

SUDBURY SELECT BOARD

TUESDAY JUNE 15, 2021

TOWN HALL, 322 CONCORD ROAD

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

Present: Chair Jennifer Roberts, Vice-Chair Charles 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 7:29 p.m. virtually via Zoom as well as in-person in Lower Town Hall, 322 Concord Road.

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

Call to Order/Roll Call

Select Board Roll Call: Schineller-present, Carty-present, Russo-present, Dretler-present, Roberts-present. Board Member Carty confirmed he was participating remotely, and was traveling for business.

Opening remarks by Chair

- First in-person meeting in over a year, and as of today, Massachusetts legislation will be extending remote meetings
- Public can participate in tonight's meeting either in person or by calling in
- Antisemitic incident at LSRHS two weeks ago; officials taking this matter seriously
- As a national holiday, Juneteenth is being recognized as the day in 1865 when the last of the slaves in Texas were freed
- Commission on Disability (COD) highlighted that the Home Bound COVID Vaccination Control program was in place; residents can call 833-983-0485, Monday through Friday, from 9:00 a.m. to 5:00 p.m.
- Diversity, Equity and Inclusion (DEI) Commission had its second meeting last week, now planning the work for the year
- FinCom's last meeting focused on minutes, liaison assignments, and results of Town Meeting

Reports from Town Manager

- Great feedback from everyone regarding the recent Annual Town Meeting; thanked all who participated with special recognition to the new Town Moderator Cate Blake
- College student Joseph Sziabowski, Senior at Clark University, is involved in a shadow program with the Town Manager

Reports from Select Board

Board Member Dretler:

- Recent Swastika incident at LSRHS; urged the community to educate and be aware of antisemitic activities in Town – which is not acceptable
- Spoke of school introductory webinar titled “Building and Sustaining an anti-racist school Community”
- Social Justice Group and Sudbury Valley Trustees will be hosting a two and a half-mile walk at Memorial Forest to symbolize the two and a half years it took for all slaves in Texas to learn they were freed
- Pleased that virtual meetings will continue
- Spoke to Governor Baker on Friday and relayed the importance and benefit of the remote meeting mode

Vice-Chair Russo:

- Grateful for healthcare workers, first responders, and teachers who have been doing their jobs in person for some time
- Several organizations in Town planning Juneteenth celebrations
- Sudbury Art Association event took place this past weekend
- Sewataro Subcommittee members (he and Board Member Schineller) met last week and will be updating the Board in July

Board Member Schineller:

- Mentioned significance of Juneteenth
- Sewataro Subcommittee Meeting (he and Vice-Chair Russo) contacted the Sewataro camp operator regarding public swimming opportunities going forward
- Spoke to Senator Eldridge regarding the Town’s housing target numbers, transportation, and other important topics
- Representative Carmine Gentile looking into the MassDOT Rail Division agreement to ensure there will be no delay in the construction of the BFRT

Board Member Carty:

- Indicated he would have been happy to be part of the in-person meeting tonight, but is away on business
- SPS extended the contract for Superintendent Crozier for an additional four years
- SPS Chair and Vice-Chair seats were appointed
- Loring Playground project has begun
- Congratulated LSRHS graduates

Citizens comments on items not on agenda

No comments presented

As the Licensing Authority for the Town of Sudbury, vote to approve a new Common Victualler License (Change of Ownership) for Sudbury Coffee Works LLC, DBA Sudbury Coffee W, 15 Union Ave, as requested in an application dated May 24, 2021, subject to conditions put forth by the Fire Department and Building Department.

Present: Roksana Sasanfar, Applicant/Owner

Board Members indicated their support of the application to approve a new Common Victualler License (Change of Ownership) for Sudbury Coffee Works LLC.

Chair Roberts stated that the only pending item involved the sprinkler system to be approved by the Fire Department. Town Manager Hayes confirmed the sprinkler system needed adjustment.

Board Member Dretler inquired about the applicant's related experience. Ms. Sasanfar responded that she and her husband have owned another restaurant and market in Watertown for ten years.

Ms. Sasanfar reiterated that nothing would be changing at Sudbury Coffee Works.

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

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

VOTED: To approve a new Common Victualler License (Change of Ownership) for Sudbury Coffee Works LLC, DBA Sudbury Coffee W, 15 Union Ave, as requested in an application dated May 24, 2021, contingent on Fire Department final approval.

Discussion on Financial Policies with Finance Director Dennis Keohane

Present: Finance Director Dennis Keohane

Chair Roberts provided an update regarding the previous Financial Policies discussion. She commented the Board left off with the Investments Topic.

Chair Roberts led Board discussion, referencing the "Town of Sudbury, Massachusetts Financial Policies Manual Draft."

Mr. Keohane confirmed that review of Town investments usually takes place in August. Ms. Dretler commented if there was any deviation from policy it be brought to the attention of the Select Board as soon as possible. Mr. Keohane agreed.

Capital Improvement Plan/Capital Assets Discussion

Chair Roberts reviewed edits made to this section, and stated that several edits were made. She stressed that inventory including all Town Capital Assets was best practice.

Board Member Carty suggested that the Board be aware of all LSRHS capital assets, and determine how to address those assets.

Capital Improvement Plan Discussion

Town Manager Hayes commented that he would be reviewing the Capital Improvement Plan format/form this summer. Board Member Dretler stated it would be helpful to see what items were brought before the Town but not passed; she wanted to understand what the history of those capital items might have been. Board Member Carty agreed with Board Member Dretler and stressed the importance of capital planning.

Board Members agreed that the Master Plan and recommendations brought forth from the Livable Sudbury Report should be incorporated into capital planning. Chair Roberts endorsed the submittal of Capital Project Submission sheets.

The Board reviewed topics within the Capital Improvement Plan section – items 1 through 7, as well as Risk Management, and Reporting.

CIAC Reports Discussion

Town Manager Hayes advocated for a Capital Meeting Night, with participation of all related Boards/Committees and departments. Chair Roberts endorsed the idea of a Capital Meeting Night.

Board Member Schineller stated that the CIAC was composed of a group of knowledgeable members with insight. He maintained the CIAC should be continued. Board Member Carty agreed, adding that the CIAC brought value to the Town.

Chair Roberts commented that DLS suggested that Staff was performing similar tasks as the CIAC is undertaking.

OPEB Reports Discussion

Chair Roberts confirmed that the Subcommittee made no policy changes to the OPEB section.

Appendix A, B Discussion

Definition of Capital Discussion

Mr. Keohane recommended that the “Prediction of Credit Rating Policy” be relocated to a different part of the report such as the financial reserves section.

Chair Roberts proposed that she and co-subcommittee member Schineller pull the edits together, and present a final report to the Board within the next several weeks. Chair Roberts noted that FinCom suggested reviewing edits and changes at a joint meeting in August.

Resident Manish Sharma, 77 Colonial Road, asked if the Board Members would be reviewing each financial asset of the Town including all Town-owned real estate, as well as solar panel installations. Mr. Sharma questioned if the Board had discussed the structure and term of debt in accordance with guidelines suggested by DLS. Mr. Sharma suggested that Mr. Keohane and Ms. Peterson of SPS did not have enough financial experience. Chair Roberts confirmed the Board was working on improvements of Town Financial policies, adding that Mr. Keohane was an excellent financial director.

Board Member Dretler requested additional information regarding the solar program. Chair Roberts replied that the solar topic would be addressed at the next Board meeting.

FinCom Chair, Scott Smigler, confirmed that he would look forward to a joint meeting with the Select Board.

Discussion and update on Remote/Hybrid meeting legislation and related Town planning

Chair Roberts summarized recent State legislation regarding remote meetings.

Board Members agreed that the remote meetings operated efficiently, and promoted increased civic engagement/participation.

Chair Roberts recommended conducting Board meetings in the remote mode until other options have been fully examined.

Town Manager Hayes mentioned that the Board and other Town committees must be mindful of scheduling conflicts, and opined about the quality of recording and playback via the cloud. Town Manager Hayes mentioned the testing of other Town locations in addition to the Town Hall would be examined.

Town Manager Hayes detailed remote meetings did require additional staff time in consideration of technology aspects.

Board Member Dretler suggested the members of Town committees/boards could receive additional training to help assist in the process. Town Manager Hayes agreed. Chair Roberts also agreed, and noted that she and Vice-Chair Russo had been trained and were assisting with the technological aspects associated with the remote meetings.

Discuss process for Town Manager review and goal setting

Chair Roberts stated the process for Town Manager review and goal setting would be discussed at the next Board meeting on June 29, 2021. She suggested that Members think about immediate goals as well as long-term, multi-year goals.

Chair Roberts acknowledged that Town Manager contract aspects would be discussed in Executive Session on June 29, 2021.

Follow-up discussion and expected vote to ratify vote taken in Executive Session on proposed letter to ISO-New England

Board Member Carty recused himself from the discussion.

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

It was on motion 3-1; Schineller-aye, Dretler-no, Russo-aye, Roberts-aye

VOTED: To ratify vote taken in Executive Session on proposed letter to ISO-New England

Chair Roberts noted that the ISO-New England letter would be added to supporting materials for tonight's meeting.

Consent Calendar

Vote to appoint Sandy Lasky as a temporary member of MWRTA advisory board until the return of Debra Galloway (Senior Center Director).

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

VOTED: To appoint Sandy Lasky as a temporary member of MWRTA advisory board until the return of Debra Galloway (Senior Center Director).

Vote to accept the resignations of Thomas Friedlander as a full member of the Conservation Commission, and Erica Silverman from the Diversity, Equity and Inclusion (DEI) Commission, and send both a thank you letter for their service to the Town

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

VOTED: To accept the resignations of Thomas Friedlander as a full member of the Conservation Commission, and Erica Silverman from the Diversity, Equity and Inclusion (DEI) Commission, and send both a thank you letter for their service to the Town

Vote to appoint Thomas Friedlander as an Associate member of the Conservation Commission for a term expiring 5/31/23

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

VOTED: To appoint Thomas Friedlander as an Associate member of the Conservation Commission for a term expiring 5/31/23.

Vote to enter into the Town record and congratulate Colby Chung and Ryan I. Grummer of Scout Troop 63 for having achieved the high honor of Eagle Scout

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

VOTED: To enter into the Town record and congratulate Colby Chung and Ryan I. Grummer of Scout Troop 63 for having achieved the high honor of Eagle Scout.

Discussion on Fall Town Meeting

Several Board Members indicated that there may be a need for a Fall Town Meeting. Town Manager Hayes confirmed that a public hearing would be necessary, and suggested that such public hearing could be scheduled for the July 13th meeting.

Chair Roberts commented that she wanted a better understanding regarding the easement considerations relative to the BFRT project. Board Member Carty stated that Staff had already addressed that aspect, and agreed with staff that a Fall Town Meeting was not necessary. Town Manager Hayes indicated that a Fall Town Meeting was not necessary.

Board Member Dretler mentioned that certain Town goals had great importance, and requested a meeting with Environmental Planner Beth Suedmeyer and Town Manager Hayes.

Board Member Schineller acknowledged there was uncertainty regarding Fall Town Meeting, and a public hearing would help in making that decision.

Discussion and vote new Select Board liaison assignments

Board Member Carty commented that the role of a liaison includes advising and reporting; not acting as a part of the Board or Committee. Board Member Dretler added that a liaison is not a member, but can provide information.

Board Member Carty agreed to assuming the liaison role for Board of Assessors.

Vice-Chair Russo agreed to being the liaison for the Cultural Council.

Board Member Dretler agreed to be liaison for the Park & Recreation Commission. Board Member Russo agreed to be liaison to the 9/11 Memorial Garden Committee.

Board Member Dretler detailed that the Master Plan Steering Committee had dissolved when the Master Plan was approved, and she and Board Member Carty were members of that Commission.

Chair Roberts agreed to be liaison for the Board of Health. She noted that some committee memberships needed to be reviewed.

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 and amend Select Board liaison assignments

Discussion and potential vote to release Town Counsel Opinion related to Park and Recreation User Fees authority

Town Manager confirmed that Town Counsel recommended this vote be made in open meeting. He detailed that he, the Director of Park & Recreation, and the Finance Director have had a series of meetings regarding fee structure and related matters. Town Manager Hayes confirmed there was a budgetary review and a Commission review; the goal is to continue being collaborative and cooperative.

Vice-Chair Russo suggested it would be wise to capture all fee schedules.

Vice-Chair Russo motioned to release Town Counsel Opinion related to Park and Recreation User Fees authority. Board Members Schineller seconded the motion.

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

VOTED: To release Town Counsel Opinion related to Park and Recreation User Fees authority.

Review open session minutes of 5/13/21 and 5/18/21 and possibly vote to approve minutes

Minutes of 5/13/21

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

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

VOTED: To approve the 5/13/21 minutes, as edited

Minutes of 5/18/21

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

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

VOTED: To approve the 5/18/21 minutes, as edited

Citizen's Comments (cont.)

None

Upcoming Agenda Items

June 29th

- Financial Polices Discussion
- Town Manager Goal Setting
- Newsletter Format
- Review of Historic Districts Commission discussion regarding Police Department request for gate
- Boards/Committees annual reappointments
- Transportation Committee appointments and MWRTA programs

Future Meetings

- SudburyTV – OARS Discussion
- Solar Update
- Nobscot property contract negotiations update
- BFRT update (July 13)
- Public Hearing regarding Fall Town Meeting (July 13th)
- LSRHS Agreement discussion
- Sewataro Subcommittee update – July
- Executive Session to Discuss Contract of Town Manager and Self-Evaluation Process (June 29)
- American Rescue Plan Discussion

Vote to Adjourn Meeting

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:31 p.m.

6/15/21 Documents & Exhibits

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

Attachments:

2.a SB Executive Session 5-13-21_draft_for_review

4. As the Licensing Authority for the Town of Sudbury, vote to approve a new Common Victualler License (Change of Ownership) for Sudbury Coffee Works LLC, DBA Sudbury Coffee W, 15 Union Ave, as requested in an application dated May 24, 2021, subject to conditions put forth by the Fire Department and Building Department.

Attachments:

4.a Sudbury Coffee Works CV 2021_SB

4.b Sudbury Coffee Works CV Approvals

5. Discussion on Financial Policies with Finance Director Dennis Keohane.

Attachments:

5.a Draft Policy Intro 04.29.21

5.b Select Board Financial Policies WORKING DRAFT 2021 04.29.21

5.c FinancialPolicyDecisionsForConsideration 04.29.21

5.d DennisQandA-051821

6. Discussion and update on Remote/Hybrid meeting legislation and related Town planning.

Attachments:

6.a Senate Vote Emergency Measures 6.10.21

6.b KP-#766853-v1-eUpdate_-_implications_of_termination_of_state_of_emergency

7. Discuss process for Town Manager review and goal-setting.

Attachments:

7.a Goals and evals - Hayes - 2021 May

7.b TM Evaluation Process for 5.1.18 meeting FINAL

8. Discussion on Fall Town Meeting

Attachments:

8.a Subury bylaw_Fall_Town_meeting

10. Discussion and vote new Select Board liaison assignments

Attachments:

10.a LIAISON LIST 2020-21

12. Review open session minutes of 5/13/21 and 5/18/21 and possibly vote to approve minutes.

Attachments:

12.a SB_draft1_5.13.21_min_for_review

12.b SB_draft1_5.18.21B_min_for_review

14. Upcoming Agenda Items

Attachments:

14.a POTENTIAL UPCOMING AGENDA ITEMS_6.15.21

16. Vote to accept the resignations of Thomas Friedlander as a full member of the Conservation Commission, and Erica Silverman from the Diversity, Equity and Inclusion (DEI) Commission, and send both a thank you letter for their service to the Town.

Attachments:

16.a DEI resignation_erica_redact

16.b ConCom Friedlander resignation

18. Vote to enter into the Town record and congratulate Colby Chung and Ryan I. Grummer of Scout Troop 63 for having achieved the high honor of Eagle Scout.

Attachments:

18.a Eagle Scouts