

SUDBURY SELECT BOARD TUESDAY JUNE 29, 2021 5:45 PM, ZOOM

Item #	Time	Action	Item
	5:45 PM		CALL TO ORDER
			EXECUTIVE SESSION
1.	5:45 PM	VOTE	Vote to immediately enter Executive Session pursuant to Exemption 3 (G.L. c. 30A, §21(a)(3)) - To discuss strategy with respect to litigation (Eversource) Sudbury v EFSB, SJC No. 12997; Sudbury v Secretary EOEEA, Suffolk Superior Court No. 2084CV00151.
2.	6:30 PM	VOTE	Continue Executive Session: The Select Board will hold an executive session pursuant to GL c. 30A Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-
			union personnel-Town Manager.
3.		VOTE	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
4.	7:15 PM	VOTE	In accordance with General Bylaws Art. VII, Legal Affairs, vote to appoint Attorney William Solomon as Special Counsel to perform legal services related to the Verizon New England, Inc. cable license renewal, and to authorize the Town Manager to execute a contract relative thereto.
5.	7:30 PM	VOTE	Vote to approve a request dated June 15, 2021 from Austin Richard, Pilot Construction, Inc. to grant permission for one 36 ft. temporary office trailer at 36 North Road, Cold Brook Crossing Development, from July 12, 2021 through June 20, 2022, subject to approval of the Building Inspector.
6.	7:45 PM	VOTE	Discussion and vote whether to authorize the Town Manager to sign Inter-Municipal Agreement (IMA) Amendment FY22 for Regional Housing Service Office (RHSO). Liz Rust of RHSO to attend and give a brief presentation.

Item#	Time	Action	Item
7.	8:00 PM		Establish Town Manager goals and discuss review process.
8.	8:45 PM		Discussion on Police Station security fencing/gate, and project's scope including expected cost, funding source, purpose, etc.
9.	9:00 PM	VOTE	Vote to open a joint meeting with Planning Board to vote to appoint a new full member, Ahnu Shah, 257 Concord Road, to the Planning Board for a term ending 5/31/22. This is to replace former member Charles Karustis who has resigned.
10.	9:30 PM	VOTE	Vote to close joint meeting with Planning Board
11.	9:30 PM	VOTE	Update and post the Appointment Policy process (30 day advertisement requirement)
12.	10:00	VOTE	Discussion/update and potential vote regarding Transportation Committee membership
13.	10:30	VOTE	Newsletter discussion and potential vote on desired way forward for the Newsletter.
14.	10:45	VOTE	Review open session minutes of 5/25/21 and 6/1/21 and possibly vote to approve minutes.
15.			Citizen's Comments (cont)
16.			Upcoming Agenda Items
			CONSENT CALENDAR
17.		VOTE	Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a "Ride to Defeat ALS" bike ride on Sunday, September 19, 2021, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race's conclusion.
18.		VOTE	Vote to approve the FY22 amendment extending the contract between the MetroWest Regional Transit Authority (MWRTA) and the Town of Sudbury to provide transportation services for elderly and disabled persons through the Council on Aging effective July 1, 2021, as requested by Ana Christina Olivera, Acting Senior Center Director, said Agreement to be executed by the Town Manager.
19.		VOTE	Vote to accept an allocation of \$16,000 from the Massachusetts Historical Commission's FY2021 Survey and Planning Grant Program to conduct a Sudbury Town-Wide Historic Preservation Plan; and further, to approve the award by the Town Manager for contracting relative thereto.
20.		VOTE	Vote to approve the FY22 contract between the Town on behalf of the Goodnow Library (Participant) and Minuteman Library Network, Inc. for the purchase, installation and maintenance of telecommunications equipment provided to the Goodnow Library

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
			for participation in the Network, effective July 1, 2021, as requested
			by the Goodnow Library Director, said Agreement to be executed
			by the Town Manager.



Tuesday, June 29, 2021

EXECUTIVE SESSION

1: Executive Session to discuss Eversouce

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

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

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

Background Information:

Financial impact expected:

Approximate agenda time requested: 45 minutes

Representative(s) expected to attend meeting:

Review:

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

elect Board Pending 06/29/2021 5:45 PM



Tuesday, June 29, 2021

EXECUTIVE SESSION

2: Exec Session re: TM contract

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Continue Executive Session: The Select Board will hold an executive session pursuant to GL c. 30A Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel-Town Manager.

Recommendations/Suggested Motion/Vote: Continue Executive Session: The Select Board will hold an executive session pursuant to GL c. 30A Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel-Town Manager.

Background Information:

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 06/29/2021 5:45 PM



Tuesday, June 29, 2021

EXECUTIVE SESSION

3: Close Executive and resume open session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Executive Session and resume Open Session

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

Select Board Pending 06/29/2021 5:45 PM



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

4: Appoint special counsel re: Verizon cable renewal

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Hayes

Formal Title: In accordance with General Bylaws Art. VII, Legal Affairs, vote to appoint Attorney William Solomon as Special Counsel to perform legal services related to the Verizon New England, Inc. cable license renewal, and to authorize the Town Manager to execute a contract relative thereto.

Recommendations/Suggested Motion/Vote: In accordance with General Bylaws Art. VII, Legal Affairs, vote to appoint Attorney William Solomon as Special Counsel to perform legal services related to the Verizon New England, Inc. cable license renewal, and to authorize the Town Manager to execute a contract relative thereto.

Background Information:

Legal services are required in order to complete timely negotiations with Verizon New England, Inc. as the Verizon cable license expires in February 2022. Atty. Solomon as a specialist in these matters has represented the Town of Sudbury relative to previous contracts and will be working with the Town's Cable Advisor Jeff Winston on this matter.

Financial impact expected: Services paid from applicable Cable Revolving Fund

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

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

06/29/2021 5:45 PM

FEE AGREEMENT FOR LEGAL SERVICES BY AND BETWEEN THE TOWN OF SUDBURY, MASSACHUSETTS AND ATTORNEY WILLIAM SOLOMON FOR VERIZON CABLE LICENSE RENEWAL PROCESS

This Agreement by and between the Town of Sudbury, Massachusetts, a municipal corporation with its Town Hall located at Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776, by and through its Town Administrator Manager ("Client" or "Town"), and William H. Solomon, 2 Old Petersham Road, New Salem, MA 01355 ("Attorney") to perform legal services related to the cable television license renewal processes with Verizon New England Inc. ("Verizon") and/or its successor.

- 1. The Attorney will bill at a rate of \$180.00 per hour. The Attorney has offered and agreed to cap the cost for the legal services to the Town at a total "not to exceed" dollar amount of Nine Thousand Dollars (\$9,000). The cap is a limit on the cost of the legal services, as described herein, and not a fixed dollar amount for the legal services. As such, if the legal services are completed in fewer hours than represented by the cap, the cost of the legal services will be less than the dollar amount of the cap. The cap does not include legal services: (i) needed to administratively or legally enforce Verizon's current cable license obligations; (ii) arising from travel time in the event of traveling to and from Sudbury (little to none anticipated); or (iii) regarding the Town's handling, processing, appropriation and/or disbursement of cable related funds, except as such funding issue(s) may related to the completion of the Renewal License.
- 2. These legal services shall include work up to and including the execution of the renewal cable license, however, this Agreement does not cover or include any legal services resulting from the preliminary denial or final denial of the renewal of the cable license to Verizon, other than related to the motion for a preliminary denial and, if needed, a written statement of the Preliminary Denial, extensions of time for further action by the Town or the parties and/or further negotiations by and between the Town and Verizon and the completion of a cable license pursuant thereto. It is not anticipated that a preliminary or final denial will be needed or voted by the Select Board.
- 3. The parties agree that where the Attorney's participation can be effectively provided by telephone call or video conference, including, but not limited to, ascertainment of future cable-related needs and interests, negotiation strategy and negotiations with Verizon, the Attorney may participate by video conference or phone, rather than in person. The parties stipulate that it is anticipated that in most instances the Attorney will be able to effectively participate by video conference or phone. Notwithstanding the above, if requested by the Town to be in Sudbury for a meeting for reasons related thereto, the Attorney will do so, absent a scheduling conflict.
- 4. Legal fees and disbursements shall be billed monthly or at the completion of a particular stage of work or monthly, as reasonably determined by the Attorney and are payable within 30 days of receipt of the bill. Invoices should be submitted within the fiscal year in which the work is conducted.
- 5. The Client shall reimburse the Attorney for reasonable expenses and disbursements, including, copying (any document 30 pages or greater), in-hand delivery, overnight mailing or certified mail and other material and necessary incidental expenses. The Attorney agrees to obtain the Client's written_approval.before incurring any such disbursement in excess of \$100.

- 6. The Client may discharge the Attorney at any time, and the Attorney may withdraw from providing services at any time (subject to Court approval if a legal action has commenced and Town disagrees).
- 7. While the Attorney will use his best efforts in his representation of the Client, no assurance of a particular outcome can be or is made. The Attorney and Client state that no such results have been guaranteed by the Attorney to the Client and that this Agreement is not based upon any such promises or anticipated results. With respect to the foregoing, the Town is aware that in 2019, the Federal Communications Commission adopted new rules governing the calculation of annual franchise fees payable to cable franchising authorities (i.e. the Town), including mandating counting of certain "in-kind contributions" toward and as part of the franchise fee, thereby reducing franchise fee payments to cities and towns, and that cable operators, including Verizon, are still at the beginning stages of determining if and how the new franchise fee calculation rules may (or may not) be implemented.
- 8. This Agreement may be amended providing such amendment(s) is/are in writing and executed by authorized signatory parties.
- 9. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original. This Agreement and any counterpart so executed shall be deemed to be one and the same instrument. It shall not be necessary in making proof of any counterpart hereof to produce or account for any of the other counterparts.

This Agreement Is A Legally Binding Contract. Each Party States That It Has Read The Above Agreement Before Signing It.

TOWN OF SUDBURY	WILLIAM H. SOLOMON Attorney at Law
Henry L. Hayes, Jr. Town Administrator Manager	William H. Solomon
Dated:	Dated:



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

5: Application for temp construction trailer at 36 North Road

REQUESTOR SECTION

Date of request:

Requestor: Drew Carter, Pilot Construction Inc.

Formal Title: Vote to approve a request dated June 15, 2021 from Austin Richard, Pilot Construction, Inc. to grant permission for one 36 ft. temporary office trailer at 36 North Road, Cold Brook Crossing Development, from July 12, 2021 through June 20, 2022, subject to approval of the Building Inspector.

Recommendations/Suggested Motion/Vote: Vote to approve a request dated June 15, 2021 from Austin Richard, Pilot Construction, Inc. to grant permission for one 36 ft. temporary office trailer at 36 North Road, Cold Brook Crossing Development, from July 12, 2021 through June 20, 2022, subject to approval of the Building Inspector.

Background Information: attached application and regulations

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Drew Carter, Pilot Construction Inc.

Review:

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

Select Board Pending 06/29/2021 5:45 PM

Temporary Office Trailer Request

Measurements:

10 x 36' with additional 4' tongue for transportation.

Dates;

July 12, 2021 through June 20, 2022.

Property Location

36 NORTH RD

SUDBURY, MA 01776

Property Owner Name & Address:

QUARRY NORTH ROAD, LLC

2134 SEVILLA WAY

NAPLES, FL 34109

General Contractor:

NATE LATIOLAIS - PROJECT MANAGER

PILOT CONSTRUCTION INC.

24 LADD ST

PORTSMOUTH, NH 03801

Trailer Leasing Company:

TERRY BUCKLEY

TRIUMPH MODULAR INC.

194 AYER RD

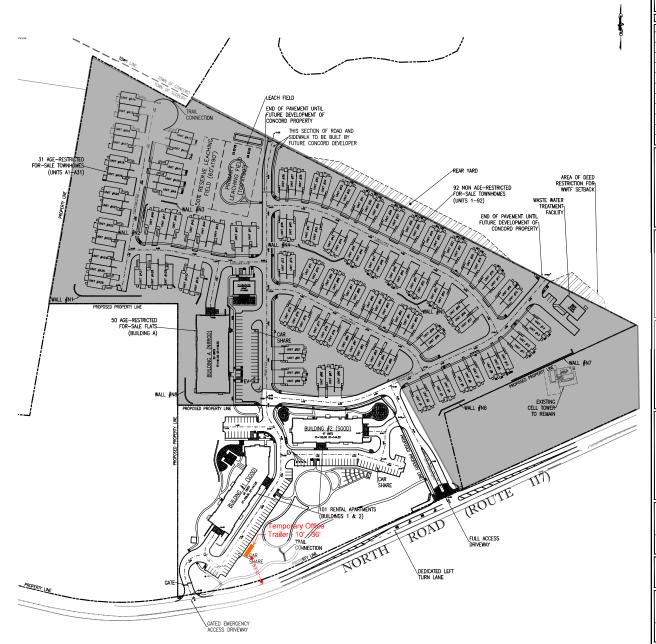
LITTLETON, MA 01460

SGOD ZONING SUMMARY					
UNDERLYING DISTRICT(S): OVERLAY DISTRICT(S): WART GROWTH OVERLAY DISTRICT (SG0D) WARR ESDUNGE PROTECTION OVERLAY DISTRICT (WRPCO)					
	REQUIRED	PROVIDED			
DENSITY	20 UNITS PER ACRE (MAXIMUM OF 101 UNITS)	20 UNITS PER ACRE (101 TOTAL UNITS SGOD AREA LESS SETBACK=5.05 AC.)			
MIN. DEVELOPMENT LOT AREA	NONE	6.2± ACRES			
MIN. FRONT YARD SETBACK	NONE	142± FEET			
MIN. SIDE YARD SETBACK	NONE	74± FEET			
MIN. REAR YARD SETBACK	NONE	17± FEET			
MAX. BUILDING HEIGHT	4 STORIES/60 FEET	4 STORIES OVER PARKING <60 FEET			
NUMBER OF PRINCIPAL BUILDINGS ALLOWED ON A DEVELOPMENT LOT	>=1	2			
MAX. RESIDENTIAL DEVELOPMENT	101 UNITS	101 UNITS			
MIN. NUMBER OF PARKING SPACES	150 SPACES (52 1-BED UNITS @ 1/UNIT; 49 2 & 3-BED UNITS @ 2/UNIT)	177 SPACES			
MAX. NUMBER OF PARKING SPACES	177 SPACES (1.75 SPACES/UNIT; 101 UNITS)	(99 SURFACE + 78 GARAGE)			

NRROD ZONING SUMMARY					
OVERLAY DISTRICT(S): NORTH I					
	REQUIRED	PROVIDED			
MAX. BUILDING HEIGHT (WITHIN 500' OF ROUTE 117)	3 STORIES/45 FEET (50' FOR PITCHED ROOFS)	<3 STORIES/45 FEET			
MAX. BUILDING HEIGHT (> THAN 500' FROM ROUTE 117)	4 STORIES/60 FEET	4 STORIES OVER PARKING <60 FEET			
MAX. BUILDING COVERAGE	35% OF PROJECT AREA	24% (TOTAL ROOF AREA = 4.5 AC. NRROD AREA = 19.1 AC.)			
MIN. FRONT YARD SETBACK	100 FEET	231± FEET (TOWNHOMES) 502± FEET (BUILDING A)			
MIN. SIDE YARD SETBACK	20 FEET	22± FEET (TOWNHOMES) 31± FEET (BUILDING A)			
MIN. REAR YARD SETBACK	30 FEET	32± FEET (TOWNHOMES) 477± FEET (BUILDING A)			
MIN. NUMBER OF PARKING SPACES	346 SPACES (173 DWELLINGS @ 2/DWELLING)	589 SPACES (293 SURFACE + 296 GARAGE)			

SUMMARY OF PARKING PROVIDED					
		SURFACE	GARAGE	TOTAL	
SGOD	BUILDING 1	52	42	94	
	BUILDING 2	47	36	83	
		•	SGOD TOTAL:	177	
NRROD	TOWNHOMES	246	246	492	
	BUILDING A	40	50	90	
	CLUBHOUSE	4	0	4	
	WNTF	3	0	3	
		•	NRROD TOTAL:	589	

EARTHWORK SUMMARY					
	SGOD	NRROD	TOTAL SITE		
CY x 1000	18± FILL	57± CUT/EXCESS	39± CUT/EXCESS		



TOWN OF SUDBURY REGULATIONS FOR TEMPORARY BUSINESS OR INDUSTRIAL TRAILERS

The temporary business or industrial use of trailers for storage or office purposes under Section 2324 of the Sudbury Zoning Bylaw shall conform to the following requirements:

- 1. No trailer shall be put in place prior to the filing and approval of a request as follows:
 - a. Where the temporary use shall be for three months or less, the applicant shall file a request with the Building Inspector stating the name and address of the owner and lessee of the premises, the name of the company and a responsible official, the number, size and purpose of the proposed trailer(s), and the name and address of the owner/lessor of the trailer(s). A plan of the premises conforming to paragraph 5(b) shall also be filed. The Building Inspector may consider and approve the same with or without conditions or modifications, and shall notify the Selectmen's Office of such approval, or may, if he deems it appropriate in any case, refer the matter to the Board of Selectmen, stating his reasons for referral, and it shall then be handled under paragraph 1(b).
 - b. Where the temporary use shall exceed three months, the applicant shall file the request and plan described above with the Board of Selectmen who shall consider and approve the same at a regular meeting, with or without conditions or modifications. Such approval shall not authorize such use for a period exceeding twelve months.
- 2. The Building Inspector or Board of Selectmen shall consider the following factors in reviewing a request under these Regulations:
 - a. Whether the proposed placement is upon or obstructs access to parking areas, roadways, fire lanes, or building entrances/exits.
 - b. Where the proposed placement is visible from a public street, way or place, whether such placement is appropriate considering the intended use, or detrimental to the neighborhood.
 - c. Whether the proposed placement obstructs visibility affecting traffic flow or other safety considerations.
 - d. Whether the proposed time period, number or size of the trailers is reasonable in light of the intended use of the trailers.
 - e. Any other factor relating to the placement or use of the trailers which may affect the surrounding neighborhood or health or safety considerations.
- 3. The trailer(s) shall be removed from the premises prior to the expiration of the permitted time period unless an extension has been requested and received from the Board of Selectmen.

- 4. Request for an extension of time to permit the continued use or placement of trailer(s) shall be directed to the Board of Selectmen. Such request shall state the reasons for an extension and the additional time period desired.
- 5. A. A filing fee of \$50 is required under this procedure.
 - B. The plan submitted under this procedure shall be clear and legible, and drawn to an appropriate scale so as to show all buildings, parking areas, setback distances, dimensions, roadways and the proposed location of the trailer(s) on the premises. It need not be reproducible or professionally prepared.
 - C. The Selectmen may waive any one or more of the provisions of these regulations if, in their opinion, the application of the regulation would create a hardship or is not reasonable in the circumstances.

Adopted by the Board of Selectmen

June 20, 1983



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

6: RHSO IMA amendment

REQUESTOR SECTION

Date of request:

Requestor: Liz Rust

Formal Title: Discussion and vote whether to authorize the Town Manager to sign Inter-Municipal Agreement (IMA) Amendment FY22 for Regional Housing Service Office (RHSO). Liz Rust of RHSO to attend and give a brief presentation.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to authorize the Town Manager to sign Inter-Municipal Agreement (IMA) Amendment FY22 for Regional Housing Service Office (RHSO). Liz Rust of RHSO to attend and give a brief presentation.

Background Information: attached amendment for FY22

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

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

elect Board Pending 06/29/2021 5:45 PM

AMENDMENT

The agreement entered into by and between the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston (collectively the "Municipalities"), dated October 1, 2020, effective October 1, 2020 (the "Agreement") to share services of a Regional Housing Services Office provided by the Town of Concord (the "Agreement"), which is incorporated herein by reference, is hereby amended, effective July 1, 2021, as described below.

WHEREAS, the Town of Concord agrees to provide the services described in the Agreement, and NOW,

- Exhibit B. Fee Structure. This Exhibit is deleted and replaced in its entirety with the Membership Fee Schedule Chart for FY22, attached hereto as Exhibit B.
 - [SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit B

Membership Fee Schedule Chart for FY22

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

This fee structure does not include payment for additional supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

FY22 Membership Fee Schedule				
	Hours	% of hrs	Pro rata \$	
Acton	426	11%	\$33,976	
Bedford	413	10%	\$32,939	
Concord	660	17%	\$52,638	
Lexington	400	10%	\$31,902	
Lincoln	263	7%	\$20,976	
Maynard	150	4%	\$11,964	
Sudbury	939	24%	\$74,889	
Wayland	155	4%	\$12,362	
Weston	528	13%	\$42,111	
Total	3,934	100%	\$313,757	

TOWN OF	ACTON	
By its Tow	n Manager	
Date:	, 2021	

TOWN OF BEDFORD
By its Town Manager
Date: , 2021

TOWN OF CONCORD	
By its Town Manager	
Date:, 2021	

TOWN OF LEXINGTON
By its Town Manager
2021
Date:, 2021

TOWN OF LINCOLN
By its Town Administrator
Date:, 2021

By its Town Administrator
Date:, 2021

TOWN OF SUL	DBURY	
By its Town Ma	ınager	
Date:	, 2021	

TOWN OF WATLAND
By its Town Administrator
Date:, 2021

TOWN OF WESTON	
By its Town Manager	
Date:, 2021	

REGIONAL HOUSING SERVICES OFFICE

Sudbury RHSO Update: June 29, 2021



RHSO Update – Service Model

REGIONAL HOUSING SERVICES OFFICE, ESTABLISHED 2011





















Member Towns receive housing services for an annual fee per Inter- Municipal Agreement:

- 3 Year IMA Term
- Specifies Contracted Hours/ Fee
- Advisory Committee Meets Quarterly
- · Shared Cost for Website, Regional Efforts and Administrative Support
- **Inventory Management**



Town of Concord Lead Community



RHSO Personnel deliver services through Lead Community.

	Me	ember Town Stati	stics (FY2	1)		
Housing Units Acton 8,475		Restricted/SHI Units	SHI%	Safe Harbor >10%, HPP Certified 8/9/22		
		896	10.57%			
Bedford	5,322	981	18.43%	>10%		
Concord	6,852	721	10.52%	>10%		
Lexington	11,946	1334	11.17%	>10%		
Lincoln	2,130	298	13.99%	>10%		
Maynard	4,430	419	9.46%	HPP Certified 9/21/21		
Sudbury	5,921	669	11.30%	>10%		
Wayland	4,957	548	11.06%	>10%, HPP Certified 5/17/23		
Weston 3,952	331	8.38%	HPP Certified 11/23/22			
	53,985	6,197	11.48%			

Membership Fee covers:

- Staffing and Contracting
- Administrative expenses
- Accounting
- Office support
- Technology
- Other

RHSO Leadership

- Oversight
 - Lead Community has overall management
 - Town Manager/Administrator Meeting: Annual Meeting
 - Advisory Committee: Meets Quarterly with designees from each member community
- Annual Budget Process
 - Draft budget prepared, working with the Advisory Committee
 - Hours based on workplan, hourly rate based on staffing mix
 - Budget requests, CPC articles and other appropriation materials prepared
 - Revisions made if needed
 - Invoices sent in July

Tracking Throughout the Year

- Quarterly Status Report
 - Extensive reporting on all activity
- Monthly tracking of hours
 - Including any supplemental hours purchased in the year (FY21 added 20% additional hours throughout the year
- Updates to Boards/Committees, as requested
 - Maynard Housing Trust as requested
 - Others, Select Board for example

RHSO FY21 Recap

Safe Harbor

- All RHSO communities are in Safe Harbor First Time!
 - Sudbury is above the 10%
- Resales
 - Maynard resale at Marble Farm closing in July
- Local Support and Program Administration
 - COVID, ERAP
 - Program administered in 5 communities, including Sudbury
 - Sudbury Housing Trust support
 - Project and Development Assistance
- Training, Workshops
 - Homeowners 5/18/21, 18% owners attended (75 of 428)
 - Fair Housing
 - HOME Consortium communities embarking on 5 year action plan, including testing

Resales (RHSO)	FY20	FY21	FY22 (active)
Acton	1	1	
Bedford		2	
Concord	2	3	2
Lexington	1		1
Lincoln	1	3	1
Maynard			1
Sudbury	1	2	
Wayland			
Weston	1	1	
	7	12	5
Fee (to Town)	\$31,231	\$64,682	\$22,897

ERAP	AMOUNT ALLOCATED	HOUSEHOLDS ASSISTED	AMOUNT COMMITTED
Acton	\$100,000	47	\$83,900
Bedford	\$60,000	11	\$38,450
Maynard	\$70,000	16	\$53,450
Sudbury	\$60,000	8	\$64,650
Weston	\$100,000	6	\$38,900
TOTAL	\$390,000	88	\$279,350

Sudbury Model

Sudbury RHSO Model \$45k \$30k Town Trust **Funded** Funded Housing by Trust Housing by CPA non-CPA **Activities Activities** funds

- Monitoring
- SHI and Inventory Management
- Town and Private development support
- HOME Administration
- Assessor Support
- ISD Support
- Other Town Support

- Unit Creation (Home Preservation)
- Small Grant Program Administration
- Lottery Agent services
- Other Trust support

Sudbury Local Preference

Local Preference

- Current Sudbury residents, Families with children enrolled in the Sudbury/LS schools, Employees in the town
- 40B: Allowed in new construction, up to 70% of the units
- Public Housing (SHA) is able to include local preference from the waiting list
- □ 127 affordable vacancies were filled in Sudbury (since 2017
 - 52 households (41%) with local connection
 - 36 'Local Preference' (32 current resident, 3 work in, 1 school attend)
 - Another 16 former residents or child/parent of

RHSO FY22 Goals

- Support for Member Communities
 - Continue to assist and monitor owners and properties, in-persor
 - Continue local support for projects, including resales
 - Continue local support to staff, property managers, residents
 - Continue support for HOME Program: Projects, Fair Housing
- Maintain RHSO Office
 - Amend IMA annually
 - Hire a new part-time staff, search locally
 - Offer workshops, training to constituents
 - Continue to promote RHSO Model

RHSO FY22 Budget

Budget is mostly staffing – correlating to hours - with some program and administration

	FY21 - Budget, with adjustments					FY22 - Budget			Versus FY21			
	IMA	.	Adjustm	nents	Tota	ıl	% of Total	IMA		% of Total	\$	Hours
Starting Balance	\$4,070		\$0		\$4,070			\$2,113				
Revenue												
Acton	\$29,950	384	\$12,050	171	\$42,000	555	13%	\$33,976	426	11%	(\$8,024)	(129)
Bedford	\$29,950	384	\$6,000	75	\$35,950	459	11%	\$32,939	413	10%	(\$3,011)	(46)
Concord	\$47,967	615			\$47,967	615	14%	\$52,638	660	17%	\$4,671	45
Lexington	\$29,950	384			\$29,950	384	9%	\$31,902	400	10%	\$1,952	16
Lincoln	\$14,975	192	\$6,000	85	\$20,975	277	7%	\$20,976	263	7%	\$1	(14)
Maynard	\$10,920	140	\$9,543	135	\$20,463	275	6%	\$11,964	150	4%	(\$8,499)	(125)
Sudbury	\$72,925	935			\$72,925	935	22%	\$74,889	939	24%	\$1,964	4
Wayland	\$12,870	165	(\$825)	(11)	\$12,045	154	4%	\$12,362	155	4%	\$317	1
Weston	\$28,858	370	\$16,800	233	\$45,658	603	14%	\$42,111	528	13%	(\$3,547)	(75)
Total	\$278,365	3,569	\$49,568	688	\$327,933	4,257	100%	\$313,757	3,934	100%	(\$14,176)	(323)
Expenses												
Staffing	\$251,361				\$302,890			\$287,752				
Program expenses	\$6,000				\$6,000			\$5,000				
Administrative Cost	\$21,000				\$21,000			\$21,000				
Total Expenses	\$278,361				\$329,890			\$313,752				
Ending Balance	\$4,074		1		\$2,113			\$2,118				
Billing Rate	\$77.99				\$77.49			\$79.75			P	acket P

RHSO Update - Summary

10

- RHSO successfully completing 10 years of operation
 - Thank you for your continued support!
 - Comments and suggestions always welcome

Proactive Compliance Monitoring

- Preserve, Create Units
- Maintain Housing Inventory

Resource Efficiency

- Centralize Information for existing and prospective residents
- Leverage Resources, Resource Continuity

Regional Approach

- Common Solutions for Common Challenges
- Enhance Municipal Services



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

7: Town manager review process and goal-setting

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Establish Town Manager goals and discuss review process.

Recommendations/Suggested Motion/Vote: Establish Town Manager goals and discuss review process.

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 06/29/2021 5:45 PM

TOWN MANAGER GOALS, EVALUATIONS, AND PROFESSIONAL DEVELOPMENT for HENRY HAYES JR. as of June 2021

Goals and Evaluation Timeline

1. Annually throughout the duration of the Town Manager's employment

- a. Select Board will conduct review and evaluation of Town Manager's accomplishment of:
 - i. Established goals and objectives
 - ii. Credentials and professional development status and progress
- b. The Board and the Town Manager shall
 - Review and define goals and performance objectives for proper operation of the Town
 - ii. Review and establish strategy or anticipatory actions to further the Board's policy objectives
 - iii. Establish a relative priority among the various goals and objectives

Town Manager Multi-Year Goals

- Fairbank Community Center: Work with Town Staff and other interested parties
 to sustain and operate the Fairbank Community Center and execute any future /
 new facility plans
- 2. <u>Cleargov</u>: Continue to work with Cleargov to evaluate new features and implement those new features when they become available (2021 update)
- 3. <u>Town Center</u>: Continue to work toward protecting the land in town center, including working with Developer on permitting and working with the Board to finalize future plans and protections for the property
- 4. Regional and Technical High Schools: Work to establish clearer relationships, processes, budgeting, bussing and predictions as best as able
- 5. **Cemetery**: Work with DPW on plan to create future cemetery space, including increased number of plots and access
- 6. Capital:
 - a. Revise the form and process.
 - b. Continue to work on <u>funding sources for routine capital</u>, as well as finding capacity for larger projects.
- 7. **Complete Streets**: Conduct Implementation (Grant awarded)
- 8. <u>Municipal Vulnerability Preparedness Hazard Mitigation Plans</u>: Strive toward Implementation
- 9. Ongoing Work with **Various Committees/Commissions**: regarding master plans, including, town-wide, fields and senior needs

10. Staff enhancement

- a. Update Employee Handbook (2019)
- b. Discover and implement additional training and development opportunities
- 11. **Space Utilization:** Planning for facility use now and in the perceivable future for our teams employed by the Town
- 12. <u>Disabilities and Accommodations focus</u>: Continue to seek opportunities to enrich the experiences and access for all people across Sudbury
- 13. Establish and sustain <u>emergency management</u> exercises to <u>ensure readiness</u> and responsiveness
- 14. <u>Establish Sewataro Policy</u> and recommend <u>fee structure</u> for use of the property to the Select Board (as requested by some of the Select Board members)
- 15. <u>Comprehensive Wastewater Management Plan:</u> Continue planning process and identify future needs and adjustments
- 16. <u>Implement major plans:</u> To include Livable Sudbury, Master Plan, community Profile and historical preservation
- 17. **Trail development:**
- 18. **Broadacres Farm**: Compile and recommend viable actions and identify timing potentials
- 19. Sustain a SAFE, SECURE, SERVICED & STRONG SUDBURY!

Ongoing Professional Development:

1. Conference attendance and participation

The Town shall pay the Town Manager's registration fee(s) and related expenses for:

- a. International City and County Management Association's (ICMA) Annual Conference (2020)
- b. Massachusetts Municipal Association Annual Conference (MMA) (2020, 2021)
- c. Massachusetts Municipal Management Association Annual Spring and Fall conferences (MMMA). (2020, 2021)
- 2. <u>Memberships</u>: The Town agrees to budget and pay for the professional dues and subscriptions for the Town Manager necessary for membership in the:
 - a. International City/County and Management Association (ICMA)
 - b. American Society for Public Administration (ASPA)
 - c. Massachusetts Municipal Management Association (MMMA)
 - d. 495/MetroWest Partnership
 - e. Any other professional organizations deemed necessary and desirable for his continued professional participation, growth, and advancement for the good of the Town
 - f. The Town Manager shall throughout the term of this agreement be a member in good standing

g. Regularly attend meetings of organizations and any regional municipal management organizations and report to the Board on information relevant to the Town

3. **Certifications**

The Town Manager shall during the term of this agreement work toward certification as and attendance of:

- a. ICMA Credentialed Manager
- b. Massachusetts Certified Public Purchasing Official through the Office of the Massachusetts Office of the Inspector General
- c. MMA Bootcamp
- d. MMA-Suffolk Municipal Finance Management Seminar
- e. MMA-Suffolk Certificate in Local Leadership & Management Program (May 2021)

Select Board Goals 2021:

Select Board	Goals 2021:					
Goal	Primary Category	Total Score	Priority Level	Board Liaison	Staff Liaison	2021 deliverable
Financial Policies and Capital Planning/ Funding	Financial Management & Economic Resilience	19	High	Roberts & Schineller	Town Manager/Treasurer	Complete rweview of DLS Report; Finalize and publish Financial Policies; identify gaps; select, prioritize and implement Capital planning improvements; transparency/communicate to the public; identify what we mean by capital; secure funding sources; Map out issues and process; coordinate with
LS Regional Agreement and Assessment Process	Effective Governance and Communication	16	High	Carty	Town Manager	stakeholders / Lincoln leadership and LSRHS School Committee; evaluate Agreement review increments; examine vocational education responsibilities; define the perceived problems; budget timeline alignment; draft updates of the Agreement
Upgrade Fire Station 2 (Rte 20)	Town Services and Infrastructure	14	High	Dretler & Roberts	Fire Chief/Facilities	Conduct a forum for information on the project; accom
Bruce Freeman Rail	Open Space, Recreation & Historic Assets	9	High	Dretler & Russo	Planning	Re-establish Rail Trail Task Force; bid out final design; k
Sewataro	Open Space, Recreation & Historic Assets	5	High	Schineller & Russo	Town Manager/Facilities/PRP	Increase public use (swimming summer weekends); safeguard property; update Agreement; examine / evaluate best uses for the property; discover revenue generating opportunities; define strategic vision, options and neat tesps, formulate evaluation team; compare data from other communities; increase documentation of activities and uses, consider tax exempt debt option (lease vs management agreement).
Expand (Normalize) and Fund Transportation Option	Transportation, Mobility & Housing	4	High	Carty	Planning/Treasurer	Evaluate additional options; future vision development /mployment and oversight methodology; examine sustainment of operations and funding sources; determine transportation gaps; align with Master Plan intent; track trend data to discover efficiencies and distractions; develop community survey; add Town employee(5)
Master Plan Implementation (Driven by PB - Support from SB)	Effective Governance and Communication	4			Planning/Town Manager	
Diversity, Equity and Inclusion Commision (underway)	Effective Governance and Communication	2				
Vocational Education	Town Services and Infrastructure	1				
Eversource Ilitagation	Environmental Health & Wellness	1			Town Counsel	
Customer Services for Municipal Facilities	Effective Governance and Communication	0			Town Manager	
Enhance Website (More Self Service)	Effective Governance and Communication	0			IT	
Remote Work Place Support	Effective Governance and Communication	0			п	
Development Project Mgt and Reporting System (KPI report)	Effective Governance and Communication	0			Town Manager	
House Keeping - including transparency, minutes website)	Effective Governance and Communication	0			Town Manager/Treasurer	
Update Policies and Procedures	Effective Governance and Communication	0			Town Manager	
3 year Calendar for BOS	Effective Governance and Communication	0			Town Manager/Selectmen Office	
Town Meeting - Increasing Engagement, Efficency, and Participation	Effective Governance and Communication	0			Town Manager/Selectmen Office	
Increase Civic Leadership and Engaged Citizenry	Effective Governance and Communication	0			Town Wanager/ Selectifier Office	
Preventative Maintenance for Capital	Financial Management & Economic Resilience	0				
Assets Customer Services for Municipal Facilities	Financial Management & Economic	0			Facilities/Treasurer	
Facilities Inventory	Resilience Financial Management & Economic	0			All	
	Resilience Financial Management & Economic	0			Facilities	
Staffing Plan for Future	Resilience				Town Manager Town Manager/Facilities/Sr	
Fairbank Comm Ctr Sidewalks and Crosswalks Priorities	Town Services and Infrastructure Town Services and Infrastructure	0			Center/PRP/Treasurer	
Pavement Management Plan	Town Services and Infrastructure	0			DPW/Planning DPW	
Roadway (bridges, culverts, drains)	Town Services and Infrastructure	0			DPW	
Emergency Management and Response	Town Services and Infrastructure	0			Town Manager/Fire Chief	
Age Friendly and Dementia Friendly	Town Services and Infrastructure	0			Sr Center	
Indoor Environmental Health	Town Services and Infrastructure	0			Facilities/Health	
Town Hall Space needs	Town Services and Infrastructure Town Services and Infrastructure	0			Town Manager/Facilities	
Comp Stormwater MGt. (MS-4)		0			DPW	
Fire Station Number 3 (inc. ALS)	Town Services and Infrastructure	0			Fire Chief/Facilities	
CSX ROW Acquisition Land Stewardship Comm (Proactive)	Open Space, Recreation & Historic Assets Open Space, Recreation & Historic Assets	0			Planning/Conservation Conservation	
Town Center (former Sudbury Station)	Open Space, Recreation & Historic Assets	0			Planning	
Carding Mill Work Broadacre	Open Space, Recreation & Historic Assets Open Space, Recreation & Historic Assets	0			Conservation DPW/PRP/Planning	
GPS Base for Trail Guides	Open Space, Recreation & Historic Assets	0			Conservation	
Conservation Restriction Inventory Historic Preservation Plan (Bigger than an	Open Space, Recreation & Historic Assets	0			Conservation	
Inventory)	Open Space, Recreation & Historic Assets	0			Planning	
Funding for Trail Maintenance Complete Transaction Quarry Hill and	Open Space, Recreation & Historic Assets Transportation, Mobility & Housing	0			Conservation/Treasurer	
Sudbury Station Transfer EV Charging Stations	Transportation, Mobility & Housing	0			Planning	
Nobscot Rd.and Rt. 20 Abandoned Property	Environmental Health & Wellness	0			Diseries	
Nuisance By-law	Environmental Health & Wellness	0			Planning Town Manager/Bldg- Zoning/Health/Fire/Town Counsel	
Sustainabilty - explore enhanced	Environmental Health & Wellness	0	1			

2020 Board Goals:

			BOS GO	ALS 2020		
		Total	Priority			
Goal	Primary Category	Score	Level	Board Liason	Staff Liason	2020 deliverable
Town Manager Search Completion	Efficctive Governance and Communication	15	High	Dan Carty	Maryanne Bilodeau	New Town Manager hired.
					Town Manager/Bill Barletta/Deb	
					Galloway/P&R Dliector/Dennis	New Fairbank Center - Warrant Article at May 2020 Town
Fairbank Community Center	Town Services and Infrastructure	14	High	Jen Roberts	Keohane	Meeting and Special Election.
						Secure Counsel to review agreement; Meeting between
Regional High School Agreement/Budgeting	Effective Governance and Communication		High	Pat Brown	Town Manager/Dennis Keohane	Sudbury BOS and Lincoln BOS. Dialogue with Legislators regarding regional budgeting.
Develop Project Management Review, Control.	Effective Governance and Communication		nign	Pat Brown	Town Manager/Dennis Keonane	Development of BOS policy. Project Key Performance
and Reporting Process	Effective Governance and Communication	7	High	Bill Schineller	Town Manager	Indicators and identification of metrics & milestones.
						Fire Station 2 Upgrade to accommodate 3rd ambulance -
Upgrade Fire Station 2 (Advanced Life Support						Warrant Article at May 2020 Town Meeting and Special
Ambulance, Living Quarters)	Town Services and Infrastructure	6	High	Pat Brown	John Whalen/Bill Barletta	Election.
Bruce Freeman Rail Trail	Open Space, Recreation, and Historic Assets	5	High	Janie Dretler	Beth Suedmeyer/Town Manager	Complete 25% Design; hire consultant for 75/100% Design.
and and a second state of					5 th	CSX Rail Acquisition - Warrant Article at May 2020 Town
CSX Rail Acquisition	Open Space, Recreation, and Historic Assets	4		Jen Roberts	Beth Suedmeyer/Town Manager	Meeting.
					Town Manager/Bill Barletta/Deb	Contingency plan for SPS Adm. needs (if the Fairbank
School Administration Space Needs (Fairbank)	Town Services and Infrastructure	4		Bill Schineller	Galloway/P&R Director	Community Center Warrant Article doesn't pass).
						FY21 capital funding within tax levy, exceeds \$800,000;
						approve BOS Financial Policy that addresses sound capital
Capital Funding Capacity	Financial Management & Economic Resilience	3		Bill Schineller	Town Manager/Dennis Keohane	funding strategies.
					Town Manager/Bill Barletta/Deb	Contingency plan for Senior Center needs (if the Fairbank
Council on Aging Space Needs (Fairbank)	Town Services and Infrastructure	3		Bill Schineller	Galloway/P&R Director	Community Center Warrant Article doesn't pass)
Transportation and Traffic (plans to reduce					Dan Nason/Scott Nix/Adam	
travel times across Town)	Transportation, Mobility, and Housing	2		Dan Carty	Duchesneau	Reduce traffic congestion throughout Sudbury.
						Approve Ex. Session minutes and review for release
Housekeeping (Approval of Minutes, etc.)	Effiective Governance and Communication	1		Pat Brown	Town Manager	quartertly: review/disband defunct committees.
						, , , , , , , , , , , , , , , , , , , ,
Revenue Diversification (Commercial Base as a						
component of the Tax Levy, economic	Financial Management & Francois Berillones				Town Manager/Adam	Assess if we are maximixing opportunities to diversify town revenue streams.
development, user fees, etc.)	Financial Management & Economic Resilience	1		Jen Roberts	Duchesneau/Dennis Keohane	Define who is responsible for Voc Ed and choose
Membership in Vocational Education	Town Services and Infrastructure	1		Dan Carty	Town Manager/Dennis Keohane	membership school.
					807200000	
						Conduct communications survey; continue to expand upon
						communication channels so as to reach maximum amount of citizens. Push out agendas to subscribers of various
						committees. Periodically review communication metrics and
						results. Timely updating of department webpages. Survey
						effectiveness of new newsletter delivery. Strive to post
Improve Communciation Effectiveness	Effective Governance and Communication	1		Janie Dretler	Town Manager	public agendas on Fridays.
Sidewalks & Prioritization Thereof	Town Services and Infrastructure	0		N/A	N/A	N/A
Comprehensive Stormwater Managerment		-		-4-7		-4
Plan	Town Services and Infrastructure	0		N/A	N/A	N/A
Complete Streets Project	Tranpsportaion, Mobility, and Housing	0		N/A	N/A	N/A
Implementation of Municipal Vulnerability Plan	Environmental, Health, and Wellness	0		N/A	N/A	N/A
rian	environmental, nealth, and Wellness	U		N/A	N/A	N/A

BOS GOALS 2020						
		Total	Priority			
Goal	Primary Category	Score	Level	Board Liason	Staff Liason	2020 deliverable
Implementaion of Recreation and Open Space						
Plan	Open Space, Recreation, and Historic Assets	0		N/A	N/A	BOS Support
Master Plan	Effiective Governance and Communication	0		N/A	N/A	BOS Support
Inclusionary Zoning	Effiective Governance and Communication	0		N/A	Planning Board Goal	N/A
Solar By-Law	Effiective Governance and Communication	0		N/A	Planning Board Goal	N/A
Upgrade Fire Stations 3 (Additional Sleeping	Effective Governance and Communication	U		N/A	Planning Board Goal	N/A
Quarters)	Town Services and Infrastructure			N/A	N/A	N/A
Parks & Recreation Indoor Programming Space	Town services and initiastructure			NA	N/A	N/A
(Fairbank)	Town Services and Infrastructure	0		N/A	N/A	N/A
Community Shelter (Fairbank)	Town Services and Infrastructure	- 0		N/A	N/A	N/A
community district (rundering)	Town Section and Introduction					
Committee Management (review committees						
and disband unused or unneeded committees)	Efficitive Governance and Communication	0		N/A	N/A	N/A
3 Year Calendar Development (document	Ellective do reliminate and communication	_		- April	144	144
Governmental "Life Cycle" - everything						
required of BOS over a 3 year period; i.e.						
Senior Tax Exemption Required to TM						
Approval every 3 years)	Efficative Governance and Communication	0		N/A	N/A	N/A
reprotor every 5 years)	Elicente de l'elicente di de communication	_		- April	141	.,,,,
Update/Review Policies and Procedures	Efficetive Governance and Communication	0		N/A	N/A	N/A
Transparency In Government (audit reports,						
training, etc.)	Effiective Governance and Communication	0		N/A	N/A	N/A
Key Performance Indicators Dashboard ("what						
do we get for what we spend").	Effiective Governance and Communication	0		N/A	N/A	N/A
Discuss poetential development of Blight or						
Nuisance Bylaw (Nobscot and Route 20						
Intersection - abandoned property)	Financial Management & Economic Resilience	0		N/A	N/A	N/A
Nobscot and Route 20 Intersection -						
abandoned property)	Environmental, Health, and Wellness	0		N/A	N/A	N/A
Town Hall Renovation/Execute Deiign	Town Services and Infrastructure	0		N/A	N/A	N/A
Eversource Litigation	Environmental, Health, and Wellness	0		N/A	N/A	N/A
Historic Preservation Plan	Open Space, Recreation, and Historic Assets	0		N/A	N/A	BOS Support
Route 20 Beautification and redevelopment						
(walkability, vitality, traffic, sewer, etc.)	Financial Management & Economic Resilience	0		N/A	N/A	N/A
ADA Transition Plan	Town Services and Infrastructure	0		N/A	N/A	N/A
Landham Road/Rt 20 Intersection	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Complete Transaction of Quarry North and				I .	1.	
Sudbury Station Transfer	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Change name of BOS to Select Board	Effective Governance and Communication	0		N/A	N/A	N/A
Complete Playgrounds	Open Space, Recreation, and Historic Assets	0		N/A	N/A	N/A

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.

Master Plan – Action Plan – volume III excerpts 2021

Please go to the following link in order to have access to the PDF. The information below was taken as a screen capture in the interest of time, therefore, it is likely not readable with assistive devices or software. The Action Plan Matrix begins on page 18 of the PDF (page number 13 on the document).

https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-content/uploads/sites/392/2021/02/210219 SudburyMP Vol3 ActionPlan FINAL.pdf?version=885128286fb6c21e1b475ea e3550cc73

ECONOMIC DEVELOPMENT

Volume 2 - Master Plan provides background and context for these action items in the Economic Development chapter.

ACTION ITEM	ADVOCATE	TIMEFRAME
A. Sudbury will develop capacity to support economic development efforts expansion.	, including taking an active approach to busines	s, attraction, retention, and
A.1 Hire an economic development planner tasked with managing projects specific to economic development and working on business retention, expansion, and outreach/relationship building. The economic development planner, through the Planning and Community Development Department, will lead the remaining actions under this goal.	Board of Selectmen	Short-Term (within 5 years)
C. Sudbury will develop a strategy for its ongoing fiscal health.		
C.1 Develop strong fiscal strategies and policies that prioritize short- and long-term expenditures and balance costs against revenues.	Board of Selectmen	Short-Term (within 5 years)

TRANSPORTATION AND CONNECTIVITY

Volume 2 - Master Plan provides background and context for these action items in the Transportation and Connectivity chapter.

ACTION ITEM	ADVOCATE	TIMEFRAME			
A. Sudbury will remain active in regional efforts to coordinate transportation planning across multiple municipalities.					
A.3 Solicit support from legislators as needed to prioritize and implement	Board of Selectmen	Ongoing			
regional connectivity projects.	Board of Selectmen	Ongoing			

HISTORIC AND CULTURAL IDENTITY

Volume 2 - Master Plan provides background and context for these action items in the Historic and Cultural Identity chapter.

ACTION ITEM	ADVOCATE	TIMEFRAME
ACTION ITEM	ADVOCATE	

A. Sudbury will address historic preservation needs and emphasize collaboration among its local historic preservation groups and coordinate their efforts town-wide.

C. Sudbury will continue to foster a vibrant local arts and culture network.

C.2 Encourage collaboration between local arts, cultural, historic organizations, and the local business community to create community-wide events and programming.	Town Manager	Short-Term (within 5 years)
C.3 Continue to provide local artists and arts organizations with access to municipal facilities as appropriate to display art, hold classes, and publicize events.	Town Manager	Ongoing
C.4 Work with Sudbury Public Schools and Lincoln-Sudbury Regional High School on special projects that engage students with local historic resources and cultural entities.	Cultural Council	Ongoing

CONSERVATION AND RECREATION

Volume 2 - Master Plan provides background and context for these action items in the Conservation and Recreation chapter.

ACTION ITEM ADVOCATE TIMEFRAME

E. Sudbury will commit to enhancing connections between open space areas, parks, schools, and historic resources with residential areas for walking/biking, which will increase recreational opportunities and access to these resources.

E.4 Continue to discuss the design of the proposed Mass Central Rail Trail with regional and state partners.

Board of Selectmen

Ongoing

TOWN FACILITIES, SERVICES, AND INFRASTRUCTURE

Volume 2 - Master Plan provides background and context for these action items in the Town Facilities, Services, and Infrastructure chapter.

ACTION ITEM	ADVOCATE	TIMEFRAME
A. Sudbury will plan for and implement changes to its services and facilities	that anticipate the needs of an aging population	on consistent with Livable Sudbury:

A. Sudbury will plan for and implement changes to its services and facilities that anticipate the needs of an aging population consistent with Livable Sudbury: A Community Needs Assessment and the American's with Disabilities Act.

B. Sudbury will commit to research and, where appropriate, invest in technology that will enhance municipal services.			
B.1 Invest in upgrades to GIS data that will help visualize and, where applicable, analyze data for the Assessor's Office, Planning & Community Development, Dept. of Public Works, public safety, the Historical Commission, and others.	Board of Selectmen	Short-Term (within 5 years)	
B.2 Dedicate resources to explore the coordination and implementation of new technology across multiple departments to produce reports for each department on possible investments and returns.	Board of Selectmen	Mid-Term (5-10 years)	
C. Sudbury will commit resources to increasing revenue to the Town.			
C.1 Hire an economic development planner tasked with managing projects specific to economic development and working on business retention, expansion, and outreach/relationship building. (See Economic Development)	Board of Selectmen	Short-Term (within 5 years)	
C.2 Evaluate the most effective way to increase grant writing capacity for the Town and commit resources accordingly. This may or may not include additional staffing.	Board of Selectmen	Short-Term (within 5 years)	

D. Sudbury recognizes the value of well-planned maintenance and asset management programs and include these practices into the everyday provision of municipal services.

ACTION ITEM	ADVOCATE	TIMEFRAME
D.1 Develop a comprehensive Facilities Assessment and Maintenance Plan that includes a Capital Needs Assessment for every municipal building. <i>Critical Path Action</i>	Facilities Dept.	Short-Term (within 5 years)
D.2 Consider the development of a more formal Asset Management Program that emerges from the Facilities Assessment and Maintenance Plan.	Town Manager	Short-Term (within 5 years)
D.3 Ensure the Facilities Assessment and Maintenance Plan addresses any state or federal compliance requirements (e.g., MS4 stormwater program).	Town Manager	Short-Term (within 5 years)
D.4 Develop educational materials for the public to raise awareness of the need for maintenance related to municipal facilities.	Facilities Dept.	Short-Term (within 5 years)
D.5 Develop sustainability goals for Town facilities, infrastructure, and operations.	All Departments, Town Manager	Short-Term (within 5 years)
E. Sudbury is committed to be a community where people of all ages and a	bilities enjoy access to municipal services, facili	ties, and public discussion.
E.1 Ensure all digital material developed by the Town and posted on its website is accessible to people with disabilities (see Public Health and Social Wellbeing Policy C).	Town Manager	Short-Term (within 5 years)
E.2 As part of the Self Evaluation of Town facilities, properties, and services, develop a Transition Plan to meet the regulatory requirements outlined in ADA. Coordinate the Transition Plan with the State Historic Preservation Office and the State Architectural Review Board for all facilities located in in the Town.	Facilities Dept.	Short-Term (within 5 years)
E.3 Ensure the Town achieves and maintains compliance with Title II of ADA.	Town Manager	Ongoing

RESILIENCY

Volume 2 - Master Plan provides background and context for these action items in the Resiliency chapter.

ACTION ITEM	ADVOCATE	TIMEFRAME		
A. Sudbury recognizes it is vulnerable to the impacts of natural hazards and climate change and must build capacity to be more resilient.				
A.1 Hire municipal resiliency staff that can work with multiple departments, boards, and committees to plan for and implement strategies that will build the Town's resiliency to the impacts of natural hazards and climate change.	Town Manager	Short-Term (within 5 years)		
D. While the impacts of the COVID-19 pandemic are still unknown, Sudbury and economic situation as a result and plan for future public health events the effects on the community.				
D.1 Identify data that can help explain the impacts of the COVID-19 pandemic or similar events, including data the Town already collects and new data points needed.	Town Manager	Short-Term (within 5 years)		
pandemic or similar events, including data the Town already collects and	Town Manager Town Manager	Short-Term (within 5 years) Short-Term (within 5 years)		

PUBLIC HEALTH AND SOCIAL WELLBEING

Volume 2 - Master Plan provides background and context for these action items in the Public Health and Wellbeing chapter.

ACTION ITEM	ADVOCATE	TIMEFRAME			
A. Sudbury will work to build capacity and support existing networks of mu public health issues, including opioid addiction, mental health, social isolation		nmunities, that are working on			
A.1 Increase staffing to support public health work and utilize volunteers in the community to assist with educating and serving residents.	Board of Selectmen	Short-Term (within 5 years)			
C. Sudbury will work to diversify and expand communication tools and strate	tegies about public health issues and locally ava	ilable services.			
C.1 Create integrated communication channels and ensure that municipal digital materials are accessible to people with disabilities (See Town Facilities, Services, and Infrastructure Policy E).	Town Manager	Short-Term (within 5 years)			
C.2 Collaborate with local organizations such as the Senior Center, the Commission on Disability, and the Town Social Worker to share/disseminate information with its constituents as well as the community in general.	Town Manager	Short-Term (within 5 years)			
ACTION ITEM	ADVOCATE	TIMEFRAME			
E. Sudbury will work to strengthen social and civic engagement to bring residents together.					
E.3 Ensure the civic participation, such as participation in Town Meeting and other Town-sponsored events for public input and engagement, continues to be accessible, inclusive, and equitable.	Board of Selectmen, Town Manager, Town Clerk	Ongoing			



SUDBURY SELECT BOARD

Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

8: Police Station fencing/gate

REQUESTOR SECTION

Date of request:

Requestor: Member Dretler

Formal Title: Discussion on Police Station security fencing/gate, and project's scope including expected cost, funding source, purpose, etc.

Recommendations/Suggested Motion/Vote: Discussion on Police Station security fencing/gate, and project's scope including expected cost, funding source, purpose, etc.

Background Information:

attached documents provided by Police Chief Scott Nix.

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

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

Select Board Pending 06/29/2021 5:45 PM



Town of Sudbury

Historic Districts Commission

HistoricDistricts@sudbury.ma.us

Flynn Building 278 Old Sudbury Road Sudbury, MA 01776 978-639-3387 Fax: 978-639-3314

www.sudbury.ma.us/historicdistricts

Application for	or: X CERTIFICATE OF APPROPRIATENESS PERMIT FOR DEMOLITION OR REMOVAL
Date:	April 14, 2021
application is Reconstruction	ection 7 of Chapter 40 of the Acts and Resolves of Massachusetts, 1963, hereby made for issuance of: a Certificate of Appropriateness for Construction () on () Alteration () Painting () of a building or structure, or Addition to (X) or nt of () landscaping; or a Permit for Demolition () or Removal () at the location ped below.
Location of P	Property:75 Hudson Road
Description o	f Work Proposed:
the east s	to increase security measures at the Sudbury Police Station by adding a securion side of the building. Gate would be very similar to the chain link fencing alread attached for review.
APPLICANT	INFORMATION
Name:	Scott Nix
Signature:	
Address:7	75 Hudson Road Sudbury, MA 01776
Phone:(978) 443-1042 Email: <u>nixs@sudbury.ma.us</u>
OWNER INF	FORMATION (if different from above)
Name:	Same
Signature:	
Address:	
	Email:
	n Received: By Whom:
Fee Received:	Case #: Page 1 of 3

Historic Districts Commission Application for Certificate of Appropriateness / Permit for Demolition or Removal Page 2 of 3

APPLICATION PROCESS DETAILS

- Applications for new construction and additions often require more than one hearing. Please be sure to plan accordingly.
- For specific construction requirements, please refer to the Historic Districts Commission General and Specific Guidelines found on the Historic Districts Commission's homepage on the Town of Sudbury website under "Documents".
- Please See "FAQs" #7 (found on the Historic Districts Commission's homepage on the Town of Sudbury website) for more information regarding the application process.

REQUIRED APPLICATION MATERIALS

When filing your application, please be sure all relevant information listed below is submitted. Insufficient information can delay the application process. When necessary, plans should be submitted on 11" x 17" paper for readability.

- 1. For new construction or additions, scaled drawings of exterior elevations of the existing and proposed conditions showing all exterior features accurately and completely.
- 2. Photographs showing existing conditions (hard copies only). Photographs should show primary structures (e.g., house) in relation to the changes being proposed. Photographs should be from different angles. For new construction, photographs of the construction site should be included.
- 3. Complete product specifications (manufacturer, model, measurements, color, materials, etc.) for windows, doors, lights (exterior), paint, etc.
- 4. Plot Plans for new construction or additions.
- 5. Completed Checklist for Application Details (please see attached sheet).

Please submit six (6) copies of this application form and all supporting materials. A public hearing will generally be scheduled within four (4) weeks from the time of receipt of the application materials.

For a complete schedule of public hearings and submission deadlines, please visit the Historic Districts Commission's homepage on the Town of Sudbury website. Supplemental application materials must be delivered to the Historic Districts Commission Office <u>no later than one week</u> prior to a scheduled meeting to allow time for review.

Applications for Certificates of Appropriateness/Permits for Demolition or Removal should be accompanied with cash or a check made payable to the Town of Sudbury for \$25.00.

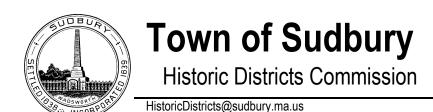
Any changes in the physical characteristics of the lot, such as changes of grades, removal of trees, and/or shrubbery necessitated by action of the Board of Health, or for any other reason, shall be referred back to the Historic Districts Commission before construction takes place.

Historic Districts Commission Application for Certificate of Appropriateness / Permit for Demolition or Removal Page 3 of 3

CHECKLIST FOR APPLICATION DETAILS

Applicant: Scott N	IIX	Date:	4-14-2021
Address: 75 Hud	son Road Sudbury, MA 01776		
Site Work	Description		
Square Footage			
Height/Elevation			
Siding			
Windows: Light Configuration, Storms, SDL, TDL, Make, Model			
Doors/Storm Doors			
Chimney Masonry			
Porches, Railings, Columns			
Roof: Material, Color			
Exterior Lighting			
Gutters/Downspouts			
Paint: Make, Color, Sample			
Foundation			
Driveway(s) or Walkway(s)			
Fences/Walls	Chain link gate - see attached docu	ıments.	
Trees to be Removed			





Flynn Building 278 Old Sudbury Road Sudbury, MA 01776 978-639-3387 Fax: 978-639-3314

www.sudbury.ma.us/historicdistricts

Certificate of Appropriateness Application Time Extension Form After Legal Notification

Address: 75 Hudson Road

Applicant: Police Chief Scott Nix

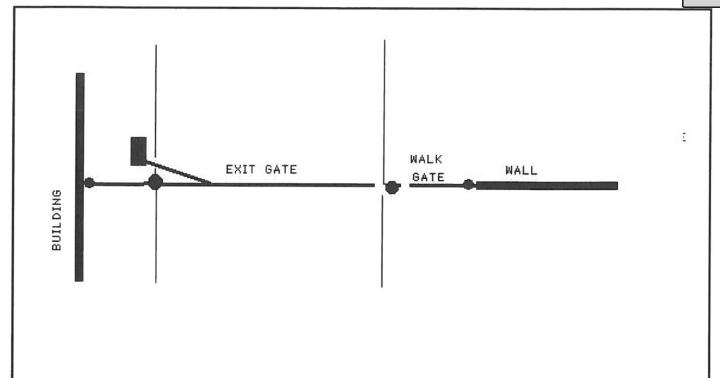
This form indicates that I, Scott Nix, the Applicant, who has filed a Certificate of Appropriateness application for the property at 75 Hudson Road in Sudbury, Massachusetts, do hereby declare the following:

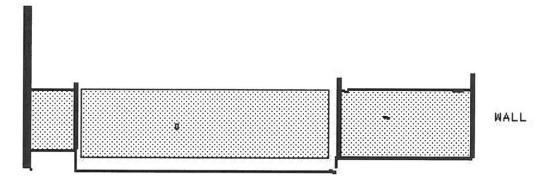
As the Applicant, I, Scott Nix, hereby waive the timeframe requirements pursuant to Section 8. Meetings, Hearings, Time for making Determinations, of Chapter 40 of the Acts and Resolves of Massachusetts, 1963.

I would like to request a continuance in this matter. The hearing for this case was scheduled to go before the Historic Districts Commission on July 1, 2021, and I would like to request a continuance of the hearing to August 5, 2021 and an extension of the application review period until September 15, 2021.

Please let me know if you have any questions. Thank you.

	6-28-2021			
Applicant/Agent on behalf of the Applicant	Date			
Approved on behalf of the Certificate of Appropriateness Granting Authority:				
Adam L. Duchesneau, AICP Director of Planning & Community Development	Date			

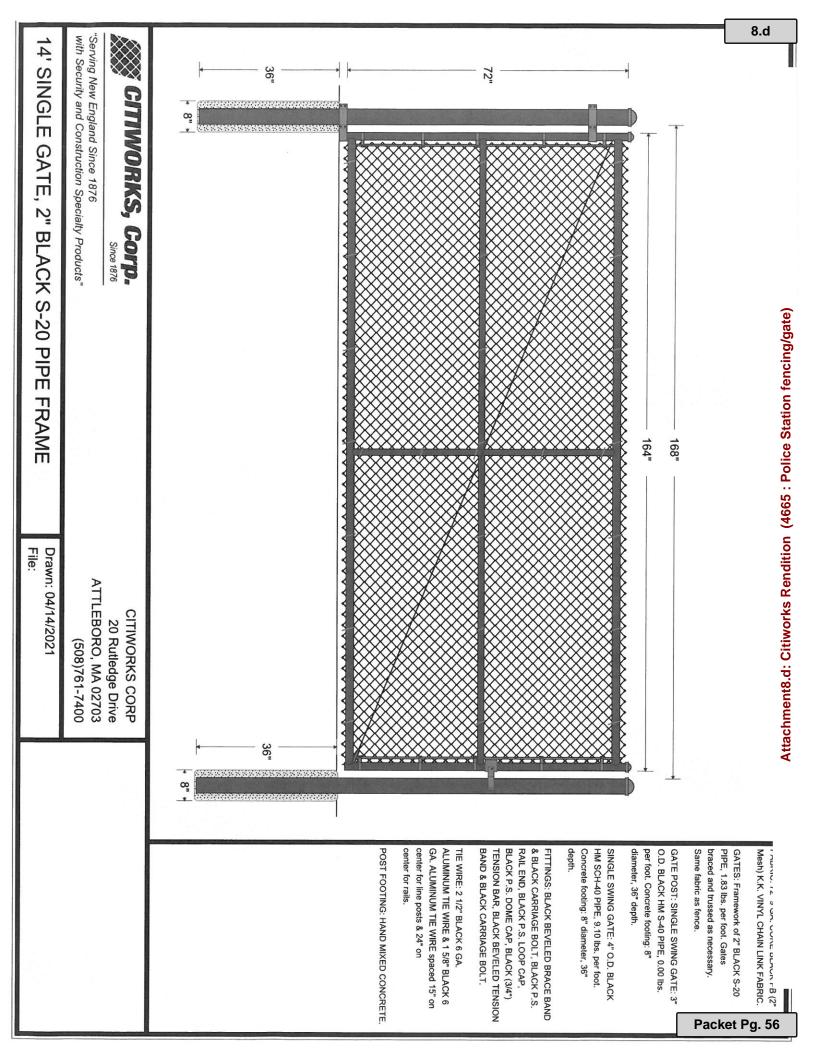


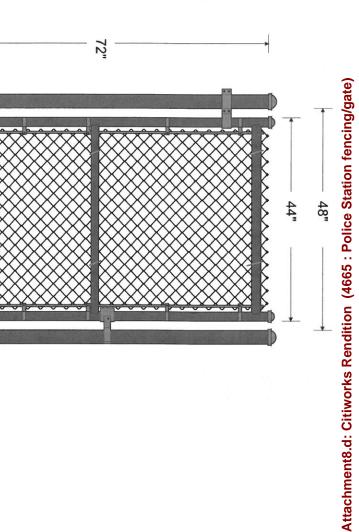




"Serving New England Since 1876 with Security and Construction Specialty Products" CITIWORKS CORP 20 Rutledge Drive ATTLEBORO, MA 02703 (508)761-7400

DRAWN BY:	04/14/21	SCALE:	PAGE:
REVISED:	04/14/21	FILE:	of





Corp.

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36"

36"

Since 1876

"Serving New England Since 1876

with Security and Construction Specialty Products"

4' SINGLE GATE, 2" BLACK S-20 PIPE FRAME

Drawn: 04/14/2021

ATTLEBORO, MA 02703 CITIWORKS CORP 20 Rutledge Drive (508)761-7400

Mesh) K.K. VINYL CHAIN LINK FABRIC.

braced and trussed as necessary. PIPE, 1.83 lbs. per foot. Gates GATES: Framework of 2" BLACK S-20

Packet Pg. 57

Same fabric as fence.

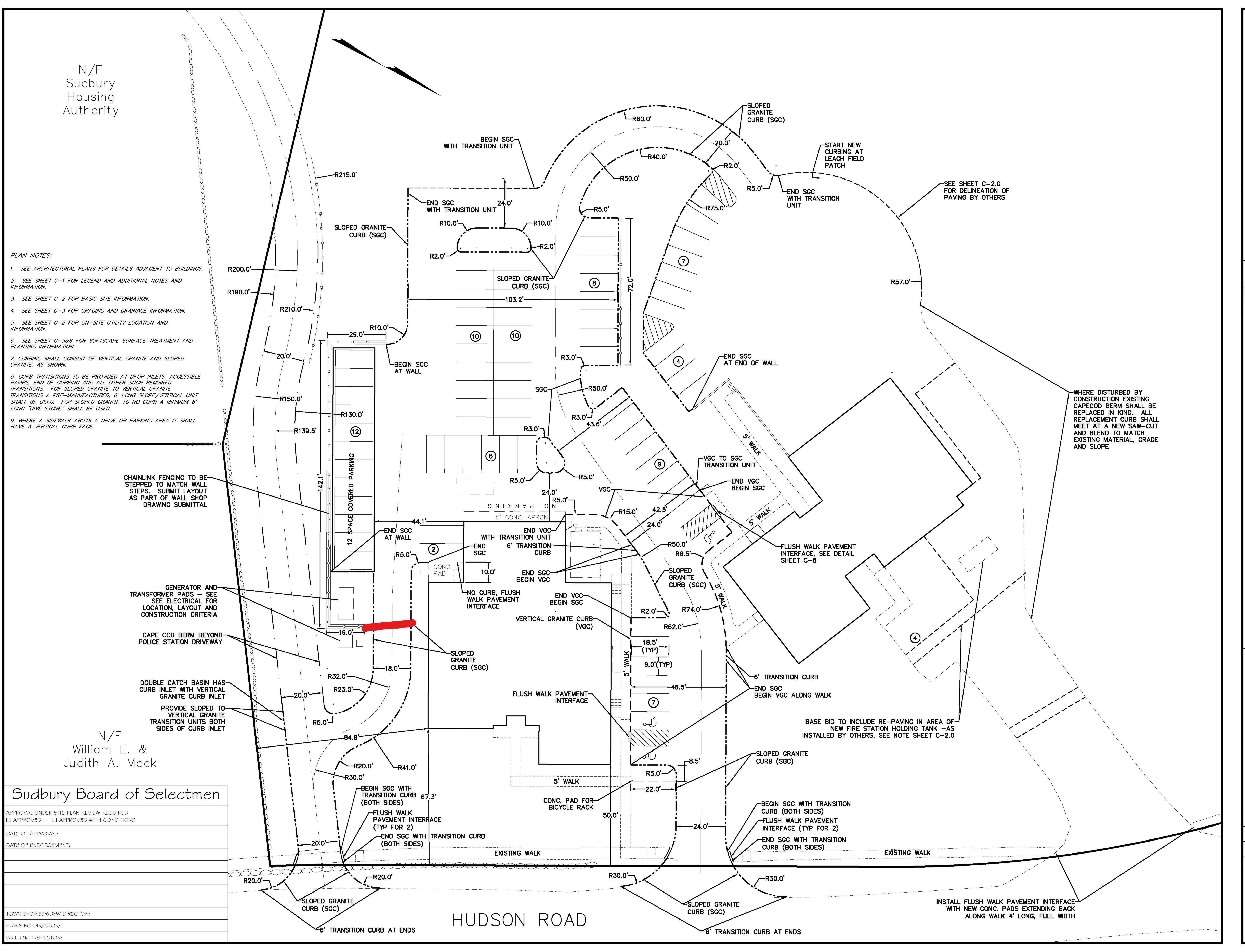
per foot. Concrete footing: 8" O.D. BLACK HM S-40 PIPE, 0.00 lbs. diameter, 36" depth. GATE POST: SINGLE SWING GATE: 3"

Concrete footing: 8" diameter, 36" HM SCH-40 PIPE, 9.10 lbs. per foot. SINGLE SWING GATE: 4" O.D. BLACK

BAND & BLACK CARRIAGE BOLT. TENSION BAR, BLACK BEVELED TENSION BLACK P.S. DOME CAP, BLACK (3/4") & BLACK CARRIAGE BOLT, BLACK P.S. TIE WIRE: 2 1/2" BLACK 6 GA. RAIL END, BLACK P.S. LOOP CAP, FITTINGS: BLACK BEVELED BRACE BAND

center for rails. GA. ALUMINUM TIE WIRE spaced 15" on ALUMINUM TIE WIRE & 1 5/8" BLACK 6 center for line posts & 24" on

POST FOOTING: HAND MIXED CONCRETE.





SUDBURY SELECT BOARD

Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

9: Joint meeting with Planning Board

REQUESTOR SECTION

Date of request:

Requestor: Planning Board

Formal Title: Vote to open a joint meeting with Planning Board to vote to appoint a new full member, Ahnu Shah, 257 Concord Road, to the Planning Board for a term ending 5/31/22. This is to replace former member Charles Karustis who has resigned.

Recommendations/Suggested Motion/Vote: Vote to open a joint meeting with Planning Board to vote to appoint a new full member, Ahnu Shah, 257 Concord Road, to the Planning Board for a term ending 5/31/22. This is to replace former member Charles Karustis who has resigned.

Background Information: attached memo and application

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

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

elect Board Pending 06/29/2021 5:45 PM

Golden, Patricia

From: Duchesneau, Adam

Sent: Monday, June 21, 2021 10:43 PM **To:** Select Board; Hayes, Henry

Cc: Select Board's Office; Planning Board

Subject: Planning Board Member Resignation - Formal Notice

Attachments: Shah Application 210621.pdf

Members of the Select Board and Henry,

Please let this email serve as formal acknowledgement to you that Planning Board member Charles Karustis officially resigned from the Planning Board as of June 11, 2021. Charlie's term was set to expire in May of 2022 and the Planning Board is currently operating with a vacant Full Membership seat and a vacant Associate Member seat.

In speaking with Town Counsel, <u>G.L. c.41</u>, <u>§11</u> provides, in relevant part,: "If there is a vacancy in a board consisting of two or more members,... the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified."

Now that Charlie has formally resigned, the Planning Board and Select Board should hold a joint meeting to appoint a replacement.

Please let this email also serve as a formal request to have the appointment of a new Full Member to the Planning Board addressed at your upcoming meeting on <u>Tuesday</u>, <u>June 29</u>, <u>2021</u>. The Planning Board is requesting this matter be taken up later in the evening on your agenda as the Chair has a prior commitment early that evening.

If this is to be the case, per the MGL Chapter 41, Section 11, it appears the joint meeting where any appointment might occur should be noticed. It would probably be advisable to consult with Town Counsel as to what the appropriate noticing requirements would be for this joint meeting.

Charlie's vacant Full Membership seat has been advertised on the Town website since June 7, 2021 and, as of this email, we have one membership application which is attached to this email.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP
Director of Planning & Community Development
Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776
t 978-639-3398 | f 978-639-3314 | <u>DuchesneauA@Sudbury.MA.us</u>
www.sudbury.ma.us

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT TO

Planning Board

Planning and Community Development Department 278 OLD SUDBURY ROAD SUDBURY, MA 01776	PHONE: FAX: E-MAIL:	978.639.3387 978.639.3314 PCD@sudbury.ma.us
Name: Ahnu Shah		
Brief resume of background and experience:		
Please see attached resume.		
737 V COHCOIO FOAG	Home phone: Work phone:	
Years lived in Sudbury: 5 years	E-Mail Address:	
Municipal experience (If applicable): Historic Districts Commission, Permanent Building Comm Committee and former associate member of Planning Box Educational background:		of Community Preservation
Please see attached resume.		
Employment and/or other pertinent experience:		
Please see attached resume. I have a background in architecture, construction	n management, ov	vners representation.
	cture and construction along with my exper	lence in the town can provide value to the rianning board.
Times when you would be available (days, evenings, weekends	^{):} My Schedule is f	lexible.
Do you or any member of your family have any business dealin No.	gs with the Town? If ye	es, please explain:
AS (Initial here that you have read, understand and agree	to the following statem	ent)
I agree that if appointed, I will work toward furtherance of the of Selectmen and further, I agree that I will conduct my committee State and Local laws and regulations, including but not limited Interest Law, Email Policy and the Code of Conduct for Town O	e activities in a manner value to the Open Meeting La	which is compliant with all relevant
I hereby submit my application for consideration for appointme	nt to the Board or Comr	nittee listed above.

Digitally signed by Anuraj Shah Date: 2021.06.21 17:48:20 -04'00'

Date_

Signature Anuraj Shah

07.09

Education	2003	Harvard University Graduate School of Design - Cambridge, MA Master of Architecture
	1998	Williams College – Williamstown, MA Bachelor of Arts with Honors in Studio Art
Professional Experience	01.20- Present	Shelter Design Studio, Inc. – Sudbury, MA – <i>President</i> Designing thoughtful and innovative homes while guiding homeowners through project budgeting, scheduling, and construction. Setting proper expectations to ensure that project goals are met.
	01.19- 12.19	Shepherd PMC – Somerville, MA – Partner Owners representatives in residential design and construction. We shepherd owners, architects, and builders to create homes that inspire. We use our experience to guide and represent owners through all phases of their projects from conceptual planning, budgeting, pre-design, and scheduling, through design, construction, project delivery, and long-term maintenance. We create teams to work in harmony to exceed the owners' goals. We deliver value for owners while ensuring success for consultants and contractors.
	09.14- 01.19	Cutting Edge Homes, Inc. – Ashland, MA – Chief Designer / Chief Operating Officer Introduced systems and processes to a quickly growing design build company. Hired and trained in new construction team. Hired a new design team and brought design in house. Increased the quality of design and construction to a very high level while increasing profitability. Responsibilities included managing the overall company operations and strategies; managing the design team and construction management team; high level management across all projects; conceptual design and design detailing across all projects; client, subcontractor, and employee relations; future strategies; sales and marketing support
	09.13- 08.14	Crosby Real Estate – Boston, MA – Real Estate Project Manager Managed design and construction projects for the private residences of a highly private, high net worth extended family. Responsible for representing the owner through all phases of construction from pre-design through project closeout. Responsibilities included feasibility studies, preliminar budgets, design and design review, engineering review, project budgets and funding reports, cost tracking, client and trust reporting and communication, design and construction team coordination, and contract negotiations and management.
	02.10- 08.13	Gilman Guidelli & Bellow Company – Somerville, MA – <i>Project Manager</i> Managed residential construction projects. Responsible for client and architect communication, subcontractor relations, estimating, purchasing, contracts, subcontracts, project finances, project coordination, project staffing, and project schedules. Projects: Bullerjahn Residence addition and complete renovation, Marion, MA – <i>Project Manager</i> Clements-Heselton Residence addition and renovation, Concord, MA – <i>Project Manager</i> Hresko Residence addition and renovation, Brookline, MA – <i>Project Manager</i> Gullickson Residence conservatory addition, Jamaica Plain, MA – <i>Project Manager</i> Responsible for design and construction Tobias Residence addition and renovation, Newton, MA – <i>Project Manager</i> Falk Residence complete reconstruction, Marblehead, MA – <i>Project Manager</i> LEED for Homes Silver Negroponte-Porter Residence renovation, Cambridge, MA – <i>Project Manager</i> Beir Residence den addition and renovation, Winchester, MA – <i>Project Manager</i>
	06.06-	Marc Truant & Associates, Inc. – Cambridge, MA – Project Manager Managed multifaceted institutional and residential construction projects. Performed pro

Managed multifaceted institutional and residential construction projects. Performed preconstruction services, bidding, marketing, and business development. Responsible for client 04.06

communication, subcontractor relations, purchasing, contracts, subcontracts, project finances, project coordination, and project schedules.

Projects:

First Baptist Church Reconstruction, Jamaica Plain, MA – *Project Manager*Collaborated with Owner and Architect to develop budget conscious scope and phasing for the reconstruction of a fire ravaged, historic church. Managed complex phases of construction.

1131 Massachusetts Ave. Hotel Pre-Construction, Cambridge, MA – *Project Manager* Strano Lab, MIT Building 66, Cambridge, MA – *Project Manager* Yildiz Lab, MIT Building NW13, Cambridge, MA – *Project Manager* Gradecak Lab, MIT Building 13, Cambridge, MA – *Project Manager* 172 Beacon Street Residence, Boston, MA – *Project Manager*

11.04- Anmahian Winton Architects – Cambridge, MA – *Project Designer*

Designed residential projects. Collaborated with clients and principal to develop and implement scope. Managed and produced presentation materials and documentation through all phases of design and construction. Responsible for client communication and construction administration. Coordinated with engineers, consultants, and contractors.

Projects:

Suzman Residence new construction, Austerlitz, NY – *Project Designer*Maes-Sims Residence renovation, Cambridge, MA – *Project Designer*Conway Residence new construction, Telluride, CO – *Design Development Team*

11.04 Hashim Sarkis Architecture & Urban Design – Cambridge, MA – Project Designer
 Designed residential and institutional projects. Produced presentation materials and documentation through all phases of design and construction. Responsible for client communication and construction administration. Coordinated with engineers, consultants, and contractors. Worked on four-person team to create new office identity and structure. Projects:

Al-Baqaa' Housing Cooperative, Tyre, Lebanon – *Project Designer*Boston Society of Architects/AIA 2008 Design Award
Dana House addition and renovation, Cambridge, MA – *Project Designer/Manager*

R. Moawad Foundation: Community Center, Medjlaya, Lebanon – *Project Designer* Competition:

ELEMENTAL: Low-Income Housing, Chile – *Design Team* Honorable Mention

Dennis Wedlick Architect – New York, NY/Basalt, CO – *Staff Designer* Summer 2001 Assisted with design development, produced construction documents, reviewed shop 2000 drawings, coordinated with engineers, and assisted with construction administration and client communication for a major developer. Worked closely with principal on 06.98schematic design of several single-family homes. Assisted with the establishment of a 08.99 new office in Basalt, CO. Projects: 08.97 Boundary Townhomes: River Valley Ranch, Carbondale, CO Westside Homes: River Valley Ranch, Carbondale, CO Competition: Airport Ranch: Subsidized Housing, Aspen, CO

1999- **Personal Work**

Present Designed and produced various works of art and architecture Projects:

Personal Residence, Sudbury, MA Private Residence, Tuftonboro, NH Private Residence, Malden Bridge, NY Private Residence, Slingerlands, NY Dream House in 350 SF, New York, NY

House for a Tree, Malden Bridge, NY

Related	11.19-	Town of Sudbury – Sudbury, MA – Associate Member
Experience	04.21	Planning Board
	10.19- 04.21	Town of Sudbury – Sudbury, MA – <i>Member at Large</i> Community Preservation Committee
	02.20- Present	Town of Sudbury – Sudbury, MA – <i>Member</i> Permanent Building Committee
	05.20- Present	Town of Sudbury – Sudbury, MA – <i>Member</i> Historic Districts Commission
	09.01- 02.03	Harvard University Graduate School of Design – Cambridge, MA – <i>Teaching Assistant</i> "Analysis and Design of Building Structures I" – Professor Martin Bechthold
		"Analysis and Design of Building Structures II" - Professor Martin Bechthold
	09.96- 06.98	Williams College – Williamstown, MA – <i>Teaching Assistant</i> "Sculpture: Cardboard and Wood Plus" – Professor Amy Podmore "Sculpture: Metal and Plaster Plus" – Professor Amy Podmore
Associations	2007- 2010	Associated General Contractors of Massachusetts – Wellesley, MA Young Contractors Council Executive Committee
	2007- 2010	Boston Society of Architects/AIA – Boston, MA Emerging Professionals Network
Skills		Timberline, Microsoft Project, Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, AutoCAD (2D and 3D), VectorWorks, FormZ, 3D Studio Max, SketchUp
Honors Awards Publications Exhibitions	2019 2019 2017 2015 2011 2010 2008 2008 2003 2002 2001 2001 2001 1999 1998 1998	NARI CotY Gold Award – Residential Addition \$200,000 and Over – Wellesley Residence NARI CotY Silver Award – Entire Home \$500,000 and Over – Lincoln Residence NARI CotY Silver Award – Entire Home \$500,000 and Over – Newton Residence NARI CotY Gold Award – Residential Kitchen \$150,000 and Over – Brookline Residence Guest Critic: Rhode Island School of Design, Providence, RI Exhibition: <i>Untitled</i> , Solo Show, Phoenix Gallery, New York, NY Award: <i>BSA/AIA Design Award</i> under Hashim Sarkis Architecture & Urban Design Guest Critic: Boston Architectural College, Boston, MA Guest Critic: Harvard GSD Career Discovery, Cambridge, MA Guest Critic: Harvard GSD Career Discovery, Cambridge, MA Exhibition: <i>Studio Works 2000-2001</i> , Gund Hall Gallery, Harvard GSD, Cambridge, MA Publication: <i>Studio Works 9</i> , Harvard GSD Publication: "House for a Tree", New York Times: House and Home Jan. 18, 2001 Guest Critic: Williams College, Williamstown, MA Award: <i>Hubbard Hutchinson 1917 Memorial Fellowship</i> for excellence in fine arts Exhibition: <i>The Senior Show</i> , Williams College Museum of Art, Williamstown, MA
	1998	Award: Berkshire Art Association Fellowship for excellence in fine arts



SUDBURY SELECT BOARD

Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

10: Close joint meeting with Planning Board

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close joint meeting with Planning Board

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 06/29/2021 5:45 PM



SUDBURY SELECT BOARD

Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

11: Policy on appointment process

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Update and post the Appointment Policy process (30 day advertisement requirement)

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 06/29/2021 5:45 PM

C. TREASURY WARRANTS AND TAX ANTICIPATION NOTES

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

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

D. APPOINTMENT POLICY

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

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

6. APPOINTMENT POLICY

For positions appointed by the Selectmen and the Town Manager

 Expiration date for appointments is <u>May 31 April 30 stth</u>, or until his successor is appointed and qualified, with the exception of the following:
a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
a. Present, at the first regular meeting following Town Election, a list of appointments to be made by the Board.
b. Notify incumbents and request their statement of availability regarding reappointment.
c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.
d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
e. Provide Chairmen of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
3. <u>ISchedule interviews for potential new appointees.</u>
a. Copies of applications shall be provided to the Selectmen and chairman of respective board or committee prior to interview.
b. Invite chairman to join Selectmen in conducting the interview relating to his board.
4. Annual appointments shall be completed as soon as possible.
5. Updated lists of members will be provided to the office.
6. Retiring members will receive letters of thanks from the Town for their service.
(Amended 5/10/76, 8/23/99)

Attachment11.c: DRAFT 2021 Select Board Policy Tracking Sheet (4657: Policy on appointment process)

Section	Policy	Page		Reviewed by Policy and Procedure Subcomittee	Reviewed by Select Board	Approved Date
Section 1. Procedural	Code of Conduct of the Board of Selectmen		First adopted by the Board of			
Section 1. Procedural	code of conduct of the board of selectificit		Selectmen May 10, 2000	2018		
	Code of Conduct for Town of Sudbury Committees Whose Members are		Adopted by the Board of Selectmen			
Section 1. Procedural	appointed by the Sudbury Board of Selectmen or the Sudbury Town		July 11, 2006; revised September 8,			
Section 1. Procedural	Manager		2009.	2018	3/9/2021	3/9/2021
	Wanager			2018	3/9/2021	3/3/2021
Section 1. Procedural	Meeting Policy		(Amended 05/10/76, 04/23/84,			
			10/29/84, 11/08/84, 07/08/96)	2018		
Section 1. Procedural	Town Counsel Policy		(Approved 9/8/2015)			
Section 1. Procedural	Policy on Remote Participation		(Approved 12/15/2015)			
Section 1. Procedural	Appointment Policy		(Approved 12/15/2015)	2018	3/9/2021	
Section 1. Procedural	Selectmen's Liaison and Work Assignments		(Amended 5/10/76, 8/23/99)		-,-,	
			(Amended 3/10/70, 8/23/33)	2010		
Section 1. Procedural	Citizen Comment Procedure			2018		
Section 1. Procedural	Sudbury Board of Selectmen's Office Hours					
Section 1. Procedural	Evaluation Process for the Town Manager		Originally approved 4/5/16; revised			
Section 1. Procedural	Evaluation Frocess for the rown Manager		<u>5/1/18</u>			
Section 2. Board of Selectmen Financial Management Policies	Operating Budget Policy			2021		
Section 2. Board of Selectmen Financial Management Policies	Revenue Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Expenditure Policy			2021		
-						
Section 2. Board of Selectmen Financial Management Policies	Reserves and Risk Management Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Capital Budgeting and Planning Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Debt Management Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Protection of Credit Rating Policy			2018/2021		
-	- ,			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Free Cash Policy			2021		
Section 3 Regulatory	Parade Policy		(approved 5/31/11 <u>, reviewed</u>			
Section 5 negatatory	r arade r oney		<u>6/13/18)</u>			
Section 3 Regulatory	Alcohol Rules and Regulations		Last updated 2013	2018		
			(Approved 9/10/1990, Updated			
Section 3 Regulatory	Sale of Kegs		7/1/1998)			
			//1/1998)			
Section 3 Regulatory	Regulations for Temporary Business or Industrial Trailers				Planning Board TM Article	
Section 5 negalatory	regulations for remporary business of maustrial francis		(Adopted 7/23/1983)	2018	2021?	
			(Adopted as amended 4/29/71,			
Section 3 Regulatory	Licensing of Outdoor Amusements Policy		5/10/76			
Continu 2 Deculatory	Flan Cada					
Section 3 Regulatory	Flag Code		(Adopted 7/23/79, 8/23/99)			
Section 3 Regulatory	Traffic Control Signs Policy		(Adopted 9/30/65, amended 5/10/76,			
Section 5 negatatory	Traine control signs to liey		8/23/99			
			(Amended 9/20/76, 10/14/80,			
Section 3 Regulatory	Policy for Use of Facilities		7/10/89, 3/11/91, 8/23/99)			
Section 4 Operational	Transfer Station		Rev. 3/16/06; effective 4/1/06			
•			Rev. 3/16/06; effective 4/1/06			
Section 5. General	Citations and Proclamations					
Section 5. General	Memorial Bench Program		(September 8, 2009)			
					\$25K - The Town Manager	
					shall provide a list of such	
Section 5. General	Purchase Contracts				awards to the Board of	
Section 5. General	rui cii ase contracts					
					Selectmen on an annual basis	
			(Adopted 8/9/99, 6/10/02, 8/16/16)		in January.	
Section 5. General	Community Event Signs on Town Property					
Section 5. General	Safe Community Policy		Adopted May 7, 2018			
			(Amended 5/10/76, 8/23/99) Adopted			
Section 5. General	Minutes Policy		April 5, 2010			
Course Council	Pullet O control Pullet					
Section 5. General	Ballot Question Policy		Adopted February 7, 2017			
Section 5. General	Town of Sudbury Donation Policy		Rev. 6/2014			
https://sudbury.ma.us/selectboardsoffice/wp-						
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?						
version=00d9583da80907f3008c136f27597126	Agenda Procedure		(Amended 05/10/76, 07/08/96)			
	Agenda i rocedure		(mineriaea 03/±0/70, 07/00/30)			
https://sudbury.ma.us/selectboardsoffice/wp-						
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?						
version=00d9583da80907f3008c136f27597126	Treasury Warrants and Tax Anticipation Notes		(Amended 5/10/76, 8/23/99)			
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content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?						
			/A			
version=00d9583da80907f3008c136f27597126	Hearing Policy		(Amended 5/10/76, 8/23/99)			
https://sudbury.ma.us/selectboardsoffice/wp-						
content/uploads/sites/342/2014/08/PoliciesProc.1999 for website.pdf?			(Amended 5/10/76, 2/20/79, 11/9/81,			
version=00d9583da80907f3008c136f27597127	Performance Review Policy (Town Manager and Town Counsel)		5/20/91, 8/23/99)			
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Select Board Policy Tracking Sheet

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content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?			
version=00d9583da80907f3008c136f27597129	Collective Bargaining	(Amended 5/10/76, 8/23/99)	This is procedure not pollicy
https://sudbury.ma.us/selectboardsoffice/wp-		(Church Directional Signs - Adopted	
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?		July 17, 1969) (Signs on Town	
version=00d9583da80907f3008c136f27597130	Advertising and Directional Signs Policy	Property - Adopted January 21, 1971)	Bylaw?
		(Adopted pursuant to the provisions	
https://sudbury.ma.us/selectboardsoffice/wp-		of General Laws Chapter 164, Section	
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?		75.) Adopted 7/31/69, Amended	
version=00d9583da80907f3008c136f27597131	Regulations Governing Electric Companies	8/23/99	MGL?
https://sudbury.ma.us/selectboardsoffice/wp-			
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?			
version=00d9583da80907f3008c136f27597132	Affirmative Action Policy	(Adopted 7/10/78, amended 8/23/99)	Town Manager?
https://sudbury.ma.us/selectboardsoffice/wp-			
content/uploads/sites/342/2014/08/PoliciesProc.1999 for website.pdf?			
version=00d9583da80907f3008c136f27597133	Acceptance of Gifts	(Adopted 2/20/79)	MGL?
https://sudbury.ma.us/selectboardsoffice/wp-			
content/uploads/sites/342/2014/08/PoliciesProc.1999 for website.pdf?			
version=00d9583da80907f3008c136f27597134	BYOB (Bring Your Own Beer, Etc.) POLICY	(Adopted 8/23/99)	Relevance?
https://sudbury.ma.us/selectboardsoffice/wp-			
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?		(Adopted 11/25/91, Amended 2/3/92,	
version=00d9583da80907f3008c136f27597135	Use of Town Vehicles	8/23/99)	Town Manager?
https://sudbury.ma.us/selectboardsoffice/wp-			
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?			
version=00d9583da80907f3008c136f27597136	Life-threatening Illnesses	(Adopted 3/16/92, Amended 8/23/99)	Town Manager?
https://sudbury.ma.us/selectboardsoffice/wp-			
content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?			
version=00d9583da80907f3008c136f27597137	Recycled Product Procurement Policy	(Adopted 6/10/96)	Town Manager?
	Fee Schedules	Fee schedules are not policy	
To be considered			
Section 5. General	SAMPLE SOCIAL MEDIA POLICY	DRAFT	
Section 5. General	LANGUAGE POLICY	https://malegislature.gov/Bills/191/H	
Section 5. General	LANGUAGE PULICI	4388 12/29/2020	STM 2020 Article 2

Select Board Policy Tracking Sheet

Meeting	Minutes	Notes
	https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-	
	content/uploads/sites/390/2018/06/PoliciesAndProceduresReview 2	
	<u>018_Jun_06_minutes.pdf?version=9361edf8d3089e1a4cf7963ac39fa3</u>	
6/6/2018		
	https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-	
	$content/uploads/sites/390/2018/06/Policies And Procedures Review_2$	
	$018_Jun_13_minutes.pdf?version=491cc0db2e2551250d4b193199de$	
6/13/2018		
	https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-	
	$content/uploads/sites/390/2018/12/Policies And Procedures Review_2$	
	018_Jun_20_minutes.pdf?version=5dd51e5e5ca44d237fa43f6e6ab97	
6/20/2018		
	https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-	
	$content/uploads/sites/390/2018/12/Policies And Procedures Review_2$	
	018_Nov_09_minutes.pdf?version=db78b1a9738ce0126195d875624	
11/9/2018		Subcommittee to bring drafts to full Board.
	https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-	
	content/uploads/sites/390/2019/01/PoliciesAndProceduresReview 2	
	<u>018_Dec_04_minutes.pdf?version=6916d294d69f783ca28843481b34</u>	
12/4/2018	<u>30e3</u>	
		Vaping - may link to BOH policy. Whether to charge a fee is a matter of
	https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-	policy. The amount of the fees is not. Fee schedule should be linked as an
	content/uploads/sites/390/2019/06/PoliciesAndProceduresReview_2	
. / . /	019_Jan_08_minutes.pdf?version=2f0c8fed391a8f5df5ae8fda7083c6	policies with the entire Board of Selectmen when there is agenda
1/8/2019		space—probably in February.
	https://sudbury.ma.us/policies/wp-	
	content/uploads/sites/390/2019/06/PoliciesAndProceduresReview_2	
5/40/2040	019_Jun_19_agenda.pdf?version=a4375d0f80acd62aaecd1e1e8324b	• • •
6/19/2019		Selectmen
	Agenda: https://sudbury.ma.us/policies/wp-	
	content/uploads/sites/390/2021/02/PoliciesAndProceduresReview_2	
2/2/2024	021_Feb_02_agenda.pdf?version=6bb3dda005b4ca5a4c95fd872fa0b	
2/2/2021		
	https://sudbury.ma.us/policies/wp-	
	content/uploads/sites/390/2021/02/PoliciesAndProceduresReview_2	
2/17/2024	021_Feb_17_agenda.pdf?version=de2f4074a58c0c8f6608ebd5add11	
2/17/2021	201	

Appointment Policy V2 (Edited version with track changes displayed)

(Amended 5/10/76, 8/23/99, XX/XX/21)

For positions appointed by the Select Boardmen and the Town Manager

- 1. The expiration date for appointments is May 31st, or until his their successors are appointed and -qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - **E.**—Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
- 2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made <u>or</u> approved by the Board.

b.-

- <u>b.</u> Notify incumbents and request their statements of availability regarding interest in reappointment.
- e. Notify the public, well in advance of the expiration of an appointed position's term, of the opportunity to apply for the positions
- d. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.

<u>е.с.</u>.

- f.d. AActively seek volunteers for boards and committees and maintain a "Talent File" of same.
- <u>e.</u> Provide Chai<u>rpersonsrmen</u> of boards and committees with names of candidates from the Talent File and request recommendations from -pertinent boards or committees to fill vacancies.
- f. Request recommendations from the chairpersons of the appropriate boards or committees for reappointments or filling of vacancies.
- 3. Interviews for potential new appointees.
 - a. All potential appointees and re-appointees must apply.
 - a.b. Copies of applications shall be provided to the Select <u>Boardmen</u> and chair <u>personsman</u> of respective board or committee prior to interview.
 - b. Invite chairman to join Selectmen in conducting the interview relating to his board.
 - c. The Select Board should seek and acknowledge recommendations from the respective board or committee prior to interview.
 - d. The Select Board shall interview in open meeting the candidates for boards and committees.
 - e. As permitted by the Chair, the public, and any others that the Select Board wishes to include may attend the interviews and ask questions.
 - f. The Select board shall vote on all appointments.
 - g. Appointments should be based on merit and qualifications.
 - h. Whenever possible, the Board will seek to appoint members from varied backgrounds and fields of expertise to reflect the diversity of the community.
 - i. All appointee candidate applications shall be acknowledged.
- 4. Annual appointments shall be completed as soon as possible.
- 5. Updated lists of members will be provided maintained to by the Town Manager's office.
- 6. Retiring members will receive letters of thanks from the Town for their service.
- 7. The Town retains the right to rescind appointments if deemed necessary.

Appointment Policy V2 (Edited version without track changes displayed)

(Amended 5/10/76, 8/23/99, XX/XX/21)

For positions appointed by the Select Board and the Town Manager

- 1. The expiration date for appointments is May 31st, or until their successors are appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.

2. The Town Manager shall:

- a. Present, at the first regular meeting following Town Election, a list of appointments to be made or approved by the Board.
- b. Notify incumbents and request their statements of interest in reappointment.
- c. Notify the public, well in advance of the expiration of an appointed position's term, of the opportunity to apply for the positions.
- d. Actively seek volunteers for boards and committees.
- e. Provide Chairpersons of boards and committees with names of candidates and request recommendations from pertinent boards or committees to fill vacancies.
- f. Request recommendations from the chairpersons of the appropriate boards or committees for reappointments or filling of vacancies.

3. Interviews for potential appointees.

- a. All potential appointees and re-appointees must apply.
- b. Copies of applications shall be provided to the Select Board and chairpersons of respective board or committee prior to interview.
- c. The Select Board should seek and acknowledge recommendations from the respective board or committee prior to interview.
- d. The Select Board shall interview in open meeting the candidates for boards and committees.
- e. As permitted by the Chair, the public, and any others that the Select Board wishes to include may attend the interviews and ask questions.
- f. The Select board shall vote on all appointments.
- g. Appointments should be based on merit and qualifications.
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- 7. The Town retains the right to rescind appointments if deemed necessary.



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

12: Discussion on Transportation Committee membership

REQUESTOR	R SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion/update and potential vote regarding Transportation Committee membership

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



SUDBURY TRANSPORTATION COMMITTEE

Voted to establish by the Sudbury Board of Selectmen April 10, 2018

Updated October 30, 2018

Updated October 24, 2019

Mission Statement

The Sudbury Transportation Committee was created by the Selectmen to address a key feature of livable communities: transportation. A livable community is defined as

...one that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. ...Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages (http://www.aarp.org/livable-communities/net-work-age-friendly-communities/info-2014/an-introduction.html).

With the exception of specialized transportation provided by the Council on Aging, Sudbury is currently car-dependent, putting a number of residents at risk of isolation, loss of work, inability to access medical care, etc. There is no public transportation within town boundaries; parking space for commuter rail in adjoining towns is limited; and, there are few pedestrian-friendly routes from residences to likely destinations (e.g., town buildings, library, houses of worship, etc.).

Thus, the purpose of the Transportation Committee includes the following:

- To undertake specific assessments/studies of transportation and evaluate pilot experiments, both locally and regionally, at the direction of the Town Manager or her designee
- To consider all functional elements of transportation: public, specialized, traffic congestion, paths and walkways (as distinct from recreational facilities) for all residents—inclusive of but not solely focused on senior residents and residents with disabilities

- To review published assessments/studies to inform the Board of Selectmen, Town Manager, and relevant offices and departments (e.g., the Traffic Safety Coordinating Committee) regarding, especially, opportunities to expand transportation options
- To advise the Board of Selectmen, Town Manager and other town entities about the transportation implications of both residential and business development.
- To consider the sustained attractiveness of the town for businesses and residents and contribute to the environmental goals defined by the Energy and Sustainability Green Ribbon Committee in any recommendations.
- To accomplish other transportation-related tasks requested by the Board of Selectmen.
- To advise the Town Manager how to transition the duties of the Transportation Committee to Town staff or other elected or appointed bodies.

The Transportation Committee will take a proactive role in addressing transportation challenges affecting the town and may establish *pro tem* subcommittees as needed and approved by the Board.

The Board of Selectmen will review the contributions of the Transportation Committee in the spring of 2019 to assess how the Committee has fulfilled its role and to decide whether this structure should be continued until spring of 2020. It is envisioned that the Committee's purpose and tasks will become part of the responsibilities of town departments or bodies by spring 2020. The Transportation Committee, in cooperation with the Town Manager or her designee, will provide recommendations on how to integrate these responsibilities within Town Government.

Membership and Structure

The Transportation Committee consists of a small group of Core and a larger roster of Advisory members. Core members are voting members and must be available and willing to attend the majority of scheduled meetings. They may draw upon the expertise of advisory members, who will be requested to attend meetings and/or discuss topics for which their expertise is needed. The Core group will elect a Chair and a Clerk from among these members. The Chair will run meetings, be the designated communications link with the Town Manager and other Town staff, and schedule committee meetings. The Clerk will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Core for approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership within 15 days of the meeting.

Quorum consists of a majority of serving Core members.

Recommended roles and individuals for membership are listed in the table, below.

Compliance With State and Local Laws and Town Policies

The Transportation Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

<u>The Code of Conduct for Selectmen-Appointed Committee</u>. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that s/he will follow this code of conduct.

<u>The Town's Email Communication for Committee Members Policy</u>. Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that s/he will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Selectmen.

<u>Use of the Town's Website</u>. The Committee will keep minutes of all meetings and post them on the Town's website. The Committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

Sudbury Transportation Committee: Recommended Examples (updated October 24, 2019)

CORE GROUP				
Representation	Individual	Contributions		
Select Board	Dan Carty	Liaison for Select Board; industrial engineering/operations research and economics; CQI		
Council on Aging	Sandy Lasky	One of key stakeholders for extended transportation services		
Town Planner	Adam Duchesneau	Link to regional (e.g., Minuteman Advisory Group on Interlocal Co- ordination), state, and local agen- cies involved in land use and trans- portation		
Department of Public Works	Dan Nason	Responsible for infrastructure elements related to all modes of transportation		
Commission on Disability	Doug Frey	Link to residents with disabilities to provide perspective of transportation options		
Metrowest Regional Transit Authority (MWRTA)	Debra Galloway	Director Sudbury Sr. Center; liaison with MetroWest Regional Transit Authority; co-liaison Cross Town Connect (CTC); senior/disabled transportation		
Citizen	Alice Sapienza	Sudbury Age-Friendly Ambassa- dor; Harvard MBA, DBA		
AD	VISORY GROUP (To be e			
Public Safety	Police (Chief Nix)	Impact of transportation options on and/or by Sudbury Public Safety		
Chamber of Commerce	Charlie Dunn	Business needs for employment transit; impact of transportation options on retail sales, etc.		
Board of Health	Bethany Hadvab	Town Social Worker; link to residents in most need of transportation services		
Planning Department, CrossTown Connect (CTC)	Beth Suedmeyer	Sudbury Planning Department; coliaison Cross Town Connect (CTC)		
Sudbury Public Schools	Lisa Kouchakdjian	Liaison for Sudbury Public School Committee		

Lincoln-Sudbury Re-	Ellen Joachim	Liaison for Lincoln-Sudbury Re-
gional High School		gional High School (LSRHS)
		School Committee
State Representative	Carmine Gentile	Link to state, regional (e.g.,
		MWRTA, and local agencies in-
		volved in transportation
Clergy Association	Rotating individuals (leaders	Transportation identified by this
	of town faith communities)	group as a major need
Citizen(s)	TBD	various

Members

Members					
Name	Position	Address	Term	End Date	Appointed By
Daniel E. Carty	Chairman	Chairman 15 Stonebrook Rd		05/31/2020	Select Board
Doug Frey	Member 74 Cutler Farm Rd		1	05/31/2020	Select Board
Sandy Lasky	Member	19 Abbottswood	1	05/31/2020	Select Board
Alice Sapienza	Member	70 Ridge Hill Rd	1	05/31/2020	Select Board
Adam Duchesneau	Staff	278 Old Sudbury Road	1	05/31/2020	Select Board
Debra Galloway	Staff	40 Fairbank Road	1	05/31/2020	Select Board
Daniel Nason	Staff	275 Old Lancaster Road	1	05/31/2020	Select Board

<u>Sudbury Transportation</u> Committee

Subscribe to Content Updates

The Sudbury Transportation Committee was created by the Selectmen to address a key feature of livable communities: transportation. A livable community is defined as

...one that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. ...Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages... See AARP Network of Age-Friendly States and Communities

With the exception of specialized transportation provided by the Council on Aging, Sudbury is currently car-dependent, putting a number of residents at risk of isolation, loss of work, inability to access medical care, etc. There is no public transportation within town boundaries; parking space for commuter rail in adjoining towns is limited; and, there are few pedestrian-friendly routes from residences to likely destinations (e.g., town buildings, library, houses of worship, etc.).

Recent News

<u>Low Cost Transportation Options for Sudbury</u> May 12, 2021

Remote Participation for Meetings Under Emergency Order April 7, 2020

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Search

Contact

Email: transportation@sudbury.ma.us



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Send questions and comments to <u>webmaster@sudbury.ma.us</u>.



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

13: Newsletter discussion

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Newsletter discussion and potential vote on desired way forward for the Newsletter.

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



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

14: Minutes review

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review open session minutes of 5/25/21 and 6/1/21 and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review open session minutes of 5/25/21 and 6/1/21 and possibly vote to approve minutes.

Background Information:

See 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

TUESDAY MAY 25, 2021

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

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:01 p.m. via Zoom telecommunication mode.

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

Call to Order/Roll Call

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

At approximately 7:04 p.m. Vice-Chair Roberts joined the meeting and confirmed her presence; Roberts-present

Opening remarks by Chair

- Successful Town Meeting on Saturday. Town voted to pass 36 articles, including the Fire Station expansion Article
- Today Governor Baker filed bill to extend remote provision meeting law until September 1, 2021
- Treasury announced ARPA (American Rescue Plan Act) funding in the amount of \$2 million to nonentitlement communities, which includes Sudbury

Reports from Town Manager

- Thanked the team for outstanding planning and execution of the Annual Town Meeting. Front office was instrumental with preparation and they anticipated every need
- Proposed wastewater management application from a prospective tenant at the Sudbury Crossing Shopping Center which would greatly improve existing wastewater conditions

At approximately 7:04 p.m. Vice-Chair Roberts joined the meeting and confirmed her presence; Roberts-present

Reports from Select Board

Vice-Chair Roberts:

- Thanked everyone involved with Annual Town Meeting
- Major articles passed at Town Meeting including the renovation/expansion of Fire Station 2
- Board of Health (BOH) meeting took place earlier today; included discussion of extension of Governor's Executive Orders - outdoor dining provisions

Board Member Russo:

• Extended his appreciation to all involved with a great Annual Town Meeting especially the efficiency of new Town Moderator Blake and staff

- Town street sweeping taking place
- Town gravesites being prepared; contribution from local businesses, garden clubs, and Sudbury Boy Scouts

Board Member Carty:

- Thanked Town Manager Hayes, Town Moderator, staff, SudburyTV, and Boy Scouts for a great job at Town Meeting
- Conducted a Town government information session with Scout Troop 60
- Attended MAGIC (Minuteman Advisory Group on Interlocal Coordination) "Making Connections" session earlier today. Recognition of Alice Sapienza and Adam Duchesneau in connection with Sudbury transportation programs; now acknowledged by MAGIC as transportation leaders

Board Member Schineller:

- Noted efficiencies and successful sharing of information at Town Meeting
- Town Boards/Committees inquiring about Governor's extension of remote meetings
- Acknowledged that the Sudbury Diversity, Equity and Inclusion (DEI) Commission recently met and Sudbury Clergy Association serving in advisory role – he recommended that Sudbury Public Schools also participate
- Recognized the 1st anniversary of the George Floyd killing noting that progress has been made, and more related advancement is needed

Discussion on Fall Town Forum - Vice-Chair Roberts to report

Vice-Chair Roberts addressed the organizing of the Master Plan Fall Town Forum with the Planning Board to be offered to help organize the Fall Master Plan Form. She indicated that the newly appointed Vice-Chair could handle the logistics of the Forum and the liaison to the Planning Board could help manage the Forum planning.

Chair Dretler recommended the topic be continued after Board reorganization took place later in the meeting.

Upcoming Agenda items

- Letter to ISO New England
- Town fee schedules and local receipts
- Tree removal at 9/11 Memorial Garden
- Financial Policies discussion with Financial Policies Subcommittee and Dennis Keohane
- Remote Participation Policy and live Board meeting preparations
- Update from Sewataro Subcommittee (mid-June)

Vote to open a joint meeting with Board of Health to discuss the global pandemic changes related to COVID-19, the MA COVID restrictions and the Sudbury status going forward regarding public health guidance, and the status and next step related to the State/Declaration of Emergency declared on March 10 & 18, 2020

Present: Health Director Bill Murphy; BOH Trustees: Carol Bradford, Linda Marie Clayton, Susan Sama

Chair Dretler read 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; Roberts-aye, Carty-aye, Schineller-aye, Russo-aye, Dretler-aye

VOTED: To enter into joint meeting with the Board of Health.

Ms. Bradford motioned to enter into joint meeting with the Select Board. Ms. Clayton seconded the motion

It was on motion 3-0; Bradford-aye, Clayton-aye, Sama-aye

VOTED: To enter into joint meeting with the Select Board

Mr. Murphy noted, as documented on the State COVID listing site, Sudbury maintained standing in the grey area, with incidence of only one COVID case in the last three weeks. He provided specific details regarding percentage of Sudbury COVID vaccination administration, which exceeds other communities in MA.

Board Member Carty congratulated the BOH noting that MA led the country in vaccination numbers, and Sudbury was one of the lead distribution communities in the Commonwealth.

Board Members recognized and thanked the BOH for COVID-prevention actions implemented under the leadership of Mr. Murphy.

Vice-Chair Roberts asked if COVID relief funding was still available. Town Manager Hayes responded that such funding was available.

Mr. Murphy recommended that the Town follow state guidelines regarding the lifting of the COVID emergency ban. Vice-Chair Roberts opined that the Town could impose additional COVID restrictions, if needed. Mr. Murphy confirmed.

Chair Dretler mentioned that the Town boards/committees could continue with remote public meetings pending MA legislation vote.

Ms. Sama stated that many parents continue to express concern about lifting of the emergency ban. She suggested that the updated face covering status be included on the BOH Town website, and indicated that monitoring and related COVID testing should continue.

Town Manager Hayes acknowledged added staff would be working from the Town offices beginning June 14th, with increased participation by July 6.

Vice-Chair Roberts asked about children and the wearing of face masks according to current CDC (Center of Disease Control) requirements. Ms. Bradford responded that the MA DESE (Department of Elementary and Secondary Education) continues to recommend face coverings in school. Ms. Sama mentioned pool testing and preparations for school openings in the Fall.

Chair Dretler asked about proposed meeting sites in anticipation of live meetings. Town Manager Hayes responded that Town meeting locations would include the Flynn Building, Town Hall, The Goodnow Library, and most locations where meetings were held pre-COVID.

Chair Dretler commented about Town Hall ventilation. Town Manager Hayes stated that proper equipment and filters would be installed in all meeting locations. Ms. Sama noted that she would distribute a link regarding preferred air filters.

Ms. Clayton commented that businesses would have the opportunity to address COVID-related requirements. Mr. Murphy concurred that private businesses have additional latitude.

Chair Dretler motioned to rescind the Sudbury Declaration of Emergency dated March 10 & 18, 2020.

Board Member Russo inquired about setting a rescinding date in Sudbury, and indicated that a June 15, 2021 date might be preferred.

Chair Dretler retracted her previous motion.

Vice-Chair Roberts moved to rescind the Sudbury/State Declaration of Emergency, concurrent with MA Declaration-State of Emergency order. Board Member Schineller moved in the words of the Vice-Chair. Board Member Russo seconded the motion.

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

VOTED: To rescind the Sudbury/State Declaration of Emergency, concurrent with MA Declaration-State of Emergency order.

Ms. Bradford motioned to rescind the Sudbury/State Declaration of Emergency, concurrent with MA Declaration-State of Emergency order. Ms. Clayton seconded the motion.

It was on motion 3-0; Bradford-aye, Clayton-aye, Sama-aye

VOTED: To rescind the Sudbury/State Declaration of Emergency, concurrent with MA Declaration-State of Emergency order.

At 7:56, Ms. Bradford motioned to close the joint meeting with the Select Board. Ms. Clayton seconded the motion.

It was on motion 3-0; Bradford-aye, Clayton-aye, Sama-aye

VOTED: To close the joint meeting with the Select Board.

Chair Dretler read 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, Schineller-aye, Carty-aye, Russo-aye, Dretler-aye

VOTED: To close the joint meeting with Board of Health.

<u>Update on public outreach and education on the Comprehensive Wastewater Management Plan (CWMP), as requested by DPW Director Dan Nason. In attendance will also be consultants from Woodard & Curran and Capital Strategic Solutions.</u>

Present: DPW Director Dan Nason, Consultants Rosemary Blacquier and Scott Mederios

Mr. Nason reviewed highlights from the "Comprehensive Wastewater Management Plan" Power Point presentation:

- Project Scope Update Wastewater Planning to Date and Review; Prepare Draft Report for Town Review, Strategize State Filings, Prepare Environmental Impact Studies
- Develop Study Areas: Town-wide analysis; Key Areas Hop Brook Wells (Pratts Mill), Raymond Road Wells
- Developed Needs Areas: Reviewed Health Department Records, Met with Health Director Bill Murphy. GIS Mapping, Historical/Environmental
- Needs Areas and Draft Recommended Plan: Phase I Rte. 20; Phase 1A Raymond Road South; Phase 2
 Raymond Road North; Phase 3 Rte. 20 East; Phase 4 Goodman's Hill/Rte. 20
- Schedule of Next Tasks: Public Outreach (mailings, website updates, Social Media Announcements, General and Targeted Public Workshops); State and Regulatory Meetings; Funding applications – ongoing; Massachusetts Environmental Policy Act (MEPA) Filing – Summer 2021

Ms. Blacquier mentioned that Sudbury had been studied as a whole, with special emphasis on drinking water/well areas. She detailed the phases involved in the wastewater management plan for the Town. Ms. Blacquier suggested Sudbury residents consider participating in a wastewater treatment plan with the Town of Wayland.

Ms. Blacquier confirmed that project information had been posted on the Town website. She provided summary of various funding sources available. Notation was made in accordance with MGL Ch. 80 & 83, any existing betterments would have to be paid, if related funds were to be borrowed.

Board Member Schineller asked about associated sewer installation costs, with special consideration to residents who might want to tie into the Town system. Board Member Carty noted that such a cost estimates would include significant expense associated with road construction and installation of a lateral system to allow for resident inclusion (tie-ins).

Vice-Chair Roberts asked about wastewater systems in nearby Towns. Ms. Blacquier responded that most of Framingham was part of the MWRA (Massachusetts Water Resource Authority) system; Wayland, Concord and Hudson had treatment facilities. Ms. Blacquier added LSRHS and the Avalon development had their own treatment facilities.

Vice-Chair Roberts asked about potential treatment facilities in Town. Ms. Blacquier responded that the DPW site, and school field areas would be preferable locations.

Board Member Russo inquired about associated fees if the Town chose to connect to the Wayland plant. Board Member Carty mentioned that an interdisciplinary agreement would likely be set up with Wayland. Ms. Blacquier commented that associated connection costs would be greater if the Town of Sudbury did not participate in such an agreement with Wayland.

Board Member Carty stated that public outreach/education should reflect an open and fact-finding approach, and not be dictated. He stressed the goal was to have a plan readily available if an emergency situation should arise.

Chair Dretler confirmed this project would incur a large capital expense for the Town, and inquired about a Town Meeting timeline. Ms. Blacquier responded that such capital project might be included at a Fall 2022 Town Meeting.

Chair Dretler asked if funding from the American Rescue Plan could be used. Mr. Medeiros responded affirmatively, and stated that the Plan would be in force until 2024.

Vice-Chair Roberts recommended reaching out to Lincoln and Concord to consider participation.

Update on potential Route 117 traffic mitigation

Present: DPW Director Dan Nason

Chair Dretler stated that a resident recently submitted inquiry pertaining to the traffic mitigation funds associated with the Cold Brook Crossing project.

Chair Dretler confirmed that the Planning Board had not taken a formal position regarding such mitigation. Board Member Russo stated, as liaison to the Planning Board, he would suggest the Planning Board prepare related recommendation/s.

Mr. Nason referenced the Planning Board link, which outlined the traffic studies done in the proposed area. Mr. Nason confirmed DPW conducted its own study. He provided detail regarding the North Road, Dunton and Pantry Road intersection.

Mr. Nason requested the Board approve funding for a design plan and use of mitigation funding.

Vice-Chair Roberts commented that additional resident questions are be received, as traffic increases. She suggested reaching out to the Town of Concord.

Town Manager Hayes to discuss his annual evaluation, and the results of the "360 degree" assessment with the Board, including a written self-assessment

Town Manager Hayes provided detailed narrative from his Self-Assessment document.

Board members provided comments regarding the Town Manager Self-Assessment document as presented by Town Manager Hayes:

Board Member Schineller stated that Town Manager Hayes was the right choice for the Town; Town Manager Hayes possessed strong people management skills.

Vice-Chair Roberts stated the Town Manager's Self-Assessment was very thought provoking, especially in consideration of the difficult pandemic period. She mentioned she would look forward to additional information regarding Town Manager goals.

Board Member Russo stated the timing process regarding Town Manager Self-Evaluation was important.

Board Member Carty noted the theme of empowerment and inspiration defined the Town Manager's Self-Assessment. He suggested that everyone read the Town Manager Act of 1993, and review the role of Town Manager.

Chair Dretler acknowledged that the Self-Assessment document submitted by Town Manager Hayes was detailed, and indicated it would be helpful to have received the assessment in advance of Select Board Town Manager Evaluations. She expressed concern regarding staff "overload."

Chair Dretler stated she would contact Town Counsel to provide guidance regarding the Town Manager Self-Assessment process and review in consideration of the Town Manager Review.

Timing of Town Manager Review was discussed.

Town Manager Hayes confirmed that he reviewed prime Town Manager goals on a daily basis including ADA Assessment, Sewataro Policy, Fairbank Community Center, Broadacres Farm, etc.

Vice-Chair Roberts opined that the request was not intended as an "egregious" ask, but just a way to ensure a more complete Town Manager review.

Town Manager Hayes stated he was fine with Town Counsel advice, though he felt it was unnecessary. He commented the document was stronger than policy.

Vice-Chair Roberts motioned to seek opinion from Town Counsel regarding the Town Manager Contract, and review of the Town Manager Self-Evaluation before the Select Board Town Manager Review submission. Board Member Russo seconded the motion.

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

VOTED: To seek opinion from Town Counsel regarding the Town Manager Contract, and review of the Town Manager Self-Evaluation before the Select Board Town Manager Review submission.

<u>Vote to elect a new Chair and Vice-Chair and reappoint Town Manager Henry Hayes as Clerk to the Select Board.</u> This will take effect at the close of tonight's meeting.

Chair Dretler motioned to appoint Jennifer Roberts as Chair of the Select Board, and Charles Russo as the Vice-Chair of the Select Board. Vice-Chair Roberts seconded the motion.

Board Member Carty commented that William Schineller should be appointed Vice-Chair, in consideration of seniority. He also acknowledged that one motion to appoint both a Chair and a Vice-Chair had never been presented in one motion.

Board Member Schineller mentioned that in consideration of seniority, he should be appointed Vice-Chair. He noted he would be pleased to work with Jennifer Roberts.

Chair Dretler acknowledged that Vice-Chair Roberts did an exemplary job over the past eight months as Vice-Chair. She affirmed that Board Member Russo brings a "fair-minded" attitude to the Board, and offers worthy solutions to matters being considered.

Vice-Chair Roberts acknowledged that she had served as Vice-Chair for eight months, and had taken an active lead on many Town projects and financial policies. She accepted the nomination and stressed that she takes the position very seriously.

Board Member Russo stated that Jennifer Roberts would be best suited as Chair, and was honored by his nomination to be appointed as Vice-Chair.

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

VOTED: To appoint Jennifer Roberts as Chair of the Select Board, and Charles Russo as the Vice-Chair of the Select Board

Board Member Carty motioned to reappoint Town Manager Henry Hayes, or his designee, as Clerk to the Select Board. Chair Dretler seconded the motion.

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

VOTED: To reappoint Town Manager Henry Hayes, or his designee, as Clerk to the Select Board.

Town Manager Hayes confirmed that the new appointments would be in effect at the close of tonight's Board meeting.

Discussion on Fall Town Forum

Board Member Schineller motioned to appoint Charles Russo to lead Fall Town Forum. Vice-Chair Roberts seconded the motion.

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

VOTED: To appoint Charles Russo to lead Fall Town Forum.

Citizen's Comments (cont.)

There were no citizen's comments

<u>Adjourn</u>

At approximately 11:00 p.m., Chair Dretler adjourned the meeting.

TUESDAY JUNE 1, 2021

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

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:00 p.m., via Zoom telecommunication mode.

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

Call to Order/Roll Call

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

Opening remarks by Chair:

- Cited importance of Memorial Day and remembered heroes
- Conservation Commission seeking new members
- Street Sweeping began on May 27 residents asked not to park on street
- Honor to take over as Chair and thanked her colleagues
- Thanked Janie Dretler for her leadership as Chair during a very challenging time

Reports from Town Manager:

- Attended Memorial Day events in Lincoln and Sudbury; Medal of Liberty Ceremony in Lincoln honored 16 fallen heroes and their families
- Sewataro Sounds of Summer event on July 3; check the Town website Monday, June 7 for details and (free) ticket information.
- Bill Murphy received MA Environmental Health Associations 2021 President's Award
- Episode 19 Municipal Minutes with Veteran's Agent Mike Hennessey and Assistant Stanley Spear

Reports from Select Board

Vice-Chair Russo:

- Attended the Medal of Liberty ceremonies in Lincoln on Memorial Day 16 recipients of the Medal of Liberty
- Letter of support submitted to MPO (Metropolitan Planning Organization) for continued funding for the BFRT on the TIP (Transportation Improvement Program) listing for 2022
- Developments in Town 999 Concord Road (former horse farm) 11 homes currently being reviewed by the Planning Board; 74-80 Maynard Road (open parcel between Broadacres and SVT conservation land); nine homes currently being reviewed by the Conservation Commission
- Bowker General Store redevelopment

Board Member Dretler:

- Thanked Jennifer Roberts for assuming Chair responsibilities
- She and her family attended the Wadsworth Cemetery Memorial Day ceremonies

Board Member Schineller:

- BFRT (Bruce Freeman Rail Trail) Advisory members reached out to legislators
- PBC (Permanent Building Committee) and user groups are re-engaging regarding the Fairbank Community Center project
- Historical Commission received additional grant from MA Historical Commission to help fund the continued Historic Property Inventory project

Board Member Carty:

- Mentioned Memorial Day events
- Transportation Committee aspects to be discussed later in the meeting

Citizens comments on items not on agenda

Resident Len Simon, 40 Meadowbrook Circle, commented about the Town Manager's recent writing titled "vision and community leadership." From that document, Mr. Simon provided an edit, asserting that the Select Board is the primary policy body, but not a legislative group; and addressed the distinction between a Town Manager and a Town Administrator.

FY20 Audit Presentation as requested by Finance Director Dennis Keohane. Renee Davis and Jessica Greene of Powers & Sullivan to attend

Present: Renee Davis and Jessica Greene of Powers & Sullivan, Finance Director Dennis Keohane

Ms. Davis presented the FY20 PowerPoint presentation, which covered topics including:

- Audit Objectives
- Audit Process last year all work was done remotely Preliminary Audit, Year-End Audit Work
- COVID-19 Audit Considerations New Audit Risk Consideration, utilization of a secure portal. Year 2021 will reflect much of these considerations
- Annual Comprehensive Financial Report (ACFR)
- Power & Sullivan Audit Opinion
- Management's Discussion and Analysis
- Basic Financial Statement
- Notes to Basic Financial Statements
- Financial Position
- General fund Budgetary Results (revenues exceeded budget by \$1.7 million expenditures were under budget by \$1.1 million)
- General Fund Balance
- Community Preservation Major fund
- General Capital Project Major Fund (new this year)
- Non-major Governmental funds (smaller funds, governmental funds)

- Enterprise Funds
- OPEB Long-Term Liabilities
- Single Audit/Uniform Guidance
- Management Letter

Ms. Davis provided additional detail regarding the Management Letter, noting there were no material weaknesses or significant deficiencies. The two prior year comments were resolved, and a new comment/recommendation involved the timeliness of Actuarial Information for OPEB Financial Reporting and Disclosure.

Board Members thanked the consultants and agreed that Finance Director Dennis Keohane and Town Manager Henry Hayes provided excellent financial information in preparation of the audit.

Board Member Dretler requested that the FY20 Audit PowerPoint slides be sent to the Board. Ms. Davis agreed to do so.

Vice-Chair Russo thanked the consultants, Finance Director Keohane and Town Manager Hayes for their efforts. He asked if all communities attain the AAA rating. Ms. Davis stated many communities are not AAA rated.

Ms. Davis commended Town Management for getting all financials in order.

Chair Roberts asked about OPEB levels and reasonable expectations regarding a timeline. Ms. Davis acknowledged that the recording of OPEB numbers was a somewhat recent requirement, and explained that OPEB measures must be recorded every two years.

Board Member Schineller requested clarification regarding pension payments and OPEB payments. Ms. Davis responded the health insurance bill must be made (pay as you go), and Moody/A&P does consider the reserve number.

Citizen Comments

Resident Manish Sharma, 77 Colonial Road, inquired about available interest and which pension fund index was being used. He asked if there might be additional financial opportunities for the Town.

Financial Policies Update

Present: Finance Director Dennis Keohane

Chair Roberts summarized the reserves section was reviewed at the last Board meeting.

Discussion commenced with the Forecasting for Revenues and Expenditures section.

Mr. Keohane provided detail regarding new growth considerations, and Enterprise Funding; including a goal to contribute 3% to 5% in order to plan for equipment and other future needs

Other topics covered by the Financial Policies Subcommittee included:

- Expenditure Guidelines
- Debt Management/Exclusions
- Overlay Surplus

Related discussion took place, with edits being agreed upon by Board Members.

Board Member Carty suggested receipt of overlay balance before the yearly hearing. Members agreed to receive the balance in the overlay account from the Assessors Department prior to the Annual Tax Classification Hearing.

Mr. Keohane stated that financial policies can always be amended at any time.

Chair Roberts stressed the importance of reviewing upcoming capital projects, and applying the finance policies as testing practice.

Board Member Schineller and Chair Roberts expressed appreciation regarding responses to the Q&A section of the financial policies, as submitted by Mr. Keohane.

Chair Roberts noted that the upcoming Financial Policies discussion would include capital assets and funding.

Public Comment

Resident Manish Sharma, 77 Colonial Road, inquired about solar projects

Resident and Finance Committee Member Susan Berry, 4 Dawson Drive, mentioned debt within the levy amount, and restricted debt.

Discussion on draft letter to ISO New England

Board Member Carty recused himself from the discussion.

Board Member Schineller presented the draft letter to ISO New England. The letter included details regarding the high voltage transmission line proposed by Eversource.

Board Member Schineller questioned that ISO may not have awareness about the Eversource lease, which would expire in twenty to twenty-five years; nor aware of the fact that the proposed Eversource line is an underground line. Board Member Schineller suggested that the letter would suggest that ISO consider who might be responsible for the relocating that line after the lease term expires.

Board Member Schineller emphasized that the intention of the letter is to promote the protection of Sudbury natural resources and residents.

Board Members provided various edits to the draft letter.

Board Member Dretler suggested that the letter clearly pose the question to ISO: "who will pay to relocate the line, if in 25 years it is relocated."

Chair Roberts asked where Board Member Schineller obtained his PTF documentation. Board Member Schineller responded that such documentation came from the ISO website. Chair Roberts stated she would review the documented PTF numbers before signing the letter. Board Member Schineller agreed to provide the ISO website information. Board Member Dretler commented that the ISO documentation should be shared with residents as well.

Board Members agreed to have Town Counsel review the draft letter.

Public Comment

Resident Len Simon, 40 Meadowbrook Circle, indicated that a letter to ISO would be pointless, and suggested that any such communication be delayed.

At 10:40 Chair Roberts motioned that the Board take a five-minute recess. Vice-Chair seconded the motion.

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

VOTED: That the Board take a five-minute recess.

COVID-19 emergency measures continuation discussion (including remote participation)

At 10:45 p.m., Chair Robert initiated discussion regarding continuation of COVID-19 emergency measures; the ability for Boards/committees to meet remotely. She noted that if related legislation did not pass, the Board meeting on June 15th would be in-person.

Discussion topics included:

- Ability of extended SudburyTV coverage
- Level of comfort of Sudbury Boards/Commissions
- Willingness to return to live meetings as soon as possible
- Blending of meeting methods (including a hybrid approach)

Vice-Chair Russo suggested that FlashVote be utilized.

Chair Roberts recommended that she and Town Manager Hayes would be meeting with SudburyTV to discuss what might be done. She asked for public comment as well.

Review open session minutes of 5/4/21 and 5/22/21 and possibly vote to approve minutes.

5/4/21 Minutes

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

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

VOTED: To approve open session minutes of 5/4/21, as edited.

5/22/21 Minutes

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

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

VOTED: To approve open session minutes of 5/22/21, as edited.

Review the Select Board's Spring 2021 Newsletter articles and approve for distribution

Board Member Carty motioned to approve the Select Board's Spring 2021 Newsletter articles for distribution. Board Member Schineller seconded the motion.

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

VOTED: To approve the Select Board's Spring 2021 Newsletter articles for distribution.

Citizen's Comments

There were no citizen's comments

Upcoming Agenda Items

June 15

- Liaison Assignments
- MWRTA Advisory Board Member appointment (Sandy Lasky as temporary advisory Board member)
- Transportation Committee appointment renewals
- Assessment of Town Manager review process and goals
- ISO Letter
- Select Board Office Hours June schedule

Future Meetings

- Financial Policies
- Sewataro Planning in Fall Update from Subcommittee June 15th
- Jeff Winston OARS
- Fall Town Meeting determination by July

Consent Calendar

Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Sunday, July 4, 2021 from 7:00 A.M. through approximately 12:00 P.M.

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

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

VOTED: To Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Sunday, July 4, 2021 from 7:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion

Grant a Special Permit to the National Multiple Sclerosis Society, to Hold the "Bike MS: Minuteman Ride" on Saturday, September 18, 2021, from 9:00 A.M. through approximately 3:00 P.M.

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

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

VOTED: To grant a Special Permit to the National Multiple Sclerosis Society, to Hold the "Bike MS: Minuteman Ride" on Saturday, September 18, 2021, from 9:00 A.M. through approximately 3:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion

Vote to approve award of FY22 contacts by the Town Manager upon receipt of favorable and acceptable bid-quotations for cleaning services for the Goodnow Library, Town Hall/Flynn building, and the Police Station, and nay subsequent renewal options.

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

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

VOTED: To approve award of FY22 contacts by the Town Manager upon receipt of favorable and acceptable bid-quotations for cleaning services for the Goodnow Library, Town Hall/Flynn building, and the Police Station, and nay subsequent renewal options.

Eagle Scout recognitions

Board Member Carty confirmed he would be present at the high honor event. Chair Roberts stated that she would be in attendance also.

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

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

VOTED: To enter into the Town record and congratulate Max Samuel Fishman, Colin Matthew Heye, James Edwin Howrey, David Lind Morgan, and Christopher Edward Rotondo of Scout Troop 63 for having achieved the high honor of Eagle Scout.

Re-appoint Dorothy Ann Bisson, 290 Dutton Road, Republican, to the Board of Registrars of voters for a term to expire May 31, 2023

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

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

VOTED: To re-appoint Dorothy Ann Bisson, 290 Dutton Road, Republican, to the Board of Registrars of voters for a term to expire in May 31, 2023.

Appoint Tatiana Vitvitsky, 55 Hudson Road, as the Sudbury Housing Authority (SHA) Tenant Board Member for a five-year term expiring 5/31/2026

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

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

VOTED: To appoint Tatiana Vitvitsky, 55 Hudson Road, as the Sudbury Housing Authority (SHA) Tenant Board Member for a five-year term expiring 5/31/2026, as requested by Sheila Cusolito, SHA Executive Director

Approve the Town Manager reappointments of Christopher Hagger, 233 Nobscot Road, and Diana E. Warren, 32 Old Framingham Road, Unit 30, to the Historical Commission for terms expiring 5/31/24

Vice-Chair Russo asked about two applications submitted to the Historical Commission. Town Manager Hayes stated that the applications submitted by Katherine McGrath and Nick Pernice, were applications for alternate member appointments.

Board Member Dretler had raised some concerns about Historical Commission votes on Eversource-related consultant funding, and Historical Commission votes on past minutes.

Resident and Historical Commission Chair Chris Hagger, 233 Nobscot Road, stated that several such funding/budgetary votes were rescinded by the Commission; and five sets of minutes were approved, and four additional minute sets would be approved at the June meeting.

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

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

VOTED: To approve the Town Manager reappointments of Christopher Hagger, 233 Nobscot Road, and Diana E. Warren, 32 Old Framingham Road, Unit 30, to the Historical Commission for terms expiring 5/31/24

Vote to Adjourn Meeting

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:27 p.m.



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

15: Citizen's Comments (cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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



Tuesday, June 29, 2021

MISCELLANEOUS (UNTIMED)

16: Upcoming Agenda Items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming Agenda Items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

	POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS
MEETING	DESCRIPTION
July 13	OARS discussion with Hop Brook Association
	Public Hearing to discuss possible Fall Town Meeting
	Update from Sewataro subcommittee
July 27	Annual Board and Committee/Commission reappointments
Date to be Determined	American Rescue Plan discussion
	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
	Election worker annual reappointments (July/August)
	Fairbank Community Center update (ongoing)
	Financial policy review (separate meeting to be scheduled)
	Health/COVID-19 update (as of 3/18/20)
	Housing Choice discussion
	Invite Commission on Disability Chair to discuss Minuteman High School
	LS agreement
	Local receipts – fee schedule review (Vice-chair Russo)
	Nobscot property discussion
	Planning Board joint meeting
	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 - \$ for negotiations, insurance, contract
	Sidewalks discussion
	State of Emergency rescinding letter
	Town Manager Goals and Evaluation process
	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
	Select Board requests for future agenda items at end of meeting
Standing Items for All Meetings	Citizens Comments, continued (if necessary)



Tuesday, June 29, 2021

CONSENT CALENDAR ITEM

17: Ride to Defeat ALS 2021

REQUESTOR SECTION

Date of request:

Requestor: Myke Farricker, Co-Chair of the 2021 Ride to Defeat ALS

Formal Title: Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a "Ride to Defeat ALS" bike ride on Sunday, September 19, 2021, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race's conclusion.

Recommendations/Suggested Motion/Vote: Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a "Ride to Defeat ALS" bike ride on Sunday, September 19, 2021, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race's conclusion.

Background Information:

Please see application and staff feedback 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
Leila S. Frank Pending
Daniel E Carty Pending
Janie Dretler Pending



Organization Name

TOWN OF SUDBURY

Office of Select Board www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Select Board prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Towns cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Select Board approval. Processing begins after all required materials are received, so please plan accordingly.

Organization runne	
Event Name	
Organization Address	
Name of contact person in charge	
Telephone Number(s) of contact	(cell)
Email address	
Date of event	Rain Date
Starting time	Ending time
Route of the race/relay and portion of the road request	ed to be used (please indicate on map and attach to
this application)	
Anticipated number of participants	
Assembly area (enclose written permission of owner if	f private property to be used for assembly)
Organization that proceeds will go to	
Any other important information	
The undersigned applicant agrees that the applicant a laws, by-laws and regulations as well as any special regranting of permission pursuant to this application. It any and all liability and will defend the Town of Sudbi	equirement that may be made as a condition of the we agree to hold the Town of Sudbury harmless from
Signature of Applicant	Date



TOWN OF SUDBURY

Office of Select Board www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:
☐ Application Form
☐ Map of Route
☐ Evidence of Certificate of Insurance (please see details above)
Please submit completed application and materials to:
Office of Select Board
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756
Fmail: SRadmin@sudbury ma us

From: Myke Farricker

Sent: Wednesday, June 9, 2021 12:22 PM **To:** Frank, Leila; Select Board's Office

Subject: 2021 Ride to Defeat ALS, Sunday, September 19, 2021

Leila - Hello again! Hope you're doing well. It's that time of year again. I'm writing to request a permit for this year's 2021 Ride to Defeat ALS bike ride (formerly known as the Positive Spin for ALS) to raise money for research and patient care for those afflicted with ALS, or Lou Gehrig's disease. Over the past 21 years of our ride, we've raised over \$2.3 million in donations. We missed last year in 2020 because of the pandemic, but we are ready to do it again this year!

Here is the information for the ride (all the same as last year) -

- It will take place on Sunday, September 19th.
- Our ride is sponsored and insured again this year by the Massachusetts Chapter of the National ALS Association.
- It begins and ends at The Longfellow Tennis & Health Club, 524 Boston Post Road in Wayland, with starting times of 7:00 a.m. (70 miles), 9:00 am (50 miles), 10:00 am (25 miles), and 11:00 am (10 miles).
- The ride routes are the same as all the previous years. I've attached the 2018 cue sheets for the 10, 25, 50 and 70 mile rides, a copy of the current Certificate of Insurance for the Town of Sudbury, and 2021 Application for a charitable Event for the Town of Sudbury.

The riders in the 10, 25, 50 and 70 mile rides will be the riders coming through Sudbury. By the time they get to Sudbury, they will be spaced out in groups of 1-3 riders usually. So there shouldn't be a big group of riders coming through Sudbury at any one time. We will be putting up road signs in the ground again this year as we have done in all the past years. We will be putting the signs up the day before the ride, Saturday, September 18th, and we will take all the signs down at the end of the day of the ride, Sunday, September 19th. The signs will be put on metal stakes into the ground - we will not be attaching any signs to any trees or poles.

Thank you for your help again this year and in the previous years. You've been such a big supporter of the ride over the years. Please let me know if you need anything else from me, and if I need to send this permit request to anyone else in the Town of Sudbury government. Please And please let me know that you have received this permit request. Thank you.

Hope all is well.

Take care,

Myke Farricker

Co-Chair of the 2021 Ride to Defeat ALS Bike Ride (formerly known as the Positive Spin for ALS)

Myke Farricker, General Manager, Longfellow Health Clubs, Wayland & Natick, MA

Longfellow Tennis & Health Club, Wayland 524 Boston Post Road, Wayland, MA

01778 508.358.7355

Longfellow Health Club, Natick 203 Oak St, Natick, MA 01760 508.653.4633 Longfellow Tennis Club, Natick 16 Michigan Drive, Natick, MA

01760 508.653.4606

Dist	Туре	Note	17.a
0.0	Type	Start of route	0.2
0.2	-	R onto US-20 W/Boston Post Rd	0.3
0.5	→	R onto Old County Rd	0.3
0.8	4	Continue onto River Rd	0.5
1.4	+	L onto Water Row. CAUTION: Oncoming traffic has R of Way	0.3
1.6	t	CAUTION: Cross Route 27 and continue onto Water Row.	0.6
2.2	+	L onto Plympton Rd	1.0
3.2	→	R onto Concord Rd	0.2
3.4	+	L onto Morse Rd	1.3
4.7	+	R onto Mariboro Rd	0.5
5.2	+	R onto Haynes Rd	0.3
5.5	+	R onto Pantry Rd	0.2
5.6	1	Continue onto Concord Rd	0.8
6.4	+	L at Lincoln Rd	0.1
6.5	¥ (REST STOP @ Lincoln Sudbury High School (Open: 10:30 AM - 2:00 PM)	0.8
7.3	→	R onto Water Row	1.9
9.2	1	CAUTION: Crossing Route 27 and continue onto Water Row.	0.3
9.4	→	Slight R onto River Rd	0.5
10.0	1	Continue onto Old County Rd	0.3
10.3	+	L onto US-20 E/Boston Post Rd	0.3
10.6	+	L onto Minuteman Dr	0.2
10.8	50	End of route	0.0

Rules of the Road

- Follow traffic laws. They apply to cyclists, too!
- Keep your helmet on while riding.
- No headphones. It is illegal to ride with headphones in the State of Massachusetts.
- No speaking or texting on cell phones while riding. Safely pull over and stop to use your phone.
- If you need to pull over, warn cyclists behind you and then get completely out of the path of other riders.
- Call out hazards to warn cyclists around you. Repeat hazard warnings to those behond you.
- Avoid collisions. Call out "slowing" or "stopping" to warn riders behind you.

EMERGENCIES: CALL 911

Event HQ & SAG Support: (443) 417-8972





10 MILE RIDE

SUNDAY, SEPTEMBER 23, 2018 | 11:00AM 0 Mile participants follow markers EMERGENCIES: CALL 911 Event Headquarters & SAC Support: 443-417-8972

10.8 miles, + 431 / - 432 Concord Road Attachment17.a: 2021 Ride to Defeat ALS Application_SB (4634 : Ride to Defeat ALS 2021) Pantry Brook Pantry. Wildlife Great Brook Management Meadow: arm CR Area National 6 Wildlife Refuge Meadow oin Road 4 7 Mineway Brook **REST STOP:** Corridor LINCOLN SUDBURY Wake **HIGH SCHOOL** LOOKOW ROAD! Robin Conservation 8 eat Jeadows Sudbury National Great Wildlife Meadows SOUND Drive 3 Refuge National Wildlife Refuge SUDBURY Riper Farm Conservation Wayland 2 Peakham Road Country Old-Sugbury-Road Club nservation 9 lancaster Road Old-Sudbury-Rosa Great Meadows National Strand low Commo Wildlife Refuge START/FINISH: **LONGFELLOW CLUB** Central Mar 2000 ft Packet Pg. 107

17.a

Dist	Туре	Note	Next
0.0	Þ	Start of route	0.2
0.2	+	R onto US-20 W/Boston Post Rd	0.3
0.5	-	R onto Old County Rd	0.3
8.0	1	Continue onto River Rd	0.5
1.4	+	Bear L onto Water Row. CAUTION: Oncoming Traffic has R of Way.	0.3
1.7	t	CAUTION: Cross Route 27 and continue on Water Row.	0.5
2.2	+	L onto Plympton Rd	1.1
3.3	→	R onto Concord Rd	0.1
3.4	1	Continue Straight on Concord for 25 Mile Route.	0.4
3.8	+	Bear L to continue on Concord Rd	0.9
4.7	1	Continue Straight. Concord Rd becomes Pantry Rd	0.7
5.3	1	Continue Straight. Pantry Rd becomes Dakin Rd at RT 117	0.7
6.0	1	Continue Straight. Dakin Rd becomes Old Pickard Rd	0.7
6.7	+	Sharp L onto Old Mariboro Rd	0.8
7.5	1	Continue Straight. Old Marlboro Rd becomes Powers Rd	0.7
8.2	+	L onto Powder Mill Rd	0.1
8.2	1	Continue Straight. Powder Mill Rd becomes Mossman Rd at RT 117.	0.6
8.8	→	R onto Willis Rd	1.4
10.2	-	R onto Marlboro Rd	0.4
10.6	→	R onto MA-27 N/Maynard Rd	0.1
10.7	+	L onto Fairbank Rd	0.7
11.3	¥ (REST STOP @ Atkinson Pool. Open 7:45am - 12:30pm	0.2
11.5	+	R onto Hudson Rd	0.2
11.7	+	L onto Dutton Rd for 25 Mile Route	0.6
12.3	+	L onto Pratts Mill Rd	1.0
13.3	+	Sharp R onto Peakham Rd	1.5
14.8	-	R onto French Rd. CAUTION: Short distance until next turn!	0.0
14.8	•	R onto Old Garrison Rd	0.6
15.4	1	Continue Straight. Old Garrison Rd becomes Dutton Rd	1.5
16.9	•	R onto Hudson Rd for 25 Mile Route	0.2
17.1	+	L onto Fairbank Rd	0.2
17.3	¥ (REST STOP @ Atkinson Pool. Open 7:45am - 12:30pm	0.7
18.0	→	R onto MA-27 S/Maynard Rd. CAUTION: Short distance until next turn!	0.1
18.0	+	L onto Mariboro Rd	0.4
18.4	1	Continue Straight to stay on Marlboro Rd	0.6
19.0	+	Slight L to stay on Marlboro Rd/Marlborough Rd	0.5
19.5	→	R onto Haynes Rd	0.3
19.8	+	R onto Pantry Rd	0.2
19.9	1	Continue onto Concord Rd	0.8
20.7	+	L onto Lincoln Rd. CAUTION: Oncoming Traffic has R of Way	0.9
21.6	+	R onto Water Row	1.9
23.5	1	CAUTION: Cross Route 27 and continue on Water Row.	0.3
23.8	+	Slight R onto River Rd	0.5
24.3	1	Continue Straight. River Rd becomes Old County Rd	0.3
24.6	+	L onto US-20 E/Boston Post Rd	0.3
24.9	+	L onto Minuteman Dr.	0.2
25.1	×	End of route	0.0

Rules of the Road

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- No speaking or texting on cell phones while riding. Safely pull over and stop to use your phone.
- If you need to pull over, warn cyclists behind you and then get completely out of the path of other riders.
- Call out hazards to warn cyclists around you. Repeat hazard warnings to those behond you.



EMERGENCIES: CALL 911

Event HQ & SAG Support: (443) 417-8972



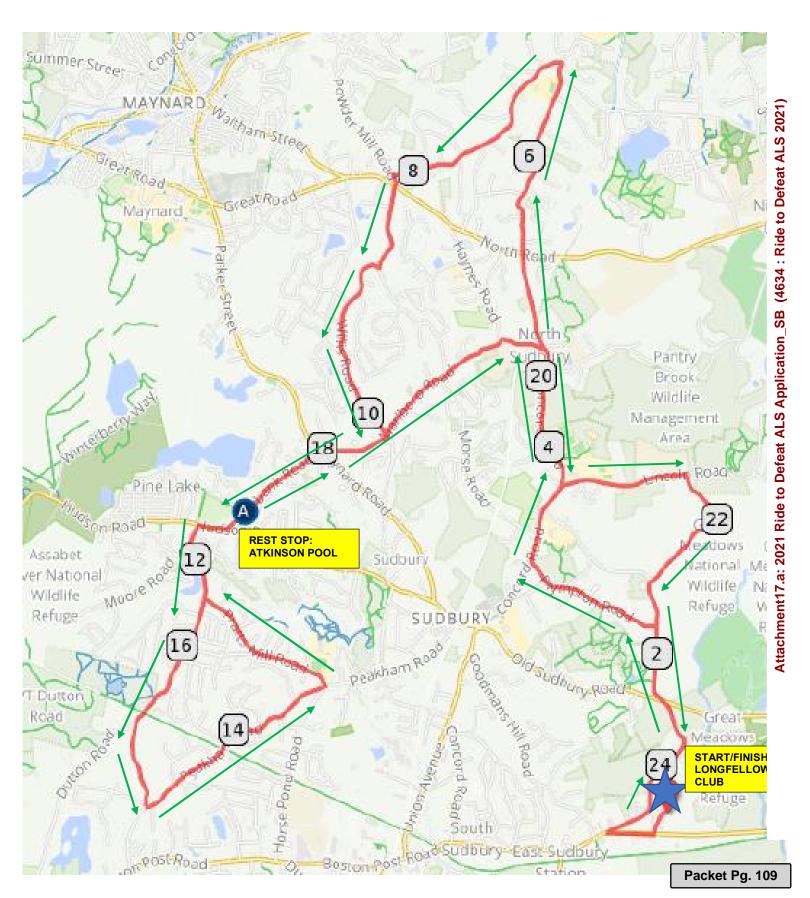
25 MILE RIDE

SUNDAY, SEPTEMBER 23, 2018 | 10:00AM

Event Headquarters & SA(Support: 443-417-8972

EMERGENCIES: CALL 911

Mile participants follow ΕE markers





50 MILE RIDE

SUNDAY, SEPTEMBER 23, 2018 | 8:30AM

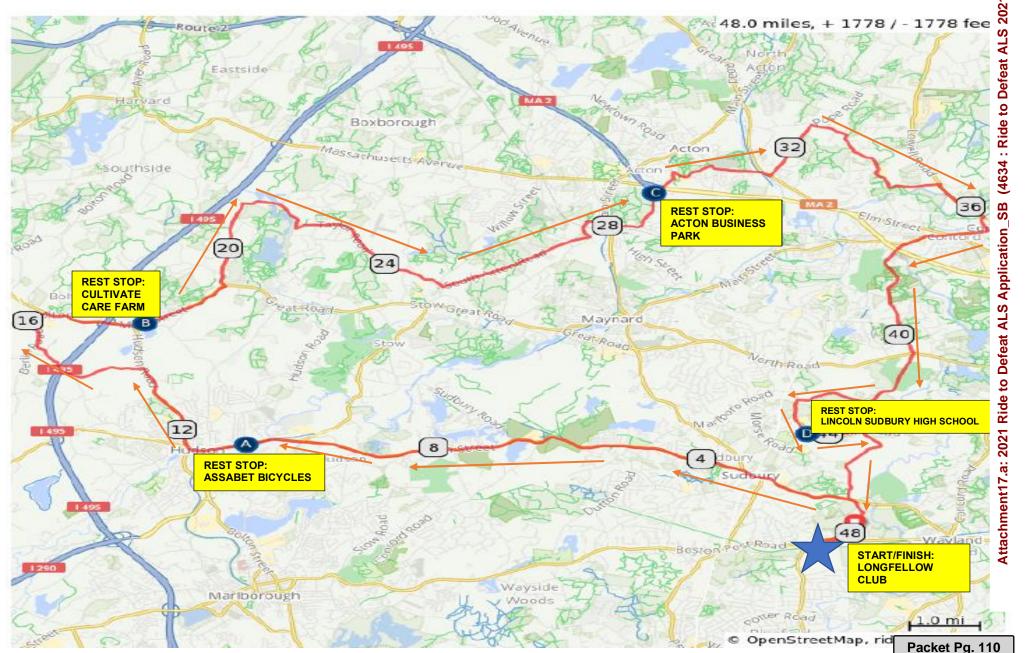
0 Mile participants follow

E markers

EMERGENCIES: CALL 911

Event Headquarters & SAG

Support: 443-417-8972



17.a

Dist	Туре	Note	Next
0.0	Þ	Start of route	0.2
0.2	+	R onto US-20 W/Boston Post Rd	0.3
0.5	+	R onto Old County Rd	0.3
8.0	t	Continue onto River Rd	0.5
1.4	+	L onto Water Row. CAUTION: Oncoming traffic has R of Way	0.3
1.7	+	L onto MA-27 N/Old Sudbury Rd. CAUTION: 50 MILE TURNS ONTO OLD SUDBURY ROAD (other routes continue straight.)	1.4
3.0	1	Continue Straight. Old Sudbury Rd becomes Hudson Rd	0.4
3.4	t	CAUTION: 50 MILE ROUTE CONTINUES STRAIGHT AS RT 27 GOES TO THE R.	3.1
6.5	+	Continue Straight. Hudson Rd becomes Sudbury Rd	0.4
6.8	+	L onto State Rd	0.3
7.1	+	Continue Straight. State Rd becomes Main St	3.6
10.8	¥ 4	REST STOP @ Assabet River Bicycles Open 8:45am - 11am	0.8
11.6	+	At the traffic circle, continue straight onto MA-62 W/MA-85 N/Main St	0.1
11.6	+	Bear R onto MA-85 N/Lincoln St	1.3
13.0	1	Continue Straight. Lincoln St. becomes Hudson Rd	0.5
13.5	+	L onto Century Mill Rd/Mill Rd	1.0
14.5	+	Continue Straight. Mill Rd becomes S Bolton Rd	1.1
15.5	+	Continue Straight. S Bolton Rd becomes Berlin Rd	0.5
16.1	+	R onto Wattaquadock Hill Rd	0.3
16.3	+	R on Main St/RT 117	1.5
17.8	44	REST STOP @ Cultivate Care Farms Open 9:30am - Noon	1.4
19.2	+	L onto East End Rd	0.7
19.8	1	Continue Straight. East End Rd becomes Stow Rd	1.2
21.0	+	R onto Eldridge Rd	0.7
21.7	1	Continue Straight. Eldridge Rd becomes Taylor Rd	0.3
22.0	+	Straight onto Garner Rd	0.2

Dist	Туре	Note	Next
22.2	+	L onto No Name Rd	0.2
22.4	→	R onto Taylor Rd	2.1
24.5	1	Continue straight onto Boxboro Rd	0.5
24.9	+	L onto S Acton Rd. CAUTION: Cross W Acton Rd	1.7
26.6	1	Continue Straight. S Acton Rd becomes Stow St	0.7
27.3	+	L onto Martin St	0.4
27.6	+	R onto Central St	0.3
27.9	+	Slight R onto MA-27 S/Main St. CAUTION: Short distance until next turn!	0.1
28.0	+	L onto School St	0.5
28.5	+	L onto Piper Rd	0.7
29.2	¥ (REST STOP @ Acton Business Park. Open 10:00am - 1:30pm.	0.2
29.4	1	Cross Massachusetts Ave and continue onto Taylor Rd	0.4
29.8	+	R onto Minot Ave	0.7
30.5	+	R onto Concord Rd	0.0
30.5	+	CAUTION: Bear L to stay on Concord Rd	0.7
31.2	→	R onto MA-119 E/Massachusetts 2A E/Great Rd. CAUTION: Busy road	0.2
31.4	+	L onto Pope Rd	1.2
32.6	+	R onto Strawberry Hill Rd	1.9
34.6	+	L onto Barretts Mill Rd	0.7
35.3	+	R onto Lowell Rd	1.0
36.2	+	R onto Keyes Rd	0.3
36.6	+	R onto MA-62 W/Main St	1.3
37.8	+	L onto Old Road to 9 Acre Corner. CAUTION: Merging Traffic.	0.1
37.9	+	Continue Straight. Cross Route 2	1.8
39.7	+	R onto Sudbury Rd	0.7
40.4	1	Continue Straight, crossing Route 117	0.5
40.9	+	Continue straight, Sudbury Rd becomes Concord Rd	2.0

Dist	Туре	Note	N
12.8	+	L to stay on Concord Rd	0_
13.7	+	L onto Lincoln Rd	0.0
13.7	44	REST STOP @ Lincoln Sudbury High School (Open 10:30 AM - 2 PM)	0.8
14.5	→	R onto Water Row	1.8
6.3	1	CAUTION: Cross Route 27 and continue on Water Row.	0.3
6.6	+	Slight R onto River Rd	0.5
7.2	1	River Rd becomes Old County Rd	0.3
17.5	+	L onto US-20 E/Boston Post Rd	0.3
7.8	+	L onto Minuteman Dr	0.2
18.0	00	End of route	0.0



EMERGENCIES: CALL 911

Event HQ & SAG Support: (443) 417-8972

Rules of the Road

- Follow traffic laws. They apply to cyclists, too!
- Keep your helmet on while riding.
- No headphones. It is illegal to ride with headphones in the State of Massachusetts.
- No speaking or texting on cell phones while riding. Safely pull over and stop to use your phone.
- If you need to pull over, warn cyclists behind you and then get completely out of the path of other riders.
- Call out hazards to warn cyclists around you. Repeat hazard warnings to those behond you.
- Avoid collisions. Call out "slowing" or "stopping" to warn riders behind you.

Num	Dist	T∮pe	Note	Next					
1.	0.0	P	Start of route	0.2	51.	33.4	+	Bear R onto MA-85N/Lincoln St	1.3
2.	0.2	+	R onto US-20 W/Boston Post Rd	0.3	52.	34.8	1	Continue Straight. Lincoln St becomes Hudson Rd	0.6
3.	0.5	+	R onto Old County Rd	0.3	53.	35.3	+	L onto Century Mill Rd/Mill Rd	1.0
4.	8.0	1	Continue onto River Rd	0.5	54.	36.3	1	Continue Straight. Mill Rd becomes S Bolton Rd	1.1
5.	1.4	+	Bear L onto Water Row. CAUTION: Oncoming traffic has R of way	0.3	55.	37.3	1	Continue Straight. S Bolton Rd becomes Berlin Rd	0.5
6.	1.7	t	CAUTION: Cross Route 27 and continue straight on Water Row.	0.5	56.	37.8	+	R onto Wattaquadock Hill Rd	0.3
7.	2.2	+	L onto Plympton Rd	1.1	57.	38.1	+	R onto MA-117 E/Main St	1.5
8.	3.3	+	R onto Concord Rd.	0.1	58.	39.6	44	REST STOP @ Cultivate Care Farma Open 9:30am - Noon	1.4
9.	3.4	+	Continue Straight on Concord for 70 Mile Route.	0.4	59.	41.0	+	L onto East End Rd	0.7
10.	3.8	+	Bear L to continue on Concord Rd.	0.8	60.	41.6	t	Continue Straight. East End Rd becomes Stow Rd	1.2
11.	4.7	+	Continue Straight. Concord Rd becomes Pantry Rd.	0.7	61.	42.8	+	R onto Eldridge Rd	0.7
12.	5.3	+	Continue Straight. Pantry Rd becomes Dakin Rd at RT 117	0.7	62.	43.5	1	Continue Straight. Eldridge Rd becomes Taylor Rd	0.3
13.	6.0	-	Continue Straight. Dakin Rd becomes Old Pickard Rd	0.6	63.	43.8	+	Straight onto Garner Rd	0.2
14.	6.7		Sharp L onto Old Marlboro Rd	0.8	64.	44.0	+	L onto No Name Rd	0.2
15.	7.5	-	Continue Straight. Old Marlboro Rd becomes Powers Rd	0.7	65.	44.2	+	R onto Taylor Rd	2.1
16.	8.2	-	L onto Powder Mill Rd	0.1	66.	46.3	+	Slight R onto Boxboro Rd	0.5
NOSCHO!		-		0.6	67.	46.7	+	L onto S Acton Rd. CAUTION: Cross W Acton Rd	1.7
17.	8.2	-	Continue Straight. Powder Mill Rd becomes Mosaman Rd at RT 117	100	68.	48.4	1	Continue Straight. S Acton Rd becomes Stow St	0.7
18.	8.8	1	R onto Willia Rd	1.4	69.	49.1	+	L onto Martin St	0.4
19.	10.2		R onto Mariboro Rd	0.4	70.	49.4	+	R onto Central St	0.3
20.	10.6	-	R onto MA-27 N/Maynard Rd	0.1	71.	49.7	+	Slight R onto MA-27 S/Main St. CAUTION: Short distance until next turn!	0.1
21.	10.7	-	L onto Fairbank Rd	0.7	72.	49.8	+	L onto School St	0.5
22.	11.3		REST STOP @ Atkinson Pool. Open 7:45am - 12:30pm.	0.2	73.	50.3	-	L onto Piper Rd	0.8
23.	11.5	+	R onto Hudson Rd	0.2	74.	51.1	44	REST STOP @ Acton Business Park. Open 10:00am - 1:30pm.	0.1
24.	11.7	+	L onto Dutton Rd for first quarter of 70 Mile Route	0.6	75.	51.2	t	Cross Massachusetts Ave and continue onto Taylor Rd	0.4
25.	12.2		L onto Pratta Mill Rd	1.0	76.	51.6	+	R onto Minot Ave	0.6
26.	13.3	+	Sharp R onto Peakham Rd	1.5	77.	52.2	+	R onto Concord Rd	0.0
27.	14.8	+	R onto French Rd. CAUTION: Short distance until next turn!	0.0	78.	52.3	+	CAUTION: Bear L to stay on Concord Rd	0.7
28.	14.8	+	R onto Old Garrison Rd	0.6	79.	53.0	+	R onto MA-119 E/Massachusetts 2A E/Great Rd. CAUTION: Busy road	0.1
29.	15.4	1	Continue Straight. Old Garrison Rd becomes Dutton Rd	1.5	80.	53.1	+	L onto Pope Rd	1.3
30.	16.9	+	R onto Hudaon Rd for first quarter of 70 Mile Route	0.2	81.	54.4	+	R onto Strawberry Hill Rd	2.0
31.	17.1	+	L onto Fairbank Rd	0.2	82.	56.4	-	L onto Barretts Mill Rd	0.7
32.	17.3	44	REST STOP @ Atkinson Pool. Open 7:45am - 12:30pm.	0.7	83.	57.1		R onto Lowell Rd	1.0
33.	17.9	+	R onto MA-27 S/Maynard Rd. CAUTION: Short distance until next turn!	0.1	84.	58.0	+	R onto Keyes Rd	0.3
34.	18.0	+	L onto Marlboro Rd	0.4	85.	58.4	+	R onto MA-62 W/Main St	1.2
35.	18.4	+	Continue Straight to stay on Marlboro Rd	0.5	86.	59.6	+	L onto Old Road to 9 Acre Corner. CAUTION: Merging Traffic!	0.1
36.	19.0	+	Slight L to stay on Marlboro Rd/Marlborough Rd	0.5	87.	59.7		Continue Straight. Cross Route 2	1.8
37.	19.5	+	R onto Haynea Rd	0.3	88.	112225		R onto Sudbury Rd	0.7
88.	19.7	+	R onto Pantry Rd	0.2	89.	62.2	1	Continue Straight, crossing Route 117	0.5
89.	19.9	+	Bear R to atay on Concord Rd	0.8	90.	62.7	+	Continue Straight. Sudbury Rd becomes Concord Rd	2.0
10.	20.7	+	L onto Lincoln Rd. CAUTION: Oncoming Traffic has R of Way	0.9	91.	64.6	+	L to stay on Concord Rd	0.8
11.	21.6	-	R onto Water Row	1.9	92.	65.4	+	L at Lincoln Rd	0.1
12.	23.5		CAUTION: Sharp R onto MA-27 N/Old Sudbury Rd to continue 70 Mile Route	1.4	93.	65.5	7 6	REST STOP @ Lincoln Sudbury High School Open 10:30 AM - 2 PM (NOTE: This Rest Stop will only be open the second time you ride by)	8.0
13.	24.9		Continue Straight. Old Sudbury Rd becomes Hudson Rd.	0.4	94.	66.3	-	R onto Water Row	1.9
14.	25.2	-	CAUTION: 70 MILE ROUTE CONTINUES STRAIGHT AS RT 27 GOES TO THE R.	1.7	95.	68.2	*	CAUTION: Cross Route 27 and continue on Water Row	0.3
15.	26.9		CAUTION: Continue Straight past Dutton Rd for remaining 70 Mile Route	1.4	96.	68.4	-	Slight R onto River Rd	0.5
16.	28.3		Continue Straight. Hudson Rd becomes Sudbury Rd	0.3	97.	69.0	-	River Rd Becomes Old County Rd	0.3
27.016		-			98.	69.3	4	L onto US-20 E/Boston Post Rd	0.3
17.	28.6	-	Slight L onto State Rd	0.3	99.	69.6	I	L onto Minuteman Dr	1.2
48.	28.9	-	Continue Straight. State Rd becomes Main St	3.6	100	70.8	70	End of route	0.0
49.	32.6		REST STOP @ Asaabet River Bicycles Open 8:45am - 11am At the traffic circle, continue straight onto MA-62 W/MA-85 N/Main St	0.8	100	, 5.0	100		0.0



MERGENC 23 CALL 9-1- 8

Rules of the Ro

- Follow traffic laws. Toply to cyclists, too!
- Keep your helmet on ding.
- No headphones. It is bride with headphor none State of Massachuas.
- No speaking or textirell phone while ridinately pull over and state your phone.
- If you need to pull over learn cyclists behind your nem get completely cone path of other rider
- aly of a subsequent of the sub m get compared to we cyclists around you. R 27 and warnings to the cyclists around you. R 28 at 27 and warnings to the cyclists.
- Avoid collisions. Call slowing" or "stopping varn riders behind yo

Packet Pg. 112



70 MILE RIDE

SUNDAY, SEPTEMBER 23, 2018 | 7:00AM 70 Mile participants follow BLUE markers

EMERGENCIES: CALL 911
Event Headquarters & SAG
Support: 443-417-8972

70.8 miles, + 2595 / - 2557 fe Boxborough (4634 : Ride to Defeat Acton Southside **REST STOP:** ACTON **BUSINESS PARK** Ride to Defeat ALS Application_SB 60 **REST STOP:** CULTIVATE **CARE FARM** Maynard Stow REST STOP: LINCOLN SUDBURY HIGH SCHO **REST STOP: ATKINSON POOL** Attachment17.a: **REST STOP:** ASSABET BICYCLES START/FINISH: LONGFELLOW OpenStreetMap, ridewithgps.com

Ride to Defeat ALS

Sunday, September 19, 2021

Department Feedback

Department	Staff	Approve/Deny	Comments	
Fire Department	Chief Whalen	Approve	6/10/21 The Fire Department has no issues with this application.	
Highway Department	Dan Nason	Approve	6/10/21 The Public Works Department has no issues with this given there are no resources (cones, barricades, personnel, etc.) needed for the event.	
Park & Recreation	Dennis Mannone	Approve	6/16/21 Should be fine thanks	
Police Department	Chief Nix	Approve	6/10/21 The ALS Ride is an ongoing event and does not require dedicated resources (relative to expectations on routine patrol, not the requisite details needed for safety as has been hired in the past). The police department does not have an issue with continuing the event.	



SUDBURY SELECT BOARD

Tuesday, June 29, 2021

CONSENT CALENDAR ITEM

18: Approve FY22 amendment MWRTA

REQUESTOR SECTION

Date of request:

Requestor: Ana Christina Olivera, Acting Senior Center Director

Formal Title: Vote to approve the FY22 amendment extending the contract between the MetroWest Regional Transit Authority (MWRTA) and the Town of Sudbury to provide transportation services for elderly and disabled persons through the Council on Aging effective July 1, 2021, as requested by Ana Christina Olivera, Acting Senior Center Director, said Agreement to be executed by the Town Manager.

Recommendations/Suggested Motion/Vote: Vote to approve the FY21 amendment extending the contract between the MetroWest Regional Transit Authority (MWRTA) and the Town of Sudbury to provide transportation services for elderly and disabled persons through the Council on Aging effective July 1, 2021, as requested by Ana Christina Olivera, Acting Senior Center Director, said Agreement to be executed by the Town Manager.

Background Information:

This contract continues services provided under previous agreements for transportation for the elderly and disabled. (See attached)

Financial impact expected:\$135,000 (not to exceed) payment by MWRTA to Town of Sudbury

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

06/29/2021 5:45 PM



Public Transportation System

37 Waverly St, Framingham, MA 01702 Ph. (508) 935 2222 Fax (508) 935 2225 Toll Free (888)996 9782 www.mwrta.com

AGREEMENT BY AND BETWEEN THE TOWN OF SUDBURY AND THE METROWEST REGIONAL TRANSIT AUTHORITY

THIS AGREEMENT is made this ______ day of ______ 2013 and is effective July 1, 2013 by and between the TOWN OF SUDBURY, MA, hereinafter referred to as the "TOWN" and the METROWEST REGIONAL TRANSIT AUTHORITY a body politic and corporate and political subdivision of the Commonwealth of Massachusetts, hereinafter referred to as the "RTA."

WHEREAS, the RTA is authorized pursuant to MGL c. 161B to provide mass transportation services within the town of Sudbury; and

WHEREAS, the TOWN currently provides transportation service through its Council on Aging for elderly and disabled residents; and

WHEREAS, the RTA and the TOWN recognize that the existing transportation service is of great value to the residents of Sudbury and is consistent with the public transportation program of the RTA; and

WHEREAS, the TOWN is a member of the RTA with representation on the RTA Advisory Board; and

WHEREAS, in order to provide for a smooth transition for responsibility for elderly and disabled transportation service within the town of Sudbury to the RTA in accordance with the requirements of MGL Ch. 161B.

NOW THEREFORE, in accordance with the foregoing, the RTA and the TOWN each in consideration of the Covenants of the other, herein contained, and for itself, its successors and assigns, do hereby covenant and agree as follows:

I. SERVICE

A. It is the intention of the parties that this Agreement shall constitute a contract authorized by Section 6 of MGL Ch. 161B and that the RTA shall exercise all rights and obligations provided under said statute.

Framingham * Ashland * Holliston * Natick * Wayland * Hopkinton * Weston * Sherborn * Sudbury * Marlborough * Southborough * Wellesley * Dover



METROWEST REGIONAL TRANSIT AUTHORITY Public Transportation System

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- B. The TOWN will continue to provide elderly and disabled transportation service provided by the Council on Aging between the hours of 8:30 AM and 3:30 PM, Monday through Friday under service policies as presently in force or as may otherwise be agreed to by the RTA and TOWN.
- C. During the term of this Agreement, the RTA will have the right consistent with the requirements of MGL Ch. 161B to alter the routes, schedules, and fares provided, however, the RTA agrees to not reduce or otherwise diminish the level of service currently being provided by the TOWN. The RTA agrees to give the TOWN reasonable notice of any proposed changes in the routes, schedules or fares and to consider comments and suggestions from the TOWN prior to implementing any changes. It is recognized that changes in the levels of service and fares will be subject to the approval of the RTA Advisory Board pursuant to MGL Ch. 161B. "Special excursions and Charter trips" and service beyond regular service hours or to destinations outside of the MetroWest area shall not be covered by this Agreement without the prior written consent of the RTA.
- D. Nothing in this Agreement shall be construed as providing any control by the RTA or the TOWN over the management, operations, or the affairs of the other, except as specifically set forth herein.

II. COMPENSATION AND PAYMENT

- A. The RTA will pay the TOWN the net cost of the transportation service provided by the Council on Aging not to exceed \$66,000 in FY 2014.
- B. 1. The TOWN will invoice the RTA monthly. Invoices shall include a copy of the invoice paid by the TOWN and such supporting data as may be reasonably required by the RTA or its auditors. Payment shall be due within thirty days of receipt of an invoice.
 - 2. In the event there is a dispute between the parties concerning any payment, the RTA agrees to pay any undisputed balance when due and to notify the TOWN of the reasons for the disputed portion.
- C. The TOWN agrees to cooperate with the RTA in the collection and reporting of financial, service and passenger data as may be reasonably required by the RTA and as may be necessary to allow for the calculation of local assessments and the requirements of the Massachusetts Department of Transportation and the Federal Transit Administration.
- D. All passenger and pass revenue shall be the property of the TOWN but shall be credited against the monthly invoice amount as provided in paragraph B.1. above.

Framingham + Ashland + Holliston + Natick + Wayland + Hopkinton + Weston + Sherborn + Sudbury + Marlborough + Southborough + Wellesley + Dover



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agreement. The parties acknowledge that the each has incorporated into its Service Contract(s) with the subcontractor(s) operating the service hereunder the Federal and state requirements for operational service contracts including, but not limited to, Alcohol and Drug Free Workplace, Disadvantage Business Enterprise, Fair Employment Practice, and Dignity in the Workplace. The parties agree that each is compliant with all said requirements as they are applicable to this Agreement.

IX. FORCE MAJEURE

The RTA and the TOWN shall be excused from performance of any obligations to the other under this Agreement, where such non-performance is caused by an event beyond the non-performing Party's control provided, however, that the Party excused hereunder shall use all reasonable efforts to minimize its non-performance and to overcome, remedy, or remove such event in the shortest practical time.

X. SURVIVAL OF OBLIGATIONS

All obligations and indemnifications, which arise and are not satisfied during the term of this Agreement, shall survive termination of this agreement. Any time limits specified herein may be suspended by mutual agreement of the parties.

XI - TERMINATION OF CONTRACT

Either Party reserves the right to cancel this Agreement, without cause, upon thirty (30) days written notice.

XII - ENTIRE AGREEMENT

This Agreement expresses the entire understanding of the parties hereto with respect to the subject matter hereof and there is no understanding, Agreement, representation or warranty expressed or implied, oral or written in anyway limiting, extending or relating to the provisions hereof. No subsequent amendment limiting, extending or relating to the provisions hereof shall be valid unless in writing and signed by duly authorized representatives of the parties hereto.

XIII - AMENDMENT OR MODIFICATION OF CONTRACTS

A. The Articles of this Agreement may be amended from time to time during the life of the Agreement. Either the RTA or the TOWN may request in writing such amendments or modifications. No amendments or modifications shall be effective unless evidenced by a written amendment to this Agreement executed by duly authorized representatives of both parties hereto.

Framingham + Ashland + Holliston + Natick + Wayland + Hopkinton + Weston + Sherborn + Sudbury + Marlborough + Southborough + Wellesley + Dover



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XIV- NON WAIVER AND PURSUIT OF OTHER REMEDIES

The failure of either party to insist at any time upon the strict observance or performance of any of the provisions of this Agreement, or to exercise any right or remedy in this Agreement, shall not impair any such right or remedy or be construed as a waiver or relinquishment thereof.

XV - ASSIGNABILITY

The rights, duties and obligations under this Agreement may not be assigned, transferred, or delegated without the prior written approval of the other party. If either party makes any such assignment, pledge or other such transfer without the prior written consent of the other the Agreement shall be voidable on thirty (30) days written notice to the other.

XVI - EFFECT OF INVALIDITY

In the event that any provision of this Agreement is found to be invalid or unenforceable in any respect, the remaining provisions shall nevertheless be binding with the same effect as if the invalid or unenforceable provision was originally deleted.



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XVII. NOTICES

All notices hereunder shall be sent postage prepaid to the parties as follows and/or to such other addresses as may be designated in writing:

Town of Sudbury:

MetroWest Regional Transit Authority:

Maureen Valente Town Manager 278 Old Sudbury Road Sudbury, MA 01776 Edward Carr, Administrator, MetroWest RTA 37 Waverly Street Framingham, MA 01702

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by their dully authorized officers on the day and year first written above.

MetroWest Regional Transit Authority

By:

Town of Sudbury

By:

Edward Carr, Administrator

Maureen G. Valente. Town Manager

Approved as to form:

General Couns

Approved as to form:

Town Counsel



Public Transportation System

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June 3, 2021

Jennifer S. Roberts, Chair Sudbury Board of Selectmen 278 Old Sudbury Road Sudbury, MA 01776

Dear Ms. Roberts,

Please find enclosed, the 2021-2022 Contract Extension for elderly and disabled transportation services between the MWRTA and the Town of Sudbury, provided by the Sudbury Council on Aging.

Please sign all three (3) copies and return for MWRTA signature. One (1) original copy will be returned for your records, once all signatures are obtained.

Please do not hesitate to contact me if there are any questions.

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Thank you,

Eva Willens, Deputy Administrator

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SULPHRY HA



Public Transportation System

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CONTRACT EXTENSION

BY AND BETWEEN
THE TOWN OF SUDBURY
AND
THE METROWEST REGIONAL TRANSIT AUTHORITY

THIS AGREEMENT is made this <u>1st</u> day of <u>July</u> 2021 by and between the TOWN OF SUDBURY, MA, a municipal corporation hereinafter referred to as the "TOWN" and the

METROWEST REGIONAL TRANSIT AUTHO corporate and political subdivision of the Comm to as the "RTA."	
The TOWN and the MWRTA agree to extend th services, between the parties dated June 12, 2013 additional year, through June 30, 2022.	
The terms and conditions of said contract in the affirmed.	amount of \$135,000.00 are hereby ratified and
IN WITNESS WHEREOF the parties hereto have dully authorized officers on the day and year first	
MetroWest Regional Transit Authority By:	Town of SUDBURY By:
Edward J. Carr, Administrator	
Dated:	Dated:
Approved as to form:	Approved as to form:
General Counsel	Town Counsel
Dated:	Dated:



Public Transportation System

15 Blandin Avenue, Framingham, MA 01702 Ph. (508) 935 2222 Fax (508) 935 2225 www.mwrta.com

CONTRACT EXTENSION

THIS AGREEMENT is made this <u>1st</u> day of <u>July</u> 2021 by and between the TOWN

BY AND BETWEEN
THE TOWN OF SUDBURY
AND
THE METROWEST REGIONAL TRANSIT AUTHORITY

OF SUDBURY, MA, a municipal corporation hereinafter referred to as the "TOWN" and the METROWEST REGIONAL TRANSIT AUTHORITY ("MWRTA"), a body politic and corporate and political subdivision of the Commonwealth of Massachusetts, hereinafter referred to as the "RTA." The TOWN and the MWRTA agree to extend the contract for elderly and disabled transportation services, between the parties dated June 12, 2013 and last amended on July 1, 2015, for one additional year, through June 30, 2022. The terms and conditions of said contract in the amount of \$135,000.00 are hereby ratified and affirmed. IN WITNESS WHEREOF the parties hereto have caused this extension to be executed by their dully authorized officers on the day and year first written above. MetroWest Regional Transit Authority Town of SUDBURY By: By: Edward J. Carr, Administrator Dated: Approved as to form: Approved as to form: Town Counsel General Counsel Dated: Dated:



Public Transportation System

15 Blandin Avenue, Framingham, MA 01702 Ph. (508) 935 2222 Fax (508) 935 2225 www.mwrta.com

CONTRACT EXTENSION

BY AND BETWEEN
THE TOWN OF SUDBURY
AND
THE METROWEST REGIONAL TRANSIT AUTHORITY

THIS AGREEMENT is made this <u>1st</u> day of <u>July</u> 2021 by and between the TOWN OF SUDBURY, MA, a municipal corporation hereinafter referred to as the "TOWN" and the

METROWEST REGIONAL TRANSIT AUTH- corporate and political subdivision of the Comm to as the "RTA."	ORITY ("MWRTA"), a body politic and nonwealth of Massachusetts, hereinafter referred
The TOWN and the MWRTA agree to extend the services, between the parties dated June 12, 201 additional year, through June 30, 2022.	ne contract for elderly and disabled transportation 3 and last amended on July 1, 2015, for one
The terms and conditions of said contract in the affirmed.	amount of \$135,000.00 are hereby ratified and
IN WITNESS WHEREOF the parties hereto hardully authorized officers on the day and year first	
MetroWest Regional Transit Authority By:	Town of SUDBURY By:
Edward J. Carr, Administrator	
Dated:	Dated:
Approved as to form:	Approved as to form:
General Counsel	Town Counsel
Dated:	Dated:



SUDBURY SELECT BOARD

Tuesday, June 29, 2021

CONSENT CALENDAR ITEM

19: Accept \$16K grant for Historic Preservation Plan

REQUESTOR SECTION

Date of request:

Requestor: Historical Commission

Formal Title: Vote to accept an allocation of \$16,000 from the Massachusetts Historical Commission's FY2021 Survey and Planning Grant Program to conduct a Sudbury Town-Wide Historic Preservation Plan; and further, to approve the award by the Town Manager for contracting relative thereto.

Recommendations/Suggested Motion/Vote: Vote to accept an allocation of \$16,000 from the Massachusetts Historical Commission's FY2021 Survey and Planning Grant Program to conduct a Sudbury Town-Wide Historic Preservation Plan; and further, to approve the award by the Town Manager for contracting relative thereto.

Background Information:

Background: Under Article 31 voted at the 2021 Annual Town Meeting, \$32,000 was appropriated for use by the Sudbury Historical Commission to develop "a foundational planning document" for the Town's preservation goals, said plan to be developed by a cultural resource consultant under contract with the Town. The Sudbury Historical Commission applied for and was awarded a \$16,000 grant from the Massachusetts Historical Commission to be allocated for this purpose as a reimbursement resource to offset costs of the project allowing \$16,000 of the amount spent to be returned to the CPA.

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

06/29/2021 5:45 PM

ARTICLE 31. COMMUNITY PRESERVATION FUND – HISTORIC PRESERVATION PLAN

(Consent Calendar)

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$32,000 from the Historic Resources category of Community Preservation Act Funds, funded from Historic Resources reserves, for the purpose of preservation of historic resources, specifically by funding the preparation of a town-wide Historic Preservation Plan, including all costs incidental and related thereto; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

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

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

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

A town-wide Historic Preservation Plan would be a substantial public benefit as the plan would include a road map and guidance on achieving common preservation goals, and how these could be coordinated and accomplished among many different entities and individuals. As was heard from community members during the recent Master Plan update process, many residents indicated one of the reasons they moved to Sudbury and remain in Sudbury is its historic charm and character. Without a town-wide Historic Preservation Plan, this historic charm and character remains at risk to degradation over time.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.



Henry L. Hayes, Jr. Town Manager

TOWN OF SUDBURY

Office of the Town Manager www.sudbury.ma.us

278 Old Sudbury Road Sudbury, Massachusetts 01776 Tel: (978) 639-3381

Fax: 978-443-0756

Email: townmanager@sudbury.ma.us

June 4, 2021

Michael Steinitz
Deputy State Historic Preservation Officer
Massachusetts Historical Commission
Massachusetts Archives Building
220 Morrissey Boulevard
Boston, MA 02125-3314

Re: Acceptance of FY 2021 MHC Planning Grant for a Town of Sudbury Town-Wide Historic Preservation Plan

Dear Mr. Steinitz:

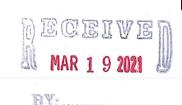
The Town of Sudbury would like to express gratitude to Secretary Galvin and the Massachusetts Historical Commission (MHC) for the allocation of \$16,000 for the FY 2021 Survey and Planning Grant Program to conduct a Sudbury Town-Wide Historic Preservation Plan. It is with great pleasure that I write to accept the generous funding.

Funding through the Survey and Planning Grant program is vital to our ability to undertake local preservation activities. The Town of Sudbury is very grateful for the MHC's continued support and assistance.

Sincerely,

Henry L. Hayes, Jr. Town Manager





The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth Massachusetts Historical Commission

March 12, 2021

Diana Warren, Vice-Chair Sudbury Historical Commission 278 Old Sudbury Rd Sudbury, MA 01776

RE: FY 2021 MHC Survey and Planning Grant Award

Dear Ms. Warren:

I am pleased to inform you that your proposed project has been selected for an allocation of \$16,000 from the Massachusetts Historical Commission's FY 2021 Survey and Planning Grant Program. This award will support the <u>Town of Sudbury Communitywide Historic Preservation Plan</u> project.

Please keep in mind that project work can begin <u>only</u> after the MHC executes a contract with you that specifies the scope of grant-assisted work and defines responsibilities and deadlines under applicable laws and regulations.

Please respond in writing to Michael Steinitz, MHC Deputy State Historic Preservation Officer, no later than Friday, April 16th with your intention to accept the grant allocation.

MHC will contact all Local Project Coordinators in April, and will schedule a Coordinators meeting by Zoom in May to review the provisions and requirements of the grant contract, to discuss your work program, and to discuss consultant procurement procedures. Attendance at this meeting is mandatory for all Local Project Coordinators as a condition of the grant. A Local Project Coordinators Manual will be forwarded to you separately.

The MHC looks forward to working with you toward the successful completion of your project. Please contact Michael Steinitz at MHC with any questions regarding the grant program or this award. We sincerely hope that this grant allocation will help you achieve your preservation goals.

Sincerely,

Brona Simon

Executive Director

State Historic Preservation Officer

Massachusetts Historical Commission

xc: Adam L. Duchesneau, Dir of Planning & Comm Dev, Town of Sudbury



21 21 2020

The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth Massachusetts Historical Commission

Diana Warren, Vice-Chair Sudbury Historical Commission 278 Old Sudbury Rd Sudbury, MA 01776

Dear Ms. Warren:

At its December 9th meeting the Massachusetts Historical Commission (MHC) reviewed the Sudbury Historical Commission's Letter of Intent (pre-application) for Fiscal Year 2021 Survey and Planning Grant funds. MHC is pleased to invite you to submit a full application for the Town of Sudbury Communitywide Historic Preservation Plan. At this time the MHC is inviting you to submit a full application for the amount of \$16,000. Please note that the submission deadline is Monday, February 8, 2021. Full application materials are enclosed.

In the FY21 grant round MHC received twenty-seven (27) pre applications requesting a total of \$502,725. MHC's FY21 federal funding allocation has not yet been established. MHC must award a minimum of 10% of its federal funding for FY21 to Certified Local Governments. However an overall budget figure for total awards for the FY21 grant round has not yet been set. Six (6) CLG and twelve (12) non-CLG projects have been invited to submit full applications for the FY21 round, for projects requesting a total of \$282,000. The Town of Sudbury's application falls in the Non-CLG category.

Your full application will be given every possible consideration, but funds are limited, and grants are awarded on a competitive basis. This invitation to submit a full application is not an assurance of project funding, or of the level of funding that MHC may offer, should a grant be awarded.

We strongly recommend that all invited applicants review their proposed project with MHC staff prior to preparing and submitting the full application. Within the upcoming weeks, please contact Chris Skelly or me to discuss in more detail the development of the scope of work and budget for your project. As we are largely working remotely, please email us to set up a phone conversation, at christopher.skelly@sec.state.ma.us or michael.steinitz@sec.state.ma.us.

Sincerely,

Michael Steinitz

Deputy State Historic Preservation Officer Director, Preservation Planning Division

Massachusetts Historical Commission

Encls.

xc (w/out encl): Adam L. Duchesneau, Town Planner



SUDBURY SELECT BOARD

Tuesday, June 29, 2021

CONSENT CALENDAR ITEM

20: Approve MLN contract FY22

REQUESTOR SECTION

Date of request:

Requestor: Esme Green, Goodnow Library Director

Formal Title: Vote to approve the FY22 contract between the Town on behalf of the Goodnow Library (Participant) and Minuteman Library Network, Inc. for the purchase, installation and maintenance of telecommunications equipment provided to the Goodnow Library for participation in the Network, effective July 1, 2021, as requested by the Goodnow Library Director, said Agreement to be executed by the Town Manager.

Recommendations/Suggested Motion/Vote: Vote to approve the FY22 contract between the Town on behalf of the Goodnow Library (Participant) and Minuteman Library Network, Inc. for the purchase, installation and maintenance of telecommunications equipment provided to the Goodnow Library for participation in the Network, effective July 1, 2021, as requested by the Goodnow Library Director, said Agreement to be executed by the Town Manager.

Background Information:

This contract continues services provided under previous agreements for purchase and maintenance of telecommunications equipment for participating libraries in the Minuteman Library Network

Financial impact expected:Budgeted share of Network costs: \$59,764

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

06/29/2021 5:45 PM

AGREEMENT

Agreement made as of this ______ day of _______, by and between the Board of Sudbury's <u>Goodnow Library</u> ("PARTICIPANT"), and Minuteman Library Network, Incorporated ("MINUTEMAN"), a Massachusetts non-profit corporation which is a multitype library cooperative. In consideration of the undertakings of the Goodnow Library as PARTICIPANT (sometimes hereinafter called a "Participating Library") and MINUTEMAN, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the undersigned, it is herein agreed by PARTICIPANT and MINUTEMAN as follows:

- 1. MINUTEMAN shall provide for the purchase, installation, and maintenance of hardware and software, to be located either at the MLN Central Site, 10 Strathmore Road, Natick, Massachusetts 01760 (hereinafter called "CENTRAL SITE"), or at cloud server locations approved by the Board of Directors.
- 2. Minuteman shall purchase, install, and maintain at each library and branches telecommunications equipment as may be necessary for a library's participation in the automated network system. Participating Libraries shall be responsible for insuring all telecommunication equipment provided by Minuteman in their buildings. Participating libraries shall purchase their own computers, scanners and other devices needed to operate the MINUTEMAN system. Libraries will support and maintain hardware and operating systems at adequate levels required for connection to the MINUTEMAN system. Participating libraries shall purchase their own labels, library cards, and such other supplies as may be necessary for participation in the MINUTEMAN system. Supplies purchased under this paragraph for use with the MINUTEMAN system shall meet all specifications as shall be established under the operating rules of MINUTEMAN.
- MINUTEMAN shall provide computer and office facilities, personnel and operating services necessary to run the Network. MINUTEMAN shall use its best efforts to make the system available to the Participating Libraries whenever any participant is scheduled to use the system.

MINUTEMAN shall not be held responsible or liable for time lost during periods of routine system maintenance, equipment or system failure, except that it shall do everything reasonably within its power to ensure that problems are corrected as soon as possible. MINUTEMAN shall use its best efforts to cause copies to be made of all software and files daily and to make appropriate arrangements to store said software and files safely at least once per week.

- 4. MINUTEMAN shall annually make a determination of Network costs to be shared by Participating Libraries during the next fiscal year, which shall run from July 1 until June 30 of the following calendar year. These costs will represent the total amount to be assessed by shared formula and the total to be assessed as Digital Content.
- 5. All Participating Libraries shall share in the annual Network operating costs, as delineated in the following three components:
 - a. Costs assessed by formula. The total costs to be assessed by formula are increased by 5% (the amount to be credited for Resource Sharing), and then allocated to each library by the following percentages:
 - Acquisitions 28.5% of the assessment total is divided among each member using the average number of items added by the PARTICIPANT in the last three fiscal years as a percentage of the total added
 - FTE 2% using the numbers reported to the Massachusetts Board of Library Commissioners on the ARIS report for the last complete fiscal year or the numbers reported to Minuteman by participants who do not file the ARIS.
 - Population 2% using data from the MA Department of Revenue or as reported by academic libraries for their school population.
 - Simultaneous user sessions 17.5% The maximum count of Simultaneous
 User Licenses as requested by PARTICIPANT. PARTICIPANT reserves 14
 simultaneous users which reflect number of staff connections to the
 Integrated Library System-Sierra for the period ending June 30, 2022.
 - Circulation 18.3% using the average number of circulations in the last three fiscal years
 - Shared equally 31.7% dividing the percentage by the number of members at time of budget approval. (41 for FY2022)
 - 5% resource sharing credit credited based on the percentage of items PARTICIPANT sent out to other member libraries via network transfer.
 - b. Costs for Digital Content. The network shall annually set a digital content budget which shall be assessed to members as follows:
 - \$500 per PARTICIPANT
 - The remainder of the budget shared by PARTICIPANT'S percentage of the total usage of the network shared collection in the previous fiscal year.
 - c. Telecommunications. The direct cost for MINUTEMAN to provide data lines for Internet Access needed for access to MLN Servers or other resources is assessed to PARTICIPANT.

6. Participating Libraries may withdraw from the MINUTEMAN system by terminating membership in MINUTEMAN in accordance with the MINUTEMAN bylaws. All costs and other charges due to MINUTEMAN shall be computed and paid up to the official date of termination.

Participating Libraries retain ownership of their database records and may receive copies in machine-readable form. MINUTEMAN shall make available, upon written request, a suitable copy of the patron and bibliographic entries of the requesting member in the common shared database. The requesting member shall pay all costs incurred by MINUTEMAN in the recovery, copying and transmittal of those records.

Libraries which withdraw from MINUTEMAN forego all monetary interest in Minuteman assets, including Central Site hardware or software, at the time of termination, notwithstanding any provision for general dissolution of the Corporation as provided by the Minuteman bylaws.

7. MINUTEMAN agrees to protect the confidentiality of circulation and patron records, and further agrees not to make such records available outside of the MINUTEMAN system except if such records are subpoenaed by a governmental authority or with the consent of the Participating Library or Libraries contributing the records. Nothing in this paragraph shall be construed to prohibit MINUTEMAN from contracting with other parties to perform record-processing or data conversion, nor shall this paragraph prohibit MINUTEMAN from merging or interfacing its database with any other for the purpose of providing better library service.

Participating Libraries agree to maintain the confidentiality of system software, together with all materials and knowledge related thereto, and agrees not to disclose the system software in any form to any person or entity other than to employees of the Participating Library having a need to obtain such disclosure in the ordinary course of their employment. Participating Libraries agree to maintain confidentiality of all patron records and transactions, including names, addresses, contact information, and borrowing history, except if such records are subpoenaed by a governmental authority.

8. The obligations of Participating Libraries hereunder with regard to the expenditure of money in each fiscal year shall be subject to and contingent upon the availability of appropriated funds through either Town Meeting or City Council action, Reserve Fund Transfer, or other funding procedure. The MINUTEMAN budget shall be presented and approved not later than the January Membership meeting preceding the July 1st fiscal year commencement. Payment and signed Network Agreement of any Participating Library hereunder shall be due August 1st of the fiscal year for which services are provided. Failure of a Participating Library to return the signed Network Agreement and to make full payment by September 29, 2021 without

adequate explanation to the Board of Directors will result in the loss of training and consulting privileges until both are received. Payment and Network Agreement more than 90 days (October 31) late without prior approval of the Board of Directors will be cause for termination of services and potentially, termination of membership to the Participating Library.

9. PARTICIPANT'S share of Network costs for the period ending June 30, <u>2022</u>, as determined under paragraph 5 is:

a. Costs assessed by formula:	\$ 40371
b. Digital Content:	\$ 18073
c. Telecommunications:	\$ 1320
Total:	\$ 59764

10. Locations where PARTICIPANT will deploy core ILS software provided by MINUTEMAN that accesses patron data and circulation functions are to be listed here, with an indication of whether MINUTEMAN has agreed to supply telecommunications equipment and/or data connections to the location.

Main Library:

Address:

Goodnow Library 21 Concord Road

Sudbury, MA 01776

Data Line provided by MINUTEMAN? Yes Router provided by MINUTEMAN? Yes

Switch(es) provided by MINUTEMAN? No Number: 0

Branch Libraries:

None

Branch Library Equipment:

- 11. Nothing in this Agreement shall be construed as creating any liability on the part of any party hereto for any defect or failure in services or equipment owned, operated or provided by MINUTEMAN or the Participating Library.
- 12. The Participant agrees to the bylaws of MINUTEMAN and the obligations and responsibilities stated therein, including but not limited to; regular attendance at all Membership meetings and full participation in resource sharing. The Board of Directors will review situations in which a Participating Library fails to meet these obligations and requirements, and will recommend appropriate action to Membership.
- 13. This Agreement embodies the entire understanding and agreement between parties, and no inducement, promise, term, condition or obligation is made or entered into by either party if not set forth herein or incorporated herein by reference. The

Agreement may be amended by an instrument signed by both parties and no other mode of amendment shall be effective.

President, Minuteman Library Network, Inc.

14. This Agreement must be signed and returned to the Minuteman Library Network, 10 Strathmore Road, Natick, MA 01760, by August 1, 2021.

WITNESS our respective hands and seals as of this 15 day of Aure

Authorized Signature for Network Agreement

Member Library Director

Library Trustee/Dean