

SUDBURY SELECT BOARD

THURSDAY, MAY 13, 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 L. Hayes, Jr.

The statutory requirements as to notice having been complied with, the meeting was convened at 7:20 p.m., via Zoom telecommunication mode.

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

Call to Order/Roll Call

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

Opening remarks by Chair:

- Annual Town Meeting scheduled for May 22 at LSRHS, 12:30 p.m.
- Public Health Grant in the amount of \$300,000 to be shared with several neighboring communities. Thanked Bill Murphy for his efforts.
- Annual Town Road resurfacing project to begin May 18
- Attended ADA session
- Attended MMA Code of Conduct session
- Requested BFRT and traffic mitigation update at next meeting

Reports from Town Manager

- Outlined plans for Town office openings: May 17th all Town offices will be staffed in-person during regular office hours; June 14th public access per appointment; July 6th opens to the public – proposed plans based on the current conditions
- Municipal Minute Memorial Day episode will be on SudburyTV before Memorial Day
- Suggested that residents consider visiting Town cemeteries on Memorial Day

Reports from Select Board

Board Member Carty:

- The Transportation Committee had officially launched the Uber transportation program
- The Sudbury Connections wheelchair accessible van will be offering rides five days per week

Board Member Schineller:

- The DEI Commission to hold its first meeting on May 17
- Camp Sewataro Theatre performances last weekend were successful
- Eversource litigation continues; MEPA appeal - May 24

- Design Review Board and Ponds and Waterways Committee seeking members.

Board Member Russo:

- Attended the ADA session
- Attended the MMA “Code of Conduct” session
- Tom Friedlander stepping down from Conservation Commission Chair position and will assume Associate Member position. Thanked Mr. Friedlander for his contribution to the Town

Vice-Chair Roberts:

- Thanked Mr. Friedlander for all he contributes to the Town
- Attended the MMA “Code of Conduct” session
- Attended the recent CPC meeting
- Attended the recent COD meeting with presentation by disability advocate, David Coria
- Attended FinCom meeting; Town budget process was discussed.

Chair Dretler noted that the Permanent Building Committee would be discussing the Fairbank Community Center and Fire Station #2 at their meeting this evening.

Citizen’s Comments

No citizen’s comments

Discussion and Update on 2021 Annual Town Meeting preparation, and vote to take position on any Town Meeting articles and vote which Board members will make motions and present articles

Town Manager Hayes addressed Town Meeting provisions/preparations, such as seating charts, Town Meeting website page, golf carts, food vendors, cleaning schedule, etc.

Chair Dretler inquired about the need for a possible Select Board meeting before Town Meeting. Town Manager Hayes responded that a brief meeting directly before Town Meeting would be preferred.

Board Member Russo expressed his appreciation for inclusion of the Town Meeting website fact sheet.

Board Member Schineller indicated his preference for a one-day Town Meeting and thanked Town Manager Hayes and Town Staff for preparing for Town Meeting.

Vice-Chair Roberts opined that a final Town Meeting posting and information e-mail to all Town boards and committees, would be most beneficial.

Chair Dretler suggested a Facebook Town Meeting daily posting.

Town Manager Hayes acknowledged the efforts made by SudburyTV regarding Town Meeting.

Article 8 - FY21 Snow & Ice Transfer - \$\$349,264.00

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

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

VOTED: To support Article 8 - FY21 Snow & Ice Transfer

Chair Dretler confirmed that she would read the motions at Town Meeting, adding that Article #1 would be read by a citizen.

Financial policies update by Vice Chair Roberts and Board Member Schineller

Vice Chair Roberts stated that a more detailed discussion would take place at the next Board meeting on May 18th, and Finance Director Dennis Keohane would be participating in that discussion.

Board Member Schineller presented the “Select Board Policies & Procedures Review Subcommittee Overview – Subcommittee Goals (2/2/21),” which included:

- Submitting a full set of revised “Financial Policies” to the Select Board
- Reviewing Capital Planning/Funding Program
- Maintaining transparent communication to the public and solicit public feedback at public meetings

Board Member Schineller referred to the “Progress to Date,” which highlighted Subcommittee topics from weekly meetings that occurred from 2/2/21 through 5/11/21.

Vice Chair Roberts acknowledged that the following financial topics would be detailed at the next Board meeting:

- Financial Reserves
- Forecasting
- Overlay
- Debt management
- Investments
- Capital Assets
- Other Postemployment Benefits Liability (OPEB)

Board Members agreed to invite members of the Finance Committee to a future Financial Policies presentation.

Discussion on Annual Town Forum - Vice Chair Roberts to provide update

Vice Chair Roberts stated that after meeting with Planning Board Director Adam Duchesneau and Planning Board Chair Stephen Garvin, it was agreed that the Master Plan would be an appropriate joint effort topic for the Annual Town Forum.

Vice Chair Roberts acknowledged that the Master Plan document was approved, and the official implementation/action plan phase was being studied. She suggested that a Select Board member (likely the Vice-Chair), a member from the Planning Board and a Planning Department staff member work on the Annual Town Forum this summer to plan for an October 2021 Town Forum.

Board Members agreed with the presented Annual Town Forum preparation plan.

Town Manager to provide update on Key Performance Indicators (KPI) projects

Town Manager Hayes provided update on the following Key Performance Indicators:

- Bruce Freeman Rail Trail (BFRT) Phase 2D – Goal: To create rail trail from Concord line south, ending at Station Road; Staff Project Lead – Environmental Planner Beth Suedmeyer

Town Manager Hayes confirmed the 75% BFRT design was submitted to MA DOT on May 12, 2021. Board members compiled several related questions for Ms. Suedmeyer when she provides detailed status of the project at the Select Board meeting on May 18, 2021.

- Comprehensive Wastewater Management Plan (CWMP) – Goal: Completion of Town-wide Comprehensive Wastewater Management Plan and Environmental Impact Report; Staff Project Lead – DPW Director Dan Nason

Board Members recommended that Mr. Nason explain potential related expense to residents. Town Manager Hayes agreed, adding that Mr. Nason and the CWMP consultants would provide detailed information to the Board. Board Member agreed to include that presentation on the May 25, 2021 agenda.

Board members reiterated that the importance of public awareness and involvement.

Select Board Schineller asked if the Town had to ratify a CWMP plan, and what the related risk might be. Town Manager Hayes responded that the CWMP was funded, but the actual project was not. Board members discussed possible expense factors.

- Eversource Litigation – Project Lead – Town Counsel

Town Manager Hayes detailed the balance on the litigation account was \$29,266.45 and \$1,315,733.55 had been spent to date.

Vice Chair reports recommended that additional information be provided before Annual Town Meeting took place.

Related discussion ensued.

- Fairbank Community Center – Goal: Replacement of Current Building; Staff Project Lead – Combined Facilities Director Bill Barletta

Town Manager Hayes confirmed a finalized site survey would be submitted by July 2021. He detailed that Compass was the OPM (Operation Project Manager) for the project, and BH&A was the architect/designer.

Board Member Carty noted that ultimately the OPM reports to Town Manager Hayes. Town Manager Hayes confirmed.

Chair Dretler noted that the project was staying within budget.

- ADA Self-Assessment & Transition Plan – Goal: Upgrades, adjustments, and repairs to increase accessibility for Town resources; Staff Project Lead – Town Manager Henry Hayes

Town Manager Hayes confirmed that an ADA transition plan was in progress. He noted that during the Town Manager Office Hour held today, a COA member requested an ADA follow-up/status meeting. Town Manager Hayes added he was waiting guidance from the ADA consultants regarding such scheduling.

Town Manager Hayes provided detail regarding the 36–60-month compliance aspect, noting that more definitive transition implementations would be addressed at future Board meetings after Annual Town Meeting.

- Town Hall Restoration – Goal: Improvements/addition to Town Hall; Lead – Permanent Building Committee

Town Manager Hayes affirmed that active project construction was not in progress at this time.

Chair Dretler suggested understanding what CPC was considering about this project.

Board Member Carty asked CPC liaison, Vice Chair Roberts, if CPC had recently discussed the Town Hall restoration project. Vice Chair Roberts indicated that CPC had not recently discussed it.

Review open session minutes of 3/30/21

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

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

VOTED: To approve the open session minutes of 3/30/21, as edited

Citizen's Comments (cont.)

There were no citizen's comments

Upcoming Agenda Items

May 18th agenda items:

- Financial Policies
- Fall Town Meeting discussion
- BFRT Update – Beth Suedmeyer
- Rte. 117 Road Mitigation
- Remote Participation Policy
- Town Meeting Schedule (in consideration of inclement weather)

May 25th agenda items:

- CWMP Update – Dan Nason

Future Agenda items:

- State of Emergency
- Executive Session re: MEPA
- ADA Transition Plan

Consent Calendar

Accept a \$15,000 grant from The Sudbury Foundation to the Police Department. Funds to be expended for a department-wide training session on “Empathetics”

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

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

VOTED: To accept a \$15,000 grant from The Sudbury Foundation to the Police Department. Funds to be expended for a department-wide training session on “Empathetics.”

Board Member Russo stated that Police Chief Nix sought this funding and thanked Chief Nix for his efforts.

Vote to Adjourn Meeting

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 9:34 p.m.

5/13/21 Documents & Exhibits

3. 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:

3.a BOS Executive Session 4-27-2021_for_review

5. Discussion and update on 2021 Annual Town Meeting preparation, and vote to take positions on any Town Meeting articles and vote which Board members will make motions and present articles.

Attachments:

5.a Copy of Articles list ATM 2021_3.30.21_rev_JD

5.b Annual Town Meeting prep photos

5.c Town Meeting Fall 2020 REV5

5.d Town Meeting Spring 2021_seating chart

6. Financial policies update. Vice Chair Roberts and Board Member Schineller to report.

Attachments:

6.a Draft Policy Intro 04.29.21

6.b Select Board Financial Policies WORKING DRAFT 2021 04.29.21

6.c FinancialPolicyDecisionsForConsideration 04.29.21

7. Discussion on Annual Town Forum. Vice Chair Roberts to provide update.

Attachments:

7.a Town Forum on Master Plan - for Select Board Packet

8. Town Manager to provide update on Key Performance Indicators (KPI) projects.

Attachments:

8.a BFRT SB Project Status Update 21-05-11

8.b CWMP Project Status Update 21-04-15

8.c Eversource Project Status Update 05-03-21

8.d Fairbank SB Project Status Update 21-04-29

8.e KPI - ADA - Project Status UPdate 21-04-29

8.f KPI - Town Hall - Project Status Update 21-04-09

9. Review open session minutes of 3/30/21 and possibly vote to approve minutes.

Attachments:

9.a SB_draft1_3.30.21_min_for_review

11. Upcoming Agenda Items

Attachments:

11.a POTENTIAL UPCOMING AGENDA ITEMS_5.13.21

12. Vote to accept a \$15,000 grant from The Sudbury Foundation to the Police Department. Funds to be expended for a department-wide training session on "Empathetics."

Attachments:

12.a SudburyFoundationCheck_acceptance_PD