice from IHCD on planning/prioritizing funding.
- Should ADA improvements at schools come out of Town or school budget?
- Recommendation to go one project at a time, or make bulk purchases when possible (e.g., signage, work stations, etc.)?
- Advice on whether to prioritize multiple, less expensive projects, or fewer, more costly projects?

Thoughts from Town Staff sought:

- Deeper dive on Feeley Field improvements and how much of the ADA improvements are captured in the CPC project? Phase I probably is past the point of changes, but can we roll ADA improvements into Phase II?
- BFRT implications for Featherland & Broadacres & Ti-Sales Park – can MassDOT pay for ADA improvements in these locations as part of BFRT? Can/should we design BFRT to include these features to get MassDOT funding?
- What is a reasonable annual budget for ADA improvements to buildings? \$20,000 for minor projects (big projects aside)?
- Can DPW add slope/ramp improvements? Do we have this capability in-house?
- ADA improvements in schools from municipal budget or school budget?
- Can any of these ADA improvements be captured by department-level capital budgets (e.g., can Chief Nix capture ADA improvements to the police station in his capital budget)?

- Looking at \$1.5 million - What do we bid out, or handle internally, or do we hire additional capability to accomplish these tasks and then be additional resources going forward past the ADA projects?
 - Funding: OVERRIDE vs. annual budgeting vs. grants?
-

Henry, Dennis, and Maryanne,

In regards to email below, I offer the following.

Accessibility:

- In the slip lane used from Hudson Road to Concord Road (heading south), we could add pedestrian indicators at the crosswalk, however we would have to provide the infrastructure to stop vehicles at the crosswalk when the push button is activated. Current design standards would require two indications on this lane – likely one on a post on the private property across from the lane. Sight distance approaching the lane could be an issue, so an overhead signal is likely to be necessary. Considering that you have decorative signal infrastructure, this could be expensive, say \$50,000 +/-
 - Or for short money, we could add pedestrian crossing warning signs as a safety improvement without significant cost.

Parking:

- Parking does not seem to be a very viable option at this point, as there is no easily accessible points from the roadway given the continuous stone walls around the park. Any alterations will be a significant cost as it would involve removing/replacing stone walls and irrigation, excavation, paving, relocating walkways and paths, etc.

Bench:

- We could relocate an existing bench from another location on site. However we need guidance on exactly where and how the bench shall be installed to meet all the ADA requirements.

Hope this helps.

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

Date: 3/5/21 10:29 AM (GMT-05:00)

Subject: Comments RE: ADA Evaluation for Grinnell Park

Hello Maryanne

We were invited to attend the Park and Recreation meeting held this past March 1st. We are the Thursday Garden Club of Sudbury, we plant and maintain Grinnell Rock Garden and the Triangle at Hudson Rd and Concord Rd. Just to clarify- Grinnell Rock has 2 gardens- one is the WW1 Memorial and the other side is Blue Star Memorial Garden. The Blue Star is a Memorial Garden to All Veterans Male and Female in All Wars. We want to Thank Chris Felt for All his help and support. He helps us with waste removal and tree maintance. We are Very grateful for the new watering system at Grinnell Park.

At the meeting it was suggested we reach out to the Town regarding our thoughts on the proposed work in the parks.

A lot of what is listed is very good. The walk way accessibility, grading and a light or signage for the road from Hudson to Concord Rd is a big safety issue. When working the gardens at the triangle of Hudson and Concord Rd, we the gardeners, have to be Extremely careful. It is dangerous.

Regarding the benches in Grinnell. If a bench could be added to view the Blue Star Memorial Garden that would be very nice. It would face east looking at the flag pole.

Since this is a War Memorial Garden is there any possibility for parking? I know this discussion has come up many times. Its just such a long distance for Veterans to come to view the park and gardens.

We Thank Chris Felt for his continued support and help in maintaining these Town Gardens.

Thank you

Hosmer House ADA Compliance Survey

1. External Access Route: No Comment
2. External Access Route: No Comment
3. External Access Route: Drainage issue must be addressed
4. External Access Route: Bushes and shrubs can be relocated to address concerns
5. Entrance: Periodic installation and removal of portable ramp will require Town assistance.
6. Entrance: Door width cannot be widened due to historic significance.
7. Entrance: Door Hardware is historically significant.
8. Means of Egress: No Comment
9. Means of Egress: No Comment
10. Interior Access Route: Furniture could be moved to accommodate requirements.
11. Interior Access Route: See #10.
12. Interior Access Route: Doorway width cannot be altered.
13. Interior Access Route: No Comment
14. Interior Access Route: Photographs could be provided as suggested.
15. Doors, Doorways & Gates: Alterations will threaten historic significance.
16. Doors, Doorways & Gates: Mat can be removed.
17. Doors, Doorways & Gates: See #12.
18. Doors, Doorways & Gates: No Comment.
19. Service Counter: A compliant table can be provided.
20. Toilet: Cannot be enlarged due to impact to historic house interior.
21. Garden Path: Bench can be moved to meet requirements.
22. Living Room: No Comment
23. Garden Path: Additional signage can be provided.
24. Back Hallway Exit: Historically significant Stairs.
25. General Store Entrance: No Comment
26. General Store Entrance: No Comment
27. Driveway: Drop off should be addressed.

28. Town Hall Lower Lot: Agree.

Hoping the easing of the season is feeling good for you.

Your welcome, of course, on the participation in the survey. I have a concern, though (always something, isn't there?) , that the survey starts with the implication that a participant has the option to be anonymous in their response.

Clearly, the way that this survey is set up, by email attachment delivery, there can not be real anonymity. Perhaps some verbal adjustment is needed at the top of the survey.

Participation in surveys is typically improved if true anonymity is available. That's a bigger lift because a different technological approach would need to be employed.

I'm grateful that there is some form of survey option. I hope for useful responses that will boost the effectiveness of the Self Evaluation.

Dear Sir/Madam

Enclosed is my survey response. Because there was limited space, I wanted to send a quick email to follow up with a few ideas I had regarding accessibility in Sudbury.

I want to first state that we moved to Sudbury earlier this year from a neighboring town. I have a child with a physical disability, so we often visited the playgrounds in Sudbury. We decided to move because we wanted to live in a place where our children would feel invited, loved, and accepted. And, in our minds from visiting the playgrounds, Sudbury was a town that believed all our children are equally important. It is incredible to not only have one playground but five in town where all members of our family feel invited. Thank you to everyone who was part of that project.

I truly believe that Sudbury is in many ways a "model town" at least when it comes to ensuring all children can play. We are frequent visitors to all the inclusive playgrounds, and you can tell how much planning and thought took place. We use these playgrounds to play and meet friends as well as places to do therapy. ADA does not go to the extent that my child needs to play on the majority of playgrounds in Massachusetts. I am so thankful that Sudbury decided to go above and beyond to include all kids of all abilities. My encouragement would be for Sudbury to write a document of standards and preserve the work and make what was created the "new baseline" in regards to the playgrounds in town. That way in 15-20 years when these playgrounds need to be replaced or updated, it will ensure something will go in its place as inclusive and as accessible as the current equipment.

I have emailed with Kristen Drummey at Sewataro who has been so fantastic. I know this came up in the report and Sewataro is newly owned by the town, but accessible parking within the camp would be very helpful to families as well as future paths to some of the already accessible structures like the tree house. I also emailed Kristen an idea to perhaps offer programming in the spring or summer for adaptive and/or inclusive sports like rock climbing or using the obstacle course. I know that adaptive climbing is so beneficial to children who have cerebral palsy, anxiety, and other disabilities. Not only does it help with

strength but confidence and self esteem. Could the town in a few years invest in adaptive equipment and training to offer an inclusive or adaptive program for kids in Sudbury and neighboring towns?

The town has a terrific snow shoe rental program that we benefited from this winter. Another great thing to offer families would be sleds so families can either sled together or snow shoe with a member of the family being pushed in a sled. Equipment for family members is so expensive, so being able to rent a Kettler Comfort Sled, for example, could enable families more accessibility in the snow.

Town sports have also been so willing to work with families. I am however wondering if there is a way to offer coach trainings on how to include children with chairs, canes, and walkers as well as children who may have auditory processing disorder, etc. I know that high school students have volunteer hours. For example, could there be a student volunteer program that helps children as an "aide" or "assist" so the child can engage more fully with a town sport team. For example, my son will be turning three years old in August. He loves soccer and tee ball, and I hope he can join one of the leagues when he is older. He may not have the motor planning to be able to walk on a grass field independently, but he is able to play when I hold his hand and give him support in balancing. Or, if a child is hard on hearing. Perhaps they need someone to repeat at a closer distance coach directions on drills so they can lip read. Is it possible when you sign up for a town sport to check if your child may need an assist so they can better participate on the field?

These are just a few ideas on how programs may be more accessible.

We have been so impressed with everything Sudbury has done and continues to do and are so happy to be members of this community.

I was surprised to see that the typeface in this survey went from small to infinitesimal when I filled in the "short essay" answers.

I hope to see survey methodology published with the results (how answers are limited to Sudbury residents or those with Sudbury connections; how duplicate submissions are avoided; and so on.)

Thank you for your willingness to accept public input.

I appreciate the opportunity to weigh in on the town's ADA evaluation. However, this link to a PDF does not work on an iPhone, or on a Mac without the installation of extra software. It's hard to believe a survey about accessibility could be so...inaccessible? I was going to forward it to a group of friends in town, but don't want to burden them with this same issue (and asking them to follow steps to download, print, scan, attach and email is just a non-starter).

It's a very simple process to make a Google Form that submits replies to a spreadsheet, or make a data-collection form in HTML, or use FlashVote, or apps like Doodle or SurveyMonkey. I'm hoping this was some kind of oversight and a properly working form can be provided?

And while I'm giving input - asking respondents to list town programs they may have used or accessed without providing examples is also tough. I've lived here 15 years; I'm sure I use town services - but I can't think of what you might have in mind with that question so don't know what to put.

I'm glad that the town is conducting this process and as I said, appreciate the opportunity to weigh in. It seems the barriers to doing so are a bit high though, so I'm hopeful they can be addressed.

Thanks for your consideration,

Today, at our public meeting, the Council on Aging discussed the ADA Self-Evaluation report as it applied to the current Fairbank Community Center facility, and asked me to furnish comments on the report. In view of the fact that a new Fairbank Community Center will be constructed to replace the current Fairbank facility, and that the new facility is presently estimated to be open for town use in less than three years, it was the consensus of the COA that only those line items of the ADA Self-Evaluation report dealing with safety concerns and emergency exit signage at the current Fairbank facility should be addressed for mitigation. It was the consensus of the COA that any other ADA mitigation activities at the current Fairbank facility would not be cost effective at this time.

I was just reading the plans for '**Willis Lake Park**'! REALLY???? \$1400 for '1' picnic table? Signs directing 'visitors'? This is a neighborhood, not a destination!! Our roads will not deal with the traffic this will invite and our children will be the ones to suffer...cars flying in and out, 'visitors' taking up the neighborhood beach, boats trying to maneuver our narrow, winding streets, fishing hooks and trash being left behind for the residents to clean up...need I go on??? They fly in and out of here already, without regard for our safety! I can't even imagine what it will be like after they put us on the map!!! Funny how we went from being the armpit of Sudbury to a 'destination'!!

Good Afternoon Mr. Hayes, Town Manager, Select Board, and Commission on Disability,

I went to look for the ADA Self Assessment public comment survey today, after hearing about it at a recent meeting. I'd like to give you some feedback.

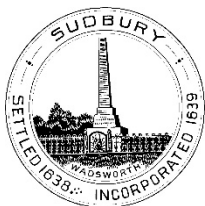
This process for public comment sucks, for lack of a more polite word. It will be a huge deterrent and is very inaccessible to many people with disabilities!! Lots of people don't know how to fill out pdf forms. The many steps required to then submit the form are ludicrous. It is cumbersome and needless to do it this way! The survey easily could have been typed into a Google form (or something better). Possibly the existing system for flash surveys could have been used. Or, any other digital survey tool. I have worked on surveys for community groups. Using tools such as the ones I listed was simple and had the benefit of collecting the submissions in a single searchable document.

Can you imagine a person who needs to use a screen reader; or a person who doesn't have access to technology; or a person who only uses their phone, trying to fill out this survey? What about the person who doesn't have transportation to the locked town offices to pick up a printed form by appointment due to COVID? Or the person who might need a translator or scribe?

Finding this survey was difficult. It was buried in a text filled article indistinguishable from the many other documents. Even, finding your email addresses was very difficult. SO awful and should be improved urgently to give people appropriate access. Isn't that what this is all about?

Wondering why the process for feedback and citizen comment has been established in this way.

Respectfully,



ADA Public Input Survey

Town of Sudbury is in the process of updating its Americans with Disabilities Act (ADA) Self-evaluation and Transition Plan. As part of this process, the Town is asking for your input by completing this survey which addresses accessibility of programs, services, activities and events offered to the public.

The purpose of this survey is to gather information on how Town of Sudbury department programs, services, activities or events are, or are not, accessible to persons with disabilities.

1. **Optional:** Please complete the following:

Name _____
 Email _____
 Phone _____

I wish to remain anonymous

2. What role most adequately describes your association with the Town and the representation you are providing?

- Member of the public with a disability 1111
 Member of the public without a disability 1111111
 Relative or caregiver of a person with a disability 11
 Town volunteer 111
 Other: __ 11

- Member of public who experienced temporary disability in the past
- Previously was a caretaker of a person with a disability
- _____

3. Do you participate in programs, services, activities or events offered by the Town?

- No 1
 Yes - Please list: 11111111
- Voting, public meetings, Senior Center, recreational & open spaces, schools.
 - Town meetings, town elections/candidate forums, walking on town lands
 - Sr. Citizens, Goodnow Library Foundation fundraising committee
 - Vote in elections, Town Meeting, participate in public meetins of town boards
 - lectures, events such as parades, tree lighting
 - Parades (attend), Earth Day clean up, voting; I plan to visit Camp Sewataro when accessible to town residents.
 - Voting, Library, committee meetings, tennis courts
 - sit on 2 town committees, vote, attend town mtg, use parks,
 - I have two elementary aged kids so they attend sps

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

Not applicable 11

4. Do you know who to contact if you need assistance, have a concern or complaint, or need an accommodation to access a facility, service, or event?

No - I do not know who to contact 111111111

Yes - Please list who you would contact: _ 1111111

- COD.
- No, there are different people but who is for what purpose?
- person in charge of the particular facility/event
- Town Manager’s Office
- ADA Coordinator for referral

5. Have you ever requested an accommodation for a disability from the Town?

No 1111111111111

Yes - Please describe the request: 11

- I requested automatic door opener at Sudbury PD. Voting, public meetings need for hearing assistance, need for screen reader accessible materials.
- A voter requested help during the 2020 election.

6. Was your accommodation provided?

No

Yes 11

Yes, but I was unsatisfied with how the accommodation was provided - Please elaborate:

- town website materials and print materials not always accessible by screen reader; graphics shown at public meetings and in documents are not described.

7. Is the attitude of Town staff towards persons with disabilities generally helpful, supportive, positive, and proactive in solving accessibility issues?

No – Please explain:

- Event set up doesn't accommodate hearing impairment; materials to inform about issues and events not accessible; transportation is hard to arrange even in non-Covid times in spite of best efforts.
- It's just that staff can't imagine what is wrong with having the sign in at an inaccessible entrance that most people can use and then me having to use the side entrance and have stairs block me from getting to the foyer - think Town Hall. Everyone is nice and friendly, but the set up excludes me.

Yes 1111

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

- Somewhat 1
- Don't Know 111111111

8. Are you aware of any specific concerns, complaints, or problems regarding access for persons with disabilities to any of the programs, services, or activities provided by the Town?

- No 11111111
- Yes - Please describe: 111111
 - Sidewalk lacking on Rte117 at Maynard line. Two wheelchair residents live adjacent and have to move into the road.Changing area at Fairbanks in adequate for non ambulatory residents. Doors open outwards at top of ramps eg.Flyn building No automatic door openers at these sites. Fotr a partailly weightbearing person with limb loss or unilateral NWB status itt is almost impossible to move backwards, hold the door and a walking aid. Similar difficulty for person in wheelchair. Doors opening outwards are a problem. Side walks in certain areas are unnavigable. Parks and Rec programs have almost adaptive options; Sewataro is not accessible yet.
 - The Town website is not easy to use for a screen reader. Election workers are not well-trained to assist with the automark machine. Sewataro has spaces that aren't accessible.
 - At the January 2, 2020, Special Town Meeting the usual close caption screens were not available; a less desirable alternative was provided. Following the conclusion of Town Meeting, a hearing-impaired individual lambasted the Interim Town Manager for this error, although the accommodation was adequate and was best response available given the constraints during the Town Meeting.
 - I read the evaluation and we have much to do to improve ADA compliancy.
 - Nixon playground - pathways to get to the playground are very rough and almost impossible for a wheelchair or walker to go on safely
 - Town website is not accessible for visually impaired, transportation options, especially wheelchair accessible vans needed
 - _____

9. Do you know who the designated ADA Coordinator is for the Town?

- No 11111111
- No, I have not had a need or reason to seek out this person. 11111
- Yes - Please provide the name:
 - _No. Different people, but who for what?
 - And is it the Town Clerk for voting problems?
 - Town Manager Hayes; Assistant Town Manager Bilodeau; Joint Facilities Director Barletta.

10. What do you feel should be the Town’s highest priority to improve accessibility for persons with disabilities? (i.e. – improvements to accessing public facilities, providing specific hearing and visual aids for events and public meetings, providing more accommodations for persons with disabilities, etc.)

- Access to public facilities, sidewalk maintenance/development, hearing aids at public meetings.
- Public outreach campaign using accessible media and materials to let people know exactly who to contact and how to request reasonable accommodation or to tell of a problem.

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

- Fix the website.
- Make the website and all materials for voting and town meeting accessible for the blind.
- hearing and visual aids for access to public meetings
- I feel there should be more public transportation access to other towns nearby
- Please see note on email.
- Meeting the ADA regulations and carrying them out.
- Protecting our historic and natural sites from "modifications" to provide accommodations. Rather, all citizens should be denied access to comply with the law but our historic and natural heritage should be preserved.
- Providing access to the public facilities in the town on a priority basis. Schools, library, other public buildings should be the highest priority.
- Sidewalks added to more streets in town; sidewalks with ramped ends at road intersections.
- Access to public facilities, more accommodations.
- Transportation, especially wheelchair accessible vans.
- Hearing and visual aids are often sorely overlooked. Please contact the school for the deaf and they can provide assistance -- great group over there!

Please return this survey by April 14, 2021 to:

ADA Coordinator

Town of Sudbury

278 Old Sudbury Rd

Sudbury, MA 01776

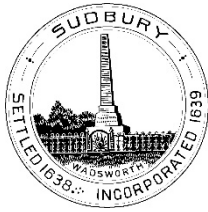
By email: ada@sudbury.ma.us

Phone: (978)639-3381

Learn more about Sudbury's ADA Evaluation and Transition Plan at:

<https://sudbury.ma.us/townmanager/?p=1883>

Thank you for your input!



ADA Staff Input Survey

The Town of Sudbury is in the process of updating its Americans with Disabilities Act (ADA) Self-evaluation and Transition Plan. As part of this process, the Town is asking for your input by completing this survey which addresses accessibility of programs, services, activities and facilities.

Please answer questions as they pertain to your department or division. The purpose of this survey is to collect information on how Town programs, services and facilities, are, or are not, accessible to persons with disabilities.

Please complete and return your survey no later than April 14, 2021. Surveys may be returned and comments may be submitted using the contact information at the bottom of the survey.

1. **Optional:** Please complete the following:

Name _____

Title _____

Email _____

Phone _____

2. What description most adequately describes your role with the Town of Sudbury? (check all that apply):

I am responsible for administering a program, service or activity 11111

My role is to provide support to a Town program, service, or activity 111

I am a Department Head, Manager, or the Town Manager 111111111

3. Which department do you primarily work for?

_Health, Assessing, Senior Center, Accounting, Information Systems, Library, Police, Lincoln Sudbury Town Employees FCU, Conservation, Planning and Community Development Department, DPW, Park & Recreation Atkinson Pool

4. Does your role require regular interaction with the public?

Yes 11111111111111

No 1111

5. Do you know who the designated ADA Coordinator is for the Town of Sudbury?

Yes - Please provide the name: 11111111111

Henry Hayes, Maryanne Bilodeau, Bill Barletta

No 111111

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

Attachment3.d: Survey Form for Town of Sudbury Staff - RESULTS (4518 : Joint meeting with COD)

6. Have you received training or information regarding the requirements of the Americans with Disabilities Act?

- Yes, I have received both training and information 1
- Yes, I have received training only 1
- Yes, I have received information only 111111
- No 1111111111

7. Have you received training on providing services or activities for persons with disabilities?

- Yes 1111
- No 11111111111111

8. Would ADA related training or technical assistance services in these areas be helpful for you or other department staff? (check all that apply):

- Developing policies and procedures 1111111111
- Assisting persons with disabilities 1111111111
- Legal requirements 1111111111
- Responding to requests for accommodations (i.e. American Sign Language interpreters, assisted listening devices, etc.) 1111111111
- Providing materials in alternate formats (i.e. Braille, audio recordings, etc.) 1111111111
- American Sign Language (ASL) training 1111
- Other - Please list: _Website ADA Compliance.

None 1

- Would be helpful if needed for employees but do not have direct contact with residents.

9. Have you received, or are you aware of any specific concerns, complaints or problems regarding access for persons with disabilities to any of the programs, services, activities or facilities provided by the Town of Sudbury?

Yes - Please describe:

_ Challenging to get into side door of DPW due to no ramp. Entering front door compromises confidentiality and increases walk for those with breathing/mobility concerns.

- Transportation.
- Commission on Disability contact me about the Town's Website and ADA Compliance.
- recent report identified a number of areas that could be improved in the library and other town buildings.
- Meeting room enhancements.
- TRANSPORTATION.
- Some have said the website is difficult to use/navigate and the Lower Town Hall is difficult to access.

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

- Town Hall. _____

No 11111111

- I'm not familiar with a problem involving programs, etc., but the former Finance Director had a deaf candidate for an open position and was unable to arrange an interpreter for interview.

10. In your opinion, what do you feel should be the highest priority or priorities of the Town of Sudbury to improve accessibility for persons with disabilities?

_ Ability to participate in town meetings and have a voice in decision making.

- The term disabled/disability is so broad reaching that it is difficult to prioritize the needs of one group over another. I think inclusion is the key.

- Seek input from all sectors, and evaluate according to feedback.

- I would compliance with open meeting laws.

- The highest priorities should be addressing areas where the Town is not compliant with State ADA requirements.

- Language barriers. Always need interpreters available to deal with the public. Some residents first or only language is something other than English.

- Online access to town resources should be made fully accessible

- Written policies and procedures to go along with training.

_public doors to bathrooms to have push-button accessibility because many are very heavy to open.

- Have sign language available at all public forums, and have programs include closed captioning.

- Improvements to our website.

- Ensuring the Town website is accessible for all users and all public meeting spaces are as accommodating as possible for those with disabilities.

- Appoint a team to prioritize and manage the projects identified as recommendations in the recent Town-wide ADA Assessment. Also, perform the same inventory and assessment for walkways/ADA ramps throughout Town.

- Town Hall public meetings.

- Improve accessibility

11. Is there a policy in place for responding to requests from the general public for accommodations to the program allowing persons with disabilities to participate?

Yes 1111

No 1

Don't know 1111111111 I assume there is.

Not applicable 11

12. How much notice is required to provide an accommodation request?

- 24 hours or less (not including weekends/holidays)
- 1-3 workdays
- 4-6 workdays
- More than 1 week 1
- Don't know - have not completed such a request 111111111111
- Not applicable 1111

13. Does the program charge an additional fee for modifying the program for a person with disabilities that is not charged for a person without a disability?

- Yes - Please describe:

- No 11111111
- Don't know 1111 I wouldn't think so.
- Not applicable 1111

14. What types of accommodations have been requested?

- _None.
 - participants with service animals; participants with allergies; participants with sensory sensitivities.
 - Modified front entrance for handicap access.
 - someone to walk with a blind person, closed captioning, easier accessibility through bathroom entry doors.
 - Ensuring a person can sit close enough to hear members of a board or can read a transcription. Easy physical access to a meeting space.
 - access to pool dive well
-

15. Does the department track accommodation requests?

- Yes
- No 11111
- Don't know 111111
- Not applicable 111111

16. Does the department offer any programs, services, activities, or events specifically for persons with disabilities?

- Yes - Please describe:

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

_Low vision group.

- The town offers live transcription services for their Zoom meetings. They also offer live closed captioning during Town Meetings.
- Kitchen.

_All public meeting spaces are required to be accessible to all members of the public.

- I believe there was such a program at the Library before covid-19. Karen Tobin organizes such events as far as I know.

-
- No 1111111
 - Don't know 1
 - Not applicable 1111

17. Is a "Notice under the Americans with Disabilities Act" or a nondiscrimination statement available and posted for program participants who may be persons with disabilities?

- Yes - Please describe the locations where it is available: 1

_All public meeting spaces are required to be accessible to all members of the public.

- No 1
- Don't know 11111111111
- Not applicable 111

18. Does the nondiscrimination statement include information about the Town's ADA coordinator and how to contact them or file a grievance?

- Yes 11
- No 11
- Don't know 11111111111
- Not applicable 11

19. Are you familiar with the Town's grievance or complaint procedures for persons with disabilities?

- Yes 11
- No 11111111111
- Don't know 1111 Presume you'd contact ADA Coord.
- Not applicable 1

20. Are grievances or complaint procedures available?

- Yes, for employees only
- Yes, for the public only
- Yes, for employees and the public 1111
- No 1

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

Don't know 111111111111

21. If participants are required to fill out a form to participate in department programs, how is it made available?

Both online and by hard copy 1111111

Online only 11

Hard copy only

Not applicable 11111

22. What types of accessible alternate formats does the department make available for persons with disabilities when requested? (check all that apply):

Audio recording (cassette or digital) 111111

Braille

Large print 1111

Electronic copy (for use with a screen reader) 1111111

American Sign Language interpreters

Assistive listening devices 1111

Electronic/computer-based document readers 11

Enlarged keyboards 1

Communication access real-time translation (CART) 1

Other - Please list: _ low vision magnifier. Subtitles during live streamed meetings.

The department does not provide any alternative formats 1111

Don't know 11111

23. Does the department periodically include images of persons with disabilities in their printed materials, publications and videos?

Yes, images of persons with disabilities are included 1111

No, images of persons with disabilities are not included 111

Not applicable 1111111

24. Does the department require that public meetings and conferences be held in accessible locations?

Yes 11111111111111

No 1

Don't know 1111

25. Are Assistive listening devices or systems available for public meetings?

Yes - Please include how many are available and the capacity of seating in the combined rooms utilized for public meetings: 1111

_unsure of how many; room holds approx 50 people.

- Though there was some talk recently that we are not as ADA compliant as we would like.

No 11111

Don't know 1111111

26. Does the department have a policy for service animals?

Yes 111

No 111111

Don't know 111111

27. Are you aware of any persons with disabilities currently serving on any of the department advisory boards or committees?

Yes 1111

No 111

Don't know 111111111

Not applicable 1

28. What tools does the department use to communicate by phone with people who have speech or hearing difficulties?

Text-telephone (TTY or TDD) 1

Third-party relay system where a trained operator facilitates a conversation between staff and the caller

Other - Please list: __Meet in person or communicate in writing.

None 111111111

Don't know 111111

29. Does the department publish the Town's text telephone relay service in all materials where a phone number is listed?

Yes

No 111111111

Don't know 1111111

30. If a third-party relay system is used, does department staff receive training on how to place relay call as well as receive one?

Yes - Please describe the training: 1

_911 Services_____

No 1111111111

Don't know 1111

31. On the Town website, is there information about the accessibility of its programs, services, and activities (parking, bathrooms, assistive listening devices, Sign Language interpreters, Braille, etc.)?

Yes - Please briefly describe:

__for Town Meeting, Town Forum etc. Many events do publish information about parking, bathrooms, and handicap access on the website.

No 1

Don't know 111111111111

32. Does the website home page include easily located information, including a telephone number and email address, for use in reporting website accessibility problems and requesting accessible services and information?

Yes 111

No 11

Don't know 111111111111

33. Does the department provide transportation to participants?

Yes - Please describe:

__ We coordinate with the COA, Neighbor Brigade and have provided taxi and Uber vouchers.
_van service, FISH rides.

No 11111111

Don't know 11

Not applicable 1111

34. Does the department have procedures to make transportation accessible to persons who have visual, hearing, mobility, and learning disabilities?

Yes - Please describe the procedures:

__ Coordinate with the COA and Neighbor Brigade.

- van is wheelchair accessible.

No 11111

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

- Don't know 11
- Not applicable 1111111

35. Does the department provide facility tours or organize trips for members of the public?

- Yes – Please list the tours and trips offered: 11

_Citizen tours, Boy Scout, Girl Scouts. _Collette tours.

-
- No 11111
 - Don't know 11
 - Not applicable 111111

36. Is the evacuation route or instructions posted in a visible and accessible area of each floor in all facilities used by the department?

- Yes 111111
- No 1111
- Don't know 1111111

37. Do the emergency procedures include instructions for persons with disabilities?

- Yes
- No 111
- Don't know 111111111111111

38. Does the department host any public special events on public property?

- Yes - Please describe: 11111111

_Occasional presentations at Town properties.

- Town Meetings, Forums and committee meetings.
- Hazardous waste day.
- the library runs many programs open to the public.
- Citizens academy, Public Relations Events.
- we sometimes use Haskell field. Public meetings for different special projects or planning initiatives.
- All events held at the library are on public property Occasionally there are off site events.
- concerts and special events

-
- No 1111
 - Don't know 111
 - Not applicable 1

39. Does the department have staff notify vendors and third-party entities of obligations to facilitate participation of persons with disabilities in special events held on public property?

Yes - Please describe how this is done: 11

We try to work with the consultants and facility personnel to ensure equitable accommodations.

No 1111

Don't know 1111111111

40. Are there policies and procedures for selling tickets and assigning seating for persons with disabilities?

Yes - Please describe:

seats reserved at front for people with disabilities; golf carts in use to transport.

- at all events we reserve front row section for easy accessibility for seniors using mobility devices or are hard of hearing.

No 11

Don't know 111

Not applicable 1111111111

41. Are department staff informed of the department's obligations and policies that enables persons with disabilities to participate in the program?

Yes - Describe how department staff are informed: 1111

Written policy and practice. talked about frequently in staff meetings, planning.

- Through Town Policies.
- The Open Meeting Law requirements are discussed and understood by staff, including accessibility.

No 11

Don't know 1111

Not applicable 11111

42. Are you aware of any areas or elements of the facilities that the department utilizes which are not accessible to persons with disabilities?

Yes - Please describe

- DPW side doors. Town buildings with shaded entrances are difficult to keep de-iced in the winter and it is limiting for those with mobility concerns.
- Office is not wheelchair accessible, narrow doorways and multiple doors (but the public does not enter some of these doors).
- Secured areas controlled from public but are accessible if needed.

Adapted from Town of Amherst - Disability Access Consultants, LLC (DAC) 1-800-743-7067

- Use of conservation lands can be challenging for mobility and vision impaired.

- No 111111
- Not applicable 111111

43. Are there any procedures in place for monitoring and/or maintaining accessible features (i.e. adjusting door pressure, repainting accessible parking spaces, repairing uneven curb cuts and sidewalks, trimming trees and hedges encroaching into a path of travel, etc.)?

Yes - Please describe:

- the library collaborates with Combined Facilities director to maintain accessibility of the building.
- Continually monitor our station for improvement needs.
- North 1st floor stair fire door is heavy.
- Trails are trimmed of encroaching branches.
- The Facilities Department maintains these items.
- Regular maintenance of walkways, line painting contract, paving contract, etc.

- No
- Don't know 111111111111

44. Does the Town have a facility use or lease agreement?

- Yes 11
- No
- Don't know 1111111111111111

45. Does the department rent or lease facilities or space to individuals, groups or organizations?

Yes – Please list: 1111111

_The Senior Center does rent out space.

- Limited.
- several meeting rooms are available to the community for a small fee. We do not rent/lease but (during non-COVID times) allow the use of our training room.
- Lincoln Sudbury Town Employees FCU. _
- we rent out the Sudbury Pines room at the Senior Center.
- We lease agricultural land to farmers.

- No 11111
- Not applicable 1

46. Do you have input or involvement with design and construction activities for new or altered space?

- Yes - please elaborate: 11111111
 - The Information Systems Dept would give input on the Network infrastructure.
 - whenever renovation projects or updating occur, I am the lead project manager.
 - At the police station.
 - for the new design of the Fairbank building we were given input opportunities.
 - When permitting for the project is required through a board/committee/commission our office staffs.
 - Roadway rehabilitation and reconstruction.
 - I comment on plans routinely.

-
- No 111111
 - Not applicable 11

47. Are there procedures or standards in place to ensure accessibility compliance is incorporated into design and construction for programs, services and activities?

- Yes - Please elaborate:
 - vendors, designers, facilities and myself all are aware of ada requirements and incorporate into the projects.
 - we are very mindful of it and the planning is well thought out.
 - Americans with Disabilities Act.
 - ADA Accessible ramps for walkways.

-
- No 11
 - Don't know 1111111
 - Not applicable 111

48. Is there a budget for improving accessibility to facilities?

- Yes - Please describe:
 - In new design of Fairbank building.
 - Operating budget, Chapter 90 and walkway capital moneys.

-
- No 111
 - Don't know 1111111111
 - Not applicable 11

49. Is there a policy in place for other power-driven mobility devices (OPDMD)?

- Yes – Please explain:

- No 111
- Don't know 11111111111111
- Not applicable

50. Do you have responsibility for creating web page content?

- Yes 111111111
- No 111111111

51. Do you have responsibility for website accessibility?

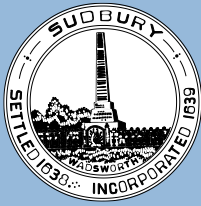
- Yes 1111
- No. If no, do you know who is responsible for website accessibility? Please explain:
_Director of Senior Center, IT, Town of Sudbury. Dept Heads. Karen Tobin.

Learn more about Sudbury's ADA Evaluation and Transition Plan at:
<https://sudbury.ma.us/townmanager/?p=1883>

Please return this survey by April 14, 2021 to:

ADA Coordinator
 Town of Sudbury
 278 Old Sudbury Rd
 Sudbury, MA 01776
 By email: ada@sudbury.ma.us
 Phone: (978)639-3381

Thank you for your input!



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

4: Close joint meeting with Commission on Disability

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close joint meeting with Commission on Disability and resume Select Board meeting.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

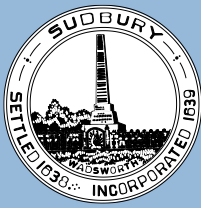
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/27/2021 6:30 PM



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

5: Town Meeting Planning, Communication, and Public Education

REQUESTOR SECTION

Date of request:

Requestor: Chair Dretler

Formal Title: Town Meeting Planning, Communication, and Public Education - update from Town Manager

Recommendations/Suggested Motion/Vote: Town Meeting Planning, Communication, and Public Education - update from Town Manager

Background Information:

Financial impact expected:

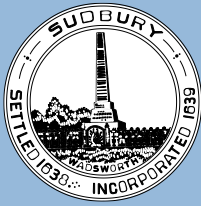
Approximate agenda time requested:

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

04/27/2021 6:30 PM



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

6: Town Manager evaluation

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Town Manager evaluation and 360 assessment.

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

04/27/2021 6:30 PM

TOWN OF SUDBURY TOWN MANAGER EVALUATION PROCESS

PREFACE

The Sudbury Board of Selectmen is committed to an evaluation process that is positive, constructive, and measurable in assessing performance. The BOS seeks to provide sound and regular feedback to the Town Manager. The purpose of the evaluation is to assist the Town Manager in reviewing her effectiveness in carrying out the duties of the position and in meeting the goals which the BOS and the Town Manager have mutually established. The evaluation should be a positive, constructive process, implemented with mutual respect for all involved, working toward the common goal of improving the Town of Sudbury.

PROCESS

The evaluation shall consist of:

SECTION 1: Annual Town Manager goals agreed upon by the Town Manager and the BOS.

SECTION 2: A self-evaluation completed by the Town Manager, addressing major areas of responsibility and progress in meeting the Town Manager's goals.

SECTION 3: Individual evaluations based on a checklist of the Town Manager's major areas of responsibilities including the Town Manager's progress in meeting the annual goals. All Selectmen will complete the checklist to evaluate each area.

PROCEDURE AND SCHEDULE

By September (?) each year, the BOS will establish or update goals for the Town of Sudbury that may be annual for the fiscal year or multi-year objectives. Within the context of these goals, the BOS and Town Manager together will outline specific annual goals for the Town Manager. The Town Manager's goals for the next calendar year will be established by the end of **October**.

The individual Selectmen are encouraged to discuss progress toward goals and concerns about performance issues directly with the Town Manager throughout the year.

The Town Manager will submit a self-evaluation to the BOS by **February 1** each year. Each Selectman will complete the Section 3 checklist including comments and submit it to the Selectmen's office by **March 1**. The complete performance evaluation will consist of the Town Manager's annual goals, the Town Manager's self-evaluation, the individual Selectmen's Section 3 evaluations, and a composite scoring averaging the Selectmen's ratings. The composite scoring for each area will be an average of the Selectmen's ratings, with each Selectman's score weighed equally. The Selectmen will then discuss the evaluation with the Town Manager in a public meeting.

Action	Option 1	Option 2
Review Town Manager's Goals before starting evaluation process (See Town Manager Multi-Year Goals from 6 month review -11/17/20).		
<i>In packet</i>	4/23/2021	4/23/2021
Results of direct report 360° assessment. At least 4 direct reports chosen randomly and one school superintendent. (Annual - 6 direct reports + school superintendent)	4/27/2021	4/27/2021
Vote to form subcommittee to provide composite quantitative data at future meeting	4/27/2021	4/27/2021
Select Board members to send individual evaluations (qualitative and quantitative) to subcommittee to compile composite of quantitative data and compilation of individual qualitative comments.	5/3/2021	5/3/2021
<i>In packet</i>	5/7/2021	5/14/2021
Town Manager Evaluation: Subcommittee to present composite quantitative data and individual qualitative information.	5/11/2021 (if we add meeting)	5/18/2021
<i>In packet</i>	5/14/2021	5/21/2021
Town Manager Self Evaluation: Town Manager to discuss evaluation, results of 360° Assessment with Board and written self-assessment.	5/18/2021	5/25/2021

6 Month Evaluation

[Town Manager Direct Report 360° Assessment - 6 months](#)

10/20/2020

[Town Manager Board Evaluation - 6 months](#)

11/4/2020

[Town Manager Self Evaluation - 6 months](#)

11/17/2020

Response 1

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021)

Check the box which most accurately reflects your answer. Please provide comments and if appropriate, an example for each question.

Is this manager effective at solving problems? *

- Yes
- No
- Not applicable

Comment/Example *

Has progressed tremendously during a very difficult time in adjusting from the military model to the municipal model. He listens developing information to process to assist in suggestions for resolving an issue.

Does this manager treat others respectfully? *

- Yes
- No
- Not applicable

Response 1

Comment/Example *

Believes strongly in treating one with respect.

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
- No
- Not applicable

Comment/Example *

He wishes to be informed but does not micromanage allowing for personal growth while providing mentoring lessons.

Is this manager able to resolve conflict in an appropriate manner? *

- Yes
- No
- Not applicable

Comment/Example *

Very even mannered particularly during conflict.

Response 1

Do you receive constructive and helpful feedback from this manager? *

- Yes
- No
- Not applicable

Comment/Example *

Again, he does not micromanage. If necessary, he will provide guidance or suggestions in a beneficial, positive manner.

When making important decisions, does this manager consider the opinions of others? *

- Yes
- No
- Not applicable

Comment/Example *

He is an excellent listener in gathering appropriate information and listens to the opinions of those who have earned his trust.

Response 1

Do you feel this manager sets clear direction that aligns with the town's strategy? *

- Yes
- No
- Not applicable

Comment/Example *

He has taken every opportunity to adapt as best as possible and will continue to do so with time and opportunity.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

- Yes
- No
- Not applicable

Comment/Example *

This is a great strength he has in maintaining his composure even during difficult times.

Response 1

Does this manager demonstrate an understanding of your role and responsibilities? *

- Yes
- No
- Not applicable

Comment/Example *

Continually interested in learning/understanding others areas of expertise.

Stop/Start/Continue

Please provide comments and if appropriate, an example for each question.

What would you like the manager to stop doing? *

Nothing at this point.

What would you like the manager to start doing? *

We need to begin opening the town more.

What would you like the manager to continue doing? *

Learning the municipal process at a steady pace as he has been doing while depending on professional staff in functioning as a team.

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Response 1

Attachment 6.c: Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021) - Combined (4544 : Town Manager evaluation)

Response 2

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021)

Check the box which most accurately reflects your answer. Please provide comments and if appropriate, an example for each question.

Is this manager effective at solving problems? *

- Yes
- No
- Not applicable

Comment/Example *

From my perspective he has worked effectively to collaboratively find solutions to some complex problems.

Does this manager treat others respectfully? *

- Yes
- No
- Not applicable

Response 2

Comment/Example *

All interactions with me have been very respectful and all interactions I have witness have also been appropriate and respectful.

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
- No
- Not applicable

Comment/Example *

My experience is that he shares opportunities for growth and improvement in others.

Is this manager able to resolve conflict in an appropriate manner? *

- Yes
- No
- Not applicable

Comment/Example *

I have observed him handling several conflicts in a successful manner.

Response 2

Do you receive constructive and helpful feedback from this manager? *

- Yes
- No
- Not applicable

Comment/Example *

He meets with me regularly to discuss current operations and has been helpful in exchanging constructive ideas.

When making important decisions, does this manager consider the opinions of others? *

- Yes
- No
- Not applicable

Comment/Example *

He has always included me in decisions that would impact my department.

Do you feel this manager sets clear direction that aligns with the town's strategy? *

- Yes
- No
- Not applicable

Response 2

Comment/Example *

I believe his direction aligns with the goals of the Town.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

- Yes
- No
- Not applicable

Comment/Example *

I have observed him in several situations that could have been tense, and he remained calm and seemed de-escalate the conversation.

Does this manager demonstrate an understanding of your role and responsibilities? *

- Yes
- No
- Not applicable

Comment/Example *

He has a genuine interest in the work of the department.

Stop/Start/Continue

Response 2

Please provide comments and if appropriate, an example for each question.

What would you like the manager to stop doing? *

I think he is doing a very good job in his role.

What would you like the manager to start doing? *

Streamline the Select Board's agenda to have more efficient meetings.

What would you like the manager to continue doing? *

Communicating and meeting with my department on a regular schedule.

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Google Forms

Response 3

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021)

Check the box which most accurately reflects your answer. Please provide comments and if appropriate, an example for each question.

Is this manager effective at solving problems? *

- Yes
- No
- Not applicable

Comment/Example *

The TM resolves problems by casting a wide net over entities that he believes may be involved in a particular problem to obtain all information before making a decision. This can be effective to ensure all concerns are known and understood, but as the TM has a better understanding of the various operations, less time can be spent understanding the problem and more time can be put towards solving the problem.

Does this manager treat others respectfully? *

- Yes
- No
- Not applicable

Response 3

Comment/Example *

The TM is always very respectful of everyone.

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
- No
- Not applicable

Comment/Example *

The TM always encourages us to be leaders in our respective fields.

Is this manager able to resolve conflict in an appropriate manner? *

- Yes
- No
- Not applicable

Comment/Example *

As stated in question 1, the TM does not make a decision without first understanding all aspects of a situation. This is an appropriate means to resolve conflict, given his lack of experience in municipal government and institutional knowledge of Sudbury. As he becomes more comfortable in his role, I believe the TM will be more decisive and take more of a leadership role in making decisions.

Response 3

Do you receive constructive and helpful feedback from this manager? *

- Yes
- No
- Not applicable

Comment/Example *

The TM is always available and willing to assist us with whatever we need. He is always supportive of our ideas and wants us to be our best selves.

When making important decisions, does this manager consider the opinions of others? *

- Yes
- No
- Not applicable

Comment/Example *

To a fault. Being new to town government, many decisions are made by consensus, while some should be dictated from above. Lack of decisiveness, at times, leaves each department to come up with their own solutions. This can lead to conflict between departments.

Response 3

Do you feel this manager sets clear direction that aligns with the town's strategy? *

- Yes
- No
- Not applicable

Comment/Example *

The TM regularly reviews town documents when determining a direction forward, to ensure decisions are made in accordance with the will of the townspeople.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

- Yes
- No
- Not applicable

Comment/Example *

I have not seen the TM in a stressful situation. He always faces a problem, knowing that together we will resolve it, but the TM's jovial nature can make people think he is not taking them or the situation seriously.

Response 3

Does this manager demonstrate an understanding of your role and responsibilities? *

- Yes
- No
- Not applicable

Comment/Example *

Being new to public administration, the TM has a general understanding of departmental obligations. It is clear by the wide nets that are cast on some situations, that the TM is still learning our individual roles and responsibilities. This is understandable and I think the TM works hard to try to understand each departments role and needs.

Stop/Start/Continue

Please provide comments and if appropriate, an example for each question.

What would you like the manager to stop doing? *

I think the monthly staff meetings can be run more effectively.

What would you like the manager to start doing? *

The TM should reinstate the Senior Management meetings for high level management issues.

What would you like the manager to continue doing? *

Continue to learn the duties of the TM position to improve the operations in Sudbury.

Response 3

Attachment 6.c: Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021) - Combined (4544 : Town Manager evaluation)

Response 4

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021)

Check the box which most accurately reflects your answer. Please provide comments and if appropriate, an example for each question.

Is this manager effective at solving problems? *

- Yes
- No
- Not applicable

Comment/Example *

Henry has faced a significant number of obstacles/problems and has effectively handled them in an admirable manner: Just to name a few: COVID; revising the FY21 Budget and moving forward a FY22 within our financial constraints; successfully holding our Town Meetings outdoors; Eversource Grant of Location Hearings, Civil unrest, the ADA Self-evaluation of Town Buildings, and the list goes on. He always seems to be fully prepared for Select Board, Finance Committee and other meetings.

Does this manager treat others respectfully? *

- Yes
- No
- Not applicable

Response 4

Comment/Example *

Henry has a very kind and gracious way about him, regardless of whom he may be dealing with and what their concerns might be. In addition, I have not heard him speak negatively about anyone

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
- No
- Not applicable

Comment/Example *

He holds regular department head meetings and is interested in what everyone has to say. He is supportive of employee development and is very approachable. By nature he is always eager to learn and to teach others.

Is this manager able to resolve conflict in an appropriate manner? *

- Yes
- No
- Not applicable

Comment/Example *

As noted above he does it in a very gracious and respectful manner. The Town Manager, in his role, needs to resolve conflict, in one way or another, on a regular basis. To date, I have not heard any complaints in this regard. On the contrary I have heard a lot of positive feedback from other department heads.

Response 4

Do you receive constructive and helpful feedback from this manager? *

- Yes
- No
- Not applicable

Comment/Example *

Always. Henry is never too busy to lend a helping hand or to steer folks in the right direction if guidance is needed. If he doesn't have the answer he is very quick to research it and get an answer. Frankly, I'm very impressed by his resourcefulness and depth of knowledge.

When making important decisions, does this manager consider the opinions of others? *

- Yes
- No
- Not applicable

Comment/Example *

He doesn't make decisions in a vacuum and regularly solicits feedback and opinions from staff, especially if a decision may impact their specific department.

Response 4

Do you feel this manager sets clear direction that aligns with the town's strategy? *

- Yes
- No
- Not applicable

Comment/Example *

Henry's words and actions have the town's best interest in mind. He is able to look at things strategically in order to achieve the Town's goals. He is also familiar with the Town By-laws and projects.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

- Yes
- No
- Not applicable

Comment/Example *

Henry is calm, collected and even-tempered, regardless of the situations that I have seen come his way. I find his calmness admirable. He is also able to de-escalate situations where others may be upset or confrontational.

Response 4

Does this manager demonstrate an understanding of your role and responsibilities? *

- Yes
- No
- Not applicable

Comment/Example *

Yes. During Department Head meetings as well as other meetings he always seems be a good listener and to have a grasp on what we do and asks clarifying questions. He has a very good handle on the town's finances and departmental needs. In addition, when he first started he took the time to review job descriptions and talk with staff about their roles.

Stop/Start/Continue

Please provide comments and if appropriate, an example for each question.

What would you like the manager to stop doing? *

Nothing that I can think of. He doesn't micromanage, yet has the uncanny ability to keep in touch with each department.

What would you like the manager to start doing? *

Nothing that I can think of. He has very good instincts and is a leader.

Response 4

What would you like the manager to continue doing? *

Continue to do what he is doing. He is knowledgeable, has a presence about him, and seems to instinctively know what direction to take. We are all very fortunate to have him on our team.

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Response 5

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021)

Check the box which most accurately reflects your answer. Please provide comments and if appropriate, an example for each question.

Is this manager effective at solving problems? *

- Yes
- No
- Not applicable

Comment/Example *

Henry works very hard at every task he undertakes and does his best to address each problem/issue which comes his way. If he does not know answer right away, he is not afraid to ask other members of Town staff to gather information to solve an issue. He is always involving Town staff members to get their opinions on matters and to gather information to reach the best resolution possible. He is also able to address issues in a timely manner.

Does this manager treat others respectfully? *

- Yes
- No
- Not applicable

Response 5

Comment/Example *

Yes, absolutely. In my opinion, he treats all members of Town staff with the upmost respect. From department heads down to part time employees. He is always generally engaged in every conversation in which he participates and when in a large group setting, he always gives all parties the opportunity to provide their own input. He does his best to make time for all requests for his audience and will even stop to briefly chat with any employee if he has not seen them in a while. I think he constantly seeking to ensure the Town staff has what we need to perform our duties and to make sure we are all doing ok.

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
- No
- Not applicable

Comment/Example *

Yes, Henry encourages professional growth of all the Town employees. He wants to see everyone succeed and move upward (or onward) to the best possible position for their careers. He gives people the power to undertake tasks on their own while at the same time supporting them when needed during those tasks. One specific example which relates to this question was when he shared an MMMA video with me from a class he had taken as he thought the topic would be beneficial to me as I continue to advance my career into the future.

Is this manager able to resolve conflict in an appropriate manner? *

- Yes
- No
- Not applicable

Response 5

Comment/Example *

Yes, definitely. Henry's demeanor in dealing with people is one of his strongest assets. He is very calm and collected all of the time, and this make it very easy to talk with him. At the same time he has a very firm grasp on all conversations in which he is involved and this allows him to easily address situations where conflicts arise. He always wants the best information possible when being in these situations so he can be empowered to address the situation in the best manner possible. This is extremely helpful, in my opinion, as it leads to the best and most fair outcome possible for all parties involved.

Do you receive constructive and helpful feedback from this manager? *

- Yes
- No
- Not applicable

Comment/Example *

Yes. The most clear example when he conducts my annual review. While the review is mostly supportive and inquisitive, he also provides valuable feedback and suggestions on how I can perhaps do things just a bit differently to make my job easier. He sometimes will also make me aware of things I have been doing which may need to be adjusted to make other Town staff members positions easier. This type of feedback, constructive direction, and communication is extremely helpful.

When making important decisions, does this manager consider the opinions of others? *

- Yes
- No
- Not applicable

Response 5

Comment/Example *

Yes. Absolutely. Before making any important decision, Henry always solicits feedback from Town staff members who might have a role in the decision at present, or in the future as a result of his decision. This kind of outreach helps to address situations in an effective manner where potential issues down the road can be avoided as best as possible. A specific example of this was during the preparations for the September 12, 2020 outdoor Annual Town Meeting. Henry was constantly asking for feedback and ideas from Town staff members to ensure the best possible Town Meeting could be put forth and all (or most) pitfalls could be avoided. Several group Zoom meetings were held in advance of this Annual Town Meeting so people could provide their feedback on the logistics for organizing and running this unique Town Meeting, and it has left us better prepared for the upcoming 2021 Annual Town Meeting.

Do you feel this manager sets clear direction that aligns with the town's strategy? *

- Yes
- No
- Not applicable

Comment/Example *

Yes I do. I think Henry evaluates the entire picture of the Town before making a decision. It seems he understands that the decisions he makes will influence the direction the Town will be headed into in the future. He has read or reviewed various planning documents in multiple departments to ensure he has the best overview of what each department needs or is planning for in the future, and is serving the residents of the community in the best manner possible. Henry absolutely factors in these items when making decisions.

Response 5

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

- Yes
- No
- Not applicable

Comment/Example *

Yes. Henry is a very calm and collected individual, and is not easily excitable. This helps him to easily diffuse situations and to present a sense that "everything is under control and calm" even if in some instances this is not the case. This allows Town staff to work in the most efficient manner possible and to handle situations more easily.

Does this manager demonstrate an understanding of your role and responsibilities? *

- Yes
- No
- Not applicable

Comment/Example *

Yes. I feel that Henry has made an effort to understand not just my role but the role of all positions in the Town over his time here. In my opinion, this allows him to make the best decisions possible when making decisions about specific departmental matters or other issues. When he arrived, I'm not sure he had a full understanding of the operations which occur in our office, but he now had a good grasp on the day-to-day and long range items our department deals with.

Stop/Start/Continue

Response 5

Please provide comments and if appropriate, an example for each question.

What would you like the manager to stop doing? *

Nothing. I think he is doing a very good job. I appreciate his accessibility and how easy it is to speak with him. I also appreciate his deference to Town staff. What I mean is that I feel he is supportive of us in our positions. Sometimes Town Managers will simply bow to the whims of the general public with little regard for the Town staff which is serving the public. However, I think Henry does a good job of balancing serving the residents of the community and being supportive of Town staff.

What would you like the manager to start doing? *

Taking time off. My concern is that Henry will become burned out in the near future at some point. He works very hard, long hours, and I think he is overworking to do his job successfully, which I think almost all Town staff members are doing as well. The public and all of the Towns boards, committees, and commissions push Town staff too hard in my opinion. We have a great team of individuals working for the community but everyone is working more than they should be. Sometimes people need to be informed their initiative or project cannot be taken up due to the current workload of the Town staff. With that said, I hope Henry will say "no" or "not at this time" to more people to balance his own work load and that of Town staff's with our family/personal lives.

What would you like the manager to continue doing? *

What he is currently doing. I think Henry is doing a very successful job as Town Manager and I continue to look forward to working for him during my time in Sudbury.

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Response 6

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021)

Check the box which most accurately reflects your answer. Please provide comments and if appropriate, an example for each question.

Is this manager effective at solving problems? *

- Yes
- No
- Not applicable

Comment/Example *

Due to the learning curve that Mr. Hayes needed to over come I think his problem solving abilities fit very well considering his pervious work environment.

Does this manager treat others respectfully? *

- Yes
- No
- Not applicable

Response 6

Comment/Example *

Yes very much so, he seems to be a very kind and caring person, very interested in how others are doing.

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
- No
- Not applicable

Comment/Example *

I would have to say that in his short time here in Sudbury he has made opportunities available to some employees, the pandemic has put a big damper on training.

Is this manager able to resolve conflict in an appropriate manner? *

- Yes
- No
- Not applicable

Comment/Example *

Mr. Hayes seems to have a good handle on this subject, I think one issue that he had to deal with is the amount of time these processes take in the public domain.

Response 6

Do you receive constructive and helpful feedback from this manager? *

- Yes
- No
- Not applicable

Comment/Example *

Mr. Hayes will give his opinion on matters when he feels his point of view is within his scope of his expertise

When making important decisions, does this manager consider the opinions of others? *

- Yes
- No
- Not applicable

Comment/Example *

I would have to say that Mr. Hayes will consider the opinion of others when they are considered a subject matter expert. Mr. Hayes makes decisions with caution and within the understanding that he is responsible for those decisions.

Response 6

Do you feel this manager sets clear direction that aligns with the town's strategy? *

- Yes
- No
- Not applicable

Comment/Example *

Yes, Mr. Hayes projects a clear direction once that direction has been established by other boards or committees.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

- Yes
- No
- Not applicable

Comment/Example *

Up to this point Mr. Hayes has shown nothing but professionalism and control in all situations.

Response 6

Does this manager demonstrate an understanding of your role and responsibilities? *

- Yes
- No
- Not applicable

Comment/Example *

My role is very complex and I would not expect any manger that has only been working in Mr. Hayes position for this short period of time to understand all the complexities. The pandemic has placed him at a disadvantage on this subject, with that said I think that he has a good baseline of what we accomplish each day.

Stop/Start/Continue

Please provide comments and if appropriate, an example for each question.

What would you like the manager to stop doing? *

At this point we are just getting to know Mr. Hayes's management style, I have not had any one issue at this point that would need to be eliminated.

What would you like the manager to start doing? *

I would like to see the return of the senior management team concept, I believe that there is a lack of communication on sensitive Town subjects.

I think that once the pandemic is over that Mr. Hayes need to spend time in each department and spend time with the employees, this is a great moral booster for our employees.

Response 6

What would you like the manager to continue doing? *

I think that Mr. Hayes projects a positive image for the Town and I feel that once the pandemic is over that he will need to continue to spend time in the public. This will allow the Town to improve communication to the residents and assist in moving the Town in a forward direction.

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Response 7

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2021)

Check the box which most accurately reflects your answer. Please provide comments and if appropriate, an example for each question.

Is this manager effective at solving problems? *

- Yes
- No
- Not applicable

Comment/Example *

Henry seems to be very informed of things and will seek information to make decisions.

Does this manager treat others respectfully? *

- Yes
- No
- Not applicable

Response 7

Comment/Example *

He is courteous and respectful to me always.

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
- No
- Not applicable

Comment/Example *

He highlighted the importance of continuing education at my review.

Is this manager able to resolve conflict in an appropriate manner? *

- Yes
- No
- Not applicable

Comment/Example *

I believe he seeks out information from all sides of a conflict to resolve issues.

Response 7

Do you receive constructive and helpful feedback from this manager? *

- Yes
- No
- Not applicable

Comment/Example *

Henry has offered helpful advice and feedback at appropriate times.

When making important decisions, does this manager consider the opinions of others? *

- Yes
- No
- Not applicable

Comment/Example *

Henry has reached out to seek an opinion on important matters relative to my position.

Do you feel this manager sets clear direction that aligns with the town's strategy? *

- Yes
- No
- Not applicable

Response 7

Comment/Example *

Although he is fairly new to the Town, I believe he is working in the best interest of Sudbury as we face important and sometimes contentious issues.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

- Yes
- No
- Not applicable

Comment/Example *

I have never seen Henry react in a negative, emotional way or have any type of outburst.

Does this manager demonstrate an understanding of your role and responsibilities? *

- Yes
- No
- Not applicable

Comment/Example *

Henry understands my role. If he needs clarification, he will ask.

Stop/Start/Continue

Response 7

Please provide comments and if appropriate, an example for each question.

What would you like the manager to stop doing? *

2 hour monthly meetings, I think they can be done in half the time

What would you like the manager to start doing? *

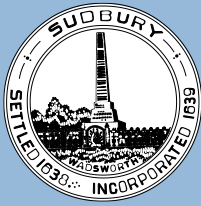
Opening the Town buildings to the public, at least partially or by appointment only

What would you like the manager to continue doing? *

Continue to be well informed on the issues. Also, record presentations for Town Meeting for review by the public prior to the meeting.

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SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

7: Vote to establish new subcommittee - Town Mgr Evaluation

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to establish Town Manager Evaluation subcommittee. Also, vote to appoint Board members Daniel Carty and Charles Russo to this subcommittee for an indefinite term.

Recommendations/Suggested Motion/Vote: Vote to establish Town Manager Evaluation subcommittee. Also, vote to appoint Board members Daniel Carty and Charles Russo to this subcommittee for an indefinite term.

Background Information:

Financial impact expected:

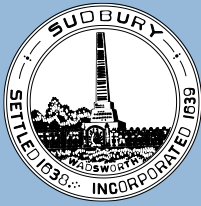
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

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SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

8: Recusal Discussion

REQUESTOR SECTION

Date of request:

Requestor: Board Member Carty

Formal Title: Recusal discussion

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

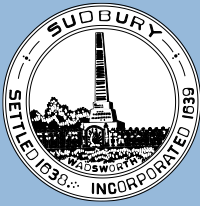
Approximate agenda time requested:

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

04/27/2021 6:30 PM



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

9: Spring 2021 Select Board Newsletter Topic Discussion

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discuss topics to be assigned for the Spring 2021 Select Board Newsletter.

Recommendations/Suggested Motion/Vote: Discuss topics to be assigned for the Spring 2021 Select Board Newsletter.

Background Information:
List of previous topics attached

Financial impact expected:N/A

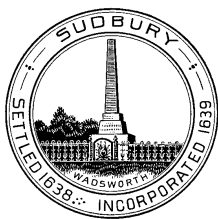
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/27/2021 6:30 PM



Town of Sudbury

Office of Select Board

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756

sbadmin@sudbury.ma.us

Date: April 27, 2021
To: Select Board
From: Leila Frank
Re: **Spring 2021 Select Board Newsletter Topics**

To help facilitate discussion of topics for the upcoming Select Board Newsletter, below is a list of topics from previous editions.

FEBRUARY 2021

Town Meeting
Financial Policies Review
Mail-In Voting
Conservation Office
Restaurant Gift Card Drive

NOVEMBER 2020

Finance
Fire Chief Whalen
Master Plan
Transportation

AUGUST 2020

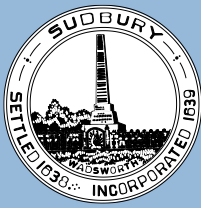
Pat Brown Reflections
Brandale Randolph Interview
EEE Update
Park & Recreation
Eversource Update

JULY 2020

Statement on Racial Justice
COVID-19
Fairbank Community Center Project Update
Transportation Initiatives
BFRT
SudburyTV

SPRING 2021 NEWSLETTER DEADLINES

SB Meeting to Discuss Topic Assignments- Tuesday, April 27
Submission Deadline- Friday, May 17
SB Meeting Approval- Tuesday, June 1



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

10: Minutes review

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review open session minutes of 3/23/21 and 4/6/21 and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review open session minutes of 3/22/21 and 4/6/21 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

04/27/2021 6:30 PM

SUDBURY SELECT BOARD
TUESDAY MARCH 23, 2021

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

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:15 p.m. via Zoom telecommunication mode.

Chair Dretler announced the recording of the meeting and other procedural aspects included in the meeting. She acknowledged that the Board had just adjourned in Executive Session.

Call to Order/Roll Call

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

Opening Remarks by Chair

- Flags flew at half-staff this past week in memory of victims of violence in Atlanta, GA
- Flags are flying at half-staff this week in memory of victims of violence in Boulder, CO
- By forming the Sudbury Diversity, Equity and Inclusion (DEI) Commission, the Select Board demonstrates its support for a safe community for all, with no room for hate in Sudbury
- Condolences to family and friends of former long-time Sudbury resident and volunteer, Roy Sanford
- Volunteered at the Sudbury Neighbor Brigade COVID-19 vaccination site at Chiswick Village which dispensed of vaccines for Chiswick residents and residents from Coolidge at Sudbury, as provided by the Sudbury Pharmacy
- Sudbury Food Pantry received a \$10,000 grant from the Sudbury Foundation to purchase food and other items needed for healthy living during the continued pandemic.
- Today is the last day to submit application for a mail-in ballot for the Annual Town Election on March 29, and polls will be open.

Reports from Town Manager

- State proceeded to Phase IV, Step 1 of the Governor's Re-opening Plan and effectuated the following changes: elimination of the post-travel quarantine mandate with replacement of similar advisory, adjustments to certain gathering limitations, and allowance of certain businesses designated as "Phase IV" enterprises to re-open to the public.
- Express communication from Health Director Bill Murphy:
 - "Trust the Facts, Get the Vax;" schedule vaccinations as soon as eligible.
 - Continued diligence with physical distancing, mask wearing and hand washing
 - Contact tracing remains essential in containing the spread of COVID; respond in a timely fashion to inquiries from public health staff when contacted

Reports from Select Board

Board Member Russo:

- Be mindful of ticks when enjoying the outdoors this spring
- Members of the Sudbury Historical Commission are finalizing the Historic Features Report
- Historic Preservation Plan funding approved by CPC; Vice-Chair Diana Warren worked to secure a related grant in the amount of \$16,000
- Passing of Dick Hoyt, the father who ran many Boston Marathons with his wheelchair-bound son

- Echoed Town Manager's advice to continue wearing masks, practice physical distancing from others

Board Member Carty:

- Selectmen Office Hours on March 31st at noon; Board Members Carty and Schineller to attend
- Fellow members of the Transportation Committee to provide transportation updates later in the meeting
- Sudbury Public School Committee met last night and planning for elementary school in-person instruction on April 5; Middle School on April 26
- Information to follow regarding the opening of LSRHS in-person instruction

Board Member Schineller:

- Reiterated Chair Dretler's message regarding no tolerance for violence against others including Asian-Americans
- Active Chinese American Association of Sudbury
- Recent Select Board Policies & Procedures Review Subcommittee meeting with Vice-Chair Roberts and Board Member Schineller

Vice-Chair Roberts:

- Attended BOH meeting earlier today; topics included:
 - Cautiously optimistic view regarding decrease in COVID cases in Sudbury
 - Cases more prevalent in the 20- to 40-year-olds
 - Contact Tracing work remains essential
 - Recent COVID surge in MA
 - Get vaccinated ASAP
- Attended the third session of the MPO (Metropolitan Planning Organization) regarding TIP (Transportation Improvement Program) and related funding
- BFRT timeline on schedule, and draft TIP vote tomorrow

Citizen's comments on items not on agenda

There were no citizen's comments

Vote to open a joint meeting with the Transportation Committee

Present: Chair Dan Carty, Doug Frey, Sandy Lasky, Alice Sapienza, Adam Duchesneau, Director of Planning and Community Development; Debra Galloway, Senior Center Director; Dan Nason, DPW Director

Chair Dretler read in the words of the motion. Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To open a joint meeting with the Transportation Committee.

Board Member Carty moved to open in joint meeting with the Select Board.

It was on motion 7-0; Lasky-aye, Sapienza-aye, Frey-aye, Galloway-aye, Duchesneau-aye, Nason-aye, Carty-aye

VOTED: To open a joint meeting with the Transportation Committee.

Board Member Carty provided Transportation Committee background, which grew out of the Livable Sudbury assessment completed several years ago. He noted that the Transportation mission was included on the Select Board's Goal List.

Ms. Sapienza presented a Power Point presentation on the GOSudbury! Transportation Program. She highlighted:

- The Sustainability Goal
- Transportation Initiatives
- Actual Taxi Expenditures MAPC Grant 1: \$38,000
- Target Audience, Destinations
- Accomplishments
- Some Lessons Learned

Board Member Schineller queried about the cost per ride. Ms. Sapienza responded that because taxis were not available in Sudbury, Uber was the more attractive option. Ms. Sapienza provided detail about what was done in other local towns.

Board Member Carty mentioned that Sudbury and Acton are the lead transportation communities in this area.

Vice-Chair Roberts asked about possible State funding options. Ms. Sapienza responded that such funding was not available at this time and regional funding was being considered.

Ms. Galloway provided an update on the COA shuttle schedule, noting that the route focused on the Rte. 20 corridor.

Board Member Russo spoke of piloting, and asked if transportation mapping had been considered. Ms. Sapienza replied that mapping had been researched in consideration of the most efficient travel routes. Ms. Sapienza acknowledged that the majority of trips were health-related rides.

Board Member Carty stressed the intent of the Transportation Plan was to tie into the newly created Master Plan.

Resident and Commission on Disability (COD) member Kay Bell, 348 Old Lancaster Road, emphasized that wheelchair-accessible vehicles were more expensive.

Resident Manish Sharma, 77 Colonial Road, stated that Chamber of Commerce sites on the west coast were helping to fund such transportation modes. He suggested the Sudbury Chamber of Commerce might participate with funding.

Resident Linda Faust, 189 Boston Post Road, spoke of Uber scheduling problems and the shortage of drivers available to help patrons with disabilities. Board Member Carty acknowledged that all patron comments were vital.

Chair Dretler asked about next steps. Board Member Carty responded that submission of comments from Select Board members would be most helpful.

Vote to close joint meeting with Transportation Committee and resume Select Board meeting

Board Member Carty motioned to close the Transportation Committee meeting. Mr. Nason seconded the motion.

It was on motion 7-0; Lasky-aye, Sapienza-aye, Frey-aye, Galloway-aye, Duchesneau-aye, Nason-aye, Carty-aye

VOTED: To close the joint meeting with the Select Board

Chair Dretler read in the words of the motion. Board Member Carty moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To close the joint meeting with the Transportation Committee and resume the Select Board meeting.

Discussion on Lincoln-Sudbury field fees

Present: Dennis Mannone, Director of Parks, Recreation, & Aquatics

Board Member Carty inquired about field user fees and asked if user fees could be dedicated to field maintenance. Related discussion took place.

Mr. Mannone confirmed that user fees were now being allotted to field expenses only.

Chair Dretler acknowledged that LSRHS had not been previously collecting user fees. Town Manager Hayes confirmed the statement made by Chair Dretler.

Discuss Community Preservation Committee (CPC) Annual Town Meeting articles with Sherrill Cline, CPC Chair, and Adam Duchesneau, Director of Planning & Community Development. Mr. Duchesneau to discuss Amending of Zoning Bylaw articles

Present: Sherrill Cline, CPC Chair; Adam Duchesneau, Director of Planning & Community Development

Ms. Cline presented Article 31 – Community Preservation Fund – Historic Preservation Plan – Amount Requested - \$32,000.

Related discussion took place.

Mr. Duchesneau presented and summarized the zoning Bylaw Articles:

Article 26 – Amend Zoning Bylaw, Article IX: Amend Text of Section 2110. Establishment

Article 27 – Amend Zoning Bylaw, Article IX: Amend text of Section 2324 Regarding Trailers or other structures for storage or office purposes

Article 28 – Amend Zoning Bylaw, Article IX: Amend text of Section 3200. Signs and Advertising Devices

Related discussion took place.

Resident Ralph Tyler, One Deacon Lane, suggested that the Board not support Article 26. Mr. Duchesneau noted the proposed Bylaw changes were inaccurate and needed to be amended.

Discussion regarding Article 16 - Fire Station #2: Funding Plan proposal presented by Dennis Keohane, Finance Director and discussion with Bill Barletta, Combined Facilities Director

Present: Dennis Keohane, Finance Director; Bill Barletta, Combined Facilities Director

Chair Dretler posed several outstanding Board questions for Mr. Barletta:

- Is there are true need to do a total project

Mr. Barletta responded that conditionally, the structure of the building could continue to function as it now does. He indicated the building was in good condition, and with continued maintenance, would continue to serve the Town. The question was if the Town wanted a different service propose for the Fire Station.

- What is the need or legitimacy of deferring maintenance in anticipation of an all-in approach.

Mr. Barletta responded that if a decision were made to go forward with Phase 1/Phase 2; repairs and upgrades could be calculated around a possible phased construction schedule. He noted the greatest need was a new roof for Station #2, which was not an immediate need, but would have to be addressed if deferred for an extensive amount of time.

- Are you comfortable with there not being an engineering report?

Mr. Barletta responded that he did not see a need for an engineering report. He stated that because the Fire Stations were small, it would not be a huge investment to upgrade systems.

- Are you able to forecast longevity and costs to maintain?

Mr. Barletta noted, that given some time, he could provide further cost estimates easily, given the amount of space.

- Estimate of costs for maintenance over the next few years, 5 years? 10 years?

Mr. Barletta responded the financial costs would be of small impact.

Chair Dretler asked Mr. Keohane his thoughts regarding funding for the proposed project. Mr. Keohane spoke against incurring debt exclusion, in consideration of DLS recommendation and size of the project. He suggested utilizing \$500,000 from the sale of the Police Station, \$500,000 from Free Cash and recommended deferring the Capital Stabilization contribution for this year and to maintain a level of Free Cash to be closer to what the Finance Committee has suggested (1/2 of 1%) of unallocated Free Cash.

Chair Dretler reiterated questions posed to Fire Chief Whalen:

- “Do we think that Phase 2 would come back next year?” Chief Whalen responded “No, not possible, Phase 1 Project would not begin construction until fall of 2022.”
- “What is the logical timing anticipated for Phase 2?” Chief Whalen responded “I can see this part of the project being pushed out until Town Meeting May 2027, the original garage area will then be 65 years old. The design and construction time frame would be in the area of 18 months for Phase 2.

Town Manager Hayes stated that no one has said that the building was at true risk of structural failure, nor had he heard that Phase 2 needed to be presented at the next Annual Town Meeting.

Town Manager Hayes suggested that the Board take a straw poll vote to approve \$3.5 million to fund the project. In that straw poll vote, members agreed to support funding of up to \$500,000 from the Melone fund. As an extension of the straw poll, Board Member Russo asked if members would support Phase 2 at a 2027 Town Meeting. Board Members Carty and Schineller did not agree with the proposal.

Board Members agreed to continue the funding discussion.

Vote to take positions on any 2021 Town Meeting articles, designate articles for placement on consent calendar

Article 15 – Melone Stabilization Fund Repurpose

Chair Dretler motioned to rescind the vote to indefinitely postpone Article 15. Board Member Carty moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To rescind the vote to indefinitely postpone Article 15 – Melone Stabilization Fund Repurpose.

Chair Dretler motioned to withdraw Article #15 – Melone Stabilization Fund Repurpose. Vice-Chair Roberts moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To withdraw Article #15 – Melone Stabilization Fund Repurpose.

Article 25 – LSRHS Stadium Field

Chair Dretler read in the words of the motion. Board Member Schineller moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To support Article 25 – LSRHS Stadium Field

Article 26 – Amend Zoning Bylaw, Article IX: Amend text of Section 2110.Establishment

Chair Dretler read in the words of the motion. Board Member Schineller moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To Amend Zoning Bylaw, Article IX: Amend text of Section 2110.Establishment

Article 27 – Amend Zoning Bylaw, Article IX: Amend text of Section 2324 Regarding Trailers or other structures for storage or office purposes

Chair Dretler read in the words of the motion. Board Member Schineller moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To support Article 27 – Amend Zoning Bylaw, Article IX: Amend text of Section 2324 Regarding Trailers or other structures for storage or office purposes

Article 28 – Amend Zoning Bylaw, Article IX: Amend text of Section 3200 Signs and Advertising Devices

Chair Dretler read in the words of the motion. Board Member Schineller moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To Amend Zoning Bylaw, Article IX: Amend text of Section 3200 Signs and Advertising Devices

Chair Dretler motioned to move Articles 26, 27, and 28 to the Consent Calendar. Board Member Carty seconded the motion.

Resident and FinCom Member Susan Berry, 4 Dawson Drive, stated that if someone called a hold on an article, it must come off the Consent Calendar.

It was on motion 5-0; Russo-no, Carty-no, Schineller-no, Roberts-no, Dretler-no

VOTED: Not to move Articles 26, 27, and 28 to the Consent Calendar

Article 31 – Community Preservation Fund – Historic Preservation Plan

Vice-Chair Roberts motioned to support Article 31 – Community Preservation Fund – Historic Preservation Plan and be included on the Consent Calendar. Board Member Schineller seconded the motion.

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

VOTED: To support Article 31 – Community Preservation Fund – Historic Preservation Plan and be included on the Consent Calendar.

Article 32 – Community Preservation Fund – Housing Production Plan

Vice-Chair Roberts motioned to support Article 32 – Community Preservation Fund – Housing Production Plan and be included on the Consent Calendar. Board Member Schineller seconded the motion.

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

VOTED: To support Article 32 – Community Preservation Fund – Housing Production Plan and be included on the Consent Calendar.

Article 33 – Community Preservation Fund – Housing Trust Allocation

Vice-Chair Roberts motioned to support Article 33 – Community Preservation Fund – Housing Trust Allocation and be included on the Consent Calendar. Board Member Schineller seconded the motion.

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

VOTED: To support Article 33 – Community Preservation Fund – Housing Trust Allocation and be included on the Consent Calendar.

Article 34 – Community Preservation Fund – Regional Housing Services Office (RHISO) membership fee

Vice-Chair Roberts motioned to support Article 34 – Community Preservation Fund – Regional Housing Services Office (RHISO) membership fee and be included on the Consent Calendar. Board Member Schineller seconded the motion.

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

VOTED: To support Article 34 - Community Preservation Fund – Regional Housing Services Office (RHISO) membership fee and be included on the Consent Calendar

Article 35 – Community Preservation Fund – Reversion of Funds

Vice-Chair Roberts motioned to support Article 35 – Community Preservation Fund – Reversion of Funds and be included on the Consent Calendar. Board Member Schineller seconded the motion.

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

VOTED: To support Article 35 – Community Preservation Fund – Reversion of Funds and be included on the Consent Calendar

Article 36 – Community Preservation Fund – General Budget and Appropriations

Vice-Chair Roberts motioned to support Article 36 – Community Preservation Fund – General Budget and Appropriations and be included on the Consent Calendar

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

VOTED: To support Article 36 – Community Preservation Fund – General Budget and Appropriations and be included on the Consent Calendar

Board Member Carty motioned to put Articles 29 and 30 on the Consent Calendar. Board Member Schineller seconded the motion.

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

VOTED: To put Article 29 – Community Preservation Fund – Dr. Bill Adelson Playground Improvements and Article 30 – Community Preservation Fund – Frank Feeley Fields Improvements

Chair Dretler motioned that the Board take a five-minute recess. Vice-Chair Roberts moved in the words of the Chair. Board Member Schineller seconded the motion.

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

VOTED: To take a five-minute recess

Board Members returned from the five-minute recess at 10:20 p.m.

Discussion on potential topics for Town Forum

Vice-Chair Roberts highlighted several potential topics for Town Forum:

- The Master Plan
- Public Education regarding the Fire Station project in advance of Town Meeting
- Diversity, Equity, Inclusion Commission

Vice-Chair Roberts suggested possible scheduling of two Town Forums: a smaller Fire Station session and a larger Master Plan Forum.

Vice-Chair Roberts stated that she would reach out to the Planning Board regarding a possible Master Plan Forum, and would follow-up with the Board Members.

Discussion on possible Sewataro Subcommittee

Chair Dretler shared a “Sewataro Goal 2020-2021” document which she drafted. Topics included in the document:

- Short-Term Goals – increase public use, increase documentation of activities and uses, safeguard property, discover revenue-generating opportunities
- Prior to June 2022 – Update agreement, consider tax exempt debt option
- Long-Term Goals – Form evaluation team, define strategic vision, options and next steps; Examine/evaluate best uses for the property; Compare data from other communities

Board Member Russo also presented a similar document, which he drafted. Board He recommended that two Board members be appointed to form a Sewataro Subcommittee. He added that the Subcommittee could gather related information and research comparable sites.

Board Member Schineller motioned to form the Sewataro Goal Subcommittee to assess and make recommendations to the Select Board regarding property management, and to appoint Board Member Charlie Russo and Board Member Bill Schineller to the Subcommittee, for a term ending May 31, 2022. Vice-Chair Roberts seconded the motion.

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

VOTED: To form the Sewataro Goal Subcommittee to assess and make recommendations to the Select Board regarding property management, and to appoint Board Member Charlie Russo and Board Member Bill Schineller to the Subcommittee, for a term ending May 31, 2022.

Chair Dretler recommended that Subcommittee updates be presented to the Board on a quarterly basis.

Review open session minutes of 3/9/21 and possibly vote to approve minutes

Chair Dretler read in the words of the motion. Board Member Carty moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To approve the 3/9/21 minutes, as edited.

Citizen's Comments (cont.)

Pat Brown, 34 Whispering Pine Road, asked staff to follow-up regarding public comments and responses from the MA DOT BFRT Hearing in July, 2021. She also requested that the public comments be included on the Town website.

Upcoming Agenda Items

- Town Reopening Schedule – March 30
- Town Manager Evaluation Discussion – March 30
- Financial Policies and Procedures Update – 4/27
- Fairbank Update – April
- KPI – Future meeting - April

Consent Calendar

Accept a \$2,000 grant from BayPath Elder Services to the Sudbury Council on Aging/Sudbury Senior Center

Chair Dretler read in the words of the motion. Board Member Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To accept a \$2,000 grant from BayPath Elder Services to the Sudbury Council on Aging/Sudbury Senior Center. The grant is to be utilized toward the cost of providing transportation to COVID-19 vaccination appointments

Approve the Town Manager appointment of Jane Kline, 187 Boston Post Rd, to the Commission on Disability for a term ending 5/31/24

Chair Dretler read in the words of the motion. Board Member Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To approve the Town Manager appointment of Jane Kline, 187 Boston Post Rd, to the Commission on Disability for a term ending 5/31/24, as requested by Pat Guthy, Commission Chair

Send a thank you letter to Deborah Kruskal for her 27 years of service on the Design Review Board

Chair Dretler read in the words of the motion. Board Member Russo moved in the words of the Chair. Vice-Chair Roberts seconded the motion.

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

VOTED: To send a thank you letter to Deborah Kruskal for her 27 years of service on the Design Review Board

Adjourn

Chair Dretler moved in the words of the motion. Board Member Carty moved in the words of the Chair. Board Member Schineller seconded the motion.

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:02 p.m.

DRAFT

SUDBURY SELECT BOARD

TUESDAY APRIL 6, 2021

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

Present: Chair Janie Dretler, Select Board Member Daniel E. Carty, Select Board Member William Schineller, Select Board Member Charles Russo, Assistant Town Manager/HR Director Maryanne Bilodeau

The statutory requirements as to notice having been complied with, the meeting was convened at 7:03 p.m., via Zoom telecommunication mode.

Chair Dretler announced the recording of the meeting and other procedural aspects included in the meeting. She acknowledged that the Board had just adjourned in Executive Session.

Call to Order/Roll Call

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

Opening remarks by Chair

- Attended Magic (Minuteman Advisory Group on Interlocal Coordination) legislative breakfast earlier today
- Attended Board of Health (BOH) meeting today and encouraged all to tune in to the meetings to aid with the COVID pandemic
- Attended Sudbury Water District meeting; she mentioned an update from the Water District
- Attended the MPO (Boston Region Metropolitan Planning Organization) meeting; decision reflected keeping the Bruce Freeman Rail Trail (BFRT) on the TIP (Transportation Improvement Program) schedule as well as other programs/projects in 2022

Reports from Town Manager

Ms. Bilodeau provided Town Manager Reports:

- Town Manager Office Hours – Thursday, April 8; 3:00 p.m. to 4:00 p.m. Link to Office Hours on the front page of the Town’s webpage – <https://us02web.zoom>
- Reminded all to “mask-up” and follow the COVID precaution measures; almost there but cases have increased, and everyone must continue doing their part

Reports from Select Board

Board Member Schineller:

- Participated in Select Board Office Hours with Board Member Carty; discussion included securing Town grants were discussed
- He and Vice-Chair Roberts held a sixth Select Board Financial Policies Subcommittee meeting last week; will be meeting with Finance Director Dennis Keohane to review financial aspects before presenting update for the Board at the end of the month
- Community feedback regarding transportation for seniors

Vice-Chair Roberts:

- Attended BOS meeting earlier today, discussing maintaining COVID protection measures
- SPS School Committee meeting focused on returning to in-person, full-time instruction
- Attended Sudbury Water District meeting today, possible scheduling of update from the Water District

Board Member Carty:

- Requested that drivers be patient as elementary schools are back in session; and other students will be back to school as well. Do continue to wear masks, stay socially distant to help in the effort of keeping students in school.
- Thanked Board Member Schineller for participating in last week's Select Board Office Hours, several citizens also participated remotely.
- Town Manager Office Hours scheduled for Thursday, April 8 at 3:00 p.m.
- Pleased that the Goodnow Library will be open two days a week going forward
- Second MAPC (Metropolitan Area Planning Council) taxi grant awarded to Sudbury, Concord, Maynard, and Stow in the amount of \$100,000; approximately \$40,000 apportioned to Sudbury
- Flags at half staff to honor Massachusetts native Police Officer William Flynn, who was killed at the US Capitol last Friday, April 2

Board Member Russo:

- Reiterated BFRT continues to maintain proposed schedule with TIP
- Attended the Conservation Commission meeting last night
- Recommended residents be mindful regarding watering outdoors; drought condition in some western MA communities

Citizens comments on items not on agenda

Zack Shapiro, son of Sudbury resident, asked permission to address transportation expansion program for elderly residents of Sudbury.

Board Members agreed to such request.

Mr. Shapiro maintained this would be an opportune time to expand transportation for the disabled and elderly in the Town.

VOTE to open continuation of 12/15/20 Public Hearing: 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: Dan Nason, DPW Director, George Pucci, Town Counsel; Mike Hager, Project Manager – Eversource; Shawn Southworth – Eversource; Sean Lauziere – Eversource; David Rosenzweig, Counsel for Eversource

Chair Dretler read in the words of the motion. Board Member Schineller moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To open continuation of 12/15/20 Public Hearing

Board Member Carty recused himself and left the meeting.

Mr. Hager summarized that Eversource Energy submitted application 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) in order to construct a new underground electric transmission line.

Mr. Hager confirmed that Eversource representatives provided written responses to comments/questions posed at the December 15, 2020 public hearing, and responded to additional comments from the Town Manager several weeks ago. He stated that Eversource was seeking resolution this evening.

Board Member Russo asked that the Memorandum of Understanding (MOU) between Eversource and MA DCR be submitted to the Select Board. Mr. Hager responded the MOU had not been issued to date, and would be provided upon execution. Board Member Russo indicated his reluctance about approving an application without the MOU adding that a draft MOU would be acceptable. Mr. Hager stated that such draft documents are customarily not released.

Board Member Schineller stated that he did not feel comfortable approving the Grant of Location without the MOU. Board Member Schineller inquired about manholes being placed in the roadways and asked for pros and cons of including manholes in this area. Mr. Hager responded that manholes might be placed in the MBTA right of way, but not within the Town roadways.

Board Member Schineller asked if the line voltage would ever be increased. Mr. Hager responded that such increase was not being considered at this point.

Vice-Chair Roberts asked about standard requirements associated with this type of road work. Mr. Hager responded Sudbury's regulations regarding road construction would be adhered to. Vice-Chair Roberts indicated that she wanted to view the MOU.

Chair Dretler asked when the MOU would be executed. Mr. Hager responded that the MOU would be executed when permits regarding bridgework, Army Corp of Engineers permitting, and Earth removal permit were issued.

Chair Dretler confirmed a number of resident e-mails were received by the Select Board which would be included on the Town website.

Resident Jim Gish, 35 Rolling Lane, maintained that MOU submission was essential before approval of the Grant of Location. Mr. Gish recommended that the Select Board wait for the pending MA SJC (Supreme Judicial Court) determination before making a decision regarding the Grant of Location.

Resident Nick Pernice, 255 Peakham Road, asked if additional soil and groundwater testing would be performed near the South Sudbury Station. Mr. Hager responded that an extensive groundwater plan was documented, and contaminants are not anticipated. He added that extensive study of area artifacts has begun as a Ch. 106 assessment.

Mr. Pernice questioned the number of Eversource projects which had to been excavated under railbeds. Mr. Hager replied that Eversource had completed such projects with a wide range of conditions.

Resident Manish Sharma, 77 Colonial Road, asked if the Eversource permit had an expiration date. He agreed the MUO should be presented before the project is approved by the Board. Mr. Hager indicated that the permit was narrow in scope and the Board had reviewed provided answers to comments/questions as presented.

Resident Pat Brown, 45 Whispering Pine Road, asked about Section 4 violations and queried if recovery of damages was possible. She stated that the permit be considered focused on Grant of Location (four road crossings) and without the total project being considered, this application would not be necessary. Mr. Hager confirmed the statement.

Mr. Pucci mentioned that if Grant of Location were approved, conditions/restrictions could be included in that approval.

Board Member Russo inquired about surety bonding. Mr. Hager replied that Eversource would follow Town regulations regarding restoration of roadways. Mr. Pucci suggested that further conditioning be including with respect to restoration of roadways.

Board Member Schineller stressed that normally, the Town of Sudbury enforces road construction sureties within a certain number of years after a road is surfaced and completed.

Resident Diana Warren, 32 Old Framingham Road, acknowledged that submission of the MOU was essential, adding the Historic Commission had also requested the MOU which has yet to be received. Ms. Warren stated a complete study of historical resources had not been submitted to date. She urged the Select Board not to approve the grant of location at this time.

Resident Renata Aylward, 265 Dutton Road, stressed the importance of receiving the MUO before approving the Grant of Location as well as the results of the SJC decision.

Resident Dan Depompei, 35 Haynes Road, emphasized the importance of declaratory judgements.

Resident Robert Stein, 7 Thompson Drive, indicated that the Board should approve the Eversource Grant of Location as soon as possible in consideration of taxpayers' litigation funding contribution in the amount of \$1 million +.

Board Member Schineller spoke of contaminants under the road crossings and asked that Mr. Hager submit the ground-flow studies. Board Member Schineller opined that containments could flow through to the Town wells. Mr. Hager agreed to submit the studies mentioned.

Mr. Hager stated that Eversource studied the proposed underground route and alternatives were studied in great depth and the decision of the Siting Board maintained that the MBTA right of way was the preferred route, subject to SJC determination.

Board Member Schineller inquired about EMF (Electric and Magnetic Fields) conditioning aspects. Mr. Southworth replied he was unaware of any Grant of Location projects being associated with EMF conditioning. Board Member Schineller asked Eversource representatives to further examine this aspect and report to the Board.

Mr. Hager detailed that along the rail trail, the proposed transmission line would not be located directly under the paved surface and would be placed off to the side from pedestrian use. He added that EMF levels peak towards the center of that transmission line.

Board Member Schineller inquired about other Grant of Location municipalities who required more substantial project bonding, such as the Town of Stoughton. Mr. Hager responded that he was not aware of additional bonding beyond road construction requirements. Board Member Schineller suggested that representatives further research this aspect and present findings to the Board.

Board Member Schineller requested that related attachments from Protect Sudbury and materials from Mr. Pernice, and other residents, be entered as exhibits. Chair Dretler agreed and confirmed that all public comments received today, would be included in the supplemental meeting material.

Board Member Schineller inquired about the EMF calculation process. Mr. Hager responded the calculation was based on loading and the Siting Board had no issue with that measure.

Board Member Schineller inquired about approval of underground transmission. Mr. Rosenzweig stated that such consideration was thoroughly reviewed by the Siting Board, who determined that exposure was properly minimized. He referenced case law statute demonstrating that Select Boards had no jurisdiction over Grant of

Location Siting Board determinations/findings, and such findings were pre-emptive. Board Member Schineller questioned “pre-emptive” language and asked if difference be given to the Select Board in order to consider the health and safety of citizens. He asked that Mr. Rosenzweig excerpt that topic from the Siting Board decision, as referenced.

Board Member Schineller affirmed that the larger project was germane to the Grant of Location, and without the larger project, there would be no crossings. He added it was not fair to assume pedestrians would travel over one crossing, in consideration of transmission line location.

Mr. Hager commented that the underground route and alternatives were studied in great depth, and the decision of the Siting Board maintained that the MBTA right of way was the preferred route, subject to SJC determination.

Board Member Schineller requested that Mr. Hager provide the Board with information regarding the transmission line located under the Boston Common.

Board Member Schineller asked if some revenue benefit would be provided to the Town. Mr. Southworth indicated such revenues are not provided to the Town; the Town would benefit by improved utility services. Mr. Southworth noted that Eversource was paying the MBTA for an easement.

Resident Julie Lieberman, 19 Rolling Lane, commented that a related discovery response indicated that one-third of the purposed transmission line would be located under the rail path (underground) and under the bridges. She stated that the EMF annual loading figures appeared much greater than average, and such EMF exposure was not healthy for a bike path traveled by people of all ages, with many traveling the path daily. Mr. Hager commented that much of the transmission line would be located to the side, except at environmentally sensitive areas.

Board Member Russo inquired about bond amounts. Mr. Nason responded that such would be in the \$5,000 to \$50,000 range.

Chair Dretler motioned to close the evidentiary hearing. Vice-Chair Roberts moved in the words of the Chair.

Board Member Schineller indicated he did not want to close the hearing at this time. Vice-Chair Roberts agreed with Select Board Schineller; rescinded the motion.

Vice-Chair Roberts suggested continuance of NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY Grant of Location hearing. Board Member Russo noted that in consideration of additional questions, the hearing should continue.

Chair Dretler mentioned that approval of Grant of Location did provide the Town the ability to condition the project.

Mr. Hager indicated willingness to continue the dialogue.

Attorney Pucci detailed there were several parallel processes for required permits and Eversource did have the right to secure the Grant of Location. He recommended the Board not vote to continue the Eversource hearing, unless the Board had further questions.

Vice-Chair Roberts confirmed the Board had additional questions to be addressed by Eversource.

Vice-Chair Roberts motioned to continue the NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY Grant of Location hearing to June 1, 2021 at 7:15 p.m. via Zoom. Select Board Member Schineller seconded the motion.

Vice-Chair Roberts confirmed that by June 1, the Board would receive documentation from Eversource in consideration of the following:

- MOU between Eversource and DCR
- Grant of Location permits signed with other municipalities in consideration of EMF and bonding
- Groundwater studies and the direction of groundwater flow
- EMF Calculations
- Boston Common transmission line/s under pedestrian ways
- Updated Permits
- Bond calculations for mentioned road site openings

Vice-Chair Roberts amended the previous motion to include the listed considerations. Select Board Member Russo seconded the motion.

Ms. Lieberman requested that Eversource provide an hourly EMF projection for each day of the year.

Mr. Gish asked if construction had to wait until all permits were granted. Mr. Hager responded that the project could proceed with pending SJC decision.

Attorney Rosenzweig confirmed that Eversource would agree to continue the hearing to a certain date and time within the next several weeks, adding that Eversource might proceed with the project in the meantime.

Vice-Chair Roberts retracted her previous motion.

Attorney Pucci commented that such detainment was somewhat out of Select Board control, in consideration of COVID, and suggested that Eversource representatives consider that factor.

Chair Dretler confirmed that she drafted a list of Grant of Location conditions. Mr. Pucci noted that such conditions could be directed to Eversource as draft conditions.

Attorney Pucci recommended the condition document be presented to Eversource and the public sometime before the continued hearing. Board Members agreed.

Vice-Chair Roberts retracked the previous motion made.

Mr. Hager confirmed that May 4th would be a preferable date.

Vice-Chair Roberts motioned and Select Board Member Russo seconded the motion.

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

VOTED: To continue the NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY Hearing to May 4, 2021 at 7:00 p.m. via Zoom 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 May 4, 2021 at 7:00 p.m. via Zoom.

Chair Dretler adjourned the hearing.

Discussion and vote whether to grant a Special Permit to the Sudbury Companies of Minute and Militia, to hold the annual Parade to Commemorate Patriot's Day on Monday, April 19, 2021, from 5:30 A.M. through approximately 12:30 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the parade's conclusion.

Present: Bill Murphy, Health Director; Eleanor Hutchinson, Sudbury Companies of Minute and Militia

Mr. Murphy acknowledged that the event requested, was in fact a march and not a parade inviting more people to gather. He stated he had no COVID-related concerns if only 25 people were marching.

Ms. Hutchinson confirmed only 25 people would be marching early in the morning to commemorate the 248 militia who marched in 1775. She acknowledged that last year was the first time the Sudbury Companies had not marched, in consideration of COVID. Ms. Hutchinson noted the route has been the same for 57 years and would be slightly shorter this year. She confirmed that the Sudbury Companies have worked closely with the Police over the years.

Ms. Bilodeau stated that use of the restrooms at Town Hall would not be possible in consideration of COVID. Ms. Hutchinson indicated that she expected the restrooms would not be open this year.

Board Member Schineller motioned and Vice-Chair Roberts seconded the motion.

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

VOTED: To grant a Special Permit to the Sudbury Companies of Minute and Militia, to hold the annual Parade to Commemorate Patriot's Day on Monday, April 19, 2021, from 5:30 A.M. through approximately 12:30 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the parade's conclusion.

Upon the determination that common convenience and necessity require that said way should be laid out, vote to lay out the following Town Way with the boundaries and measurements as set forth on a plan prepared by Foresite Engineering, dated December 5, 2019, on file in the office of the Town Clerk, to be presented for acceptance at the 2021 Annual Town Meeting: Anthony Drive from North Road/Route 117 to a dead end, a distance of 613 ft. +/-; and further vote that the layout is subject to meeting the conditions and requirements deemed necessary by the Select Board prior to the execution and recording of a Deed or Order of Taking.

Present: Adam Duchesneau, Director of Planning and Community Development; Dan Nason, DPW Director

Mr. Duchesneau provided summary of the topic.

Board Member Russo asked about the final disposition of Anthony Drive. Mr. Duchesneau confirmed that cleaning of drain and grassing of the area would take place before Town Meeting.

Mr. Nason detailed that the Select Board would approve the layout of the roadway and the final vote would be taken at Town Meeting. He stated that Town Engineer confirmed that everything was built to plan.

Board Member Schineller motioned and Board Member Russo seconded the motion.

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

VOTED: That upon the determination that common convenience and necessity require that said way should be laid out, vote to lay out the following Town Way with the boundaries and measurements as set forth on a plan prepared by Foresite Engineering, dated December 5, 2019, on file in the office of the Town Clerk, to be presented for acceptance at the 2021 Annual Town Meeting: Anthony Drive from North Road/Route 117 to a dead end, a distance of 613 ft. +/-; and further vote that the layout is subject to meeting the conditions and requirements deemed necessary by the Select Board prior to the execution and recording of a Deed or Order of Taking.

Discussion on Town Manager Annual Evaluation Process

Ms. Bilodeau noted that the 360 reviews were due no later than Noon April 20.

Chair Dretler asked if Board Members agreed that the existing Town Manager Evaluation form would be effective for this review. Board Members agreed with the use of the form.

The Board discussed the Town Manager Evaluation process, and agreed to a corresponding timeline, if Town Manager Hayes concurred:

- 360 Evaluations Due 4/20/21
- Town Manager Hayes would submit his Self-Evaluation 4/27/21
- Staff Input (360 Evaluation) will be included in packet 4/27/21
- Formation of Town Manager Evaluation Subcommittee 4/27/21
- Board Member Feedback to Subcommittee 5/06/21
- Subcommittee to coordinate all related documentation 5/13/21
- Possible Town Manager Evaluation 5/18/21

Board Members Carty and Russo volunteered to form the Town Manager Evaluation Subcommittee.

Chair Dretler confirmed she would ask Town Manager Hayes if the proposed schedule would provide enough preparation time.

Ms. Pat Brown, former member of the Town Manager Subcommittee, directed the Board to the revised Town Manager Evaluation process which was included in the May 1, 2018 minutes.

Amend the Diversity, Equity, and Inclusion Commission Mission Statement to increase the number of members from "up to 13" to "up to 14" members

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

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

VOTED: To amend the Diversity, Equity, and Inclusion Commission Mission Statement to increase the number of members from "up to 13" to "up to 14" members

Appoint Sue Abrams, Susan Tripi, Nuha Muntasser, Yana Bloomstein, and Tanisha Tate, to the Diversity, Equity and Inclusion Commission for terms to expire May 31, 2022

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

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

VOTED: To appoint Sue Abrams, 24 Hudson Rd; Susan Tripi, 23 Belcher Dr; Nuha Muntasser, 193 Dutton Rd; Yana Bloomstein, 84 Carriage Way and Tanisha Tate, 50 Fairbank Circle to the Diversity, Equity and Inclusion Commission for terms to expire May 31, 2022.

Discussion and vote to appoint Select Board member to serve as liaison to the Diversity, Equity and Inclusion Commission (DEI)

Select Board Members Roberts and Schineller expressed interest in serving as liaison to the Diversity, Equity and Inclusion Commission (DEI).

Board Member Schineller motioned to appoint himself as liaison to the Diversity, Equity and Inclusion Commission (DEI).

Board Members Schineller and Roberts provided detail regarding their related experience.

Board Member Russo suggested that Board Members Roberts and Schineller both act as liaisons to the DEI.

Board Member Carty withdrew the previous motion.

Board Member Russo motioned to appoint Board Members Roberts and Schineller as liaisons to the DEI. Board Member Schineller seconded the motion.

Board Member Russo withdrew the motion.

Board Member Russo motioned to amend the Diversity, Equity, and Inclusion Commission liaison mission statement and to increase the number of Select Board liaisons from one (1) to two (2). Vice-Chair Roberts seconded the motion.

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

VOTED: To amend the Diversity, Equity, and Inclusion Commission mission statement and to increase the number of members from thirteen to fourteen.

Board Member Russo motioned to appoint two (2) liaisons to the Diversity, Equity, and Inclusion Commission; Board Members Roberts and Schineller. Board Member Schineller seconded the motion.

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

VOTED: To appoint two (2) liaisons to the Diversity, Equity, and Inclusion Commission; Board Members Roberts and Schineller.

Discussion on Housing Choice

Board Member Russo provided several Housing Choice recommendations, including change in zoning bylaws to incentivize such housing and promote the best housing strategies for Sudbury. He suggested scheduling a joint meeting with the Planning Board to discuss such strategies, including 40B and 40R aspects.

Board Member Carty indicated that the Town of Sudbury has met the 40B and 40R requirements and should be credited with the inclusion of those projects.

Review open session minutes of 3/16/21 and possibly vote to approve minutes

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

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

VOTED: To approve the open session minutes of 3/16/21, as edited

Citizen's Comments (cont.)

There were no citizen's comments

Upcoming Agenda Items

- Town Forum Conversation – 4/27
- Appoint Board Members Carty and Russo to the Town Manager Evaluation Subcommittee – 4/27
- Financial Policies Update - 4/27
- Next Steps – Town Manager Evaluation Process – 4/27
- Policy and Procedure Item – Aspects of Recusal – 4/27
- American Rescue Plan – 5/4/21

- Planning Board Joint Meeting regarding Housing Choice – future meeting

Consent Calendar

Acknowledge that the month of May is Military Appreciation Month and to sign a proclamation in this regard.

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

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

VOTED: To acknowledge that the month of May is Military Appreciation Month and to sign a proclamation in this regard

Vote to sign a Proclamation recognizing May 16-23, 2021 as National Public Works Week (NPWW)

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

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

VOTED: To sign a Proclamation recognizing May 16-23, 2021 as National Public Works Week (NPWW)

Accept a \$4,059 donation of cloth face coverings and surgical masks from TJ Maxx Corp. to be distributed to high risk populations

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

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

VOTED: To accept a \$4,059 donation of cloth face coverings and surgical masks from TJ Maxx Corp. to be distributed to high risk populations

Send thank you letter to Jim Marotta for 14 years of service to the Town on the Park and Recreation Commission

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

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

VOTED: To send thank you letter to Jim Marotta for 14 years of service to the Town on the Park and Recreation Commission

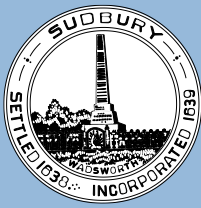
Vote to Adjourn Meeting

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:33 p.m.



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

11: 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:

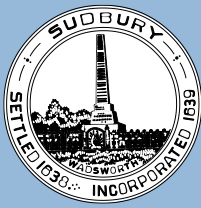
Review:

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

04/27/2021 6:30 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
May 4	Dan Nason request – CWMP update
	Discussion on American Rescue Plan
	Eversource Public Hearing – <i>continuation from 4/6/21 date</i>
	Town Forum discussion
	KPI discussion
	Financial Policy update
May 11	Possible additional SB meeting
May 18	Town Manager Evaluataion
May 22-23; rain date of June 12-13	Annual Town Meeting at LSRHS field; start time 12:30 PM Sat, 5/22
May 25	Annual license renewals
Date to be Determined	Budget Strategies Task Force
	By-law items to examine - Special Events & Demonstration Permits; Common Victualler License Holders (Related to Farm Act exemptions, citizen request); Nuisance / Blight Bylaw; Removal Authority of members from appointments
	Citizen Leadership Forum
	Fairbank Community Center update (ongoing)
	Financial policy review (ongoing)
	Health/COVID-19 update (as of 3/18/20)
	Housing Choice discussion
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review
	Projects to track using form (KPIs)
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on CSX (January, April, July, October)
	Route 20 empty corner lot – former gas station
	Sewataro Financial Statement review
	Sewataro Future planning
	Sidewalks discussion
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update from SB Policy Subcommittee
	Update on crosswalks (Chief Nix/Dan Nason)
	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	Select Board requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

MISCELLANEOUS (UNTIMED)

12: 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:

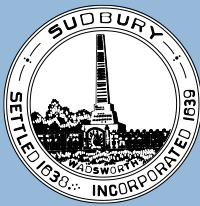
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/27/2021 6:30 PM



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

CONSENT CALENDAR ITEM

13: Conservation Restriction - 38 Birchwood Avenue

REQUESTOR SECTION

Date of request:

Requestor: Lori Capone, Conservation Coordinator

Formal Title: Vote to accept and execute the Conservation Restriction from Jo-Ann L. Howe to the Town of Sudbury, acting by and through its Conservation Commission, pursuant to M.G.L. Ch. 184 Sec. 32 for a 0.33-acre portion of the property located at 38 Birchwood Avenue, shown as a portion of Assessor’s Map F04, Parcel 0427, to maintain the Premises predominantly in its natural state in perpetuity.

Recommendations/Suggested Motion/Vote: Vote to accept and execute the Conservation Restriction from Jo-Ann L. Howe to the Town of Sudbury, acting by and through its Conservation Commission, pursuant to M.G.L. Ch. 184 Sec. 32 for a 0.33-acre portion of the property located at 38 Birchwood Avenue, shown as a portion of Assessor’s Map F04, Parcel 0427, to maintain the Premises predominantly in its natural state in perpetuity.

Background Information:

This CR was a requirement of the Conservation Commission for the development of 38 Birchwood Avenue in 2003. The CR protects 0.33 +/- acres. The CR is located directly south of the Assabet River National Refuge and provides an undisturbed corridor between two vernal pools.

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

04/27/2021 6:30 PM

GRANTOR: Jo-Ann L. Howe
GRANTEE: Town of Sudbury, Conservation Commission
ADDRESS OF PREMISES: 38 Birchwood Avenue, Sudbury, MA 01776
FOR GRANTOR'S TITLE SEE: Deed dated October 6, 2016
Recorded with the Middlesex South County Registry of Deeds
Book 68191, Page 453

CONSERVATION RESTRICTION

Jo-Ann L. Howe, an unmarried person, of 38 Birchwood Avenue, Sudbury, Middlesex County, being the sole owner, for my successors and assigns (“Grantor”), acting pursuant to Sections 31, 32, and 33 of Chapter 184 of the Massachusetts General Laws, grant with QUITCLAIM COVENANTS to the Town of Sudbury, a Massachusetts municipal corporation with an address of 275 Old Lancaster Road, Sudbury, MA 01776, acting by and through its Conservation Commission, by authority of M.G.L., Chapter 40, sec. 8C, for its permitted successors and assigns (“Grantee”), for less than one hundred dollars, IN PERPETUITY AND EXCLUSIVELY FOR CONSERVATION PURPOSES, the following Conservation Restriction on a 0.33± acre portion (“Premises”) of a 0.57± acre parcel of land (“Property”), which Premises are more particularly described in Exhibit A, and also shown as “Proposed Conservation Restriction” on the plan entitled “Easement Plan of Land of 38 Birchwood Avenue in Sudbury, MA” dated November 2, 2017 prepared by Sullivan, Connors and Associates, recorded in the Middlesex South Registry of Deeds as Plan No. ____ of 2019 (hereinafter, the “Plan”), a reduced copy of which is attached hereto as Exhibit B, both exhibits being incorporated herein and attached hereto.

I. PURPOSES:

This Conservation Restriction is defined in and authorized by Sections 31-33 of Chapter 184 of the General Laws and otherwise by law. The purpose of this Conservation Restriction is to assure that the Premises will be maintained in perpetuity for conservation purposes, in a natural, scenic and undeveloped condition, and to prevent any use or change that would materially impair or interfere with its conservation and preservation values (“conservation values”).

This Conservation Restriction is required by the Conservation Commission of Sudbury in its Order of Conditions issued pursuant to M.G.L. Ch. 131, Sec. 40 on April 22, 2003 and recorded with the Middlesex South Registry of Deeds on July 8, 2003 in Book 39835, Page 276. See also DEP File No. 301-814.

The conservation values include the following:

- **Open Space Preservation.** The Premises contributes to the protection of the scenic and natural character and the protection of the Premises will enhance the open-space value of these and nearby lands.
- **Wetland Preservation.** The Premises are located directly across a small gravel roadway from Willis Pond, the only Great Pond located in Sudbury. The Premises are also located within a substantially undisturbed corridor of vernal pools, ponds, and shrubs swamps. This corridor enhances the area that parallels the natural shore and maintains the natural buffer to the residential development of this former summer pond community on small lots. The Premises contain bordering vegetated wetlands and upland resource areas. Preservation of these areas will protect ground water supply and wildlife habitat and also assist in the prevention of storm damage and pollution.

These and other conservation values of the Premises, as well as its current uses and state of improvement, are described in a Baseline Documentation Report (“Baseline Report”) prepared by Grantee with the cooperation of the Grantor, consisting of maps, photographs, and other documents and on file with the Grantee and referenced herein. The Baseline Report (i) is acknowledged by Grantor and Grantee to be a complete and accurate representation of the condition and values of the Premises as of the date of this Conservation Restriction, and (ii) is intended to serve as an objective information baseline for subsequent monitoring of compliance with the terms of this Conservation Restriction as described herein. Notwithstanding the foregoing, the parties may utilize any evidence of the condition of the Premises at the time of this grant other than the Baseline Report, should the Baseline Report be unavailable or if it does not adequately address the issues presented.

II. PROHIBITED ACTS AND USES, EXCEPTIONS THERETO, AND PERMITTED USES

A. Prohibited Acts and Uses.

Subject to the exceptions set forth herein, the Grantor will not perform or allow other to perform the following acts and uses which are prohibited on, above, and below the Premises:

- (1) Constructing, placing or allowing to remain any temporary or permanent building, tennis court, landing strip, mobile home, swimming pool, asphalt or concrete pavement, sign, fence, billboard or other advertising display, antenna, utility pole, tower, solar panel, solar array, conduit, line or other temporary or permanent structure or facility on, above or under the Premises;

- (2) Mining, excavating, dredging or removing from the Premises of soil, loam, peat, gravel, sand, rock or other mineral resource or natural deposit or otherwise making topographical changes to the area;
- (3) Placing, filling, storing or dumping of soil, refuse, trash, vehicle bodies or parts, rubbish, debris, junk, waste or other substance or material whatsoever or the installation of underground storage tanks;
- (4) Cutting, removing or otherwise destroying trees, grasses or other vegetation;
- (5) Activities detrimental to drainage, flood control, water conservation, water quality, erosion control, soil conservation, wildlife habitat, or archaeological conservation;
- (6) Use, parking or storage of vehicles including motorcycles, mopeds, all-terrain vehicles, trail bikes, or any other motorized vehicles on the Premises except for vehicles necessary for public safety (i.e., fire, police, ambulance, other government officials) in carrying out their official duties;
- (7) Subdivision or conveyance of a part or portion of the Premises alone, or division or subdivision of the Premises (as compared to conveyance of the Premises in its entirety which shall be permitted), and no portion of the Premises may be used towards building or development requirements on this or any other parcel;
- (8) The use of de-icing chemicals, pesticides, herbicides, fertilizers, or coal tar based driveway sealants;
- (9) The underground storage of petroleum products;
- (10) The installation of underground sprinklers;
- (11) The use of the Premises for residential, industrial, commercial, or for any other purpose or activity which is inconsistent with the purpose of this Conservation Restriction or which would materially impair its conservation values.

B. Reserved Rights and Exceptions.

The Grantor reserves the right to conduct or permit the following activities and uses on the Premises, but only if such uses and activities do not materially impair the conservation values or purposes of this Conservation Restriction:

- (1) Vegetation Management. In accordance with generally accepted forest management practices, selective minimal removing of brush, pruning and cutting to prevent, control or remove hazards, disease, insect or fire damage, or to preserve the present condition of the Premises, without the use of herbicides or pesticides;

- (2) Non-native or nuisance species. The removal of non-native or invasive species, the inter-planting of native species, and the control of species in a manner that minimizes damage to surrounding, non-target species and preserves water quality, without the use of herbicides or pesticides;
- (3) Wildlife Habitat Improvement. With the prior written approval of Grantee, measures designed to restore native biotic communities, or to maintain, enhance or restore wildlife, wildlife habitat, or rare or endangered species including selective planting of native trees, shrubs and plant species, without the use of herbicides or pesticides;
- (4) Archaeological Investigations. The conduct of archaeological activities, including without limitation survey, excavation and artifact retrieval, following submission of an archaeological field investigation plan and its approval in writing by Grantee and the State Archaeologist of the Massachusetts Historical Commission (or appropriate successor official);
- (5) Signs. The erection, maintenance and replacement of signs with respect to trespass, trail access, identity and address of the occupants, sale of the Premises, the Grantee's interest in the Premises, and the protected conservation values;
- (6) Site Restoration. Any work undertaken in conjunction with the Reserved Rights described in this Paragraph B shall be accomplished in accordance with any state or local wetland permits that may be required and shall seek to minimize disturbance to the Conservation Values and other natural features within the Premises that may be impacted as a result of exercising of any of the Reserved Rights described herein. Upon completion of any site work performed in conjunction with the Reserved Rights described in this Paragraph B, any disturbed areas shall be restored substantially to the conditions with respect to soil material, grade, and vegetated ground cover that existed prior to said work;
- (7) Permits, Regulations, Laws. The exercise of any right reserved by Grantor under this Paragraph B shall be in compliance with zoning, the Wetlands Protection Act, and all other applicable federal, state and local laws, rules, regulations, and permits. The inclusion of any reserved right requiring a permit from a public agency does not imply that the Grantee or the Commonwealth takes any position whether such permit should be issued; and
- (8) Best Management Practices. The exercise of any right reserved by Grantor under this Paragraph B shall follow, when available and if applicable, established, up to date, and regionally-applicable Best Management Practices or similar standards developed by a governmental agency or other entity with known expertise in the area of practice and designed to protect the natural features potentially affected by the action(s).

C. Notice and Approval.

Whenever notice to or approval by Grantee is required, Grantor shall notify Grantee in writing not less than 60 days prior to the date Grantor intends to undertake the activity in question. The notice

shall describe the nature, scope, design, location, timetable and any other material aspect of the proposed activity in sufficient detail to permit the Grantee to make an informed judgment as to its consistency with the purposes of this Conservation Restriction. Where Grantee's approval is required, Grantee shall grant or withhold approval in writing within 60 days of receipt of Grantor's request. Grantee's approval shall not be unreasonably withheld, but shall only be granted upon a showing that the proposed activity shall not materially impair the purposes of this Conservation Restriction.

Subject to any applicable law or regulation, failure of Grantee to respond in writing within 60 days shall be deemed to constitute approval by Grantee of the request as submitted, so long as the request sets forth the provisions of this section relating to deemed approval after 60 days in the notice, the requested activity is not prohibited herein, and the activity will not impair the conservation values or purposes of this Conservation Restriction.

III. LEGAL REMEDIES OF THE GRANTEE

A. Legal and Injunctive Relief.

The rights hereby granted shall include the right to enforce this Conservation Restriction by appropriate legal proceedings and to obtain injunctive and other equitable relief against any violations, including, without limitation, relief requiring restoration of the Premises to their condition prior to the time of the injury complained of (it being agreed that the Grantee will have no adequate remedy at law). The rights hereby granted shall be in addition to, and not in limitation of, any other rights and remedies available to the Grantee for the enforcement of this Conservation Restriction. Grantee agrees to cooperate for a reasonable period of time prior to resorting to legal means in resolving issues concerning violations provided Grantor ceases objectionable actions and Grantee determines there is no ongoing diminution of the conservation values of the Conservation Restriction.

Grantor covenants and agrees to reimburse to Grantee all reasonable costs and expenses (including reasonable counsel fees) incurred in enforcing this Conservation Restriction or in taking reasonable measures to remedy, abate or correct any violation thereof, provided that a violation of this Conservation Restriction is acknowledged by Grantor or determined by a court of competent jurisdiction to have occurred. In the event of a dispute over the boundaries of the Conservation Restriction, Grantor shall pay for a survey and to have the boundaries permanently marked.

B. Non-Waiver.

Enforcement of the terms of this Conservation Restriction shall be at the discretion of Grantee. Any election by the Grantee as to the manner and timing of its right to enforce this Conservation Restriction or otherwise exercise its rights hereunder shall not be deemed or construed to be a waiver of such rights.

C. **Disclaimer of Liability.**

By acceptance of this conservation restriction, the Grantee does not undertake any liability or obligation relating to the condition of the Premises pertaining to compliance with and including, but not limited to, hazardous materials, zoning, environmental laws and regulations, or acts not caused by the Grantee or its agents.

D. **Acts Beyond the Grantor's Control.**

Nothing contained in this Conservation Restriction shall be construed to entitle the Grantee to bring any actions against the Grantor for any injury to or change in the Premises resulting from causes beyond the Grantor's control, including but not limited to fire, flood, storm and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Premises resulting from such causes. In the event of any such occurrence, the Grantor and Grantee will cooperate in the restoration of the Premises, if desirable and feasible.

IV. **ACCESS**

The Grantor hereby grants to the Grantee, or its duly authorized agents or representatives, the right to enter the Premises upon reasonable notice and at reasonable times, for the purpose of inspecting the Premises to determine compliance with or to enforce this Conservation Restriction. The Grantor also grants to the Grantee, after notice of a violation and failure of the Grantor to cure said violation, the right to enter the Premises for the purpose of taking any and all actions with respect to the Premises as may be necessary or appropriate to remedy or abate any violation hereof, including but not limited to the right to perform a survey of boundary lines.

V. **EXTINGUISHMENT**

A. If circumstances arise in the future such as render the purpose of this Conservation Restriction impossible to accomplish, this restriction can only be terminated or extinguished, whether in whole or in part, by a court of competent jurisdiction under applicable law after review and approval by the Massachusetts Secretary of Energy and Environmental Affairs. If any change in conditions ever gives rise to extinguishment or other release of the Conservation Restriction under applicable law, then Grantee, on a subsequent sale, exchange, or involuntary conversion of the Premises, shall be entitled to a portion of the proceeds in accordance with Paragraph V(B) below, subject, however, to any applicable law which expressly provides for a different disposition of the proceeds and after complying with the terms of any gift, grant, or funding requirements. Grantee shall use its share of the proceeds in a manner consistent with the conservation purpose set forth herein.

B. Proceeds. Grantor and Grantee agree that the donation of this Conservation Restriction gives rise to a real property right, immediately vested in the Grantee, with a fair market value that is at least equal to the proportionate value that this Conservation Restriction bears to the value of the unrestricted property. Such proportionate value of the Grantee's property right shall remain

constant. Any proceeds will be distributed only after complying with the terms of any gift, grant, or other funding requirements.

C. Grantor/Grantee Cooperation Regarding Public Action. Whenever all or any part of the Premises or any interest therein is taken by public authority under power of eminent domain or other act of public authority, then the Grantor and the Grantee shall cooperate in recovering the full value of all direct and consequential damages resulting from such action. All related expenses incurred by the Grantor and the Grantee shall first be paid out of any recovered proceeds, and the remaining proceeds shall be distributed between the Grantor and Grantee in accordance with Paragraph V(B) above, after complying with the terms of any law, gift, grant, or funding requirements. If a less than fee interest is taken, the proceeds shall be equitably allocated according to the nature of the interest taken. The Grantee shall use its share of the proceeds like a continuing trust in a manner consistent with the conservation purposes of this grant.

VI. ASSIGNABILITY

A. Running of the Burden. The burdens of this Conservation Restriction shall run with the Premises in perpetuity, and shall be enforceable against the Grantor and the successors and assigns of the Grantor holding any interest in the Premises.

B. Execution of Instruments. The Grantee is authorized to record or file any notices or instruments appropriate to assuring the perpetual enforceability of this Conservation Restriction; the Grantor, on behalf of herself and her successors and assigns, appoint the Grantee their attorney-in-fact to execute, acknowledge and deliver any such instruments on her behalf. Without limiting the foregoing, the Grantor and her successors and assigns agree themselves to execute any such instruments upon request.

C. Running of the Benefit. The benefits of this Conservation Restriction shall run to the Grantee, shall be in gross and shall not be assignable by the Grantee, except in the following instances:

As a condition of any assignment, the Grantee shall require that the purpose of this Conservation Restriction continues to be carried out; that the Assignee is not an owner of the fee in the Property, and the Assignee, at the time of the assignment, qualifies under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder, and is a donee eligible to receive this Conservation Restriction under Section 32 of Chapter 184 of the General Laws of Massachusetts. Any assignment will comply with Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

VII. SUBSEQUENT TRANSFERS

The Grantor agrees to incorporate by reference the terms of this Conservation Restriction in any deed or other legal instrument which grants any interest in all or a portion of the Premises, including a leasehold interest and to notify the Grantee not less than twenty (20) days prior to the execution of such transfer. Failure to do any of the above shall not impair the validity or

enforceability of this Conservation Restriction. Any transfer will comply with Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

The Grantor shall not be liable for violations occurring after their ownership. Liability for any acts or omissions occurring prior to any transfer and liability for any transfer if in violation of this Conservation Restriction shall survive the transfer. Any new owner shall cooperate in the restoration of the Premises or removal of violations caused by prior owner(s) and may be held responsible for any continuing violations.

VIII. ESTOPPEL CERTIFICATES

Upon request by the Grantor, the Grantee shall, within sixty (60) days execute and deliver to the Grantor any document, including an estoppel certificate, which certifies the Grantor's compliance with any obligation of the Grantor contained in this Conservation Restriction.

IX. NON MERGER

The parties intend that any future acquisition of the Premises shall not result in a merger of the Conservation Restriction into the fee. The Grantor agrees that it will not grant, and the Grantee agrees that it will not take title, to any part of the Premises without having first assigned this Conservation Restriction to a non-fee owner that is qualified under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder and is eligible to receive this Conservation Restriction under Section 32 of Chapter 184 of the General Laws of Massachusetts in order to ensure that merger does not occur and that this Conservation Restriction continues to be enforceable by a non-fee owner.

X. AMENDMENT

If circumstances arise under which an amendment to or modification of this Conservation Restriction would be appropriate, Grantor and Grantee may jointly amend this Conservation Restriction; provided that no amendment shall be allowed that will affect the qualification of this Conservation Restriction or the status of Grantee under any applicable laws, including Section 170(h) of the Internal Revenue Code of 1986, as amended, or Sections 31-33 of Chapter 184 of the General laws of Massachusetts. Any amendments to this conservation restriction shall occur only in exceptional circumstances. The Grantee will consider amendments only to correct an error or oversight, to clarify an ambiguity, or where there is a net gain in conservation value. All expenses of all parties in considering and/or implementing an amendment shall be borne by the persons or entity seeking the amendment. Any amendment shall be consistent with the purposes of this Conservation Restriction, shall not affect its perpetual duration, shall be approved by the Secretary of Energy and Environmental Affairs and if applicable, shall comply with the provisions of Art. 97 of the Amendments to the Massachusetts Constitution, and any gifts, grants or funding requirements. Any amendment shall be recorded in the Middlesex South County Registry of Deeds.

XI. EFFECTIVE DATE

This Conservation Restriction shall be effective when the Grantor and the Grantee have executed it, the administrative approvals required by Section 32 of Chapter 184 of the General Laws have been obtained, and it has been recorded in a timely manner in the Middlesex South County Registry of Deeds.

XII. NOTICES

Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by first class mail, postage pre-paid, addressed as follows:

To Grantor: Jo-Ann L. Howe
38 Birchwood Avenue, Sudbury, MA 01776

To Grantee: Sudbury Conservation Commission
275 Old Lancaster Road, Sudbury, MA 01776

or to such other address as any of the above parties shall designate from time to time by written notice to the other or, if notice is returned to sender, to an address that is reasonably ascertainable by the parties.

XIII. GENERAL PROVISIONS

A. Controlling Law. The interpretation and performance of this Conservation Restriction shall be governed by the laws of the Commonwealth of Massachusetts.

B. Liberal Construction. Any general rule of construction to the contrary notwithstanding, this Conservation Restriction shall be liberally construed in favor of the grant to effect the purpose of this Conservation Restriction and the policy and purposes of Massachusetts General Laws Chapter 184, Sections 31-33. If any provision in this instrument is found to be ambiguous, any interpretation consistent with the purpose of this Conservation Restriction that would render the provision valid shall be favored over any interpretation that would render it invalid.

C. Severability. If any provision of this Conservation Restriction or the application thereof to any person or circumstance is found to be invalid, the remainder of the provision of this Conservation Restriction shall not be affected thereby.

D. Entire Agreement. This instrument sets forth the entire agreement of the parties with respect to this Conservation Restriction and supersedes all prior discussions, negotiations, understandings or agreements relating to the Conservation Restriction, all of which are merged herein.

XIV. MISCELLANEOUS

A. Pre-existing Public Rights. Approval of this Conservation Restriction pursuant to M.G.L. Chapter 184, Section 32 by any municipal officials and by the Secretary of Energy and Environmental Affairs is not to be construed as representing the existence or non-existence of any pre-existing rights of the public, if any, in and to the Premises, and any such pre-existing rights of the public, if any, are not affected by the granting of this Conservation Restriction.

B. Homestead

The Grantor hereby releases, agrees to waive, subordinate, and release any and all Massachusetts General Law Chapter 188 Homestead rights she may have in favor of this Conservation Restriction with respect to any portion of the Premises affected by this Conservation Restriction, and hereby agrees to execute, deliver and/or record any and all instruments necessary to effectuate such waiver, subordination and release. In all other respects, the Grantor reserves and retains any and all Homestead rights, subject to this Conservation Restriction, pursuant to M.G.L. c. 188 sec. 10 (e).

C. Subordination. The Grantor shall record at the appropriate Registry of Deeds simultaneously with this Conservation Restriction all documents necessary to subordinate any mortgage, promissory note, loan, lien, equity credit line, refinance assignment of mortgage, lease, financing statement or any other agreement which gives rise to a surety interest affecting the Premises.

D. Attached hereto and incorporated herein by reference are the following:

Signature pages:

Grantor

Acceptance by Town of Sudbury Conservation Commission

Approval by Town of Sudbury Board of Selectmen

Approval by the Secretary of Energy and Environmental Affairs.

Exhibits:

Exhibit A: Description of the Premises

Exhibit B: Reduced Copy of Recorded Plan of the Premises

WITNESS my hand and seal this ____ day of _____, 2021.

GRANTOR:

Jo-Ann L. Howe

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this ____ day of _____, 2021, before me, the undersigned notary public, personally appeared the above-named Jo-Ann L. Howe, and proved to me through satisfactory evidence of identification which was _____ to be the persons whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public:
My Commission Expires:

Attachment13.a: 38 Birchwood CR (4546 : Conservation Restriction - 38 Birchwood Avenue)

ACCEPTANCE BY TOWN OF SUDBURY CONSERVATION COMMISSION

We, the undersigned, being a majority of the Conservation Commission of the Town of Sudbury, Massachusetts, hereby certify that at a public meeting duly held on April 5, 2021, the Conservation Commission voted to approve and accept the foregoing Conservation Restriction from Jo-Ann L. Howe pursuant to M.G.L. Chapter 184 Section 32 and Chapter 40 Section 8C.

SUDBURY CONSERVATION COMMISSION:

Thomas R. Friedlander

David Henkels

Ken Holtz

Bruce Porter

Richard Morse

Kathleen Rogers

Mark Sevier

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this _____ day of _____, 2021, before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public:
My Commission Expires:

APPROVAL OF TOWN OF SUDBURY SELECT BOARD

We, the undersigned, being a majority of the Select Board of the Town of Sudbury, hereby certify that at a public meeting duly held on _____, 2021, the Board of Selectmen voted to approve the foregoing Conservation Restriction from Jo-Ann L. Howe to the Town of Sudbury acting by and through its Conservation Commission in the public interest pursuant to Section 32 of Chapter 184 and Chapter 40 Section 8C of the General Laws of Massachusetts.

TOWN OF SUDBURY BOARD:
OF SELECTMEN

Daniel E. Carty

Janie W. Dretler

Jennifer Roberts

Charles Russo

William Schineller

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this ____ day of _____, 2021 before me, the undersigned notary public, personally appeared the above-named DANIEL E. CARTY, JANIE W. DRETLE, JENNIFER ROBERTS, CHARLES RUSSO, and WILLIAM SCHINELLER proved to me through satisfactory evidence of identification, which were _____ to be the persons whose names are executed on the preceding or attached document, and acknowledged to me that they executed it voluntarily for its stated purpose before me, as Members of the Town of Sudbury Select Board.

Notary Public:
My Commission Expires:

Attachment 13.a: 38 Birchwood CR (4546 : Conservation Restriction - 38 Birchwood Avenue)

**APPROVAL BY SECRETARY OF ENERGY AND ENVIRONMENTAL AFFAIRS
COMMONWEALTH OF MASSACHUSETTS**

The undersigned, Secretary of Energy and Environmental Affairs of the Commonwealth of Massachusetts, hereby certifies that the foregoing Conservation Restriction from Jo-Ann L. Howe to the Town of Sudbury acting by and through its Conservation Commission has been approved in the public interest pursuant to Massachusetts General Laws, Chapter 184, Section 32.

Dated: _____, 2021

KATHLEEN A. THEOHARIDES
Secretary of Energy and Environmental Affairs

COMMONWEALTH OF MASSACHUSETTS

SUFFOLK, ss:

On this ____ day of _____, 2021, before me, the undersigned notary public, personally appeared KATHLEEN A. THEOHARIDES, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

Attachment 13.a: 38 Birchwood CR (4546 : Conservation Restriction - 38 Birchwood Avenue)

EXHIBIT ADescription of the Premises

The land and improvements thereon, being a portion of 38 Birchwood Avenue, Sudbury, Middlesex County, Massachusetts shown as "Proposed Conservation Restriction" on the plan entitled "Easement Plan of Land of 38 Birchwood Avenue in Sudbury, MA" dated November 2, 2017 prepared by Sullivan, Connors and Associates, recorded in the Middlesex South Registry of Deeds herewith, being further described as follows:

BEGINNING on the easterly side of Great Lake Road at a point located N 16°28'30" E a distance of 115.00 feet from an iron pipe at the intersection of Great Lake Road and Birchwood Avenue;

THENCE RUNNING N 16°28'30" E a distance of 110.00 feet to a point on the southerly sideline of Lake Shore Drive;

THENCE RUNNING N 80°50'02" E along the southerly sideline of Lake Shore Drive a distance of 110.92 feet to a point at land now or formerly of Cynthia Howe;

THENCE RUNNING S 16°28'30" W a distance of 158.00 feet to a point;

THENCE RUNNING N 73°31'30" W a distance of 100 feet to the POINT OF BEGINNING.

EXHIBIT B

Reduced Copy of Recorded Plan Attached – See Middlesex South Registry of Deeds as Plan No. _____ of 2019 for full plan of record

Attachment13.a: 38 Birchwood CR (4546 : Conservation Restriction - 38 Birchwood Avenue)

**38 Birchwood Avenue Conservation Restriction
Baseline Documentation Report
CR #121**

**Prepared by:
Jo-Ann L. Howe
38 Birchwood Avenue
Sudbury, MA 01776**



Grantor: Jo-Ann L. Howe
Size: .033 +/- acres
Date of Conveyance: _____ 2021

Baseline Report Prepared: February 2021

TABLE OF CONTENTS

	Page Number
CONSERVATION RESTRICTION ABSTRACT.....	2
OPEN SPACE MAP.....	4
ORTHO-AERIAL PHOTOGRAPH.....	5
USGS TOPOGRAPHICAL MAP.....	6
PROPERTY CONDITIONS & SITE INSPECTION REPORT.....	7
PHOTOPOINT LOCATIONS	8
LOG OF DOCUMENTARY GROUND PHOTOGRAPHS.....	9
DOCUMENTARY GROUND PHOTOGRAPHS.....	10
PREPARER’S AFFIDAVIT.....	14
PHOTOGRAPHER’S AFFIDAVIT.....	15
ACKNOWLEDGEMENT OF BASELINE CONDITIONS AFFIDAVIT.....	16
DIRECTIONS TO SITE.....	17
TAX MAPS.....	18
SURVEY & SITE PLANS.....	19
RECORDED CONSERVATION RESTRICTION.....	20

Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Sudbury (4546 : Conservation Restriction - 38 Birchwood Avenue)

CONSERVATION RESTRICTION ABSTRACT

This is an abstract only. It is intended to help the reader understand the content of the conservation restriction. For the specific information, please refer to the complete conservation restriction document at the end of this report.

Property Name: **38 Birchwood Avenue Conservation Restriction, CR #121**

Property Information:

Street Address: 38 Birchwood Avenue, Sudbury, MA

Restricted Acreage: 0.33+/- Acres

Tax Parcel Reference: F04-0427

Conservation Restriction:

Date CR Recorded:

Book: Page:

Deed Recording Reference:

Book: 68191 Page: 453

Grantor Name: Jo-Ann L. Howe

Plan Recording Reference: Easement Plan of Land by Sullivan, Connors, and Associates dated January 2, 2017 and recorded herewith

Current Fee Owner:

Owner Name: Jo-Ann L. Howe

Mailing Address: 38 Birchwood Avenue

Town: Sudbury

State: MA Zip: 01776

Acquired Ownership: October 6, 2016

Telephone: 978-443-5300

Purposes: To assure that the Premises will be maintained in perpetuity for conservation purposes, in a natural, scenic and undeveloped condition, and to prevent any use or change that would materially impair or interfere with its conservation and preservation values

Reserved Rights/Permitted Acts:
(Supersede Prohibited)

Prohibited Acts and Uses:

	House	X	Building
	Appurtenant structures	X	Tennis court, swimming pool, etc.
	Fences, stone walls – customary	X	Temporary or permanent structures on, above, or under the premises
	Agriculture	X	Placing, filling, storing, dumping, etc.
	Mowing of fields	X	Mining, excavating, dredging, etc.
X	Cutting of trees and brush for forestry, landscaping, views, disease control	X	Removal of soil & dumping soil, trash, etc.
	Developing unpaved paths	X	Non-emergency motorized vehicles
	Use for outdoor recreation	X	Conveyance for division/subdivision
	Acts to prevent erosion (trails, access)	X	Cutting or removing vegetation
	Repair, maintenance, improvement and use of drainage structures and existing utilities	X	Pavement, fence, utility pole, antenna, etc.
X	Archaeological investigation	X	Billboard, satellite dish, conduits
X	Other: Wildlife Habitat Improvement	X	Commercial outdoor recreation
X	Other: Removal of non-native and invasives	X	Activities detrimental for drainage, flood control, erosion control, etc.
X	Other: signs	—	Other:

Any work within 100 feet of wetlands or a certified vernal pool, or 200 feet of a perennial stream, will require approval from the Sudbury Conservation Commission under the Wetlands Protection Act (M.G.L. Chapter 131, Section 40), must comply with the Sudbury Administrative Wetlands Bylaw (Article XXII) and must be conducted in accordance with all other applicable laws.

Reserved Rights Requiring Notice of Approval: In writing by a method requiring proof of receipt not less than 60 days prior to activity

Site Visit Notice Requirements: Upon reasonable notice and at reasonable times

Key Features to Visit: None

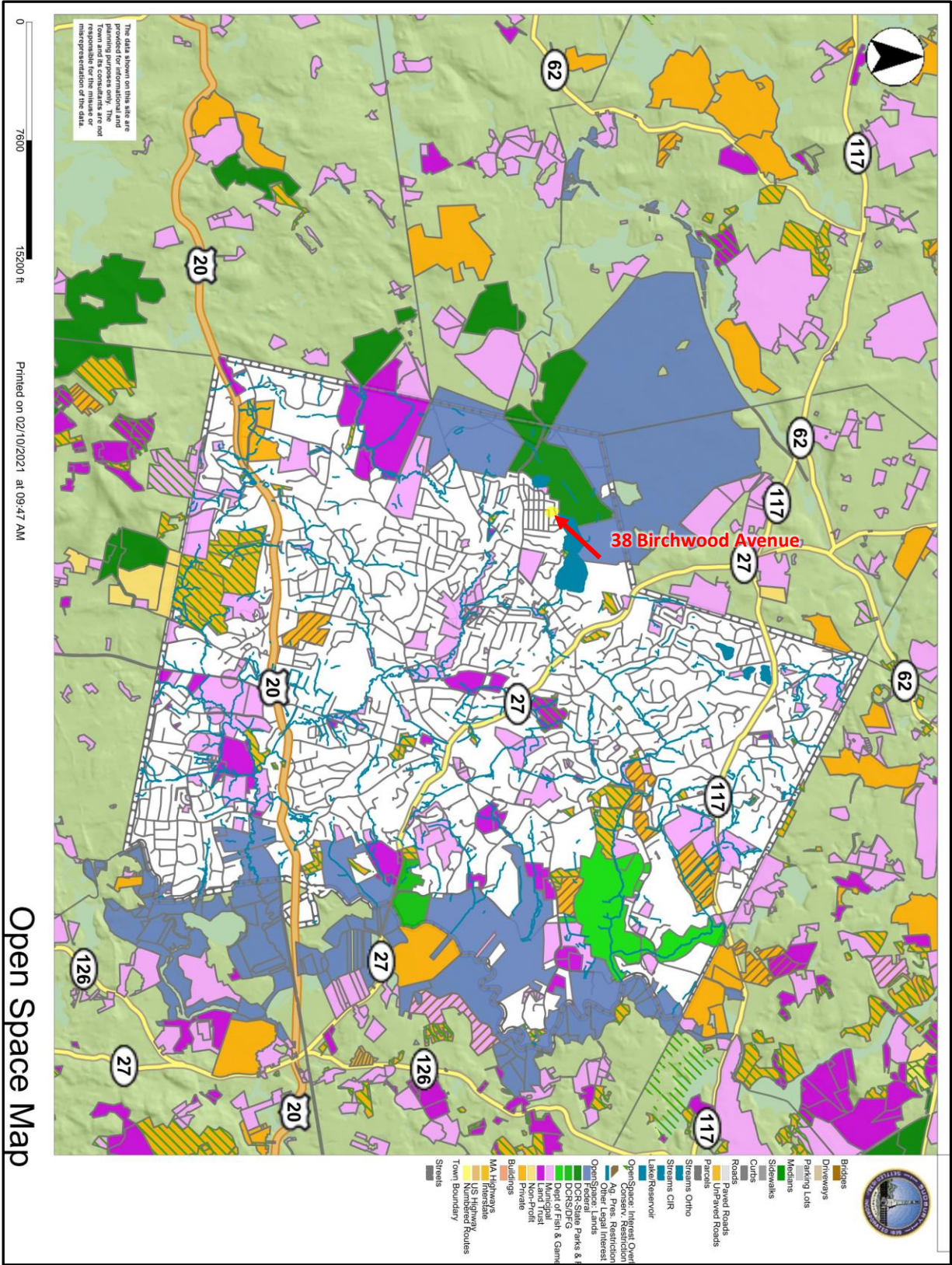
Right to Public Access: None

Easements: None

Land Use and Management Plan: None

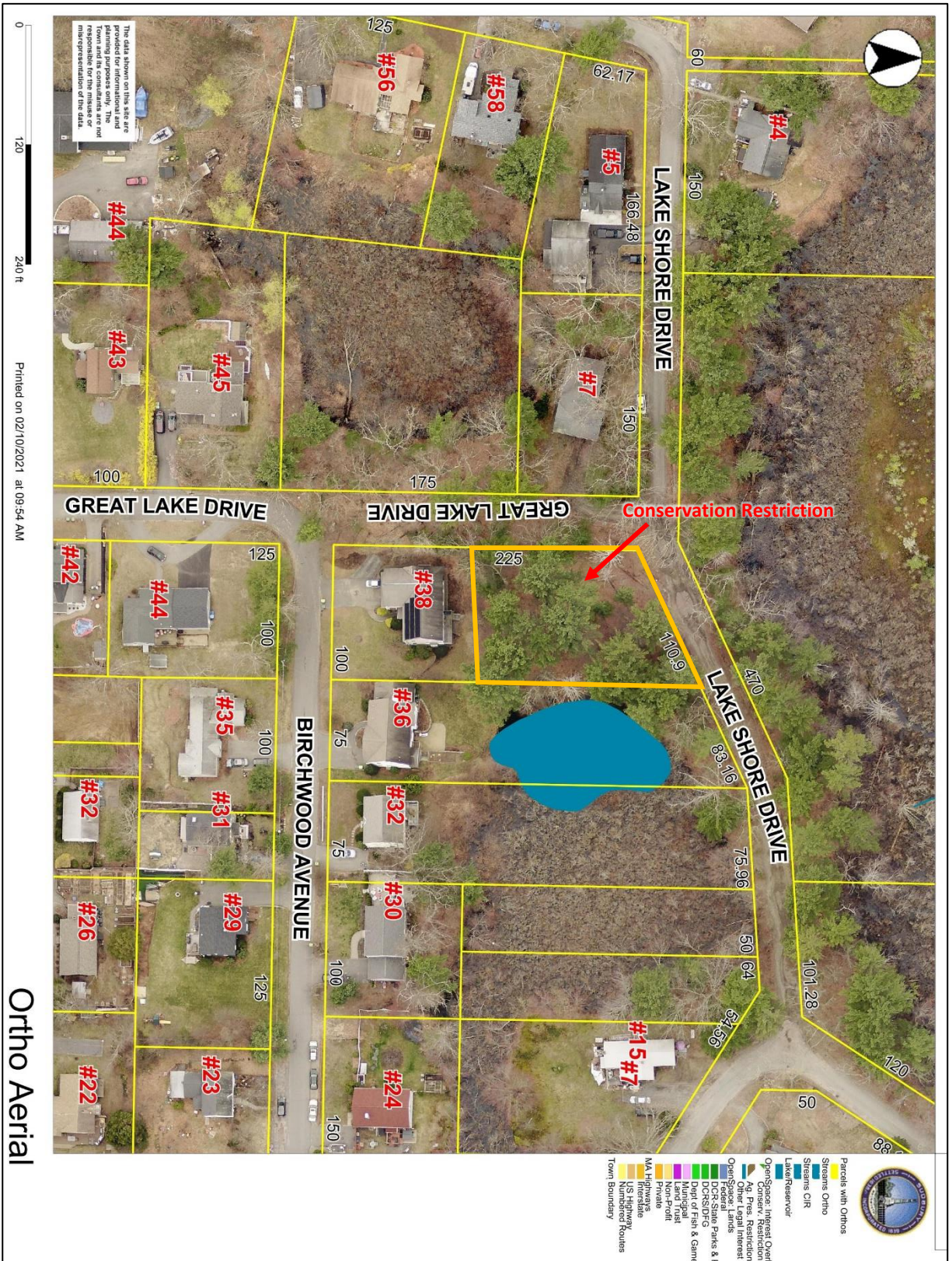
Public Benefit: Conveyance of this CR protects the scenic and natural character and will enhance the open-space value of these and nearby lands

OPEN SPACE MAP

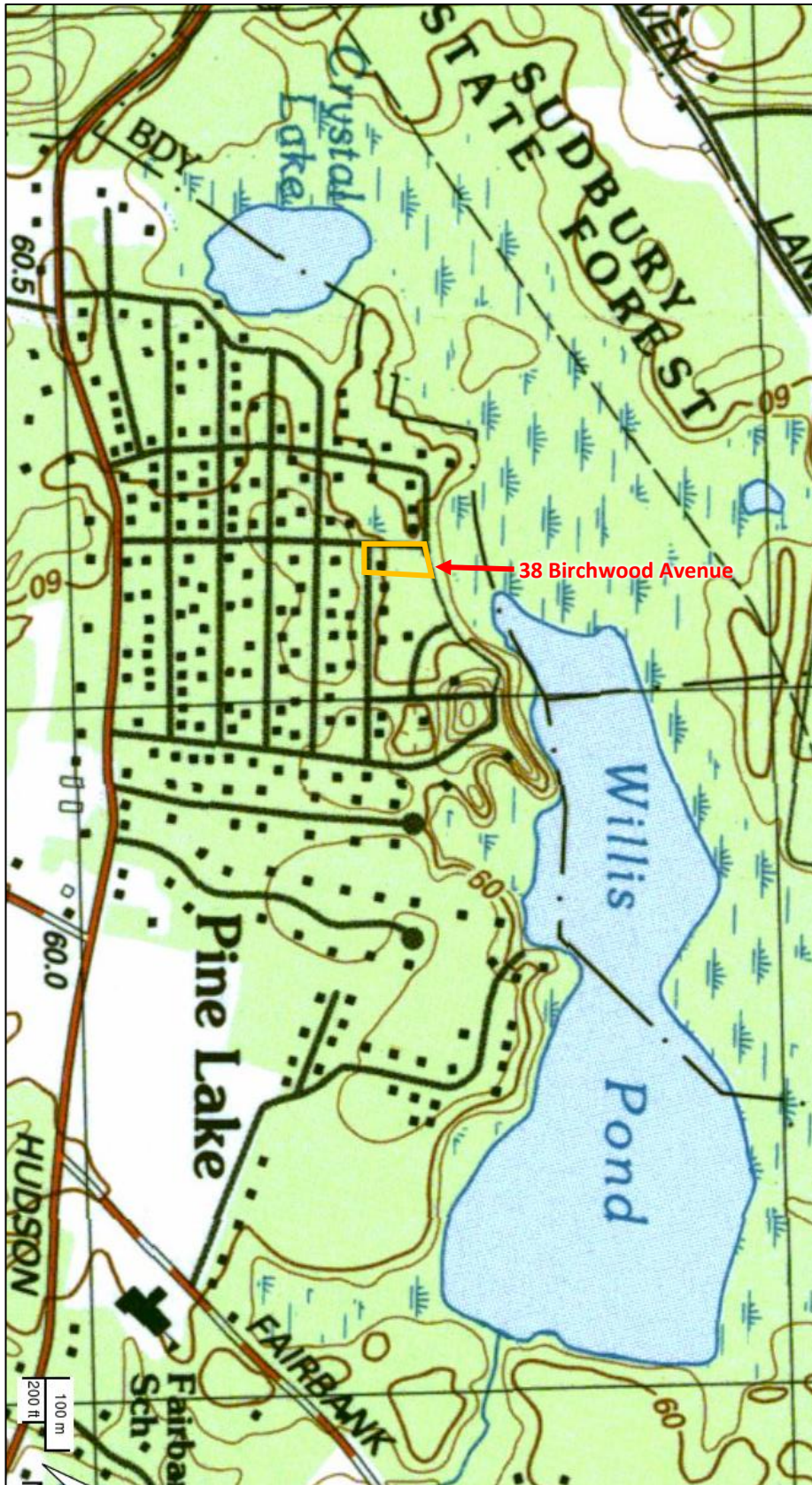


Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Sudbury (4546 : Conservation Restriction - 38 Birchwood Avenue)

ORTHO-AERIAL PHOTOGRAPH



USGS TOPOGRAPHICAL MAP



Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Sudbury (4546 : Conservation Restriction - 38 Birchwood Avenue)

PROPERTY CONDITIONS AND SITE INSPECTION REPORT

Introduction

This Conservation Restriction is the result of an Order of Conditions issued to the landowner under DEP File # 301-814 issued on April 22, 2003. During this application hearing, the applicant agreed to place a Conservation Restriction in perpetuity on a 0.33+/- acre area of her single-family house lot. The CR was developed to protect this 0.33+/- acre area of land as well as other nearby areas in support of wetlands habitat.

Regional and Local Setting

The Premises are located within a residential development of a former summer pond community on small lots. The Premises are located directly south of state protected open space associated with the Assabet River National Wildlife Refuge, which is also designated as Estimated and Priority Habitat for rare species. The Premises are also located within a substantially undisturbed corridor of vernal pools and vegetated wetlands and is located directly across a small gravel roadway from Willis Pond, the only Great Pond located in Sudbury. The protection of this wooded area helps protect and provide upland wildlife habitat to nearby vernal pools and wetlands and helps buffer development from the adjacent protected open spaces.

Water Resources

There are no water resources on the Premises but it is located within the Buffer Zone and Adjacent Upland Resource Area to wetlands on adjacent properties to the north and east. Protection of this uplands area provides habitat for wetland species and protects the quality of adjacent wetland resource areas.

Manmade Features; Drainage

There are no manmade features other than a fence between the rear portion of the property and Lake Shore Drive. There is no manmade drainage on the property.

Important Wildlife Habitat

The Premises is located directly south of Estimated and Priority Habitat for rare species and is located directly south of Willis Pond, the only Great Pond located in Sudbury. The Premises is also located within a substantially undisturbed corridor between vernal pools to the east and west of the Premises.

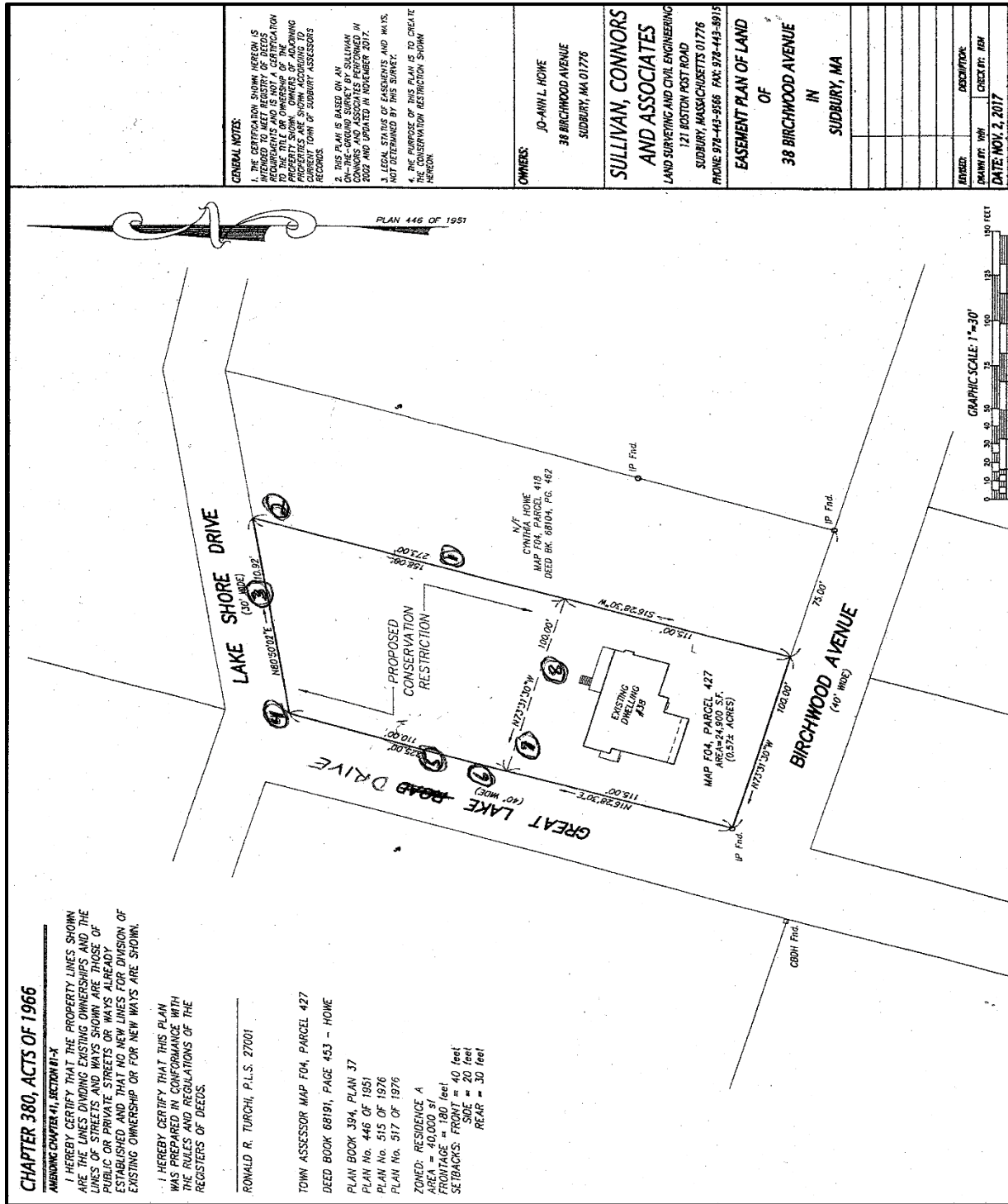
Boundaries

The boundaries of the Conservation Restriction are shown on the recorded conservation restriction plan, which is an instrument survey. This plan is attached hereto and made a part hereof. This is no monumentation of the boundaries present in the field.

Condition at the time of the Site Inspection

The Conservation Restriction area is in its naturally vegetated conditions as required in the Order of Conditions, DEP File #301-814.

PHOTO-POINT LOCATIONS



Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Sudbury (4546 : Conservation Restriction - 38 Birchwood Avenue)

LOG OF DOCUMENTARY GROUND PHOTOS

Photopoint	Latitude	Longitude	JPEG	Azimuth	Direction to CR	Description
1	42.396423	-71.455919	1	West	Into CR	View across CR from property line between 36 & 38 Birchwood Ave.
2	42.396666	-71.455963	2	Southwest	Along CR	View along property line between 36 & 38 Birchwood Ave.
3	42.396570	-71.456113	3	South	Into CR	View into CR from Lake Shore Drive
4	42.396570	-71.456303	4	Southeast	Into CR	View into CR from corner of Lake Shore Dr & Great Lake Dr.
5	42.396357	-71.456357	5	East	Into CR	View into CR from Great Lake Dr.
6	42.396246	-71.456363	6	Northeast	Into CR	View into CR from Great Lake Drive further south
7	42.396234	-71.456234	7	North	Into CR	Into CR from west side of back yard
8	42.396252	-71.456079	8	North	Into CR	View into CR from middle of back yard

All photographs taken by Jo-Ann L. Howe Camera: iPhone 7.

All photographs were taken on July 8, 2020, a cloudy day, temperature about 85°F, at approximately 4:15 p.m.

DOCUMENTARY GROUND PHOTOGRAPHS



Photopoint #1; JPEG: 1; Description: Into CR from property line between 36 & 38 Birchwood Ave.



Photopoint #2; JPEG: 2; Description: From north, along property line between 36 & 38 Birchwood Ave.

Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Sudbury (4546 : Conservation Restriction - 38 Birchwood Avenue)



Photopoint #3; JPEG: 3; Description: Into CR from Lake Shore Drive. Note fence.



Photopoint #4; JPEG: 4; Description: Into CR from corner of Lake Shore Dr & Great Lake Dr.



Photopoint #5; JPEG: 5; Description: Into CR from Great Lake Drive. Note fence.



Photopoint #6; JPEG: 6; Description: Into CR from Great Lake Drive further south



Photopoint #7; JPEG: 7; Description: Into CR from west side of back yard.



Photopoint #8; JPEG: 8; Description: Into CR from middle of back yard

PREPARER’S AFFIDAVIT

The undersigned hereby certifies 1) that he/she prepared the accompanying Baseline Documentation Report pertaining to the 38 Birchwood Avenue CR located at 38 Birchwood Avenue in Sudbury, Massachusetts, 2) that said Report describes and documents the natural and other resources of said Property protected under the Conservation Restriction recorded _____ in the Middlesex South Registry of Deeds in Book _____ at Page _____, and that based on all the information cited in said Report and to the best of his/her knowledge and belief, said Report is an accurate representation of the Property and its condition as of the date of said Report.

Notwithstanding the above, the undersigned agrees that the conditions documented in said Report do not necessarily represent the entirety of conditions of the Property allowed or required by the Conservation Restriction, and that the Town of Sudbury, Massachusetts in no way waives any rights, either at law or in equity, to enforce any provisions of the Conservation Restriction, whether or not directly addressed in this Report.

Signed and sealed under the pains and penalties of perjury this ____ day of _____, 2021.

Signature _____
Jo-Ann L. Howe

COMMONWEALTH OF MASSACHUSETTS

On this ____ day of _____, 2021 before me, the undersigned notary public, personally appeared Jo-Ann L. Howe, proved to me through the satisfactory evidence of identification, which was [MA Driver’s License] [Personal Knowledge], to be the person whose name is signed on the foregoing instrument, and acknowledged to me that she/he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires: _____

PHOTOGRAPHER’S AFFIDAVIT

I, Jo-Ann L. Howe, hereby certify that:

On July 8, 2020, I visited the 38 Birchwood Avenue CR property located at 38 Birchwood Avenue, Sudbury, Massachusetts and took documentary ground photographs (“the Photographs”), numbered JPEG1 through JPEG8 attached hereto which together with accompanying descriptions and location map, fairly and accurately depict the property as it appeared on the date the photographs were taken.

Signed and sealed under the pains and penalties of perjury this ____ day of _____, 2021.

Signature _____
Jo-Ann L. Howe

COMMONWEALTH OF MASSACHUSETTS

On this ____ day of _____, 2021 before me, the undersigned notary public, personally appeared Jo-Ann L. Howe, proved to me through the satisfactory evidence of identification, which was [MA Driver’s License] [Personal Knowledge], to be the person whose name is signed on the foregoing instrument, and acknowledged to me that she/he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires: _____

Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Sudbury (4546 : Conservation Restriction - 38 Birchwood Avenue)

ACKNOWLEDGEMENT OF BASELINE CONDITIONS AFFIDAVIT

The undersigned, being the Grantor under a Conservation Restriction granted to the Town of Sudbury, Massachusetts and recorded _____ at the Middlesex South Registry of Deeds in Book ____ at Page ____, with respect to land located at 38 Birchwood Avenue, Sudbury, MA 01776 (“the Property”), hereby certifies to the Town of Sudbury, Massachusetts that the accompanying Baseline Documentation Report is to the best of her knowledge and belief an accurate representation of the Property and its condition on the date hereof. Notwithstanding the above, the undersigned agrees that the conditions documented in said Report do not necessarily represent the entirety of conditions of the Property allowed or required by the Conservation Restriction, and that the Town of Sudbury, Massachusetts in no way waives any rights, either at or in equity, to enforce any provisions of the Conservation Restriction, whether or not directly addressed in this Report.

The Baseline Documentation Report includes the following information:

	Page Number
Conservation Restriction Abstract	2
Open Space Map	4
Ortho-Aerial Photograph	5
USGS Topographical Map	6
Property Conditions & Site Inspection Report	7
Photopoint Locations	8
Log of Documentary Ground Photographs	9
Documentary Ground Photographs	10
Preparer’s Affidavit	14
Photographer’s Affidavit	15
Acknowledgement of Baseline Conditions Affidavit	16
Directions To Site	17
Tax Maps	18
Survey & Site Plans	19
Recorded Conservation Restriction	20

By: Jo-Ann L. Howe

Date:

Acknowledged by the Town of Sudbury

Lori Capone, Conservation Coordinator

Date:

DIRECTIONS

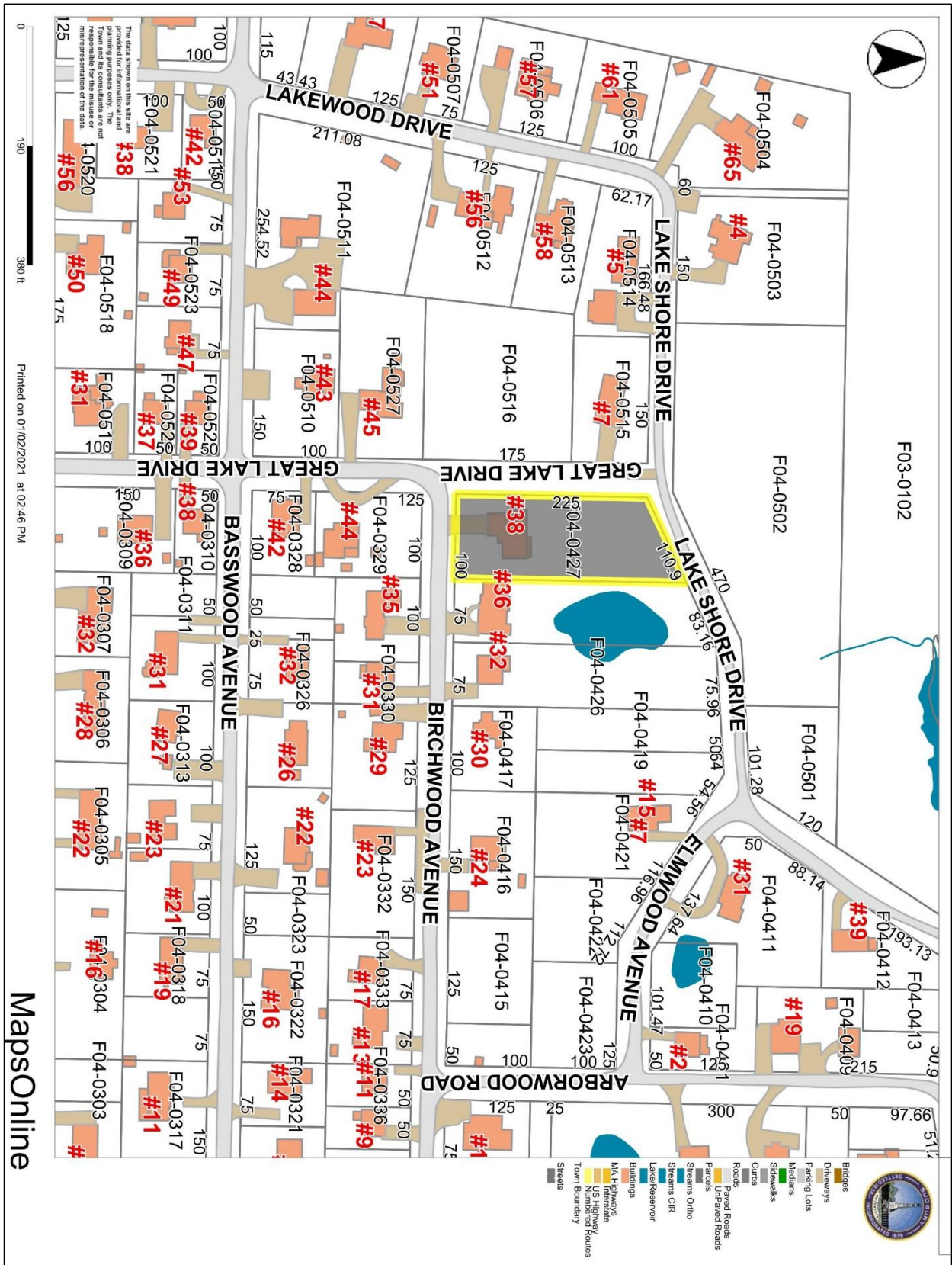
38 Birchwood Avenue is located at the corner of Great Lake Drive and Birchwood Avenue in Sudbury, Massachusetts.

Driving from the Hudson Road from the east or west, turn north on Great Lake Drive.

38 Birchwood Avenue is at the intersection of Great Lake Drive and Birchwood Avenue.

For detailed direction, input 38 Birchwood Avenue, Sudbury, Massachusetts into GPS.

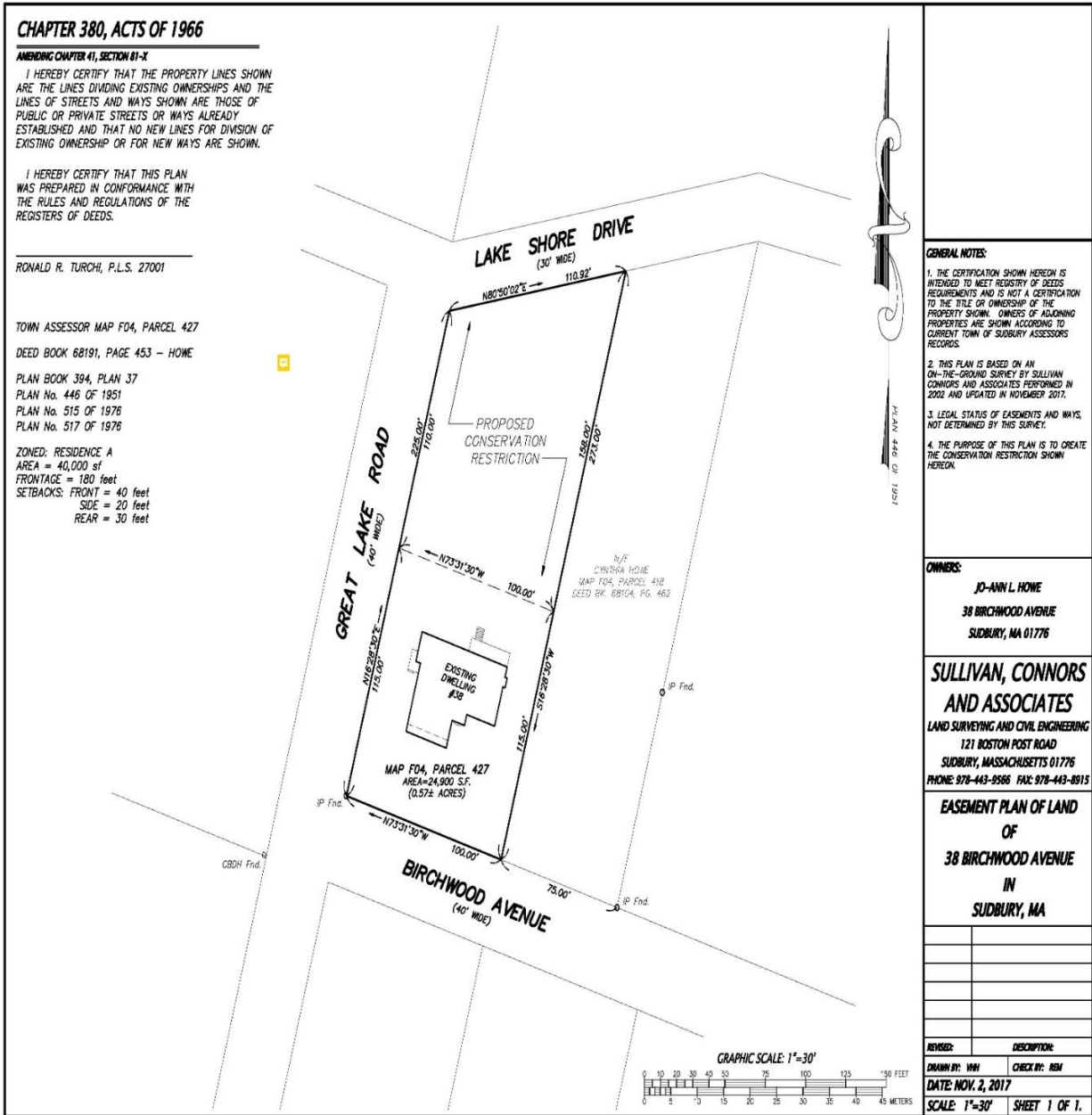
TAX MAP



Printed on 01/02/2021 at 02:46 PM

MapsOnline

SURVEY AND/OR SITE PLAN

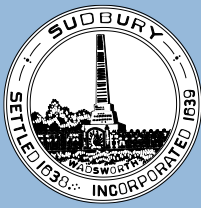


Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Avenue (4546 : Conservation Restriction - 38 Birchwood Avenue)

RECORDED CONSERVATION RESTRICTION

See attached

Attachment 13.b: Baseline Documentation Report CR 121 38 Birchwood Sudbury (4546 : Conservation Restriction - 38 Birchwood Avenue)



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

CONSENT CALENDAR ITEM
14: SHA Temporary Appointment

REQUESTOR SECTION

Date of request:

Requestor: Amy Lepak, Chair, Sudbury Housing Authority

Formal Title: Vote to appoint Janet Cowan, 25 Adams Road, to fill a vacant position on the Sudbury Housing Authority as an interim appointment through the start of Ms. Cowan's elected term, which will begin at the conclusion of 2021 Annual Town Meeting.

Recommendations/Suggested Motion/Vote: Vote to appoint Janet Cowan, 25 Adams Road, to fill a vacant position on the Sudbury Housing Authority as an interim appointment through the start of Ms. Cowan's elected term, which will begin at the conclusion of 2021 Annual Town Meeting.

Background Information:

Janet S. Cowan was Elected to the Sudbury Housing Authority at the March 29, 2021 Annual Town Election. The elected term begins when Ms. Cowan is sworn in at the conclusion of Annual Town Meeting.

Please see attached Interim Appointment Request Letter from Amy Lepak, Chair, Sudbury Housing Authority.

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

04/27/2021 6:30 PM

From: Amy Lepak
Sent: Thursday, April 15, 2021 10:35 AM
To: Town Manager
Cc: Roberts, Jennifer; Sheila Cusolito; Tania Vitvitsky ; Janet Cowan
Subject: Temporary appointment - Sudbury Housing Authority

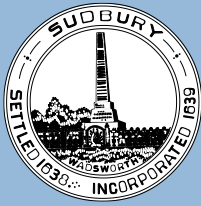
Dear Mr. Hayes,

The Sudbury Housing Authority requests temporary appointment of Janet Cowan, newly elected to the Board of Commissioners, for the period until her term begins after Town Meeting. Our next Board meeting is on May 11 and we are currently short one member so would like to have Ms. Cowan appointed so she can fully participate in that meeting.

Please add this appointment to the Select Board agenda for April 27.

Thank you very much and do not hesitate to contact me for further information or with questions.

Sincerely,
Amy Lepak
Chair, Sudbury Housing Authority Board of Commissioners
978-443-0397



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

CONSENT CALENDAR ITEM

15: Accept donation for Single Mothers Scholarship Fund

REQUESTOR SECTION

Date of request:

Requestor: Bill Murphy, Health Director

Formal Title: Vote to accept a \$2,800 donation from Mary Ellen and Stewart Hoover to the Sudbury Health Department and Social Work Office Single Mothers Scholarship Fund.

Recommendations/Suggested Motion/Vote: Vote to accept a \$2,800 donation from Mary Ellen and Stewart Hoover to the Sudbury Health Department and Social Work Office Single Mothers Scholarship Fund.

Background Information:
Letter from donors 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

04/27/2021 6:30 PM

April 6, 2021

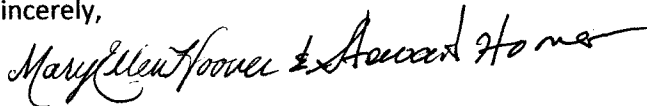
Dear Sudbury Select Board,

We would like to donate our stimulus check of \$2800 to benefit the Single Mothers Scholarship Fund through the Sudbury Board of Health Social Work Office, a program that provides funding to cover academic expenses for single mothers in the Single Mother Program who are furthering their education to build a stronger future for their family.

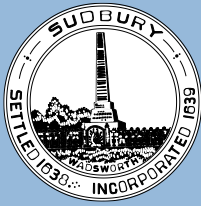
It is our desire that the entire \$2,800 be given to one individual as we believe it will have a larger impact on this person's life than smaller amounts given to many individuals.

Please accept this included check on our behalf.

Sincerely,



Mary Ellen and Stewart Hoover
36 Evergreen Road
Sudbury, Ma 01776



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

CONSENT CALENDAR ITEM
16: DPW annual contracts renewal

REQUESTOR SECTION

Date of request:

Requestor: DPW Director Dan Nason

Formal Title: Vote to approve for FY22 the annual or renewal DPW contracts awarded and previously approved for FY21 or to be awarded in FY22 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.

Recommendations/Suggested Motion/Vote: Vote to approve for FY22 the annual or renewal DPW contracts awarded and previously approved for FY21 or to be awarded in FY22 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.

Background Information:

<u>Contract Number</u>	<u>Contract Name</u>	<u>Period</u>
2021/23-BIP-2	Townwide Roadway Resurfacing	Calendar Year (2nd Yr)
2022-PRES-1	Townwide Roadway Preservation	Calendar Year (1 st Yr)
2021/23-ER-2	Street Sweeping	Calendar Year (2nd Yr)
2022-CM-1	Cemetery Mowing/Lawn and Landscape	Calendar Year (1st Yr)
2022-TB-1	Town Building Mowing/Lawn and Landscape	Calendar Year (1st Yr)
ENE48	Gasoline	State Contract
ENE47	Diesel Fuel	State Contract
2020-M-3	Borrow Materials	FY22 (3rd Yr)
2020-T-3	Trees & Stumps: Removal & Disposal	FY22 (3rd Yr)
2022-BM-1	Bituminous Materials	Calendar Year 2022
2022-SLM-1	Street Light Maintenance	Calendar Year 2021 (1st yr of 3)
2020-TLP-3	Traffic Line Painting	Calendar Year (3rd Yr)
VEH107	Winter Salt	State Contract
2022-SWD-1	Solid Waste Disposal	Fiscal Year (1st Yr)
2022-GCCS-1	Granite Curbing & Cement Sidewalks	FY22
2022-SW-1	Stonewalls	FY22
2022-CB-1	Catch Basin Cleaning	Calendar Year (1st Yr)
2022-CBA-1	Catch Basin Adjustments	Calendar Year (1st Yr)

2022-DS-1	Drainage Structure Rebuilds	Calendar Year (1st Yr)
2020-TAP-3	Townwide Asphalt Patchwork	Calendar Year (3rd Yr)
2022-GR-1	Guardrail Replacement	Calendar Year (1st Yr)
2022-ENV-1	Environmental Services	Fiscal Year

Financial impact expected:

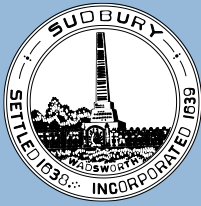
Approximate agenda time requested:

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

04/27/2021 6:30 PM



SUDBURY SELECT BOARD
Tuesday, April 27, 2021

CONSENT CALENDAR ITEM

17: Appointment to Commission on Disability

REQUESTOR SECTION

Date of request:

Requestor: Pat Guthy, COD chair

Formal Title: Vote to approve the Town Manager appointment of Randi Korn, 21 Pine Ridge Road, to the Commission on Disability for a term ending 5/31/24.

Recommendations/Suggested Motion/Vote: Vote to approve the Town Manager appointment of Randi Korn, 21 Pine Ridge Road, to the Commission on Disability for a term ending 5/31/24.

Background Information:
attached application and letter of recommendation

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

04/27/2021 6:30 PM

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: _____

Name: _____

Address: _____ Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: _____

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background:

Reason for your interest in serving:

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

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

_____ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature _____ Date _____

Attachment 17.a: Randi Korn COD Application (4554 : Appointment to Commission on Disability)

April 9, 2021

Select Board Town of Sudbury

278 Old Sudbury Road

Sudbury, Ma 01776

Dear Select Board Member,

As Chair of the Sudbury Commission on Disability I am writing to express the Commission's strong support of the application for membership of Randi Korn. I have spoken with Randi at length and she has also been interviewed by Henry. We are enthusiastic about Randi's candidacy and future membership on the Commission.

Randi brings exemplary experience having developed programs for students who require additional support to ensure their educational success, Her CV alone is sufficient evidence that she is more than qualified to join the Commission.

Randi received her Doctor of Education in 2009 from the University of Massachusetts, Boston. Her professional career includes the following: Associate Dean – Academic Resource Center at Massachusetts Bay Community College; Adjunct Professor Salem State College (2011 -2019) and Assistant Provost for Academic Success at Lesley University (2015 to present). In this role, she oversees disability services at the University. Her colleagues attest that Randi "is committed to the success of her students and is a creative and empowering leader of teams that provide the essential support that they require."

In her career, she had been involved with and understands the Self-Evaluation and implementation process and is conversant with ADA legislation. She is committed to making accessibility for all to participate fully in the community, whether that is in academia, or in the Town she calls home.

We are so fortunate to have Randi step forward to serve the Town. She brings her vast experience and knowledge base and her dedication to make accessibility the cornerstone for success.

She would be an invaluable resource and contributor to the Commission and we ask the Select Board's recommendation for Randi's appointment to the Commission and subsequent appointment by the Town Manager.

We would ask that the Select Board consider this application as soon as possible for inclusion on its agenda and subsequent action for appointment. We would also appreciate if we could be notified when this matter will be discussed.

Sincerely,

Patricia Guthy, Chair of and on behalf of the

Sudbury Commission on Disability