

SUDBURY SELECT BOARD
 WEDNESDAY NOVEMBER 3, 2021
 7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Citizen's comments on items not on agenda
MISCELLANEOUS			
1.		<i>VOTE</i>	Discussion and vote whether to enter an Intermunicipal Agreement (IMA) between the Towns of Sudbury, Wayland, Lincoln, Bedford, Concord, Carlisle, and Weston in accordance with the Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts, awarded to Sudbury, to create a cross-jurisdictional public health services sharing program by hiring regional public health nurses, an inspector, and public relations professionals to address critical public health needs. Health Director Bill Murphy to attend. (~15 min.)
2.		<i>VOTE</i>	Interview and vote to appoint Mark Sevier, 14 Arborwood Road, to the Permanent Building Committee for a term expiring 5/31/23. (~20 min.)
3.			Discussion on Sewataro Property resident survey. Subcommittee members Russo and Schineller to present. (~20 min.)
4.		<i>VOTE</i>	Discussion on Sewataro Use Policy Document and discussion on other Sewataro goals. (~40 min.)
5.		<i>VOTE</i>	Discussion and possible vote regarding Town Manager outside activities (book agreement and other outside engagements) in accordance with Town Manager Contract (~10 min.)
6.			Discussion on future plans for Broadacres building structures (~15 min.)
7.			Discussion on Remote Participation Policy. Subcommittee members Roberts and Schineller to present (~40 min.)
8.		<i>VOTE</i>	Vote whether to support signing MAPC/MAGIC letter to State requesting that State cover COVID-related expenses. (~15 min.)

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. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.

Item #	Time	Action	Item
9.		<i>VOTE</i>	Review and possible vote to support signature of Arlington Town Manager letter on Energy Stretch Codes. (~15 min.)
10.			Debrief on 2021 Town Forum and discussion on future forum(s) (~10 min.)
11.		<i>VOTE</i>	Review the Select Board's Fall 2021 Newsletter articles and approve for distribution (~10 min.)
12.		<i>VOTE</i>	Review open session minutes of 9/14/21, 9/28/21, and possibly vote to approve minutes.
13.			Citizen's Comments (cont)
14.			Upcoming Agenda Items
CONSENT CALENDAR			
15.		<i>VOTE</i>	Vote to authorize the chair to execute a letter requesting data from the Group Insurance Commission (GIC) to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant.

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. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

1: Approve IMA with neighboring towns for shared health services

REQUESTOR SECTION

Date of request:

Requestor: Bill Murphy Health Director

Formal Title: Discussion and vote whether to enter an Intermunicipal Agreement (IMA) between the Towns of Sudbury, Wayland, Lincoln, Bedford, Concord, Carlisle, and Weston in accordance with the Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts, awarded to Sudbury, to create a cross-jurisdictional public health services sharing program by hiring regional public health nurses, an inspector, and public relations professionals to address critical public health needs. Health Director Bill Murphy to attend. (~15 min.)

Recommendations/Suggested Motion/Vote: Discussion and vote whether to enter an Intermunicipal Agreement (IMA) between the Towns of Sudbury, Wayland, Lincoln, Bedford, Concord, Carlisle, and Weston in accordance with the Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts, awarded to Sudbury, to create a cross-jurisdictional public health services sharing program by hiring regional public health nurses, an inspector, and public relations professionals to address critical public health needs. Health Director Bill Murphy to attend. (~15 min.)

Background Information:
see attached

Financial impact expected: grant funded

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

Intermunicipal Agreement for the Public Health Excellence for Shared Services Grant

This Intermunicipal Agreement (hereinafter “Agreement”), is entered into by and between the Towns of Sudbury, Wayland, Lincoln, Bedford, Concord, Carlisle, and Weston hereinafter referred to collectively as the “Municipalities,” and individually as a “Municipality,” this ____ day _____ 2021, as follows:

WHEREAS, the Town of Sudbury was awarded a Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts (the “Grant Program”) to create a cross-jurisdictional public health services sharing program consistent with the recommendations of the Special Commission on Local and Regional Public Health’s (SCLRPH) June 2019 Report;

WHEREAS, the purpose of the Grant Program is to implement the recommendations made in the SCLRPH’s June 2019 Report by increasing local public health capacity through regional shared services programs and agreements, and the aggregation of public health data through utilization of new public health data reporting programs such as MAVEN and MIIS;

WHEREAS, each of the Municipalities offers public health services and resources, and desires to increase its capacity to provides said services and resources and improve regional public health by entering this Agreement and committing to collecting data to improve public health reporting, monitoring, and outcomes;

WHEREAS, the Municipalities desire to share the services of health inspectors, public relations employees, and public health nurses based on available resources and the needs of the Municipalities, as determined from time to time by the governing body set forth in this Agreement;

WHEREAS, the Town of Sudbury, entering into an agreement with the Commonwealth of Massachusetts governing its participation in the Grant Program, is willing and able to manage the administrative obligations of the Grant Program through its Director of Public Health, who shall hereinafter be referred to as the “Program Manager”;

WHEREAS, each Municipality has the authority to enter into this Agreement pursuant to G.L. c. 40, §4A;

NOW THEREFORE, in consideration the mutual covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency are hereby acknowledged, the parties hereto covenant and agree as follows:

1. The Public Health Services Collaborative. There is hereby established a collaborative of the Municipalities to be known as the “Great Meadows Public Health Collaborative”, which shall hereinafter be referred to as the “Collaborative.” The Collaborative, shall act by and through a Regional Health Advisory Committee (the “Committee”), as established in

Section 5 of this Agreement, and Program Manager, will coordinate, manage, and direct the activities of the parties with respect to the subject matter of the Grant Program, this Agreement, and the agreement between the Town of Sudbury and the Commonwealth of Massachusetts, attached hereto as Exhibit A, the terms of which are expressly incorporated herein and shall bind all parties hereto, and any other programs and services related thereto. The purpose of the Collaborative is to design and implement a program by which the public health staff and resources of the Municipalities are consolidated and shared such that cross-jurisdiction services, investigations, enforcement and data reporting may be carried out and the public health and safety of the Municipalities may be better protected (the “Shared Services Program”).

2. Term. The term of this Agreement shall commence on the date set forth above and shall expire when the funds for the Grant Program are no longer available, or when terminated in accordance with this Agreement, but in no event shall the Term of this Agreement exceed twenty-five (25) years unless permitted by statute. Nothing herein shall be interpreted to prevent the Municipalities from extending the term of this Agreement beyond the exhaustion of the Grant Funds with the written consent of all parties hereto.
3. Lead Municipality. During the term of this Agreement, the Town of Sudbury, acting as the “Lead Municipality,” shall oversee the Grant Program and the shared services program provided for herein (the “Shared Services Program”). As the Lead Municipality, Sudbury shall act for the Collaborative with respect to all grant applications to be submitted and gifts and grants received collectively by the Municipalities. Sudbury shall act as the Municipalities’ purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized by the Committee, established pursuant to Section 5 of this Agreement, to be entered into collectively by the Municipalities. Final approval of any such contract is subject to approval of the Regional Health Advisory Committee appropriation by each party, to the extent required.
4. Program Manager. The Town of Sudbury, as Lead Municipality, shall hire and employ a Program Manager, who may or may not be the Sudbury’s Director of Public Health, and, through the Program Manager and its Health Department, perform all necessary fiscal and administrative functions necessary to provide the services contemplated under this Agreement, and may retain up to 15% of the funds received through the Grant Program for wages and resources related to the performance of such duties, in accordance with the Grant Program Scope of Services, attached hereto as Exhibit B and incorporated herein, and the policies and procedures established by the Committee, as set forth herein. For the purposes of employment status and health, retirement and other benefits, and immunities and indemnification as provided by law, the Program Manager and any Sudbury Health Department staff working on behalf of the Collaborative or the Committee shall be considered employees of Sudbury and shall be accorded all benefits enjoyed by other Sudbury employees within the same classification as they are or shall be established.
5. Regional Health Advisory Committee. There shall exist a Regional Health Advisory Committee (the “Committee”) comprised of one (1) representative from each

Municipality, who shall be appointed by the appropriate appointing authority of the Municipality.

The Committee shall meet as needed, and at least quarterly, and each member shall have an equal vote with respect to Shared Services Program policies, personnel, operations, and finances, provided nothing herein shall be understood to usurp the Town of Sudbury's right to hire and employ the Program Manager. The Program Manager shall prepare and send to each Municipality a quarterly status report prior to the quarterly meeting. The Town of Sudbury, or its designee, shall maintain the files and notes of the Committee's meetings.

A majority of members of the Committee shall constitute a quorum for the purpose of transacting business. A quorum of the Committee may act by a majority of those present and voting. Any action of the Committee shall be made in a duly noticed meeting held in accordance with the provisions of the Massachusetts Open Meeting Law, G.L. c. 30A, §18-25, as may be amended from time-to-time, including the requirements for posting notice and keeping minutes.

6. Shared Services Program Participation. Each Municipality as part of this Agreement shall participate in the Shared Services Program as follows:
- a. Each Municipality will consent to the Collaborative's duly-authorized agents and representatives exercising the powers provided for herein and by the Committee within the boundaries of said Municipality, and will direct its agents and employees to work in good faith with the Collaborative's health agents, nurses, and any other employees the Collaborative may employ from time to time.
 - b. Each Municipality will be a member of the Committee as established pursuant to this Agreement, and appoint and maintain a Committee representative at all times.
 - c. Each Municipality will ensure that its representative to the Committee, and/or designees and other staff representatives, will attend any training sessions and Committee meetings (either in-person or via remote access) throughout the life of this Agreement.
 - d. Each Municipality will assist in collecting the necessary data as agreed to by the Committee and pursuant to the data reporting policy established pursuant to Section 5 of this Agreement to help meet the goals of the Shared Services Program and the Grant Program. The data collection provided for herein will include, but not be limited to, reporting to the Committee, through the Program Manager, public health outcomes and services related to the Shared Services Program and the Collaborative's agents and nurses.
 - e. Each Municipality will request from the appropriate legislative body appropriation for any services, costs and expenses associated with the Collaborative and not covered by the Grant Program. Notwithstanding this provision or any other terms of this Agreement, no party shall be obligated to incur any financial cost above the amount

made available herein through grants and gifts or other sources, unless the financial obligation is supported by an appropriation made in accordance with law.

f. Each Municipality will help promote and market the Shared Services Program and its services within their community.

7. Payment and Funding. Pursuant to G.L. c. 40, §4A, any funds received by the Shared Services Program, Committee, or the Town of Sudbury pursuant to this Agreement, shall be deposited with the treasurer of the Town of Sudbury and held as a separate account and may be expended, with the approval of the Committee, under the provisions of G.L. c. 44, §53A, for contribution toward the cost of the Shared Services Program only.

The Committee may authorize a disbursement of funds for any shared contractor, salary or wages consistent with the terms of this Agreement, and/or for any program, service or benefit that is consistent with the terms of this Agreement. Except for the 15% of Grant Program funding for administrative costs that the Town of Sudbury may retain pursuant to Section 4 of this Agreement, if a Municipality is permitted to draw on grant funds individually, such withdrawal must first be approved by the Committee, and the Municipality will thereafter submit monthly invoices to the Program Manager for reimbursement from the Shared Services Program funds. The Town of Sudbury, as the holder of Grant Program funds, will pay the invoice within 30 days, subject to the availability of funds; provided, however, that the Town of Sudbury shall not be obligated to supply any funding or incur any cost in excess of the amounts made available to the Committee and the Shared Services Program through the Grant Program and/or any other and gifts, grants, or other sources appropriated for the purposes of this Agreement. Individual municipal costs incurred outside the scope of this Agreement and specific to the needs of that Municipality will be borne solely by that Municipality. Any funds contributed by the Grant Program shall only be used for shared public health services and data reporting consistent with the purposes of this Agreement.

Pursuant to G.L. c. 40, §4A, any party may, but shall not be required to, raise money by any lawful means to further the purposes of the Shared Services Program and any such funds shall be held by Sudbury and expended pursuant to the terms of this Agreement.

8. Other Town Resources. Employees and personnel of each Municipality providing services pursuant to this Agreement shall be deemed employees of their respective Municipalities, and not regional employees or employees of any other Municipality. Each Municipality shall be liable for the acts and omissions of its own employees and not for the employees of any other town or agency in the performance of the services under this Agreement to the extent provided by the Massachusetts Tort Claims Act, G.L. c. 258. To the extent permitted by law, each Municipality shall defend, indemnify, and hold the other Municipalities harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs and expenses, including attorney's fees, arising out of the indemnifying Municipality's acts or omissions, breach of this Agreement, or the

negligence or misconduct of the indemnifying Municipality or its agents or employees. In entering into this Agreement, no Municipality waives any governmental immunity or statutory limitation of damages.

9. Entrance. Any municipality, not a part of this Agreement, may petition the Municipalities then signatories to this Agreement to join the Agreement. In order to approve the addition of a new entity to the Agreement, no less than a two-thirds vote of the Committee shall be required to approve said entrant.
10. Withdrawal. Any Municipality other than the Town of Sudbury as Lead Municipality, by a vote of its respective authorizing Select Board or Chief Executive Officer, may withdraw from this Agreement with the provision of at least three (3) months prior written notice to the Lead Municipality. Upon such withdrawal, the Program Manager shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. To the extent permitted by the Grant Program and its agreement with the Commonwealth of Massachusetts pursuant thereto, the Town of Sudbury, as Lead Municipality, by a vote of its Select Board, may withdraw from this Agreement upon the provision of at least three (3) months prior written notice to the participating Municipalities, and a new Lead Party shall thereafter be designated by the Committee, by a vote of the representatives of the remaining parties. Prior to the effective date of its withdrawal, Sudbury shall transfer all funds held pursuant to this Agreement to the new Lead Municipality as designated by the Committee. Any Municipality may withdraw at the end of any fiscal year in which the Municipality's legislative body has not appropriated funds sufficient to support that Municipality's continued participation in the subsequent fiscal year. In such an event, the Municipality shall give as much notice to the other Municipalities to this Agreement as the circumstances allow. The Committee, by vote of the remaining members, has the authority to reallocate grant funding or other outside funding that would have been allocated to the Municipality that has left the Agreement. Any data collected from the terminating Municipality through a Shared Services Program project, service, or program will remain with the Committee for analysis by the Program Manager and the Committee.
11. Termination. This Agreement may be terminated by a vote of a majority of the Municipalities' representatives of the Committee, at a meeting of the Committee called for that purpose; provided that the representative's vote has been authorized by the Municipality's appointing authority. Any termination vote shall not be effective until the passage of at least sixty (60) days and until the Municipalities have agreed to an equitable allocation of all remaining costs, expenses and assets.
12. Conflict Resolution. The Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality, the Shared Services Program, the terms and execution of this Agreement, and data reporting.

13. Financial Safeguards. The Town of Sudbury as Lead Municipality shall maintain separate, accurate, and comprehensive records of all services performed for each of the Municipalities, and all contributions received from the Municipalities.
14. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.
15. Amendment. This Agreement may be amended only in writing pursuant to an affirmative vote of all Municipalities' appointing authority.
16. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.
17. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.
18. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement, and shall not affect the interpretation of this Agreement.
19. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below.

Town of Sudbury
 278 Old Sudbury Rd
 Sudbury, MA 01776
 Attn: Town Manager

Town of Wayland

Town of Lincoln

Town of Bedford

Town of Concord

Town of Carlisle

Town of Weston

- 20. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Sudbury

Town of Weston

Town of Lincoln

Town of Wayland

Attachment1.a: Final_Intermunicipal_KP 10.18.2021 (4874 : Approve IMA with neighboring towns for shared health services)

Town of Bedford

Town of Concord

776122/28800/0001

Town of Carlisle

Exhibit B

**Great Meadows Public Health Collaborative
Public Health Excellence for Shared Services Grant
Scope of Services**

Sudbury, as the lead municipality, in collaboration with Bedford, Concord, Carlisle, Lincoln, and Wayland, applied for and was awarded a Public Health Excellence for Shared Services Grant from the Massachusetts Department of Public Health (MDPH) in the Spring of 2021. The award amount was \$300,000 annually for a three year period. Weston is currently being included and a request for an additional \$50,000 is being applied for.

Sharing services between municipalities was identified as a primary recommendation to improve effectiveness in the 2019 Blueprint for Public Health Excellence. The report documents MDPH Special Commission's findings. The Special Commission on Local and Regional Public Health (SCLRPH) was established in August 2016 to "assess the effectiveness and efficiency of municipal and regional public health systems and to make recommendations regarding how to strengthen the delivery of public health services and preventive measures". Link: <https://www.mass.gov/doc/blueprint-for-public-health-excellence-recommendations-for-improved-effectiveness-and/download>

Local health departments struggle to meet mandated requirements and responsibilities including Title 5 septic management, food inspections, pool and camp licensing, and communicable disease surveillance. The demands of the COVID pandemic identified large gaps in local public health nursing services including limited contact tracing and vaccinations capabilities. The Health Directors and other staff of the grant's participating towns frequently interacted to address cross-jurisdictional issues and collaborated to propose a regional vaccination clinic.

The participating towns share similar needs and partnered for this grant. **The scope of the grant will include primarily increase staffing capabilities in the following areas: 3 full time equivalent public health nurses, 1 full time health inspector, and 1 position to address health messaging. These positions will either be employees of Sudbury or through contractual agreements and work regionally amongst the participating towns.** In accordance with grant specifications Sudbury, as the Program Manager, hire a coordinator to perform all fiscal and administrative functions. A Regional Health Committee (RHC) has been established with one representative from each town and will meet frequently to collectively manage the grant.

The grant is not to replace existing services provided by each town but to increase capabilities. Measurable outcomes will be assessed through data collections and reporting. Guidelines on how and what extend this program is achieving will be developed by the RHB and will be shared with stakeholders including MDPH, Select Boards and Boards of Health. Equitable distribution of the services and funds is being developed.

An Intermunicipal Agreement has been drafted by K & P Law and distributed to all communities for comments and revisions. A final copy will be sent for signatures before launching the grant.

Future local public health funding will be channeled through shared service agreements such as this one. It is critical we promote this effort and support its success.



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

2: PBC appointment

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Interview and vote to appoint Mark Sevier, 14 Arborwood Road, to the Permanent Building Committee for a term expiring 5/31/23. (~20 min.)

Recommendations/Suggested Motion/Vote: Interview and vote to appoint Mark Sevier, 14 Arborwood Road, to the Permanent Building Committee for a term expiring 5/31/23. (~20 min.)

Background Information:
attached application and recommendation from PBC chair.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Permanent Building Committee

Name: Mark Sevier

Address: 14 Arborwood Rd Email Address: [REDACTED]

Home phone: [REDACTED] Work or Cell phone: _____

Years lived in Sudbury: 17

Brief resume of background and pertinent experience:

Familiar with building science, energy modelling, MEP systems, and emerging technologies, as well as typical process of commercial building construction

Municipal experience (if applicable):

Educational background:
BSME, HVAC PE

Reason for your interest in serving:

Assist with design and maintenance of town buildings, especially related to high efficiency systems

Times when you would be available (days, evenings, weekends):

Evenings

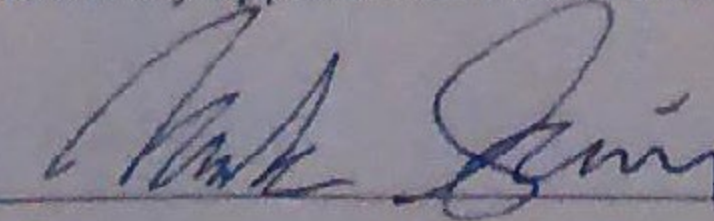
Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

MS (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature  Date 10/14/2021

Attachment2.a: Mark_Sevier_PBC_Application_rd (4897 : PBC appointment)

Mark Sevier

14 Arborwood Rd, Sudbury, MA 01776 | [REDACTED]

Credentials

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING | 1992 | WORCESTER POLYTECHNIC INSTITUTE

PROFESSIONAL ENGINEER | 2003 | STATE OF CONNECTICUT

Special Skills

ENERGY ENGINEERING

- Experience in mechanical and electrical engineering of existing and emerging energy technologies and systems, from air sealing to zero energy buildings, with a strong sense of interactive effects
- Ability to identify relevant key criteria and potential un-intended consequences of energy projects

ENERGY EFFICIENCY (EE) PROGRAM AWARENESS

- Familiar with MA & RI EE program structures and regulatory environments, including the need for results optimized for timeliness and cost
- Familiarity with common customer perspectives associated with energy technology investment decisions

COLD CLIMATE HEAT PUMP MONITORING

- Developed and implemented numerous inexpensive Arduino based dataloggers to collect real time data from heat pumps operating in the Boston Metrowest area
- Reviewing collected data to recommend 'best practices' for future installations

Experience

SENIOR ENERGY CONTROLS ENGINEER | AUTOMATED LOGIC CORP /CARRIER | 2020 -

- Develop hardware and software designs for commercial energy management system (EMS) controllers of HVAC and process equipment
- Pursue energy efficiency opportunities with prospective and existing customers in cooperation with local utility sponsored energy efficiency programs

SENIOR ANALYST / TECHNICAL SUPPORT CONSULTANT | NATIONAL GRID | 2012 - 2019

- Provide engineering and project management support for third party evaluations of installed energy efficiency measures, including Commercial and Industrial Custom and Prescriptive Electric and Gas measures, Combined Heat and Power (CHP), Residential New Construction, and numerous other studies
- Review evaluation study plans and reports to ensure accurate and reasonable results
- Assist with review of savings estimates and proposed technologies
- Calculate cost effectiveness of EE measures as defined by MA & RI EE program rules, including detailed analyses of uncommon projects and measures
- Support compilation of National Grid's Annual Plans & Reports to the MA DPU and RI PUC
- Maintain National Grid's internal tracking system calculation variables that support savings claims
- Work with EE Sales Representatives and customers to identify EE opportunities and estimate savings
- Contract with Technical Assistance (TA) vendors to perform savings estimates, and review TA work
- Perform metering and create savings estimates for projects not worthy of TA cost / delay
- Maintain savings claim information, including savings values and supporting documentation
- Perform pre- and post- inspections, as well as managing commissioning tasks
- Provide input on process improvements

SOLAR SYSTEM AND ENERGY CONSULTANT | SELF-EMPLOYED | 2009-2012

- Consult on energy consumption estimations for 'off-grid' Bahama island project, in support of sizing of renewable energy systems (PV and wind, with generator back-up)
- Audit energy consumption of buildings, including electrical measurements and thermal estimations of component contributions to total load to assist clients with accurate understanding of best 'bang for buck'
- Provide draft design of PV and solar thermal systems for town buildings as part of efforts on town "Energy Committee"
- Advise town Energy Committee on small and large scale PV systems for landfill and town buildings
- Review load profile of town high school, and make recommendations for operational efficiency improvements
- Consult with on-line publisher on hierarchy of approaches to reach zero energy buildings

SENIOR SYSTEMS ENGINEER | SOLAR DESIGN ASSOCIATES | 2007-2009

- Perform feasibility assessments for commercial solar electric and solar thermal systems
- Design commercial PV systems, up to 2 MW, and provide support through installation, including application for rebates
- Consult on zero energy home designs, relating to passive solar, solar electric, solar thermal, and building energy conservation measures
- Engineer solar and HVAC system designs, creating design documents for commercial and residential solar electric and solar thermal systems
- Troubleshoot solar thermal systems and recommend revisions for greater durability

PROJECT ENGINEER | BUILDING SCIENCE CORPORATION | 2000-2007

- Responsible for HVAC and energy system calculations and evaluations for residential projects, both as part of the Building America program, and for private clients
- Followed an iterative, systems engineering design process for residential housing, upgrading efficiency characteristics to optimize prototype homes, while minimizing life-cycling costing of resulting homes.
- Closely involved with documentation of design process and subsequent evaluation of prototype systems.
- Performed a utility study of energy usage in existing Building America prototype homes versus standard construction. "Real world" feedback has improved understanding of relative importance of parametric changes to the "systems integration" method of building design.
- Performed HVAC load sizing for Building America homes, and developed specific HVAC ducting and piping designs and drawings to be incorporated into prototype projects.
- Reviewed monitored data from prototype homes with researchers, builders, installers, and manufacturers.
- Taught classes on designing and developing ZEHs, and building science for builders.
- Performed forensic evaluations of building enclosure and mechanical systems.
- Proficient with energy modeling and documentation software tools, as well as field diagnostic equipment (blower door, duct blaster).

CONSTRUCTION ADMINISTRATOR | AHA CONSULTING ENGINEERS | 1998-2000

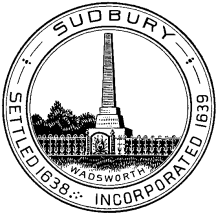
- Liaison between mechanical, electrical, plumbing, and fire protection design engineers and project management personnel, including architects, owners, installing contractors, and equipment reps.
- Attended job-site construction meetings, and understand scope of mechanical, electrical, plumbing, and fire protection work.
- Reviewed shop drawings of equipment proposed for installation.
- Evaluated problem circumstances for possible solutions, and reviewed options with design engineers, architects, and installers.
- Coordinated revisions to original contract, both in terms of engineering design changes and contract values.
- Created punch lists to facilitate proper completion of installed work

Non-work Pursuits

DESIGN & CONSTRUCTION OF A ZERO ENERGY HOME, INCLUDING EXPERIMENTAL SYSTEMS AND METERING

EV CONVERSION PROJECT | CYCLING / CYCLECOMMUTING | SKULLING | MCGUYVERING "MR FIXIT"

SUDBURY ENERGY COMMITTEE | SUDBURY CONSERVATION COMMITTEE |



Town of Sudbury

Permanent Building Committee

pbcs@sudbury.ma.us

October 28, 2021

Jennifer Roberts, Chair
Sudbury Select Board
278 Old Sudbury Rd.
Sudbury, MA 01776

Re: Permanent Building Committee membership vacancy

Dear Chair Roberts and members:

After receipt of Mr. Sevier's application and after conducting an interview, the Permanent Building Committee voted at its meeting of October 28, 2021, to recommend to the Select Board the appointment of Mark Sevier to the Permanent Building Committee for a term of service until May 31, 2023. Mr. Sevier's proposed appointment term reflects the remaining term of Michael Melnick, a Select Board's appointee and long-time member of the Permanent Building Committee.

Mr. Sevier's educational background and technical expertise in MEP systems and energy engineering is expected to be of great benefit to the Committee enhancing the process by which the PBC performs under its charter as an independent body charged with assuring that design and construction of public buildings are thoroughly reviewed.

Thank you for your consideration.

Very truly yours,

Elaine L. Jones, Chair

Attachment 2.b: Sevier recommendation October 2021 (4897 : PBC appointment)



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

3: Sewataro property survey

REQUESTOR SECTION

Date of request:

Requestor: Vice Chair Russo

Formal Title: Discussion on Sewataro Property resident survey. Subcommittee members Russo and Schineller to present. (~20 min.)

Recommendations/Suggested Motion/Vote:

Background Information:
attached draft survey

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

Sewataro Public Survey Questions, Version 1. Agreed to by Charlie Russo and Bill Schineller at Sewataro Subcommittee meeting of 10.14.2021.

1. Have you used the Sewataro property since its acquisition in November 2019:

(Please check all that apply):

- Yes, for personal use
- Yes, as part of a free, organized event
- Yes, as part of a paid program (e.g., a fitness class)
- Yes, as part of a charitable event
- Yes, a family member is a camper
- No

2. What use(s) at Sewataro are most important to you:

(Choose two):

- Personal use and passive recreation
- Camp Sewataro
- Organized events (e.g., concerts)
- Charitable events
- Swimming
- Private events that have reserved a location that charge a fee

Which of the following statements about future operations do you AGREE with, if any?

(Please check all that apply):

- I would be willing to pay a small fee for one-time use amenities such as the swimming pond, kayaks, or ziplines located on the property
- I would be willing to pay to participate in additional programming at the property
- Local organizations should be able to reserve locations at the property for free
- I would not be willing pay additional fees for greater use of the property
- I would like more public access to be available
- I think Sewataro is fine as it is
- Other

3. In the future, I would like Sewataro to mainly provide:

(Choose two):

- Public Park with walking trails for residents
- Active recreation and sports courts for residents, possibly with fees
- Outdoor swimming at the pond and/or pools
- A summer camp
- An events venue, which might incur fees
- Other

4. In the future, I would like Camp Sewataro to operate as:

(Choose one):

- As a private camp operator
- Private camp with different resident/non-resident rates
- Town-operated camp
- Private camp, but with additional scholarships to attend at a discount rate for residents with need
- Other

5. How much would you be willing to spend in additional taxes to have the Town manage the property?**(Choose one):**

- Nothing
- \$1 to \$50 per year (\$0 to \$4 monthly)
- \$51 to \$100 per year (\$5 to \$8 monthly)
- \$101 to \$150 per year (\$9 to \$13 monthly)
- \$151 to \$200 per year (\$14 to 17 monthly)
- \$201 to \$250 per year (\$18 to \$21 monthly)
- More than \$250 per year (\$22 or more monthly)
- Not Sure
- Sewataro should offer programming to generate revenue to offset the costs of operation, maintenance, and infrastructure

6. Any other comments or suggestions about how you would like to use the Sewataro property?

From: [Roberts, Jennifer](#)
To: [Golden, Patricia](#)
Cc: [Hayes, Henry](#)
Subject: Fw: intro summary..Re: Survey
Date: Friday, October 29, 2021 11:58:45 AM

Please add the intro below by Member Schineller for the Sewataro survey item.

Sewataro current arrangement description:

- Property fully open to public September - May
- Camp Sewataro runs Mon-Fri late June-mid August
 - approx 200 Sudbury campers attend Sewataro each session
 - 50 scholarships (reduced tuition) for Sudbury families with need, through Sudbury Town Social Worker
- Property open to public weekends and evenings in summer
 - including free event (live music Sounds of Summer in 2021)
 - Operator proposing public swimming starting 2022
- Operator facilitates group reservations and community programming throughout year
 - Updates provided to Town Manager and Select Board
 - Dozens of group events hosted in 2020 and 2021
- Operator puts on free Fall event each year (Scarecrow Spectacular in 2020 and 2021)
- The Town incurs no operational expenses
 - Operator pays for insurance year round
 - Operator pays for maintenance year round
 - Operator has made improvements to property during first contract term
- Operator revenue share agreement pays Town estimated \$345K/yr (\$120K fixed + net revenue share)
 - 2021 financial statement forthcoming; strong year with full camp capacity



MISCELLANEOUS (UNTIMED)

4: Sewataro discussion on Use Policy Document and Goals

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion on Sewataro Use Policy Document and discussion on other Sewataro goals.
(~40 min.)

Recommendations/Suggested Motion/Vote: Discussion on Sewataro Use Policy Document and discussion on other Sewataro goals. (~40 min.)

Background Information:
attached documents

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
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

Town of Sudbury

Sewataro Use Policy

V2.0 Updated August 19, 2021

1. Intent

It is the Town of Sudbury's desire that all residents of Sudbury enjoy safe and appropriate use of Town property, including Sewataro. This use should take place with proper regard to accessibility for all residents, safety of participants, and with respect for the preservation of the property for future Town use. The intent of this document is to be consistent with the Contract for Day Camp Operator and Management of Real Property agreement, dated Sept. 10, 2019, and its subsequent Amendments between the Town and the camp Operator and with existing Town policies regarding Town facilities.

2. Public Access Times

While Camp Sewataro is operating, public access of the grounds is allowed for recreational purposes only during designated times in order to avoid conflicts. These designated public access times are:

Camp Season Public Access (June 1 – August 31)

- Monday-Friday: 6pm-Dusk in the front section of the property
- Saturdays, Sundays and Federal holidays: 9am-Dusk in the front section of the property

Note: During camp season, public access is available only to the front section of the property to ensure the security of Town, Camp, and camper property.

"Off" season Public Access (September 1 – May 31)

- Monday-Sunday: 9am – Dusk

3. Permitting Authority

The permitting authority for the use of the Sewataro property shall be the Town Manager. Larger events involving food trucks, electrical equipment, or stage work may require additional inspections, approvals, or fees from the Town Manager, Health Department, Building Department, or other Town departments.

First-time reservations for exclusive use of property facilities (e.g., lodges and pavilions as listed below) by organized groups is not allowed without permission from the Town Manager or his/her delegate, which may be the Sewataro Community Liaison. Use of Sewataro is not allowed for for-profit, religious, or lobbying purposes without permission from the Town Manager or his/her delegate. In certain circumstances Town Manager may seek input from the Select Board in its role as policy-making body in Town. No applicant is guaranteed to receive permission.

4. Facility Reservations

For organized events and meetings, specific spaces can be reserved during designated times.

The scheduling of reservations shall be the responsibility of the Camp Sewataro community liaison.

As of August 2021, contact Kristen Drummey, Camp Sewataro Community liaison, at kristen@sewataro.com with questions or to book. A calendar depicting Sewataro reservations is available here:

<https://sudbury.ma.us/townmanager/2021/03/15/sewataro-resident-event-calendar/>

Reservations should be made at least forty-eight (48) hours, excluding Saturdays, Sundays and legal holidays, in advance prior to the event. In the event of extenuating circumstances, the 48-hour advance notice requirement may be waived by the Town Manager. Larger events involving food trucks, electrical equipment, or stage work may require additional inspections and several weeks' notice is recommended.

Written reservations must include:

- Name of the group requesting the reservation
- The primary contact person for the group, along with their phone number and email address
- Additional information as required by the Sewataro Reservation Form.

5. Group Reservation Responsibilities

A group's primary contact person is responsible for coordinating the event and shall be responsible for ensuring:

- That the space, facility, and/or general location used is kept in clean condition and proper order following the conclusion of the meeting, including removal of all garbage or waste materials, removal of all decorations, and return of any furniture or equipment to their original locations at the conclusion of the event.
- All restrictions are adhered to.
- Completion of the Sewataro Reservation Form in advance of the meeting.

6. Reservation Priority

Reservations shall be made on a first-come, first-served basis. However, when in conflict, priority shall be given to local government organizations, then local residents, then local groups, and then non-Sudbury organizations or individuals.

There may be times when a site plan and additional equipment may be required, this coordination will begin with the reservation process. If additional toilets are needed to complement the event, at least one shall be in compliance with Americans with Disabilities Act (ADA) requirements.

7. Available spaces and Fees

The spaces available to reserve include:

Facility	Maximum Occupancy	Attributes	Municipal Committees and Depts. and Sudbury-based 501c3 (e.g., Scouts)	Sudbury Groups (e.g. resident groups, LS adult ed)	Non-Resident / Corporate / Private Groups (e.g. wedding)
Liberty Lodge	150	4000 sq. ft. Covered roof	0	\$25/hr	\$50/hr
Meeting Hall	50	1200 sq. ft. Covered Roof	0	\$15/hr	\$30/hr
Tree House	TBD	Covered roof	0	\$10/hr	\$20/hr
Craft Deck	TBD	Tented Roof (usually seasonally available in the summer)	0	\$10/hr	\$20/hr
Tennis Courts*	4 players	two available	\$18.40/hr	\$18.40/hr	\$24.15/hr
Basketball Court*	10 players		\$18.40/hr	\$18.40/hr	\$24.15/hr

* Court fees to be kept consistent with Park & Rec Tennis Court Field Request Form fees.

Groups that leave garbage will be charged double the normal fee.

Additional permit application fees may apply (example, food permit, building inspection (structural/electrical)).

Deposits / Cancellations: At this time, any deposits are fully refundable upon event cancellation.

The Select Board shall set the amount of the fee so as to recover a reasonable approximation of the costs to the Town in processing the requested item, and to recoup reasonable maintenance and repair costs of the property. Fees shall be paid to the Town in the same account as the Management Fee per Article 3 of Contract for Day Camp Operator and Management of Real Property agreement, dated Sept. 10, 2019.

(1) Facilities may be reserved without a rental fee by the following groups:

- a. Town departments and committees.
- b. Non-profit organizations based in Sudbury whose functions are charitable, civic, or patriotic, such as community service groups.

(2) Facilities may be reserved with rental fee by:

- a. Sudbury groups and any Non-Resident, Corporate, or Private group.

(3) Rental fee Schedule – per hour: Shall be in accordance with the Fee Schedule in Section 7.

Any revenue from fees charged for use of programming/meetings held at the Sewataro property during “public access hours” shall remain with the Town. Any revenues generated from Town-organized programming/meetings shall remain with the Town.

8. Insurance Requirements

Insurance requirements shall be in accordance with Town Park & Recreation Department policies (<https://sudbury.ma.us/recreation/wp-content/uploads/sites/335/2014/08/TownofSudburyFacilityusepolicyJune12012update.pdf>). Proof of insurance coverage may be required of any organized group requesting reservations at Sewataro and requested at any time. Groups and/or individuals that carry liability insurance should add the property to their policies and share a copy with the camp operator for file.

The Town or its representative shall request an event’s group’s primary contact person should obtain a special event policy listing the camp and the town as additional insured. In the event this special event policy cannot be obtained, a liability waiver or deposit will suffice.



Liability Waiver
Town of Sudbury.pc

9. Acceptable Use

Any use of the Sewataro property shall adhere to acceptable use guidelines as put forth by the Town Park & Recreation Department. Refreshments shall be allowed, but all garbage must be cleaned up and disposed of in appropriate receptacles.

10. Maximum Occupancy

Maximum Occupancy of each structure shall be in accordance with Town Fire Department regulations. Maximum occupancy is listed in the table above.

11. Restrictions

- All use of facilities is at your own risk.
- Residents are required to “carry in and carry out” anything brought onto the property, including trash.
- Smoking or vaping is not permitted in Sewataro.
- Vehicles are prohibited from driving on interior roadway, walkways, and any grassed area without express permission.
- Parking is permitted only in the designated lower and upper parking lots.
- No alcoholic beverages are allowed at Sewataro without express permission from the licensing authority.
- Sledding: Sledding is at your own risk. It is recommended that any sledding be done on the hill towards the fields.
- No dogs or large pets allowed, leashed or otherwise.
- No ice skating on the ponds in the winter.
- No swimming in the ponds.
- Any fishing in the ponds should be catch-and-release. These fish should not be eaten.
- No open fires or grills without a special permit issued by the Select Board, with review by the Fire Department required.

12. Exclusive Use

Under no circumstances will exclusive use of the Sewataro property be granted to one group during the public access hours as described in Section 2.0 Public Access Hours.

13. Emergency Contact

In case of an emergency, user is to call 911.

14. Postings

Any posting at the Sewataro property shall be consistent with the Town’s policy on Advertising and Directional Signs; no “signs of an advertising nature” on behalf of for-profit organizations shall be allowed. Public postings shall be allowed only at the informational kiosks located at the front and back entrances to Sewataro.

16. Restrooms

There are two (2) Port-a-Potties available, an ADA-accessible one located near Liberty Lodge and a general use one available near the lower parking lot, available for use as restrooms during public access times.

For events with 100+ people, the user will be required to contract for its own port-a-pottie services.

17. Traffic Management

Should the event be large enough, the Police Department may require a police detail or other arrangements to appropriately direct traffic.

18. Parking Spaces

Parking is permitted only in the designated lower and upper parking lots. There are 10 parking spaces in the upper lot, with XYZ# ADA compliant handicapped accessible spaces, with 90 parking spaces in the lower lot, with XYZ# ADA compliant handicapped accessible spaces, and approximately 30 additional overflow parking spaces in the front field. Event organizers shall consider the number of required parking spaces when making reservations.

Lower parking lot has more spaces available, but requires travel up an uphill slope to reach most activity areas. The upper lot has fewer spaces available, but is closer to and level with Liberty Lodge. Some path areas are not entirely smooth, but are navigable. Accommodations are available upon request.

19. Park and Recreation Coordination

Sewataro event organizers shall confer with the Park and Recreation and other Town departments as appropriate to ensure there are no similar events scheduled for conflicting dates (e.g., the two contract community events per year). In the event of a conflict, the Town-organized event shall take precedence.

20. Hold Harmless Individual User Agreements

On behalf of myself and/or my minor child, (User), I understand that part of the facility and experience involves activities and group interactions that may be new to us, and that they come with uncertainties beyond what we may be used to dealing with at home, including but not limited to uneven terrain, collisions, being struck by thrown objects, insects, wild and domestic animals, inclement weather, remote locations, communicable diseases including but not limited to COVID-19, and other risks, including use of the facility by members of the public. I am aware of these risks and am assuming them on behalf of me and my child. We realize that no environment is risk-free, and understand and, if applicable, have instructed my child on the importance of abiding by the facility's rules, and we agree that we are familiar with these rules and will obey them.

To the fullest extent permissible by law, user agrees to save and hold harmless Camp Sewataro, LLC and the Town of Sudbury, including its owners, employees, trustees, agents or officers from and against any claim, suit, cause of action settlement or judgment brought against it by any party arising out of user's breach of its duty of reasonable care or intentional act arising out of user's use of the property or facilities, including attorneys fees and other costs of suit, and further to waive any and all claims or causes of action against Camp Sewataro, LLC and the Town of Sudbury, except those that are the result of their gross negligence or intentional acts.

21. Hold Harmless Group User Agreements

User understands that part of the facility and experience involves activities and group interactions that may be new to our participants, and that they come with uncertainties beyond what our participants may be used to dealing with at home, including but not limited to uneven terrain, collisions, being struck by thrown objects, insects, domestic and wild animals, inclement weather, remote locations, communicable diseases including but not limited to COVID-19, and other risks, including use of the facility by members of the public. We are aware of these risks, and we are assuming them on behalf of our participants. We realize that no environment is risk-free, and so we have instructed our participants on the importance of abiding by the facility's rules, and we agree that they are familiar with these rules and will obey them.

To the fullest extent permissible by law, user agrees to save and hold harmless Camp Sewataro, LLC and the Town of Sudbury, including its owners, employees, trustees, agents or officers from and against any claim, suit, cause of action settlement or judgment brought against it by any party arising out of user's breach of its duty of reasonable care or intentional act arising out of user's use of the property or facilities, including attorneys fees and other costs of suit, and further to waive any and all claims or causes of action against Camp Sewataro, LLC and the Town of Sudbury, except those that are the result of their gross negligence or intentional acts.

The undersigned represents that they are authorized to execute this agreement and to bind the group.

22. Accessibility

To the greatest extent practicable, organizers shall work with the Camp Operator and Town, as appropriate, to implement temporary adjustments that will offer access to the widest population use during the planned event. This

may require coordination with the fire, building, and combined facilities departments. This may also include things like ADA compliant ramp use, potable restrooms, protective surface enhancements, or other appropriate considerations.

23. Reportable

It is imperative to report any additional service or logistical items required by an event. These include:

- Food
- Electricity
- Noise
- Stage

From: Kristen Drummey <kristen@sewataro.com>
Sent: Friday, October 29, 2021 5:14 PM
To: Select Board
Cc: Hayes, Henry
Subject: Fwd: Camp Sewataro Financials

Select Board Members,
Please find out audited financial statement attached.
Thank you!
-Kristen

----- Forwarded message -----
From: **Scott Brody** <scott@kenwood-evergreen.com>
Date: Fri, Oct 29, 2021 at 5:05 PM
Subject: Camp Sewataro Financials
To: Henry Hayes <hayesh@sudbury.ma.us>
CC: Kristen Drummey <kristen@sewataro.com>

Hi Henry,

Attached you will find our Financial Statements as of September 30, 2021, together with the Independent Accountants' Review Report.

Here are the headlines:

1. In addition to our annual rent of \$120,000, the Town of Sudbury will be receiving a revenue share payment of \$338,940, yielding a total payment of **\$458,940** for this operating year.
2. In addition to these direct payments, the following represent costs that have been paid by Sewataro which provide benefit to the Town of Sudbury for public use, programming and access:

Insurance for Town Use	33,000.00	
Trademark	3,900.00	
Pond & Pools Maintenance	20,000.00	
Building & Grounds	200,000.00	
50% of Utilities (Electricity Water Heat	31,000.00	
Town Events	21,600.00	
Town Liaison	23,000.00	
Grounds Keeper(s)	80,000.00	
Total Annual Expenses Benefitting Town of Sudbury		\$412,500.00

I hope that this direct rent/revenue share and the expenses supported by the camp operation offer a compelling financial value proposition to the town. We believe we have been a valuable town partner and are also proud of the many scholarships we provide to town residents, our partnerships and community supporting programs and projects, the many Sudbury residents we employ (70 this year) as well as the obvious benefit of open public access through the vast majority of the year.

We look forward to discussing these results with the Select Board next Wednesday, as well as the proposals we are submitting today to increase public use and access for summer 2022 based upon anticipated renewal of our management agreement.

With warm regards,

Scott

Scott Brody
Manager
Camp Sewataro

--

Kristen Drummey
Community Liaison
Camp Sewataro
One Liberty Ledge
Sudbury, MA 01776
kristen@sewataro.com
617-893-7806

CAMP SEWATARO, LLC
FINANCIAL STATEMENTS
AS OF SEPTEMBER 30, 2021
TOGETHER WITH
INDEPENDENT ACCOUNTANTS' REVIEW REPORT

CAMP SEWATARO, LLC

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SEPTEMBER 30, 2021

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To Management
Camp Sewataro, LLC
Sudbury, Massachusetts

We have reviewed the accompanying financial statements of Camp Sewataro, LLC (a sole member limited liability company), which comprise the statement of assets and liabilities—contractual basis as of September 30, 2021, and the related statements of revenues and expenses—contractual basis and cash flows—contractual basis for the twelve months then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract between the Town of Sudbury, Massachusetts (a municipal corporation) and Camp Sewataro, LLC dated September 10, 2019 (the contract). Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract.

Basis of Accounting

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the financial reporting provisions of the contract referred to above. Our conclusion is not modified with respect to this matter.

Restriction on Use

Our report is intended solely for the information and use of the managements of Camp Sewataro, LLC and the Article 3 paragraph 3.2 of the contract with the Town of Sudbury, Massachusetts through its Board of Selectmen and is not intended to be, and should not be, used by anyone other than these specified parties.

Korbey Lague, PLLP

October 28, 2021

CAMP SEWATARO LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS
AS OF SEPTEMBER 30, 2021

ASSETS

	<u>2021</u>
Current Assets	
Cash	\$ 1,465,994
Total Current Assets	<u>1,465,994</u>
Property & Equipment	
Office Furniture	7,697
Equipment	16,033
Vehicles	81,978
Total Property & Equipment	<u>105,708</u>
Less: Accumulated Depreciation	<u>(39,750)</u>
Net Property & Equipment	<u>65,958</u>
Other Assets	
Intangible Assets	3,973
Total Other Assets	<u>3,973</u>
Total Assets	<u><u>\$ 1,535,924</u></u>

CAMP SEWATARO LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS
AS OF SEPTEMBER 30, 2021

LIABILITIES AND MEMBER EQUITY

	<u>2021</u>
Current Liabilities	
Accounts Payable	11,810
Accrued Expenses	<u>71,663</u>
Total Current Liabilities	<u>83,473</u>
Long Term Liabilities	
PPP Loan	<u>535,410</u>
Total Long Term Liabilities	<u>535,410</u>
Total Liabilities	<u>618,883</u>
Members' Capital	
Members' Capital and retained equity	105,766
Member Draws	(677,260)
Net Income	<u>1,488,535</u>
Total Members Capital and Retained Equity (Deficit)	<u>917,041</u>
Total Liabilities and Members' Equity	<u><u>\$ 1,535,924</u></u>

CAMP SEWATARO LLC

**STATEMENT OF REVENUE AND EXPENSES - CONTRACTUAL BASIS
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2020
THROUGH SEPTEMBER 30, 2021**

	<u>2021</u>
Revenue	
Tuition Revenue	\$ 3,554,846
Refunds	<u>(55,494)</u>
Net Tuition Revenue	3,499,352
Selling, General and Administrative Expenses	<u>2,545,208</u>
Income (Loss) from Operations	<u>954,144</u>
Other Income (Expense)	
PPP Loan - Round 1	534,389
Interest Income	2
Total Other Income (Expense)	<u>534,391</u>
Net Income (Loss) Before Taxes	1,488,535
Net Income (Loss)	<u><u>\$ 1,488,535</u></u>

Attachment 4.c: 2021 Camp Sewataro Issued Financials (4873 : Sewataro discussion on Use Policy Document and Goals)

See accompanying notes and independent accountants' review report.

CAMP SEWATARO LLC

STATEMENT OF CASH FLOWS
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2020
THROUGH SEPTEMBER 30, 2021

	2021
Cash Flows from Operating Activities	
Net Income (Loss)	\$ 1,488,535
<i>Adjustments to Reconcile Net Income to</i>	
<i>Net Cash Provided by (Used in) Operating Activities:</i>	
Depreciation	27,478
(Increase) Decrease in:	
Prepaid Expenses	4,836
Increase (Decrease) in:	
Accounts Payable	5,248
Accrued Expenses	8,885
PPP Round 1	(534,389)
Deferred Tuition 2020	(449,486)
SBA Loan	(150,000)
Net Cash Provided by (Used in) Operating Activities	401,107
Cash Flows from Investing Activities	
Purchases of Property and Equipment	(39,877)
Net Cash Provided by (Used in) Investing Activities	(39,877)
Cash Flows from Financing Activities	
Proceeds from Loans	535,410
Owners Draws	(458,081)
Net Cash Provided by (Used in) Financing Activities	77,329
Net Increase (Decrease) in Cash	438,558
Cash, at Beginning of Year	1,027,436
Cash, at End of Year	\$ 1,465,994

Attachment 4.c: 2021 Camp Sewataro Issued Financials (4873 : Sewataro discussion on Use Policy Document and Goals)

CAMP SEWATARO, L.L.C.
 NOTES TO FINANCIAL STATEMENTS
 For the 12 Month Period October 1, 2020 through September 30, 2021
 (See Accountants' Review Report)

Note A - Summary of Significant Accounting Policies

This summary of significant accounting policies of Camp Sewataro, LLC (the Company) is presented to assist in understanding the Company's financial statements. The financial statements and notes are representations of the Company's management who are responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

Business Activity

The Company is a Massachusetts, seasonal day camp for children in preschool through 8th grade. The camp provides diverse, structured outdoor-focused programming to foster social, and emotional learning, develop authentic friendships and exposure to nature.

Cash and Cash Equivalents

On September 30, 2021, cash consists of deposits in bank checking accounts; there are no cash equivalents.

Basis of Accounting

The Company has prepared the accompanying financial statements to present the assets, liabilities, revenues, expenses, and cash flows of Camp Sewataro, LLC pursuant to the provisions of Article 3 paragraph 3.2 of the contract dated September 10, 2019, between Camp Sewataro, LLC and the Town of Sudbury Massachusetts. The contract specifies that Camp Sewataro, LLC prepare financial statements in which all assets are presented in accordance with accounting principles generally accepted in the United States of America and defines certain limitations expenditures to be used in the determination of Net Revenue to be used in the calculation of the management fee, and revenue share payments due to the Town of Sudbury.

Inventories

The company has no inventory.

Property and Equipment

Property and equipment are carried at cost. Depreciation of property and equipment is computed using straight-line and accelerated methods for financial reporting purposes at rates based on the following estimated useful lives:

	<u>Years</u>
Motor Vehicles	5
Machinery and Equipment	3 - 10
Furniture and Fixtures	3 - 10
Engineering Equipment	3 - 10
Buildings and Improvements	20 – 39

Note A - Summary of Significant Accounting Policies (Continued)

Property and Equipment (Continued)

For federal income tax purposes, depreciation is computed using the accelerated cost recovery system and the modified accelerated cost recovery system. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising

The Company follows the policy of charging the costs of advertising to expense as incurred.

Limited Liability Company / Income Taxes

The financial statements include only those assets, liabilities, and results of operations which relate to the business of the Company. The financial statements do not include any assets, liabilities, revenue, or expenses attributable to the members' individual activities. The Company files its income tax returns on the accrual basis as a schedule -C for federal and state income tax purposes. As such, the Company will not pay any federal income taxes, as any income or loss will be included in the federal tax returns of the individual member. Accordingly, no provision is made for federal income taxes in the financial statements.

Fair Values of Financial Instruments

The Company is required to disclose estimated fair values for its financial instruments. The carrying amounts of financial instruments including cash, and accounts payable and deferred revenue approximated fair value as of September 30, 2021.

Compensated Absences

The company does not accrue for compensated absences due to the seasonal nature of its employment and operations.

Note A - Summary of Significant Accounting Policies (Continued)

Concentration of Credit Risk

The Company maintains cash balances at local financial institutions. The balances at times may exceed federally insured limits. Accounts that are held at local financial institutions are insured by the Federal Deposit Insurance Corporations (FDIC) up to \$250,000. As of September 30, 2021, Cash exceeded the FDIC insured limit by \$1,251,944.

Revenue Recognition

The Company adopted Accounting Standards Update (ASU) No 2014-09, Revenue from Contracts with Customers (Topic 606) as of September 30, 2021. The ASU provides a single principles-based revenue recognition model with a five-step analysis of transactions to determine when and how revenue is recognized. The adoption of the ASU did not have an impact on the Company's results of operations.

Accounts Receivable

The Company's registration policy requires that all tuition be paid in full prior to the camper's attendance at the camp.

Subsequent Events

The Company's management has evaluated the subsequent through October 28, 2021, the date on which the financial statements were available to be issued and found no significant events requiring disclosure.

Note B – Prepaids

Prepaid assets as of September 30, 2021 is comprised prepayments for auto and liability insurance premiums.

Note C- Intangible Assets

As of September 30, 2021, intangible assets comprised of legal fees associated with the securing a trademark.

Note D – Accounts Payable

Accounts payable consist of trade accounts payable due under normal payment terms.

Attachment4.c: 2021 Camp Sewataro Issued Financials (4873 : Sewataro discussion on Use Policy Document and Goals)

CAMP SEWATARO, L.L.C.
 NOTES TO FINANCIAL STATEMENTS
 For the 12 Month Period October 1, 2020 through September 30, 2021
 (See Accountants' Review Report)

Note F – Accrued Expenses

The Company has the following accrued expenses on September 30, 2021:

	2021
Accrued management fee	\$ 60,000
Credit Card	<u>11,662</u>
Total Accrued Expenses	<u><u>\$ 71,662</u></u>

Note G - Long Term Debt

Long term debt consists of the following on September 30, 2021:

	2021
Paycheck Protection Program Advance	<u>535,410</u>
Total Note Payable	535,410
Less: Current Portion	
Long Term Debt	<u><u>\$ 535,410</u></u>

Payroll Protection Loan

The Company received a second loan with proceeds in the amount \$535,410 under the Paycheck Protection Program (“PPP”). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loans and accrued interest are forgivable after eight weeks if the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the 24-week period measurement period.

Payroll Protection Loan, (continued)

Any unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months. The Company intends to use the proceeds for purposes consistent with the PPP. While the Company currently believes that its use of the loan proceeds will meet the conditions for forgiveness of the loan, we cannot be assured that actions that could cause the Company to be ineligible for forgiveness of the loan, in whole or in part. As of the date of these financial statements the PPP loan has not been forgiven.

Note H – Long Term Contracts

On September 10, 2019, the company entered a long-term contract with the Town of Sudbury, a Massachusetts municipal corporation for a day camp operator and management of real property. Under the terms of this agreement Camp Sewataro, LLC will manage the property located at 1 Liberty Ledge, Sudbury Massachusetts. The property consists of approximately 44.3 acres, various structures used for day camp purposes, together with tennis courts, basketball courts, swimming pool, a swimming pond, playing fields, horse riding stables and various other facilities used for day camp purposes.

Control of the property will remain under the custody and control of the Town, acting by and through the Board of Selectmen. The term of the agreement is for three years beginning on September 10, 2019. The initial term may be extended for up to two (2) additional terms of five (5) years each by mutual written agreement of the Parties provided the Manger has substantially complied with all material terms and conditions of the agreement.

Under the terms of the agreement a management fee will be paid to the Town of Sudbury comprised on an annual fee and a variable revenue share payment as follows:

Annual Fee

An annual fee of \$120,000 per each year of the initial term paid in equal installments of \$60,000 on each due on or before May 1st and December 1st of each year of the initial term.

Revenue Share

The revenue share payment is due on December 15th of each year and is calculated as follows:

- 20.00% of the first \$500,000 of Net Revenue
- 25.00% of the next \$500,000 of Net Revenue
- 33.33% of all net revenue more than \$1,000,000

Net revenue for purposes of calculating the revenue share calculation is defined as all revenues and receipts received during the fiscal year minus reasonable, usual, and customary operating expenses associated with day camp operations, programmatic activities on the property or other events on the property. There are specific restrictive provisions on compensation to the sole member and other expenditures. As of September 30, 2021, the restrictive covenants of the contract have been met.

Attachment4.c: 2021 Camp Sewataro Issued Financials (4873 : Sewataro discussion on Use Policy Document and Goals)

CAMP SEWATARO
SCHEDULE OF REVENUE SHARE CALCULATION

FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2020
THROUGH SEPTEMBER 30, 2021

Net Income (Loss)	\$	954,144
Adjustments:		
Paycheck Protection Program Forgiven Loan		534,389
Mark Taylor Consulting (Payroll) Adjustment		4,685
2020 Revenue Share Expense		3,136
Less:		
Manager Compensation Limitation		(154,500)
Total Manager's Net Revenue (Loss)	\$	1,341,854
Revenue Share Factor		
20% of First \$500,000		100,000
25% of Next \$500,000		125,000
33.33% of Excess Over \$1,000,000		113,940
Total Revenue Share Payment		338,940

See accompanying notes and independent accountants' review report.

Note I – Retirement Plan

The Company by a Joinder Agreement with K & E Camp Corporation has elected to provide 401(k) safe harbor plan benefits that allows employees to defer up to elective deferral limits established each year by the Internal Revenue Service. The Company's matching contribution shall be allocated to eligible participants except for the manager. The matching formula is one of two rates as follows:

Rate One:

100% of the Participant's matched employee contributions that are not more than 3% of the Participant's compensation; plus

Rate Two:

50% of the amount of the Participant's Matched employee contributions that exceed 3% of the participant's contributions but that do not exceed 5% of the participant's compensation.

As of September 30, 2021, the company's profit-sharing contributions related to the plan was \$18,473.

Note J – COVID-19

The COVID-19 outbreak in the United State and other countries has caused business disruption through mandated and voluntary closing, travel restrictions, quarantine requirements , and other disruptions to general business operations. While the disruptions are currently expected to be temporary, there is uncertainty around the duration of the various mandated and voluntary restriction in place, and what if any negative financial impact it will have on Camp Sewataro. As of the date of this report the related financial impact and duration cannot be reasonably estimated at this time.

SUPPLEMENTARY INFORMATION

CAMP SEWATARO LLC

**SCHEDULES OF SELLING, GENERAL AND ADMINISTRATIVE EXPENSES
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2020
THROUGH SEPTEMBER 30, 2021**

	<u>2021</u>
Selling, General and Administrative Expenses	
Advertising	\$ 29,199
Auto Expense	6,700
Bank Charges	107
Camp Activities	59,432
Contract Services	313
Credit Card Processing	79,426
Depreciation	27,351
Dues & Subscriptions	48,422
Employee Benefits	32,422
Insurance Expense	107,465
Interest Expense	5,134
Management Fee	123,136
Meals & Entertainment	9,547
Office Expense	15,398
Payroll Processing	4,083
Pension Expense	18,473
Pension Fees	2,114
Ponds and Pools	18,067
Professional Fees	24,413
Repairs & Maintenance	242,839
Salaries & Wages - Staff	1,227,273
Taxes - Other	104
Taxes - Payroll	136,221
Telephone	8,359
Town Events	10,250
Transportation	232,339
T-shirts and Sweatshirts	14,319
Utilities	62,302
Total Selling, General and Administrative Expenses	<u><u>\$ 2,545,208</u></u>

Attachment 4.c: 2021 Camp Sewataro Issued Financials (4873 : Sewataro discussion on Use Policy Document and Goals)



Camp Sewataro, LLC

1 Liberty Ledge
Sudbury, MA
(978) 443-3100

2022 Resident Access Enhancement Alternatives

29th October 2021

OVERVIEW

Per Select Board Member Bill Schineller's request, we have developed 3 proposals for increased Sudbury Resident access and use of the Camp Sewataro Property in the Summer of 2022.

Options

1. Resident Swimming (a **or** b)
 - a. Semi-Public Beach with one Pool available for guests with physical limitations.
 - b. Four Pools

OR

2. Phase One ADA Compliance Upgrades

** While the options proposed herein are all outside the scope of the existing contract between The Town of Sudbury and Camp Sewataro, we are happy to work with the town to open up more opportunities for resident use. Each of these options, however, requires a substantial investment of financial and operational resources, and would require us to move quite quickly in order to consult with the appropriate authorities, to formally engage with Engineers and Contractors, and to obtain bids where appropriate. The feasibility of implementation for summer of 2022, therefore, hinges on a prompt commitment and a timely renewal of our current agreement.

1. Swim Proposals

1.a Public Beach + 1 Pool

The swimming pond shall be open for resident swim 9am-12pm and 1pm-4pm on the dates listed in the attached calendar. Number of swimmers would be limited to 100 per 3-hour window. Sign up will occur online, with links posted on the town website and a QR code at the map kiosk at the front of the property. Residents are eligible to register for one swim-period per weekend.

The classification of the swimming pond will be changed to a semi-public beach, which is permissible under camp regulations. Water quality will continue to be ensured with our current testing regiment, as specified in Massachusetts Public Health Code of Regulations 105, Section 445.

The pond will be closed to swimming every third weekend in order to carry out water clarification procedures. On open weekends, staff will include 1 check-in/security person, 1 head lifeguard, 4 lifeguards, and 1 grounds person. We will put up temporary fencing around the grassy area nearest the beach (see map) and movable picnic tables.

For residents with mobility limitations, we will put in a new parking area between the pool and pond, adjacent to the camp restrooms. This area will include 3 handicapped parking spaces (1 van sized), a walkway to the pools, an accessible picnic table, and 2 portable restrooms (1 accessible). We will install a lift and an automatic chlorination system in the 3.5 foot pool. Guests can indicate a need for an accessible swim option via online registration, and lifeguards will be rotated to accommodate pool use.



1.b Pool Swimming

The swimming pools shall be open for resident swim 9am-12pm and 1pm-4pm on the dates listed in the calendar below. Number of swimmers will be limited to 100 per 3-hour window, with 25 swimmers assigned to each pool. Sign up will occur online, with links posted on the town website and a QR code at the map kiosk at the front of the property. Residents will be eligible to register for one swim-period per weekend.

The pool would be closed to swimming every third weekend in order to ensure proper chlorination, and to allow for extensive cleaning. On open weekends, staff will include 1 check-in/security person, 1 head lifeguard, 4 lifeguards, and 1 grounds person. We will put up temporary fencing around the grassy area nearest the pool (see map) and movable picnic tables.



For residents with mobility limitations, we will put in a new parking area between the pool and pond, adjacent to the camp restrooms. This area will include 3 handicapped parking spaces (1 van sized), a walkway to the pools, an accessible picnic table, and 2 portable restrooms (1 accessible). We will install a lift in the 3.5-foot pool, and automatic chlorination systems in all four pools. Guests can indicate a need for an accessible swim option via online registration, and will be assigned automatically to the 3.5-foot pool.

Swim Calendar

June, 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July, 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	28	30
31						

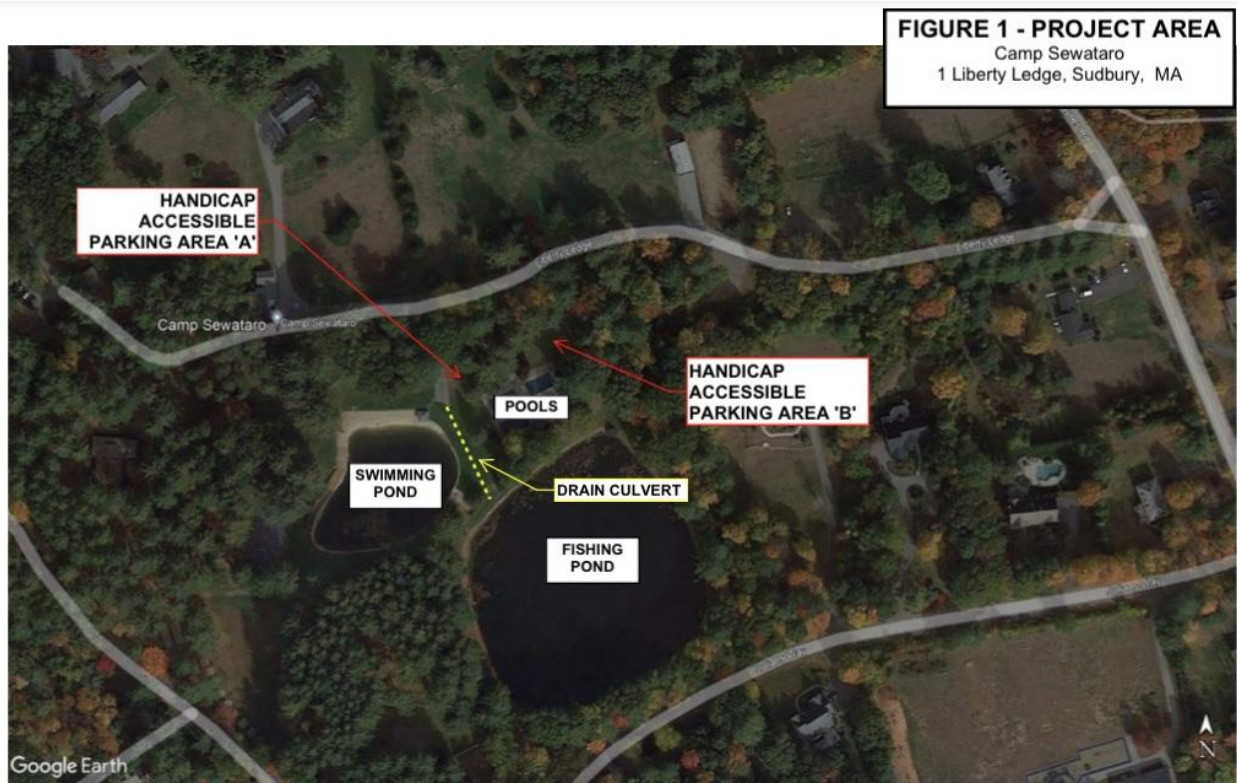
August, 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September, 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sounds of Summer at Sewataro Kick-Off Event
Resident Swim 9am-12pm & 1pm-4pm
Property Closed for Camp Training/Open House

Swim Parking

An accessible parking area will be constructed to provide access to either swim option for those with mobility constraints. The diagram below (courtesy of Michael Andrade, GRAVES Engineering) includes two potential parking options. Both would provide access to the proposed swim areas, and final decisions will be made with the Engineer and ADA compliance experts.



2. First Phase ADA Compliance Upgrades

As an alternative to opening resident swimming in the summer of 2022, we propose taking on the phase 1 upgrades recommended by the Institute for Human Centered Design. These upgrades include handicapped parking areas at the Haynes Rd. and Greystone Lane entrances, year-round accessible (portable) restrooms, accessible seating areas on both ends of the property, and an accessible entrance ramp to Liberty Lodge. We have also included an estimate to make the Fox Den, another structure on property that is close to the paved road and open fields, accessible by pouring a cement floor and pathway. This would allow us to provide accessible program space to two groups simultaneously. Per IHCD's recommendation, we will also provide information at both property entrances for accessible opportunities for recreation at other sites in Sudbury.

The chart below includes cost estimates for both swim proposals, or the alternative, the completion of Round One ADA Compliance Upgrades. One-time and annual costs have been designated as such, and ADA compliance upgrades have been highlighted for each of the three options.

	Swim Proposals			First Round ADA Compliance Upgrades
	A - Pond & 1 Pool	B - 4 Pools		
Staffing				
Waterfront Head	\$4,000	\$4,000	ADA Consultants & Engineering	\$40,000
Lifeguards (4)	\$11,840	\$11,840		
Check-In/Security	\$6,400	\$6,400	Parking	
Grounds	\$4,800	\$4,800	Haynes Rd. Lot	\$8,260
			Upper Lot	\$8,260
Maintenance and Grounds				
Lot Engineering & Permitting	\$20,200	\$20,200	Buildings & Grounds	
Lot Construction*	\$20,000	\$20,000	Bathrooms	\$5,760
Pool Lift	\$5,000	\$5,000	Benches	\$2,885
Picnic Tables	\$2,200	\$2,200	Liberty Lodge Ramp	\$9,500
Automatic Chlorinator	\$7,000	\$28,000	Fox Den Compliance Upgrades	\$10,000
Pond Treatments	\$2,145	\$0		
Temporary Fencing	\$2,500	\$2,500	First Year Costs	\$78,905
Bathrooms	\$720	\$720	Annual Costs	\$5,760
			Total Cost 2022	\$84,665
First Year Costs	\$56,900	\$77,900		
Annual Costs	\$29,905	\$27,760		One-Time Cost
Total Cost 2022	\$86,805	\$105,660		Per Summer Cost
				ADA Compliance Upgrades

* This value will vary, depending on which accessible parking location is chosen.

** Please note that these values are estimates, and may change between the date estimates were provided and the beginning of work. Staffing costs will increase year to year.

BOS 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 rreview 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;
LS Regional Agreement and Assessment Process	Effective Governance and Communication	16	High	Carty	Town Manager	Map out issues and process; coordinate with 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; accommodate 3rd ambulance; Warrant Article at May 2021 Annual Town Meeting and Special Election (if needed);
Bruce Freeman Rail	Open Space, Recreation & Historic Assets	9	High	Dretler & Russo	Planning	Re-establish Rail Trail Task Force; bid out final design; keep consultant on advertising date for construction
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 next steps; 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 / employment 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(s)
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			IT	
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, Efficiency, and Participation	Effective Governance and Communication	0			Town Manager/Selectmen Office	
Increase Civic Leadership and Engaged Citizenry	Effective Governance and Communication	0				
Preventative Maintenance for Capital Assets	Financial Management & Economic Resilience	0			Facilities/Treasurer	
Customer Services for Municipal Facilities	Financial Management & Economic Resilience	0			All	
Facilities Inventory	Financial Management & Economic Resilience	0			Facilities	
Staffing Plan for Future	Financial Management & Economic Resilience	0			Town Manager	

BOS GOALS 2021						
Goal	Primary Category	Total Score	Priority Level	Board Liaison	Staff Liaison	2021 deliverable
Fairbank Comm Ctr	Town Services and Infrastructure	0			Town Manager/Facilities/Sr Center/PRP/Treasurer	
Sidewalks and Crosswalks Priorities	Town Services and Infrastructure	0			DPW/Planning	
Pavement Management Plan	Town Services and Infrastructure	0			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	

ITEM	STATUS	ACTION	Assigned To	Select Board Coments
Short Term				
Increase public use (swimming summer weekends)	Not currently planned	<ul style="list-style-type: none"> • FlashVote to gauge interest? <ul style="list-style-type: none"> ○ \$100 annual fee? ○ \$10 per visit fee? ○ \$25 per family per visit fee? • Check with Dennis M. • Check with Bill Murphy on BoH concerns • Get update – would this interfere with camp activities? 	<p>Charlie R. Check with Dennis M.</p> <p>Bill S. dialog with Scott Brody</p>	<p>Accelerate questions to Board of Health</p> <p>Request via Henry for 1. Town Counsel opinion re: whether Town has the ability to operate a public swimming facility in off hours at Sewataro 2. what additional liability might this incur (changes to insurance requirements? In two scenarios: 1. As Town 2. As Camp Operator)</p> <p>Henry feedback: P&R workload is high. Challenge to accomplish with Town staff.</p>
Increase documentation of activities and uses	Incorporate into third party use agreement?	Review documentation being submitted by Sewataro. Is this data we can track?	<p>First November update. March 5 request put in for monthly update. 2 newsletter/reports to date (March and April). To be submitted on the 15th of each month.</p> <p>Calendar has been posted on Town</p>	IN PROGRESS / COMPLETE

			website. Latest one on July 13 -Sept. 14	
Safeguard property	Is this an issue? At least one full-time property manager lives on site to provide safeguarding services.	Fencing has been added. No action necessary at this time. Check with Bill Barletta		COMPLETE
Add policy addendum regarding user fees	In process. Compare with Park & Rec, Police Community Room, Goodnow Library, School spaces - Consistency across town		-	<u>Closing the back gate at 5 p.m.? and during holidays?</u> <u>Desire to understand when/why gate is closed?</u> <u>Comments from Drummey: back gate not part of the initial agreement, based on resident feedback, got agreement with Henry to keep open until 5 p.m. (i.e., dusk). Holidays was that staff were unavailable to open/close gates.</u>
Prior To June 2022				
Update Agreement	In process.			
Consider tax exempt debt	Seek input from Dennis K., consider in advance			

option (lease vs management agreement)	of agreement update.			
Longer Term:				
Formulate evaluation team	Form a citizens committee on Sewataro?			
Define strategic vision, options and next steps	Sewataro as a Town forum?			
Compare data from other communities	Make a list: NARA Park, Acton Walden Pond area, Concord Everwood, Sharon Rec Park, Andover Stevens Estate, North Andover			
Examine / evaluate best uses for the property	Unsure what additional information has come in since taking ownership? What information do we need?			



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

5: Town Manager outside activities

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion and possible vote regarding Town Manager outside activities (book agreement and other outside engagements) in accordance with Town Manager Contract (~10 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote regarding Town Manager outside activities (book agreement and other outside engagements) in accordance with Town Manager Contract (~10 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

this, the parties agree that the Town Manager will confer with the Select Board as part of the process through which the Town Manager appoints a future Assistant Town Manager.

OUTSIDE ACTIVITIES

The Town Manager may accept speaking, writing, lecturing, teaching, or other paid engagements of a professional nature as he/she sees fit, provided they do not interfere with the performance and discharge of his duties and responsibilities as Town Manager. Any such engagements, activities, or work must be approved in advance by the Board, whose approval will not be unreasonably delayed or denied, and shall not be in violation of the Massachusetts Conflict of Interest Law, M.G.L. c. 268A.

HOURS OF WORK

The Town Manager shall normally work at least forty (40) hour work weeks, which normally includes at least thirty-five (35) hours during normal office hours and five (5) hours in attending meetings and other duties outside office hours. The Town Manager recognizes that his job duties may require him to work beyond forty (40) hours per week in order to fulfill his obligations as a professional employee.

It is recognized that the Town Manager must devote a great deal of time outside of normal office hours to the business of the Town and to that end the Town Manager will be allowed to take reasonable time off as he shall deem appropriate during said normal office hours.

The Town Manager will devote full time and attention to the business of the Town and will not engage in any other business, except with the approval of the Board.

SECTION X: BONDING & INDEMNIFICATION

To the extent permitted and as limited by law, the Town shall indemnify and save harmless the Town Manager from any claim, loss, liability or damage including punitive damages, reasonable legal fees and costs in an amount not more than \$1,000,000 for any errors or omissions of the Town Manager within the scope of his employment with the following exceptions:

- (a) The Town Manager shall not be so indemnified for an intentional violation of civil rights. For the purposes of this Agreement, an intentional violation of civil rights shall mean bad faith conduct made with the intention to deprive an individual of his or his civil rights under as State or Federal civil rights statute. Any conduct the Town Manager performed with the knowledge and acquiescence of the Select Board shall not be deemed an intentional violation of civil rights under this agreement.
- (b) The Town Manager shall not be so indemnified for criminal acts or any actions at the State Ethics Commission.
- (c) This section shall survive any termination of this Agreement.



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

6: Discussion on Broadacres building structures

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion on future plans for Broadacres building structures (~15 min.)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

Golden, Patricia

From: cldh7@aol.com
Sent: Tuesday, February 23, 2021 6:28 PM
To: Hayes, Henry; Town Manager
Cc: Duchesneau, Adam; Lewis, Andrew; Bilodeau, Maryanne
Subject: Re: SHC - Broadacre Farm - 3 sheds/structures - 82 Morse Road

Henry,

Thank you for passing this along. The outbuildings of this property would fall under the Demolition Delay Bylaw Section 3. (3).

Chris Hagger
 Chair - SHC

-----Original Message-----

From: Hayes, Henry <HayesH@sudbury.ma.us>
 To: cldh7@aol.com <cldh7@aol.com>; Town Manager <TownManager@sudbury.ma.us>
 Cc: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>; Lewis, Andrew <LewisA@sudbury.ma.us>; Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>
 Sent: Fri, Feb 19, 2021 11:40 am
 Subject: SHC - Broadacre Farm - 3 sheds/structures - 82 Morse Road

Chris: Good morning.

I wanted to provide this identifying information to the Commission. I am very interested in the thoughts of the Commission and consideration needed.

Ultimately, we have a Capital funding request that includes this subject. Securing the funding does not negate the process of engaging the SHC. In the event that the process and/or public safety and/or structural failure occurs, I wish to have the funds available to deal with the situation at hand.

The document you provided indicates c. 1950s/1960s structures across the street from the house. The house c.1920, is not the subject of the discussion, rather, the shed behind the house.

I understand your comment on "condition is not a factor that is evaluated" – if the structure becomes more of a public safety risk, the Town's responsibility and liability increases.

Respectfully, Henry

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

Sustaining a SAFE, SECURE, SERVICED & STRONG SUDBURY!

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

ARTICLE XXVIII <https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-content/uploads/sites/270/2019/10/2019-General-Bylaws-Articles-I-%E2%80%93-XXXII.pdf?version=0509c708491d671edd8acb0a2312a120>

DEMOLITION DELAY OF HISTORICALLY SIGNIFICANT BUILDINGS, STRUCTURES OR SITES
ATM 4/14/2004

SECTION 1. INTENT AND PURPOSE

This Bylaw is adopted for the purpose of protecting the historic and aesthetic qualities of the Town of Sudbury by preserving, rehabilitating or restoring, whenever possible, buildings, structures or archeology sites which constitute or reflect distinctive features of the architectural or historic resources of the Town, thereby promoting the public welfare and preserving the cultural heritage and character of the Town of Sudbury.

The intent of this Bylaw is to provide an opportunity to develop preservation solutions for properties threatened with demolition; and to allow the owner, the Sudbury Historical Commission and other appropriate Town departments time to find grants or some person or group willing to purchase, preserve, rehabilitate or restore the building or structure.

SECTION 2. DEFINITIONS

For the purposes of this Bylaw the following words and phrases have the following meanings:

SHC – the Sudbury Historical Commission

Demolition Permit – the permit issued by the Building Inspector as required by the state building code for the demolition, partial demolition or removal of a building or structure.

Historically Significant Building, Structure or Archeology Site - one which is (1) importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic or social history of the Town, the Commonwealth of Massachusetts or the United States of America; or (2) is historically or architecturally important by reason of period, style, method of building construction or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures.

SECTION 3. REGULATED BUILDINGS AND STRUCTURES

The provisions of this Bylaw shall apply only to the following buildings or portion thereof or structures: (1) a building or portion thereof, structure or archeology site listed on the National Register of Historic Places or the State Register of Historic Places, or the subject of a pending application or listing on either of said Registers; or (2) a building or portion thereof, structure or archeology site located within 200 feet of the boundary line of any federal, state or local historic district; or (3) a building or portion thereof, structure or archeology site included in the Inventory of the Historic and Prehistoric Assets of the Commonwealth, or designated by the SHC for inclusion in said Inventory; homes listed in the "Old Homes Survey" of the SHC plus those structures or portion thereof constructed prior to January 1, 1940 town-wide or any building or portion thereof or structure of indeterminate age. Notwithstanding the preceding sentence, the provisions of this Bylaw shall not apply to any building or portion thereof or 109

structure located in a local historic district and subject to regulation under the provisions of Chapter 40C of the Massachusetts General Laws.

SECTION 4. PROCEDURE

(1) The Building Inspector shall forward a copy of each demolition permit application for a building or structure identified in SECTION 3 of this Bylaw to the SHC within five (5) business days after the filing of such application, and shall notify the applicant in writing of this action. No demolition permit shall be issued at this time.

(2) Within thirty (30) business days after its receipt of such application, the SHC shall schedule with the applicant a site inspection for the SHC to assist in its determination if a building or portion thereof, or structure is historically significant.

(3) If the SHC determines that the building or structure is not historically significant, it shall so notify the Building Inspector and the applicant in writing and the Building Inspector may issue a demolition permit. If the SHC determines that the building or structure is historically significant, it shall notify the Building Inspector and the applicant in writing that a demolition plan review must be made prior to the issuance of a demolition permit. If the SHC fails to notify the Building Inspector of its determination within thirty (30) business days of the site inspection, then the building or structure shall be deemed not historically significant and the Building Inspector

may issue a demolition permit.

(4) Within sixty (60) days after the applicant is notified that the Commission has determined that a building or structure is historically significant, the applicant for the permit shall submit to the SHC five (5) copies of a demolition plan which shall include the following information: (i) a map showing the location of the building or structure to be demolished with reference to lot lines and the neighboring buildings and structures; (ii) photographs of all street façade elevations; (iii) a description of the building or structure, or part thereof, to be demolished; (iv) the reason for the proposed demolition; and (v) a brief description of the proposed reuse of the parcel on which the building or structure to be demolished is located.

(5) Not later than thirty (30) business days of receipt of such plan, the SHC shall hold a public hearing with respect to the application of a demolition permit, and shall give public notice of the time, place and purposes thereof at least fourteen (14) days before the said hearing in the local newspaper and by mailing, postage prepaid, a copy of such notice to the applicant, to the owners of all adjoining property and other property deemed by the SHC to be materially affected, to the Selectmen, Planning Board, Zoning Board and to such other persons as the SHC shall deem entitled to notice. The Commission shall determine that a building or structure should preferably be preserved only if it finds that the building or structure is an historically significant building or structure which, because of the importance made by such building or structure to the Town's historical and/or architectural resources, it is in the public interest to preserve, rehabilitate or restore (as defined in SECTION 3).

(6) If, after the public hearing, the SHC determines that demolition of the property or any

part thereof, would be detrimental to the historical or architectural heritage or resources of the Town, such building or structure shall be considered to be a preferably preserved building, and the SHC shall file with the Building Inspector and the applicant within thirty (30) days of the hearing thereon a written report on the demolition plan which shall include the following: (i) a description of the age, architectural style, historic association and importance of the building or structure to be demolished; (ii) a determination as to whether or not the building or structure should preferably be preserved and no demolition permit shall be issued until six (6) months after the date of such determination by the Commission.

(7) The SHC shall also notify the Massachusetts Historical Commission, Town Planner, Town Manager, Community Preservation Committee and any other interested parties in an effort to obtain assistance in preservation funding or in finding an adaptive use of the building which will result in its preservation. The SHC shall invite the owner of record of the building or structure to participate in an investigation of alternatives to demolition including but not limited to incorporation of the building into future development of the site, adaptive re-use of the building or structure, seeking a new owner willing to purchase and preserve, restore or rehabilitate the building or part thereof, or moving the building.

(8) Once a building or portion thereof or a structure has been designated to a preferably preserved status, the owner shall be responsible for properly securing the building or structure to the satisfaction of the Building Inspector. Should the owner fail to secure the building or structure, the loss of such through fire or other cause shall be considered voluntary demolition and all non-compliance penalties shall pertain.

SECTION 5. EMERGENCY DEMOLITION

If the condition of a building or structure poses a serious and imminent threat to the public health or safety due to its deteriorated condition, the owner of such building or structure may request the issuance of an emergency demolition permit from the Building Inspector. As soon as practicable after the receipt of such a request, the Building Inspector shall inspect the property with a member of the SHC or designee. After the inspection of the building or structure, the Building Inspector shall determine whether the condition of the building or structure represents a serious and imminent threat to public health or safety and whether there is any reasonable alternative to the immediate demolition of the building or structure which would protect the public health or safety. If the Building Inspector finds that the condition of the building or structure poses a serious and imminent threat to public health or safety, and that there is no reasonable alternative to the immediate demolition thereof, he may issue an emergency demolition permit to the owner of the building or structure. Whenever the Building Inspector issues an emergency demolition permit under the provision of this SECTION 5, he shall prepare

a written report describing the condition of the building or structure and the basis for his decision to issue an emergency demolition permit with the SHC. Nothing in this SECTION 5 shall be inconsistent with the procedures for the demolition and/or securing of buildings and structures established by Chapter 143, Sections 6-10, of the Massachusetts General Laws. In the event that a Board of Survey is convened under the provisions of Section 8 of said Chapter 143 with regard to any building or structure identified in SECTION 3 of this Bylaw, the Building Inspector shall request the Chairman of the SHC or his designee to accompany that Board of Survey during its 111

inspection. A copy of the written report prepared as a result of such inspection shall be filed with the SHC.

SECTION 6. NON COMPLIANCE

Anyone who demolishes a building or structure identified in SECTION 3 of this Bylaw without first obtaining, and complying fully with the provision of, a demolition permit, shall be subject to a fine of three hundred dollars (\$300.00). In addition, unless a demolition permit was obtained for such demolition, and unless such a permit was fully complied with, the Building Inspector shall not issue a building permit pertaining to any parcel on which a building or structure identified in SECTION 3 of this Bylaw has been demolished for a period of five (5) years after the date of demolition.

As determined by the SHC, a building permit may be issued at any time for new construction after the six months delay, but within the 5-year period as described in Section 6, which would replicate the exterior of the demolished significant structure, including but not limited to use of materials, design, dimensions, massing, arrangement of architectural features and execution of decorative details.

SECTION 7. APPEALS TO SUPERIOR COURT

Any person aggrieved by a determination of the SHC may, within sixty days, in accordance with M.G.L. c.249, s.4, after the filing of the notice of such determination with the Building Inspector, appeal to the superior court for the Middlesex County. The court shall hear all pertinent evidence and shall annul the determination of the SHC if it finds the decision of the Commission to be unsupported by the evidence or exceed the authority of the Commission or may remand the case for further action by the SHC or make such other decree as justice and equity require.

SECTION 8. SEVERABILITY

In case any section, paragraph or part of this Bylaw is declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph and part of this Bylaw shall continue in full force and effect.

From: cldh7@aol.com <cldh7@aol.com>

Sent: Wednesday, January 27, 2021 11:14 AM

To: Hayes, Henry <HayesH@sudbury.ma.us>; Town Manager <TownManager@sudbury.ma.us>

Cc: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>

Subject: Re: Broadacre Farm - 82 Morse Road

Henry,

Thank you for getting back to me. Our Commission looks forward to receiving additional information from you regarding any potential partial/full demolition as it applies to any of the structures at Broadacre Farm. Historic structures often have condition issues and restoration efforts are possible. Under the Demolition Delay Bylaw, condition is not a factor that is evaluated.

Please let me know if you do intend to attend our Feb. 16th meeting.

Thanks,

Chris Hagger
Chair - SHC

-----Original Message-----

From: Hayes, Henry <HayesH@sudbury.ma.us>

To: cldh7@aol.com <cldh7@aol.com>; Town Manager <TownManager@sudbury.ma.us>

Cc: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>

Sent: Tue, Jan 26, 2021 6:03 pm

Subject: RE: Broadacre Farm - 82 Morse Road

Thanks for reaching out Chris,

We can get some clear information together on the subject. I thought your team was aware of the condition of the structures of note. Again, we will put something together for a better understanding opportunity.

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

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

From: cldh7@aol.com <cldh7@aol.com>
Sent: Tuesday, January 26, 2021 1:02 PM
To: Hayes, Henry <HayesH@sudbury.ma.us>; Town Manager <TownManager@sudbury.ma.us>
Cc: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>
Subject: Broadacre Farm - 82 Morse Road

Henry,

It has come to the attention of the Sudbury Historical Commission (SHC) that the Town may have included funding in its current budgeting process for demolition efforts at the Broadacre Farm located at 82 Morse Road. If this is accurate, we would like to point out to you that the entire group of buildings associated with the Broadacre Farm has been historically surveyed by the SHC and the entire property is listed on the Massachusetts Cultural Resource Information System (MACRIS). I have attached a copy of this property's MACRIS listed historical inventory for your review and information. This Town owned property will fall under the Demolition Delay Bylaw which is administered by the SHC.

Our Commission would like to avoid the past situation which occurred with the historically significant and MACRIS listed and Town owned Frost Farm where a decision by the SB was made to demolish this important building without initial consultation with the SHC.

The SHC is planning to meet on Feb. 16th at 7pm and we would welcome a preliminary discussion with you regarding any potential demolition plans the Town may have regarding this historic property. Please let me know if you would like to attend our meeting and I will add it to our agenda.

Thank you,

Chris Hagger
Chair - SHC

||

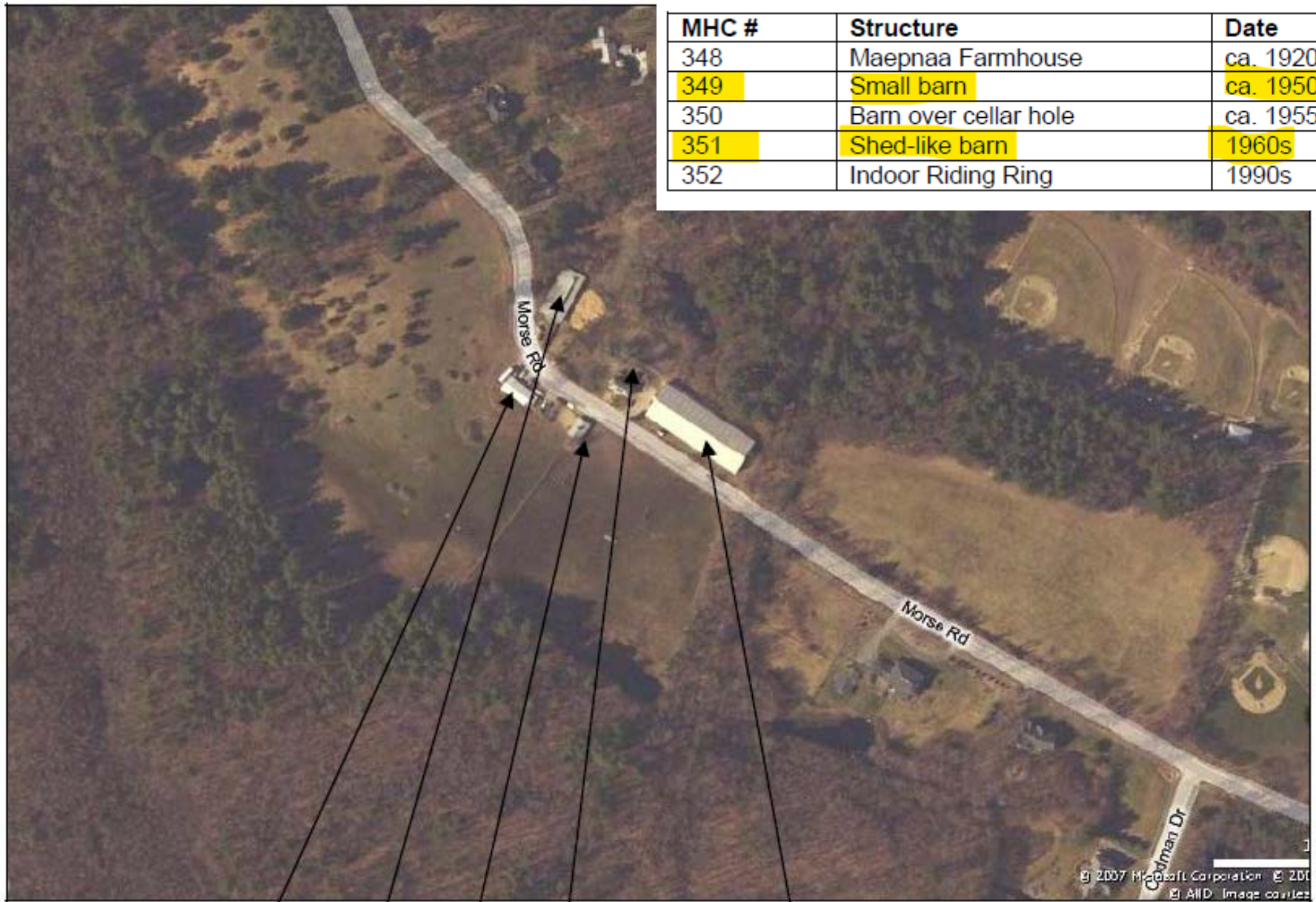
Broadacres Farm Structures of Concern

- **Proposal is to remove**
 - 2 horse open stables / sheds
 - 1 shed at the rear of the main house

Justification and Need: The buildings in question were **identified as hazardous** and **recommended for demolition** by the Building Dept. and Facilities Dept. when the property was purchased. They have **major structural damage** and have **deteriorated** since the Town purchased the property.

Change of use, additions and alterations to existing buildings may require accessibility upgrades, if not full compliance to accessibility codes, including parking.

MHC #	Structure	Date	Style or Form	6.b
348	Maepnaa Farmhouse	ca. 1920s	Colonial Revival	
349	Small barn	ca. 1950		
350	Barn over cellar hole	ca. 1955		
351	Shed-like barn	1960s		
352	Indoor Riding Ring	1990s		



From: www.local.live.com

#351 #350 #349 #348 #352

N

Attachment 6.b: Broadacres Farm Structures of Concern (4896 : Discussion on Broadacres



Attachment 6.b: Broadacres Farm Structures of Concern (4896 : Discussion on Broadacres

Two horse open stables / sheds

There are two horse open stables /sheds across the street. There is significant structural damage to roof framing and unapproved questionable wiring added over time. These buildings will be difficult to secure / make safe. For the reasons stated above both buildings create an immediate danger and should be demolished.



Attachment 6.b: Broadacres Farm Structures of Concern (4896 : Discussion on Broadacres

3 Sheds of Concerns



Attachment 6.b: Broadacres Farm Structures of Concern (4896 : Discussion on Broadacres

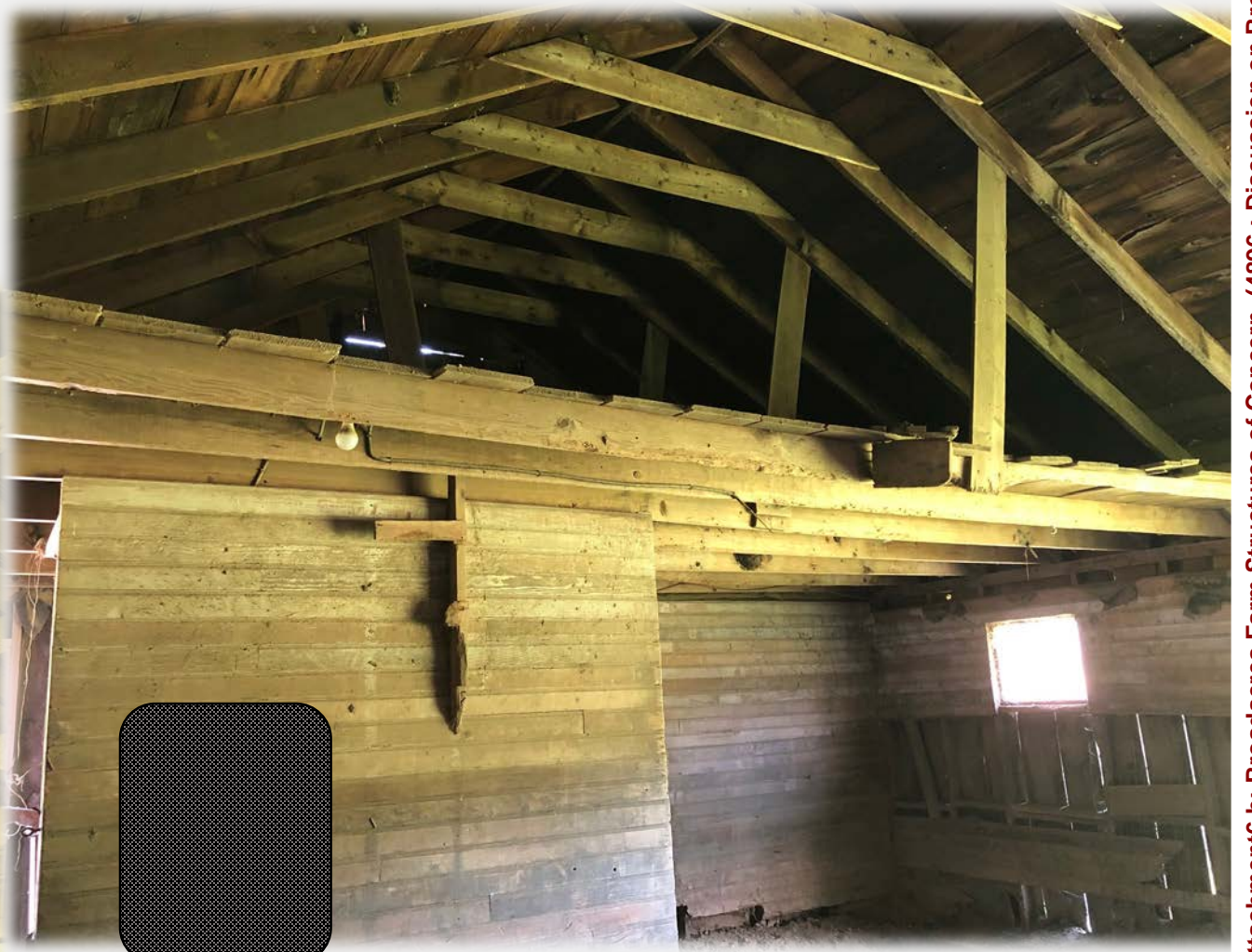
Shed #1 (#351)



Shed #2 (#349)



Shed #2



Attachment 6.b: Broadacres Farm Structures of Concern (4896 : Discussion on Broadacres

Dilapidated shed at the rear of the main house

- While the second picture appears to show it is attached that's just one boarded wall between the two that was used to contain a dog to the backyard.



Demolition of 3 Sheds at Broadacres Farm

- Facilities: \$40,000
- Will meet with Sudbury Historical Commission on this
- In the event that the structures near collapse hazard



Massachusetts Cultural Resource Information System

Scanned Record Cover Page

Inventory No:	SUD.O
Historic Name:	Maenpaa Farm - Haynes Farm - Broad Acre Farm
Common Name:	
Address:	
City/Town:	Sudbury
Village/Neighborhood:	Sudbury Center
Local No:	FO9-0002,0003,0004
Year Constructed:	
Architect(s):	
Architectural Style(s):	
Use(s):	Agricultural; Horse Or Cattle Farm; Single Family Dwelling House
Significance:	Agriculture; Architecture; Commerce
Area(s):	
Designation(s):	
Building Materials(s):	



The Massachusetts Historical Commission (MHC) has converted this paper record to digital format as part of ongoing projects to scan records of the Inventory of Historic Assets of the Commonwealth and National Register of Historic Places nominations for Massachusetts. Efforts are ongoing and not all inventory or National Register records related to this resource may be available in digital format at this time.

The MACRIS database and scanned files are highly dynamic; new information is added daily and both database records and related scanned files may be updated as new information is incorporated into MHC files. Users should note that there may be a considerable lag time between the receipt of new or updated records by MHC and the appearance of related information in MACRIS. Users should also note that not all source materials for the MACRIS database are made available as scanned images. Users may consult the records, files and maps available in MHC's public research area at its offices at the State Archives Building, 220 Morrissey Boulevard, Boston, open M-F, 9-5.

Users of this digital material acknowledge that they have read and understood the MACRIS Information and Disclaimer (<http://mhc-macris.net/macrisdisclaimer.htm>)

Data available via the MACRIS web interface, and associated scanned files are for information purposes only. THE ACT OF CHECKING THIS DATABASE AND ASSOCIATED SCANNED FILES DOES NOT SUBSTITUTE FOR COMPLIANCE WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS. IF YOU ARE REPRESENTING A DEVELOPER AND/OR A PROPOSED PROJECT THAT WILL REQUIRE A PERMIT, LICENSE OR FUNDING FROM ANY STATE OR FEDERAL AGENCY YOU MUST SUBMIT A PROJECT NOTIFICATION FORM TO MHC FOR MHC'S REVIEW AND COMMENT. You can obtain a copy of a PNF through the MHC web site (www.sec.state.ma.us/mhc) under the subject heading "MHC Forms."

Commonwealth of Massachusetts
 Massachusetts Historical Commission
 220 Morrissey Boulevard, Boston, Massachusetts 02125
www.sec.state.ma.us/mhc

This file was accessed on: Monday, January 25, 2021 at 9:06: PM

FORM A - AREA

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

F09-0002 and F09-0004	Maynard	O	348-352
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Photograph



Town SUDBURY

Place (neighborhood or village)

Name of Area Maenpaa Farm – Haynes Farm/Broad Acr Farm
82 Morse Road

Present Use Residential and Agricultural

Construction Dates or Period Early 20th century

Overall Condition Fair to Good in terms of retention of historic fabric

Major Intrusions and Alterations

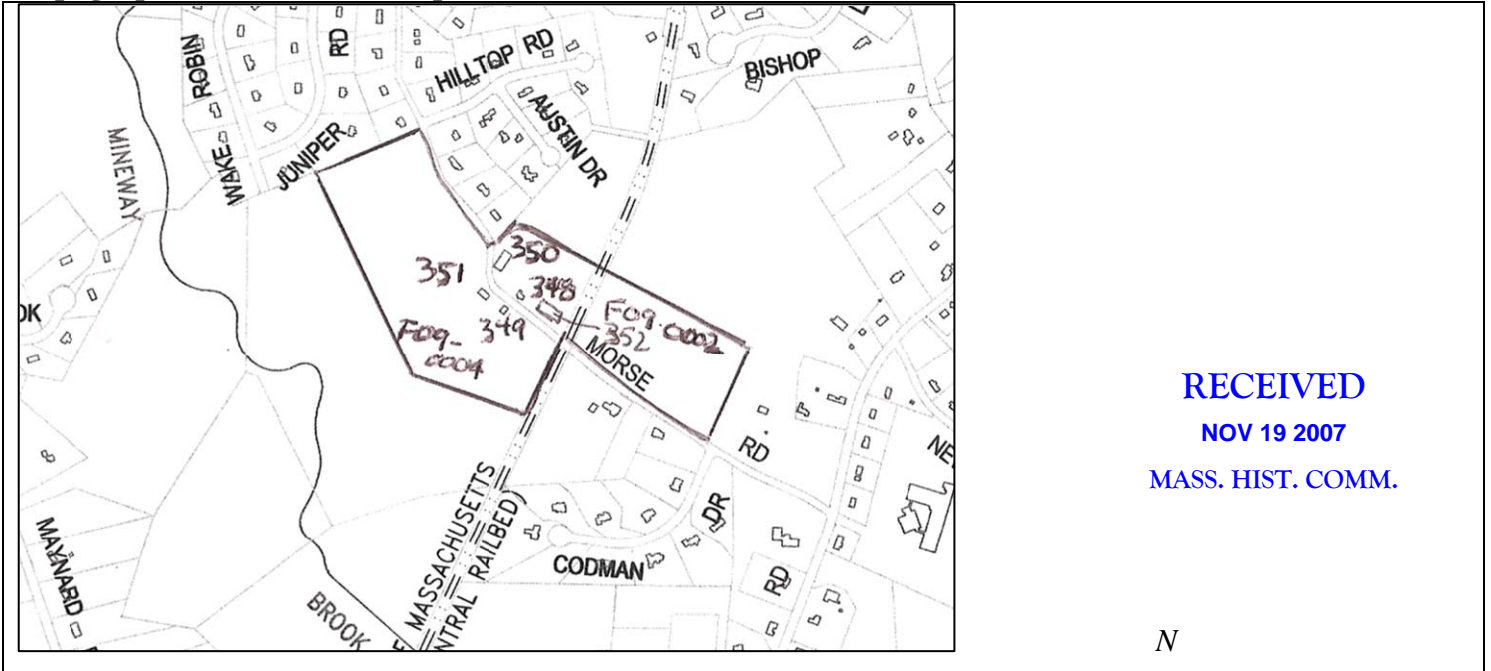
Acreage 24.51 acres

Recorded by Gretchen G. Schuler

Organization: Sudbury Historical Commission

Date (month/year) January 2007 / July 2007

Topographic or Assessor's Map



RECEIVED
NOV 19 2007
MASS. HIST. COMM.

see continuation sheet House #348 : UTM 19 301503E 4696119N (NAD27) ↑

Attachment6.c: sud_o (4896 : Discussion on Broadacres building structures)

INVENTORY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

SUDBURY

HAYNES FARM, 82 MORSE ROAD

Area Letter Form Nod.

O	348-352
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___ Recommended for listing in the National Register of Historic Places. *If checked, you must attach a completed National Register Criteria Statement form.*

ARCHITECTURAL DESCRIPTION *Describe architectural, structural and landscape features and evaluate in terms of other areas within the community*

Architectural descriptions and the historical development below refer to Broad Acres Farm or Haynes Farm, which historically was known as Maenpaa Farm. It consists of two separate parcels of land: one that is on each side of Morse Road west to Concord Road consisting of 24.31 acres and one on the north side of Morse Road that is 9.60 acres.

Setting

Broad Acres Farm retains its rural setting with buildings close to the road, pasture land along both sides of Morse Road (west of Concord Road), and wooded areas along the edges of the pasture land. Road side edges are defined by wood post and split-rail fences. Morse Road is a narrow meandering route that cuts through the middle of the farm in an east-west direction. The land on each side of the road is relatively flat from Concord Road to the buildings where the topography changes dramatically. The road has a distinct bend and rises to the western edge of the property. The old north-south Lowell & Framingham Railroad right-of-way cuts through the property east of the building clusters. Tall trees and some mature shrubs such as lilacs frame the house, in front of which there is a low dilapidated stone wall and a wood arbor marking the entrance to a path leading to the front entrance. In front of and along side of the barns are unpaved dirt barnyards that serve as entrances to and parking on the property. A public sidewalk passes along the south side of Morse Road between the road and the farm buildings and pastures

The fields vary from east to west. The eastern end of the property on the north side of Morse Road is flat and has a riding ring laid out as a dressage ring. This field is separated from the large indoor ring by the railroad. On the south side of the road pasture land extends westerly from the railroad right-of-way, behind two barns and up the hill to the western edge of property.

Buildings

The main farm house is a modest two-story, three-bay hipped roof dwelling with an enclosed hipped roof entrance porch and a single-story shed roof rear ell. The house rests on a concrete foundation is covered in wood shingles and has an asphalt shingle roof. The three bay façade has paired windows up and down flanking the centered entrance at the first story and a single window over the entrance at the second story level. Windows have 2/1 sash set in flat wood frames. There is a single window at each level on each of the ends of the house. The hipped roof has a wide rake with a flat boxed cornice wrapping around the building. Three large skylights are centered on the front roof slope. A chimney rises from the rear roof slope and visible from the side views of the house. The enclosed hipped roof entrance has a single storm door and casement windows on the front and side. The low one-story rear ell has a shed roof and resembles an enclosed porch with a string of windows and a entrance door on the northwest side.

Outbuildings include a large modern indoor riding ring on the north side of the road, a small hipped roof shed also on the north side, a 1955 barn on an old barn foundation (also on the north side of the road) and two barns on the south side of the road opposite the house. The indoor facility, located to the southeast side of the house is an enormous gabled roof structure with vertical board walls and a wide band of translucent plastic providing light to the interior. Large sliding doors are located in the end facing the house. The small square hipped roof shed, probably built at the same time as the house is close to the road and opens on the rear side into a small horse paddock.

One barn on the south side of the road, although appears to be contemporaneous with the house, is reported to have been built ca. 1950. Its gable end faces the road and the long gabled roof barn faces into an enclosed paddock adjacent to the barnyard with wide sliding doors at the center of this northwest side. Constructed of wood on a concrete block foundation the barn has a door and window in the gable end with a haydoor above, windows on the side elevation and a cupola straddling the gabled roof. The other barn on this side of the road is a dilapidated wood and corrugated metal structure that appears to be pasture shelter.

Attachment 6.c: sud_o (4896 : Discussion on Broadacres building structures)

INVENTORY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

SUDBURY

HAYNES FARM, 82 MORSE ROAD

Area Letter Form Nod.

O 348-352

HISTORICAL NARRATIVE *Explain historical development of the area. Discuss how this relates to the historical development of the community.*

Morse Road was named for the late 19th century family who farmed in this area and owned a large tract of land west of Concor Road. In the late 19th century Calvin J. Morse farmed here where Martin Moore had farmed in the early 19th century. The large family house was up on the hill west of this property and an old banked barn once stood on the north side of the road just east this farmhouse. However, none of the existing buildings date to that period. The Framingham & Lowell Railroad was laid through the farmland in 1870 with a depot at South Sudbury by 1871 and at North Sudbury in the later 1870s.

By the 1920s Victor Maenpaa owned a 74-acre farm here and probably built the present farmhouse which dates to ca. 1920. In the 1930s Albany Maenpaa also lived at Victor's house and was a farmer. In 1949 Victor and Linda Maenpaa sold their Maenpaa Farm to Willis B. and Janet E. Fellows in two parcels: a 14+acre parcel on the north side of Morse Road; and a 59+ acre parcel on the south side of the road. This sale of 74 acres in two parcels also included all of the house equipment, farm tools and equipment, water, power and light systems. The farm soon passed to George A. and Virginia Morse who then sold a 57-acre farm (still known as Maenpaa Farm) to Honora Haynes in 1954. A couple of lots were subdivided from the original farm accounting for the smaller acreage.

When Ms. Haynes took over this property more than 50 years ago, buildings included the farmhouse, a large three-story banked cow barn and the small red board and batten barn directly across from the house. The large cow barn burned in 1955 and Haynes constructed on the old stone cellar hole the existing barn with horse stalls and an upper level with clerestory windows providing light into the barn built into the foundation. Ms. Haynes reports that the previous owner (Morse) had constructed the small board and batten barn with cupola on top. In later years Haynes built the shed-like barn (wood and corrugated metal) as turn-out shelter. The large indoor riding ring was constructed in the early 1990s. Known as Broad Acres Farm this horse farm comprises the ca. 1920 hipped roof dwelling, one shed, two barns, the large indoor facility, and paddocks and pastures on approximately 30 acres. The property continues to operate as a horse farm.

The farm has been reduced in size by the division of the pasture land south of Morse Road where there is a large 31-acre parcel that was part of this farm and now is owned by the Town of Sudbury's Conservation Commission. This parcel is not included in this area form.

MHC #	Structure	Date	Style or Form
348	Maenpaa Farmhouse	ca. 1920s	Colonial Revival
349	Small barn	ca. 1950	
350	Barn over cellar hole	ca. 1955	
351	Shed-like barn	1960s	
352	Indoor Riding Ring	1990s	

BIBLIOGRAPHY and/or REFERENCES

Directories: Framingham (1926, 1930/31).

Oral History: Owner, Honora Haynes.

South Middlesex Registry of Deeds: Book 8249, Page 342, Book 7754, Page 417.

INVENTORY FORM CONTINUATION SHEET
MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

SUDBURY

HAYNES FARM, 82 MORSE ROAD

Area Letter Form Nod.

O 348-352



#351 #350 #349 #348 #352



Attachment6.c: sud_o (4896 : Discussion on Broadacres building structures)

INVENTORY FORM CONTINUATION SHEET
MASSACHUSETTS HISTORICAL COMMISSION
 220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

SUDBURY

HAYNES FARM, 82 MORSE ROAD

Area Letter Form Nod.

O

348-352



#350 – Barn over Cellar Hole on north side of Morse Road



#349 – Small Barn on south side of Morse Road



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

7: Discussion on Remote Participation Policy

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Remote Participation Policy. Subcommittee members Roberts and Schineller to present (~40 min.)

Recommendations/Suggested Motion/Vote:

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
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

Policy on Remote Participation

PURPOSE STATEMENT

The Office of the Attorney General amended the Open Meeting Law regulations at 940 CMR 29.00 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Boards and Committees should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain specific circumstances prevent them from being physically present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town Boards and Committees under the Open Meeting Law, M.G.L. c.30A, §§18-25.

ENABLING AUTHORITY- 940 CMR 29.10(8)

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction.

ADOPTION OF REMOTE PARTICIPATION

In accordance with 940 CMR 29.10(2)(a), the Select Board, on December 15, 2015, voted to authorize the adoption of 940 CMR 29.10 so that remote participation is permitted in the Town. In accordance with 940 CMR 29.10(3), the Select Board may revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

This policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, subcommittees and other public bodies regardless of whether such public bodies are appointed or elected. Where the Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control.

MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION

Members of the public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other.

A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c.30A, §20(d).

If the chair's physical presence is unreasonably difficult but they can participate remotely, the vice-chair shall take on the role of chair. (need to check with Town Counsel if allowed)

Members of the public body who participate remotely must have access to the same materials being used at the meeting location.

Members of public bodies who participate remotely may vote and shall not be deemed absent for meetings or hearings for the purposes of Article III, Section 8 of the Town General By-laws and M.G.L. c. 39, §23D.

Section 23D (a): Notwithstanding any general or special law to the contrary, upon municipal acceptance of this section for 1 or more types of adjudicatory hearings, a member of any municipal board, committee or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.

PERMISSIBLE REASONS FOR REMOTE PARTICIPATION

It is the express desire of the Select Board that remote participation in meetings be a temporary event, for both individual board members and Town boards, committees, and commissions as a whole.

A Board member may attend a meeting through electronic conferencing if his or her physical attendance would be unreasonably difficult, or the physical location does not provide necessary accommodations. (check with Town Counsel?)

Due consideration should be given regarding associate members on Boards and Committees, Associate members should be utilized in the physical absence of members of Boards and Committees when deemed appropriate by the Chair.

Any determination by the person chairing the meeting to allow or not to allow remote participation shall be final and shall not be appealable. *What do people think this means? Discuss? (Is an example where a developer does not like an outcome of a permitting hearing and wants to appeal on the grounds that a remote member should or should not have been allowed to vote.)*

The Commission on Disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all the Commission's meetings. If the Commission on Disability utilizes remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law and this policy. (Should such policy extend to other boards, committees, and commissions where accommodations for disabilities may best be accomplished via remote participation?)

ACCEPTABLE METHODS OF REMOTE PARTICIPATION

The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive communications.

- i. Telephone, internet, or satellite enabled audio or video conferencing.
- ii. Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible and, if possible, clearly visible to all persons present at the meeting location.

- iii. If technical difficulties arise as a result of utilizing remote participation, the chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with remote participants' ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred and subsequent reconnection if achieved shall be noted in the meeting minutes. If a public hearing occurs after disconnection, the member shall be noted as absent.

PROCEDURES FOR REMOTE PARTICIPATION

- i. Any member of a public body who wishes to participate remotely shall 48 hours ideally or as soon as reasonably possible prior to the meeting, notify the chair or person chairing the meeting of his or her desire to do so (if physical attendance is unreasonably difficult). If the Chair approves the request for remote participation, he or she shall make any necessary arrangements with appropriate Town personnel to ensure that the required equipment is available and, to the greatest extent practical, provide access to all meeting materials. THE TOWN DOES NOT GUARANTEE AVAILABILITY OF REQUIRED EQUIPMENT AT ANY PARTICULAR TIME OR LOCATION.
- ii. At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.
- iii. All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
- iv. Remote participants shall preserve the confidentiality of the executive session (where applicable). The remote participant shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by simple majority vote of the public body, and that the session is not being remotely recorded by any device.
- v. The Town shall not be responsible for the reimbursement of any out-of-pocket costs associated with the remote participation of Board members.
- vi. Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting and should make their decisions based upon the same information as is available to all the other participants in the meeting. The remote participant shall not be influenced during the meeting by others also not physically present at the meeting.
- vii. Does this Board think this is necessary or has value? Meeting minutes shall indicate which members participate remotely. Upon request by the Select Board chair, he chair of any committee shall provide to the Select Board, no later than June 30 of each year, a report that indicates the date(s) of any meetings for which remote participation occurred and the name(s) of individuals who participated remotely.
- viii. A quorum of a board, committee, commission must be present in person.

- ix. Remote participants shall not operate a motor vehicle or otherwise jeopardize personal or public safety while participating in a meeting.

ADDITIONAL REQUIREMENTS FOR CIRCUMSTANCES REQUIRING INCREASED REMOTE PARTICIPATION

Note: During the COVID-19 pandemic, boards, committees, and commissions have been permitted to meet remotely as a quorum through at least April 2022. The following requirements apply and will apply in a similar future circumstance:

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.
2. If deemed necessary for public health, the public may not be allowed into a Board/Committee meeting, even where there are any members of the public body and/or [city/town] staff or official(s) physically present at the meeting location during the meeting. "Public comment" portions of meetings may be temporarily suspended.
3. However, the public will be provided with alternative access through which they can watch or listen to meetings "in real time," and meeting notices will specify the manner in which members of the public may access audio or video of the meeting as it is occurring.
4. If, despite the Town's best efforts, technological capabilities do not adequately support public access to virtual or remote meetings, the Town will ensure that an audio or video recording, transcript, or other comprehensive record of the proceedings at the meeting is posted on the Town's website as soon as possible after the meeting.
5. Notices for public hearings will contain additional information about how the public may participate via electronic/technological means.
6. For executive session meetings, public access to the meeting will be limited to the open session portion(s) of the meeting only. Public access to any audio, video, internet or web-based broadcast of the meeting will be discontinued when the public body enters executive session.
7. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.
8. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which event, the meeting notice will be posted with as much advanced notice as is possible in the circumstances). Minutes will still be taken.
9. Individual meeting agendas on the calendar or board/committee page on the Town's website, located at <https://sudbury.ma.us> shall be updated with the latest information regarding meetings, recognizing that each meeting may experience unique circumstances that may require last minute changes in protocol, including cancellation or rescheduling.



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

8: MAGIC letter re: ARPA funds

REQUESTOR SECTION

Date of request:

Requestor: Member Dretler

Formal Title: Vote whether to support signing MAPC/MAGIC letter to State requesting that State cover COVID-related expenses. (~15 min.)

Recommendations/Suggested Motion/Vote: Vote whether to support signing MAPC/MAGIC letter to State requesting that State cover COVID-related expenses. (~15 min.)

Background Information:
attached documents

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
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

October 26, 2021

To: Senate President Karen E. Spilka
House Speaker Ronald Mariano,
Chair Michael Rodrigues
Chair Aaron Michlewitz
Members of the MAGIC legislative delegation

Re: ARPA Funds

We, the undersigned communities of the MAGIC subregion*, write to urge the Commonwealth to use its American Rescue Plan Act (ARPA) funds in a manner that complements local ARPA spending, makes progress toward existing municipal planning efforts, and advances equity. We encourage the Legislature to consider the following principles when determining how best to use the Commonwealth's share of ARPA dollars:

The Legislature should invest funds in a manner that advances local housing, transportation, climate, and economic development goals as identified in local plans. Our communities have worked hard to produce master plans, housing production plans, climate action plans, corridor studies, and other data-driven planning documents. These efforts, which typically entail thorough community engagement processes, extensively document current conditions and on-the-ground local trends. Additionally, we come together as a subregion each month to discuss opportunities for regional collaboration to achieve these goals. ARPA funds can help move this work into the implementation phase.

- The Commonwealth's funds should directly support regional and state-wide efforts needed to make the Housing Choice Act and the Next Generation Climate Roadmap meaningful on the local level, e.g., investments in clean, affordable public transportation, incentives for carbon-neutral affordable housing projects, and support to scale-up successful local initiatives.
- Local ARPA funds will then give our communities the ability to contemplate the one-time investments in infrastructure, such as water and sewage treatment and alternative energy sources, that would allow us to address the need for sustainable, low- and mid-range housing development.
- We can more effectively support MAGIC's regional collaborations, such as the Climate Resilience Coalition, and the Making the Connections program, when our communities can maximize their own ARPA funds.

The Legislature should invest ARPA dollars to grow successful state programs like Complete Streets, Green Communities, Housing Choices, the Municipal Vulnerability Preparedness program, and other similar programs. Municipal staff already know how to make use of funding available through these programs, and this familiarity means dollars can be spent expeditiously. Furthermore, for several of these programs, funding is contingent on completing an extensive local planning process. Cities and towns already have documented local needs and know the most effective uses for these funds.

The state should assume direct COVID mitigation costs. Cities and towns are currently working hard to put ARPA dollars to good use in creative ways that will have a long-term positive impact on our communities. Direct costs such as PPE procurement, vaccination site set-up and

administration, air quality measures in schools, and technology for virtual and hybrid municipal meetings should be borne by the state.

- Every municipality was asked to plan for local vaccination sites before the state refocused efforts on large-scale sites such as Gillette. Towns in our MAGIC region, such as Carlisle, have not been reimbursed for all the costs they incurred, straining municipal budgets.
- Using state funds to address air quality in schools (equipment modifications and/or increased operating costs) would immediately improve the baseline health of all our students and faculty in a way the Massachusetts School Building Authority (MSBA) program cannot address on its own. This would free up MSBA dollars for other urgent facilities needs across the Commonwealth.
- Cities and towns need the ability to use the funds for long-term investments in public health such as social services and town nursing staff. These services are vital for communities of all sizes and of all demographics.
- Our communities have programs to directly help low-income and other vulnerable residents. Freeing municipalities from basic COVID costs allows us to direct ARPA funds to those who need the most help.

For these reasons, we ask you to use state ARPA funds in a manner that will allow communities to unleash creative thinking on the local level.

Respectfully,

*Minuteman Advisory Group on Interlocal Communication (MAGIC) is a subregion of the Metropolitan Area Planning Council (MAPC) and is comprised of the towns of: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury.

October ~~XX~~26, 2021

To: Senate President Karen E. Spilka
 House Speaker Ronald Mariano,
 Chair Michael Rodrigues
 Chair Aaron Michlewitz
 Members of the MAGIC legislative delegation

Re: ARPA Funds

We, the undersigned communities of the MAGIC subregion*, write to urge the Commonwealth to use its American Rescue Plan Act (ARPA) funds in a manner ~~the complement~~that complements local ARPA spending, ~~making~~makes progress toward existing municipal planning efforts, and advances equity. We encourage the Legislature to consider the following principles when ~~determined~~determining how best to use the Commonwealth's share of ARPA dollars:

1) **The Legislature should invest funds in a manner that advances local housing, transportation, climate, and economic development goals as identified in local plans.** Our communities have worked hard to produce ~~a number of~~ master plans, housing production plans, climate action plans, corridor studies, and other data-driven planning documents. These efforts ~~extensively document on the ground trends, and, which~~ typically entail thorough community engagement processes. extensively document current conditions and on-the-ground local trends. Additionally, we come together as a subregion each month ~~and to~~ discuss opportunities for regional collaboration to achieve these goals. ARPA funds can help move this work into the implementation phase.

- The Commonwealth's funds should directly support regional and state-wide efforts needed to make the Housing Choice Act and the Next Generation Climate Roadmap meaningful on the local level, e.g., investments in clean, affordable public transportation, incentives for carbon-neutral affordable housing projects, and support to scale-up successful local initiatives.
- Local ARPA funds will then give our communities the ability to contemplate the one-time investments in infrastructure, such as water and sewage treatment and alternative energy sources, that would allow us to address the need for sustainable, low- and mid-range housing development.
- We can more effectively support MAGIC's regional collaborations, such as the Climate Resilience Coalition, and the Making the Connections program, when our communities can maximize their own ARPA funds.

2) **The Legislature should invest ARPA dollars to grow successful state programs like Complete Streets, Green Communities, Housing Choices, the Municipal Vulnerability Preparedness program, and other similar programs.** Municipal staff already know how to make use of funding available through these programs, and this familiarity means dollars can be spent expeditiously. Furthermore, for several of these programs, funding is contingent on completing an extensive local planning process. Cities and towns already have documented local needs and know the most effective uses for these funds.

Attachment 8.b: Comparison of V2 and V3 letters (2) (4900 : MAGIC letter re: ARPA funds)

3) **The state should assume direct COVID mitigation costs.** Cities and towns are currently working hard to put ARPA dollars to good use in creative ways that will have a long-term positive impact on our communities. Direct costs such as PPE procurement, vaccination site set-up and administration, air quality measures in schools, and technology for virtual and hybrid municipal meetings should be borne by the state.

- Every municipality was asked to plan for local vaccination sites before the state refocused efforts on large-scale sites such as Gillette. Towns in our MAGIC region, such as Carlisle, have not been reimbursed for all the costs they incurred, straining municipal budgets.
- Using state funds to address air quality in schools (equipment modifications and/or increased operating costs) would immediately improve the baseline health of all our students and faculty in a way the Massachusetts School Building Authority (MSBA) program cannot address on its own. This would free up MSBA dollars for other urgent facilities needs across the Commonwealth.
- Cities and towns need the ability to use the funds for long-term investments in public health such as social services and town nursing staff. These services are vital for communities of all sizes and of all demographics.
- ~~ARPA gives our~~Our communities ~~the ability have programs to contemplate one-time investments in infrastructure such as water or sewage treatment that would allow directly help low-income and other vulnerable residents. Freeing municipalities from basic COVID costs allows us to address the~~direct ARPA funds to those who need ~~for low- and mid-range housing development~~the most help.

For these reasons, we ask you to use state ARPA funds in a manner that will allow communities to unleash creative thinking on the local level.

Respectfully,

*Minuteman Advisory Group on Interlocal Communication (MAGIC) is a subregion of the Metropolitan Area Planning Council (MAPC) and is comprised of the towns of: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury.



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

9: Energy Stretch Code letter

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Review and possible vote to support signature of Arlington Town Manager letter on Energy Stretch Codes. (~15 min.)

Recommendations/Suggested Motion/Vote: Review and possible vote to support signature of Arlington Town Manager letter on Energy Stretch Codes. (~15 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

From: Adam Chapdelaine <AChapdelaine@town.arlington.ma.us>
Sent: Tuesday, October 19, 2021 1:58 PM
To: Adam Chapdelaine
Subject: Municipal Advocacy Letter for Net Zero Stretch Code

Dear Colleagues in Municipal Government,

I hope that this message finds you well.

A group of advocates in Arlington have asked me to take the lead on circulating a municipal advocacy letter regarding the Net Zero Stretch Code and I gladly accepted the challenge. Thus far, the mayors/managers in Acton, Amherst, Arlington, Belmont, Brookline, Concord, Chelsea, Lexington, Malden, Medford, Melrose, Newton, Somerville and Weston have signed on.

I would greatly appreciate your support for this effort in the form of signing on to the letter. I have attached a copy of the letter to this email and also pasted the text of it below.

Thank you for any consideration that you can give this request and I hope to hear from you soon.

Best,

Adam W. Chapdelaine
Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
(781) 316-3010

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

October XX, 2021

Secretary Kathleen A. Theoharides
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Dear Madame Secretary,

The undersigned represent chief executive/administrative officers of Massachusetts cities and town deeply engaged in the battle against climate change. We strongly support the Commonwealth's commitment to achieve net zero emissions by 2050 as well as the interim goals required by this year's "Next Generation Roadmap for Massachusetts Climate Policy." This and more has to be done. Fires in California, floods in Germany, and record June temperatures at home remind us of the urgency of our situation. As the recent IPCC report on Climate Change in 2021 shows, we are now well past the 11th hour.

The Next Generation Roadmap legislation signed by the Governor in March requires DOER to develop a specialized stretch energy code that includes net-zero building performance standards and a definition of a net-zero building. The statute lays out an ambitious process of public engagement as the Department develops the required code. We welcome the opportunity to participate in this process.

At the outset, we strongly believe that both the statute and practical reality call for a true net zero stretch code. The specialized stretch code is optional. No municipality is required to adopt it, and not everyone will. But for the towns and cities ready to lead the way, the stretch code promulgated by DOER must be strong enough to get the job done. Nothing less than net zero will suffice. The municipalities that opt in are eager to be the Commonwealth's test kitchen. They need bold policies to test.

A true net zero stretch code must cover all residential and commercial buildings. It must foster high performance building envelopes, such as those contemplated by Passive House standards. It must promote electrification, and at the very least provide the municipalities who opt in with clear authority to prohibit on-site combustion in new building and major rehabilitation. Moreover, since time is of the essence, any phase-in period must be short and supported by clear and convincing evidence.

There are many ways of reaching our goal and that of the statute. We welcome the chance to engage in discussion about means. As local governments, we understand the importance of pragmatism. It is essential, however, that the path chosen leads to the right destination.

We appreciate your enthusiasm and professionalism and that of your staff. We hope that the process you are beginning will result in a code that will maintain Massachusetts's place as a national leader in the fight against global warming. Other jurisdictions, including California and

the District of Columbia, have moved decisively in this direction, and we do not wish the Commonwealth to be left behind. We strongly support the process that is unfolding and look forward to providing any assistance we can.

Respectfully,

[Signatories]



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

10: Debrief on 2021 Town Forum

REQUESTOR SECTION

Date of request:

Requestor: Vice Chair Russo

Formal Title: Debrief on 2021 Town Forum and discussion on future forum(s) (~10 min.)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

11: Fall 2021 Select Board's Newsletter Articles Approval

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Review the Select Board's Fall 2021 Newsletter articles and approve for distribution (~10 min.)

Recommendations/Suggested Motion/Vote:

Background Information:

Draft newsletter attached

Financial impact expected:N/A

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
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

FROM THE SELECT BOARD

Fall 2021

Town of Sudbury

American Rescue Plan Act of 2021 (ARPA)

BY JANIE DRETLE AND CHARLIE RUSSO, SELECT BOARD

What Is It ARPA?

The American Rescue Plan Act of 2021 (ARPA) is a \$1.9 trillion economic stimulus bill that was enacted on March 11, 2021 by the Federal government. Within ARPA, there is \$350 billion in Coronavirus State and Local Fiscal Recovery Funds provided for states, local municipalities, counties, tribes, and territories for public health, assistance for vulnerable populations, education and housing stabilization, economic recovery assistance and direct assistance for families and individuals.

Sudbury will receive \$5,875,013.78 in Coronavirus State and Local Fiscal Recovery Funds: municipal allocation of \$2,057,260.44 and county allocation of \$3,817,753.34. The Town of Sudbury has already received 50% of the grant funds which are currently being held in a Special Revenue Fund.

These funds provide significant flexibility to meet local needs, but some residents may ask how do we avoid using it for the “shiny new objects”? The Town of Sudbury is in the excellent position of having recently updated the Master Plan which lays out a roadmap for the future of the town. The Master Plan was shaped by the community and will help the Town staff to prioritize decisions and important projects for the next 20 years. In addition to the Master Plan, The Town will be looking to other key stakeholders such as the Select Board, Town staff, Town boards, committees, and



commissions as well as Sudbury residents and business owners. Ultimately, the Select Board has the authority to approve how the funds will be allocated and spent.

Qualified Project Criteria

Eligible uses of the funds include:

- Support public health expenditures, i.e., COVID-19 mitigation efforts, behavioral healthcare
- Address negative economic impacts, i.e., economic harms to workers, households, small businesses
- Replace lost public sector revenue
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure, i.e., improve access to clean drinking water, support wastewater and stormwater infrastructure and to expand access to broadband internet

Ineligible uses of the funds include offsetting tax reduction, investing in a pension fund, debt service, and stabilization fund deposits.

What Other Towns Are Doing

The US Department of the Treasury has released interim – though not final – guidance on the eligible use categories for ARPA funds. This uncertainty has led to a number of different approaches to spending from different communities. Regardless of the approach taken, local governments remain responsible for compliance with all the relevant federal rules and regulations governing how the ARPA funds can be spent and must be reported on.

In Acton, for example, its Select Board voted on Oct. 18 to approve a plan for its \$7 million share of ARPA funds. Funded projects include rehabilitation of a historic building, HVAC improvements at various town facilities, investments in several sustainability initiatives and infrastructure projects, PFAS mitigation measures for its water treatment plant, a sewer main extension, stormwater management projects, school district requests, and even funding for a dog park as a recreation amenity.

Arlington expects its Select Board to approve a final plan for its \$35 million in federal funding by the end of October. The board already accepted and received a portion of the funds, and voted to spend \$1.6M for current water/sewer needs and \$50,000 for a homeless prevention program. Other large planned expenditures include investments in parks and open space, water/sewer spending, and affordable housing.

Numerous other communities, such as Worcester, Newton, Ashland, and many others, have developed and published interim or final spending plans.

What Sudbury Is Doing

The Sudbury Select Board voted 5-0 on Sept. 28 to accept the nearly \$5.9 million in ARPA funds and has already received a portion of that amount. Today, the Town is planning how it will spend ARPA funds. This effort includes gathering a list of potential projects from various stakeholders, considering the decision-making process, and developing a public input process.

A preliminary list of potential projects has already been identified by Town departments, with ongoing input from relevant stakeholder groups being solicited and received. As potential projects are identified, a decision process is also being developed, which includes an emphasis on avoiding duplicative spending – using ARPA funds for projects that might be eligible for reimbursements or grants from other programs – and avoiding spending one-time ARPA funds on recurring expenses, among other factors. In Sudbury, the results of a community survey, along with other means of gathering public opinion, will be used to improve the decision-making process and will help align the spending with public priorities.

Town officials and staff look forward to resident feedback as the ARPA funding plan is considered.

Do you have one minute a month to help make Sudbury better?



SIGN UP TODAY MAKE YOUR VOICE HEARD

SUDBURY.MA.US/FLASHVOTE

About the Community Preservation Act

BY JENNIFER ROBERTS,
SELECT BOARD CHAIR

As Sudbury starts its next budget season, decisions will be made about how many funds to allocate for operating costs, capital projects, and other services. Sometimes in municipal budgeting the “must haves” can leave little room for projects that protect and enhance the character and quality of life of our community. Fortunately, the Community Preservation Act (CPA) has made it easier for municipalities to invest in such initiatives. Specifically, it is a tool that helps communities preserve open space and historic sites, develop outdoor recreational facilities, and create affordable housing.

CPA allows communities to create a local Community Preservation Fund with money raised through a surcharge of no more than 3% of the tax levy against real property. Through a State Community Preservation Trust Fund administered by the Department of Revenue, the State then provides a matching amount which varies by year. A total of 87 municipalities in Massachusetts have voted through referendum to become CPA communities; Sudbury became a CPA Community in 2002.

Through adopting CPA, Sudbury also created a local Community Preservation Committee (CPC) which is group chosen to make recommendations to a community’s legislative body. Sudbury’s legislative body is Town Meeting. This Community Preservation Committee consists of nine members, including a member designated from each of the following commissions, committees, and boards: Select Board, Conservation Commission, Historical Commission, Planning Board, Park and Recreation Commission, Finance Committee, and Housing Authority; and two members at large appointed by the Select Board.

Each Fall the Committee Preservation Committee receives requests for various projects to be considered in the upcoming budget cycle. This process has recently started for the FY’23 budget and public meetings to analyze the projects will occur in upcoming months. Last year, for the FY’22 budget, a variety of key projects were approved at Town Meeting including Feeley Field improvements, Dr. Bill Adelson Playground renovation, a Town-wide Historic Preservation Plan, and a Housing Production Plan.

Because of the Community Preservation Act, Sudbury can invest in important areas that contribute to the enrichment of our community overall. Please considering taking time this upcoming year to engage as new and exciting projects are presented to the Community Preservation Committee and ultimately to Town Meeting. The Community Preservation Committee website can be found [here](#) with more information.

**VIRTUAL
SELECT BOARD’S OFFICE HOURS**

**TUESDAY, NOVEMBER 9, 2021
7 PM – 8 PM
ZOOM MEETING**



Janie Dretler



Bill Schineller

**SUDBURY.MA.US/
SELECTBOARD**

Call to Action - Implementing the Master Plan

**BY BILL SCHINELLER,
SELECT BOARD**

Great News! On April 28, 2021 the Planning Board adopted the Sudbury Master Plan with the community's priorities for our town over the next 10-15 years. But how will we go about achieving them by 2035, and ensure that the Plan doesn't "gather dust on a shelf"? To address that question, on October 21, 2021, the Select Board and Planning Board jointly hosted a virtual Town Forum to roll out a process for implementation of the Plan. The answer could involve you.

The 90-minute forum started with introductory remarks from organizer Charlie Russo (Select Board Vice-Chair), Adam Duchesneau (Director, Planning & Community Development), and John Sugrue (Planning Board member and former Master Plan Steering Committee Chair). Consultant Krista Moravec of Horsely-Witten then gave a 10 minute overview of the product of a two year process of community engagement: the Master Plan, ready for implementation. Its Baseline Report is a snapshot of Sudbury today, while the primary Master Plan document identifies the formative issues, goals and policies, and an Action Plan Matrix for how the Town will reach its vision.

The Plan includes nine chapters applicable to most communities: Economy, Transportation, Historic, Environment, Conservation & Recreation, Town Facilities/Services/Infrastructure, Housing, Resiliency, and Public Health. Sudbury's plan dedicates an additional chapter to our Route 20 Corridor, underscoring its important role in what will become of our town.

The plan for implementation consists of clear prioritization, actions, and accountability. Priorities feature two "Big Idea Projects": the Route 20 Corridor, and a Coordinated Town-Wide Historic Preservation Program. Three featured "High Impact Projects" are the Bruce Freeman Rail Trail, the Mass Central Rail Trail (noting the Town's resistance to using this corridor for buried high voltage transmission lines), and the Comprehensive Wastewater Master Plan. Five "Critical Path Projects" include studies and plans enabling the Big Idea and High Impact projects, plus a Town Facilities Assessment & Maintenance Plan, and a Housing Strategy.

Over 150 specific actions to realize the Master Plan are laid out in the Action Plan Matrix. These support goals spanning all the chapters of the plan, not just the featured projects. Roughly 80 of these actions need to be taken in the Short-Term (within 5 years), 20 in the Mid-Term (5-10 years), and 50 are Ongoing. Each action has a single Advocate (appropriate department or committee) to drive it. The Planning & Community Development department will lead nearly 70 actions, while about twenty other departments, committees, councils, commissions, and boards take the remaining 80 actions.

Planning Board Chair Steve Garvin then led off the focus of the evening's discussion, rolling out the implementation process. The Planning Board (PB) will serve as the implementation committee, per mutual decision with the Select Board. The PB will have a standing Master Plan Implementation agenda item at all of their meetings, with occasional dedicated meetings to keep things moving, and occasionally meet with the Select Board to sync up on progress. The PB will kick off actions in parallel to other groups of 2-5 people,

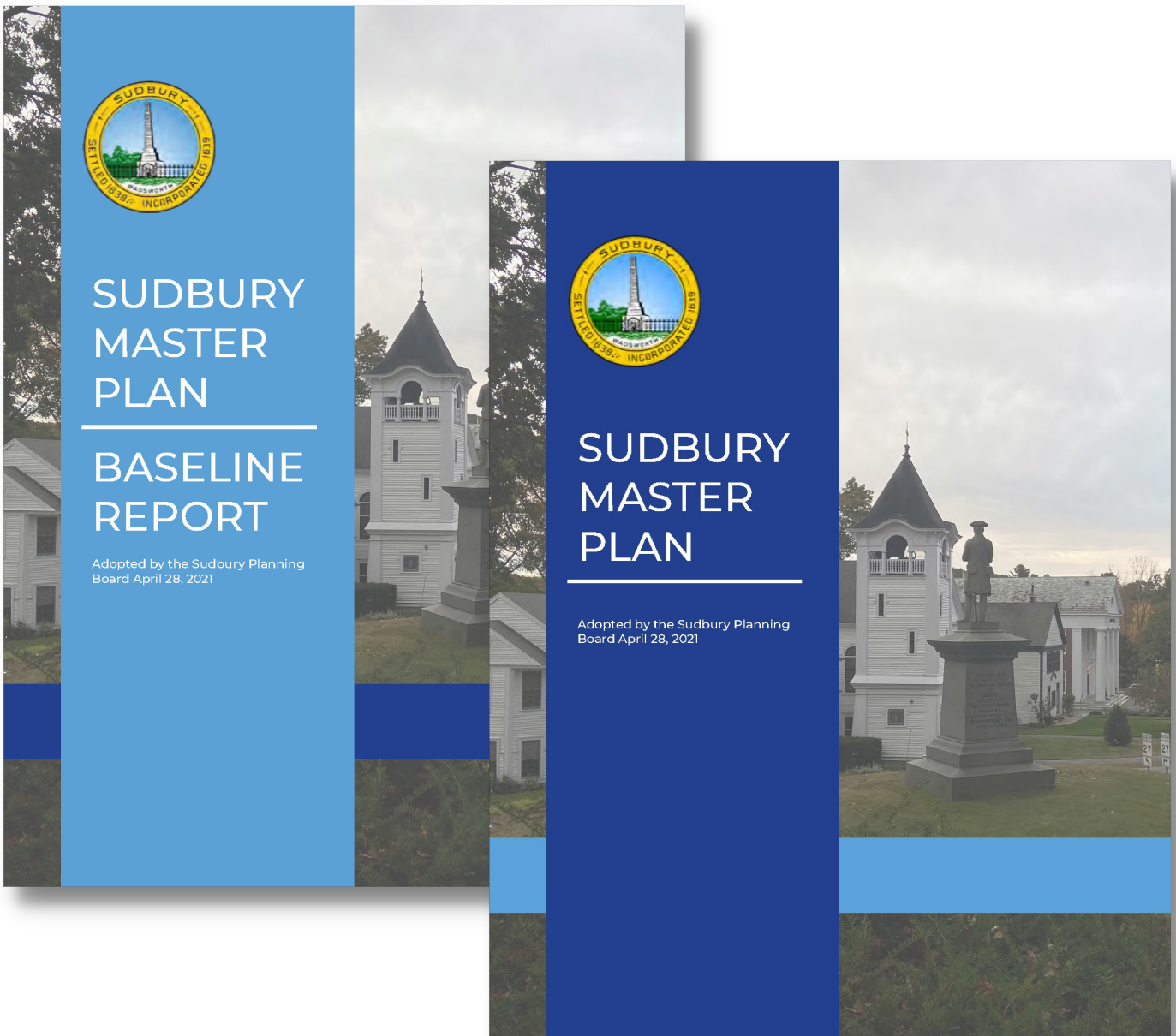
with perhaps 1-3 actions being worked at a time, perhaps 1-3 or 3-6 months in duration depending on the task. As current activities ramp down and staff frees up, additional actions will get started.

The PB will determine the composition of each group, generally a member of a department or board, and experienced people from the community. The intention is that smaller time commitments on concentrated subjects will encourage amazing people from the community to contribute their expertise. Implementation starts now, as the Planning Board begins to partner with advocates, invites experts from the community, and forms groups to work on Near-Term actions.

A one hour Q&A session rounded out the forum moderated by PB Chair Garvin and Select Board Chair Roberts, with panelists from both boards and town departments. A great question: "Where is the greatest need for participation?" The answer was a call to all citizens to look at the Master Plan, think about where your talents and expertise can contribute, and express interest.

The Planning Board will make it easy to connect at the Implementation item at each of their meetings, connecting talented community members with appropriate action leads.

The Select Board thanks the Planning Board, Town staff, and participants from our community for making the Forum successful. We look forward to the implementation of our Master Plan!





SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

12: Minutes review

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review open session minutes of 9/14/21, 9/28/21, and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review open session minutes of 9/14/21, 9/28/21, and possibly vote to approve minutes.

Background Information:
attached drafts

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
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

SUDBURY SELECT BOARD

TUESDAY, SEPTEMBER 14, 2021

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

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:12 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: Schineller-present, Russo-present, Dretler-present, Carty-present, Roberts-present

Opening remarks by Chair

- Select Board and Planning Board met in joint open session and agreed upon a plan for the virtual Master Plan Annual Town Forum to be held October 21 at 7:00 p.m. Vice-Chair Russo to be coordinating the Forum with the Planning Board
- The 9/11 Memorial Committee conducted a moving ceremony with good turnout on Saturday; thanked all for participating, including Vice-Chair Russo and Town Manager Hayes
- BOH meeting was held today; COVID focus and mask mandate updated in consideration of increased incident rate in Town
- BOH announced incident of the West Nile virus in both human and animals in Middlesex County; the public is advised to take precautions - use bug spray, eliminate standing water, wear long-sleeved shirts, and avoid being outside during dusk

Reports from Town Manager

- 9/11 Remembrance Event sponsored by the 9/11 Memorial Committee was special; is included on the Town website
- Thanked Fire, EMS, and Police for saving a resident's life recently. The resident extended his gratitude
- Thanked EMS for assisting with a tragic fire incident recently, and expressed gratitude for their efforts
- Thanked Planning and Community Development, Conservation, Accounting and Town Finance offices for their amazing efforts and continue to sustain a safe, secure, serviced and strong Sudbury!

Reports from Select Board

Board Member Schineller:

- Recognized that 9/11 will never be forgotten
- Select Board voted to proclaim November 6 as HOPEsudbury Day; HOPEsudbury was formed in response to 9/11 and to bring the community together

SUDBURY SELECT BOARD
TUESDAY, SEPTEMBER 14, 2021
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- November 6 will mark the twentieth anniversary of HOPEsudbury and the Telethon raises monies to help those within and outside the Sudbury community

Board Member Dretler:

- As member, attended the MAGIC Regional Meeting this morning, which voted to support the regional work plan for fiscal year 2021; topics to be discussed this year include: Racial Justice, ARPA funding, EV Infrastructure, Legislative incentives, housing, and climate resiliency via hybrid meeting format
- Thanked Planning and Community Development Director Adam Duchesneau for his leadership involvement with MAGIC
- Happy New Year to those celebrating the Jewish holidays
- She and Vice-Chair Russo recently attended the monthly BFRT meeting, and look forward to the next meeting
- Attended the “ICD World for Everyone” session, which focused on an ADA accessibility and transition plan, which Sudbury has been actively involved in
- PBC is moving forward with the Fire Station and Fairbank Community Center projects. She stressed the importance of the two buildings, and recommended that residents view the progress of those projects on SudburyTV
- Domestic Roundtable to be held September 20th to September 30; all donations go to victims

Vice-Chair Russo:

- Seconded comments by other Board members
- Happy to see the Town Master Plan Forum information is posted on the Town webpage and social media, which was posted immediately after the Planning Board and Select Board meeting last night. Encouraged public turnout for the Forum
- Recent auto accident at the Rte. 117/Mossman intersection; recommended the Select Board discuss this intersection and the Dakin/117 Intersection at an upcoming Board meeting
-

Board Member Carty:

- Recognized the 9/11 Memorial Celebration, and thanked Kirsten Roopenian, Vice-Chair Russo, and Town Manager Hayes for their excellent presentations, including the opening prayer presentation by Steven Milley, and Stuart Beebe incorporated a moving 20-minute presentation
- Goodnow Library Trustees met in person last week, Library of Things project being planned; residents can borrow items in addition to books

Discussion and vote whether to ratify the vote taken in Executive Session on 9/14/21, regarding collective bargaining matters related to negotiations between the Town of Sudbury and the Sudbury Association of Engineering, Architects and Draftsmen IFPTE Local 105 dated 9/9/21

Chair Roberts summarized the collective bargaining agreement between the Town of Sudbury and the Sudbury Association of Engineering, Architects and Draftsmen IFPTE Local 105 dated 9/9/21.

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

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

VOTED: To ratify the vote taken in Executive Session on 9/14/21, regarding collective bargaining matters related to negotiations between the Town of Sudbury and the Sudbury Association of Engineering, Architects and Draftsmen IFPTE Local 105 dated 9/9//21.

Lincoln-Sudbury Regional High School regional agreement review and next steps

Chair Roberts summarized that the Board received assistance from Lampke Law, met with the Lincoln Select Board in 2021, and would like to revisit the topic.

Member Carty stated that seven primary areas were identified when the Sudbury and Lincoln Select Boards met in joint session in March. He indicated Vocational Education was a focus topic at that meeting.

Vice-Chair Russo mentioned several regional agreement documents.

Member Schineller noted the LS Agreement was ranked second on the Select Board goal list. He stated that many aspects/policies with the Agreement are now obsolete, and should be addressed. Member Schineller suggested that Chair Roberts might coordinate a future meeting date with the Lincoln Select Board Chair, and member Carty could coordinate a session with the LS School Committee. Member Carty indicated he would be happy to reach out to both School Committees, to arrange a joint meeting with those two Committees.

Member Dretler suggested that such joint meeting could also include the Chairs of the two Select Boards.

Town Manager Hayes to review ARPA program, funds, timeline, and possible uses

Town Manager Hayes reviewed the ARPA program, related time parameters and possible uses.

Board Member Schineller spoke about related essential workers in the Town Health Department and school employees. He asked when ARPA funding projects had to be finalized. Town Manager Hayes responded through the 2025 calendar year.

Board Member Carty inquired about current funding. Town Manager Hayes responded that approximately \$1,000,000 had already been received by the Town and would go into a general fund as did CARES Act funding. Board Member Carty stressed that the funding must be spent wisely. He asked about the sewer aspect, and hoped such funding would be directed to the Health Department for future need.

Vice-Chair Russo commented he wanted to see a potential list for funding relatively soon. He agreed about being smart about funding usage.

Board Member Dretler agreed with all comments made by Board Members. She confirmed that she wanted to see the plan advance, and noted that other communities had strong Select Board involvement. Member Dretler expressed her hope that the Sudbury Select Board would have a role in such planning.

Chair Roberts mentioned possible funding for the Fairbank Community Center. Town Manager Hayes indicated that buildings, vehicles, and related projects would likely not qualify for such funding.

Board Member Carty recommended putting the funds into a COVID stabilization fund. Town Manager Hayes confirmed he would be having related discussions with Finance Director Dennis Keohane this week.

Board Member Schineller indicated that a transportation initiative might qualify for ARPA funding, and culverts might fit into the transportation aspect.

Town Manager Hayes stated that he would provide an update to the Board.

Discussion and vote on whether to retain the rights and ownership (or not) of the U.S.A.; Reg. No. 4,826,540 and U.S.A.; Reg. No. 4,826,543 relative to the intellectual property Declarations for “Sewataro” and “Summer as it should be.”

Town Manager Hayes provided an update regarding the intellectual property Declarations for “Sewataro” and “Summer as it should be,” and logo. He recommended retaining the rights to those aspects, so that no other party could use them.

Vice-Chair Russo asked about associated costs. Town Manager Hayes stated that \$1,200 (or less) would be required for filing, which was supported by Town Counsel.

Chair Roberts read in the words of the motion. Board Member Carty read in the words of the Chair, and moved to amend “registration,” language within the words of the motion. Board Member Dretler seconded the motion.

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

VOTED: To retain the rights and ownership of the U.S.A.; Reg. No. 4,826,540 and U.S.A.; Reg. No. 4,826,543 relative to the intellectual property Declarations for “Sewataro” and “Summer as it should be,” and to amend “registration,” language within the words of the motion.

Discussion on Sewataro Use Policy Document and other Sewataro goals. Includes discussion and possible vote to release Town Counsel Opinion related to the Town offering swimming and charging fees at Sewataro

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

VOTED: To release Town Counsel Opinion related to the Town offering swimming and charging fees at Sewataro.

Board Member Schineller provided an overview of possible fee structure. Vice-Chair Russo noted that Town Counsel reviewed the suggested swimming and associated fee matrix.

Vice-Chair Russo and Board Member Schineller presented the draft document “Town of Sudbury – Sewataro Use Policy;” updated August 19, 2021; which they put together, and confirmed they now sought to receive member feedback. They detailed that suggested fees were similar to Park & Recreation fee structures and such fee structures of other neighboring communities.

Other categories included in the Sewataro Use Policy included:

- Intent
- Public Access Times
- Permitting Authority
- Facility Reservations
- Reservation Priority
- Available Spaces and Fees
- Insurance Requirements

Board members discussed interaction with Park & Recreation. Board Member Dretler recommended that all members consider each other's thoughts and ideas on this matter.

Board Member Dretler asked if the draft reflected an interim/COVID plan. Vice-Chair Russo indicated that draft was reflective of an iterative plan. Discussion regarding aspects of non-profits took place.

Resident and Sewataro representative Kristen Drumme, 66 Mossman Road, confirmed that Sewataro rentals to large groups had been restricted due to COVID.

Board Member Schineller continued his mention of other areas within the use policy draft:

- Restrictions
- Exclusive Use
- Emergency Contact
- Postings
- Restrooms
- Traffic Management
- Parking Spaces
- Park and Recreation Coordination
- Hold Harmless Individual User Agreements
- Hold Harmless Group User Agreements
- Accessibility

Board Members provided comments/edits, and agreed with the overall draft content.

Chair Roberts suggested the draft be submitted to Town Counsel for comments. Town Manager Hayes suggested members submit related questions to him by Sunday, so he could present all questions/comments to Town Counsel on Monday.

Board Member Schineller stated that camp operator Scott Brody agreed to submit a Sewataro swimming plan by the end of September.

Chair Roberts suggested that the Sewataro discussion be continued at the September 28th meeting.

Recess

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

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

VOTED: To take a five-minute recess

The meeting resumed at 10:01 p.m.

Discussion on Sudbury Trust Program policy document

Chair Roberts stated that she noticed some inconsistencies and outdated policies when she reviewed the Sudbury Trust Program policy documentation regarding the Girl Scout bench gift. She suggested that the Select Board Policies Subcommittee review this document.

Board Members agreed that updating of the document was needed.

Board Member Carty noted that it would be helpful to research this document, and understand its origins and history. Board Member Dretler commented that some revision might help shape the document with an eye to the future.

Chair Roberts stated that she would review the minutes around the time the document was used and implemented. Town Manager Hayes recommended that Board Members be cautious about eliminating all policies.

Chair Roberts suggested that some areas be updated:

- E-mail addresses
- Restrictive Gift Accounts
- Senior Tax Work-off Program
- Conservation Program
- Prices for trees and bench
- Priority projects – gift listings

Board Member Dretler suggested that links to charitable donation site be reviewed.

CPC discussion regarding presentation of CPC articles to Select Board. Select Board Chair/CPC member Roberts to present

Chair Roberts referred to the request from CPC Chair Sherri Cline, which questioned the need for repeated CPC article presentations. Ms. Cline asked if the repeated presentation process could be streamlined.

Chair Roberts strongly favored the recommendation made by Town Manager Hayes, of having a Capital Night, where all capital items (including CPC articles) would be presented at one meeting.

Vice-Chair Russo suggested formulating a plan to address presentations of non-finance CPC articles. Chair Roberts suggested that she and Jean Nam, present the non-finance articles.

Board Member Dretler opined about articles being presented by those other than CPC members.

Discussion and possible vote whether or not to dissolve the Budget Strategies Task Force

Board Member Schineller noted that the Budget Strategies Task Force had been inactive for a long time. Board Member Carty mentioned that he was a member of the Task Force, which was a very active group. He stressed that the cost centers are much improved now, and agreed with the dissolution of the Task Force.

Board Member Schineller motioned to dissolve the Budget Strategies Task Force. Board Member Dretler seconded the motion.

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

VOTED: To dissolve the Budget Strategies Task Force.

Board Member Carty suggested sending letters of thanks to former members of the Budget Strategies Task Force.

Review open session minutes of 7/27/21 and 8/10/21, and possibly vote to approve minutes.

7/27/21 Minutes

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

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

VOTED: To approve the open session minutes of 7/27/21, as edited.

8/10/21 Minutes

Board Member Dretler motioned to approve the open session minutes of 8/10/21, as edited. Board Member Schineller seconded the motion.

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

VOTED: To approve the open session minutes of 8/10/21, as edited.

Citizen's Comments (cont.)

No citizen comments

Upcoming Agenda Items

September 28th Meeting:

- ADA Program Policy
- Reprecincting process
- Mitigation Funds for Rte. 117 Mossman and Dakin
- Proposed Office Hours Schedule
- ARPA listing
- Consideration of DEI addition of COD member
- Headstone transfer to another town

Future Meeting:

- BFRT Update
- ARPA Update
- Goal Planning Session
- Legal Services and Budgets

Resident and SHC Chair Chris Hagger, 233 Nobscot Road, mentioned the headstones would be transferred to the Town of Natick from Sudbury which requires a vote by the Select Board

Consent Calendar

Vote to approve the award of a contract by the Town Manager for a Town-Wide Historic Preservation Plan upon the recommendation of the Director of Planning and Community Development and pursuant to Article 31 of the May 22, 2021 Annual Town Meeting; and further, to execute any documents relative to said contract

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

VOTED: To approve the award of a contract by the Town Manager for a Town-Wide Historic Preservation Plan upon the recommendation of the Director of Planning and Community Development and pursuant to Article 31 of the May 22, 2021 Annual Town Meeting; and further, to execute any documents relative to said contract.

Vote to accept and execute the Conservation Restriction from Bryan and Paula Coffey to the Town of Sudbury, acting by and through its Conservation Commission, pursuant to M.G.L. Ch. 184 Sec. 32 for a 1+/- acre portion of the property located at 24 Tippling Rock, shown as a portion of Assessor's Map L06, Parcel 0101, to maintain the Premises predominantly in its natural state in perpetuity

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

VOTED: To accept and execute the Conservation Restriction from Bryan and Paula Coffey to the Town of Sudbury, acting by and through its Conservation Commission, pursuant to M.G.L. Ch. 184 Sec. 32 for a 1+/- acre portion of the property located at 24 Tippling Rock, shown as a portion of Assessor's Map L06, Parcel 0101, to maintain the Premises predominantly in its natural state in perpetuity.

Vote to approve the Town Manager appointment of Christopher Durall, 144 Hayden Circle, as an alternate member to the Historical Commission, for a term expiring 5/31/24

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

VOTED: To approve the Town Manager appointment of Christopher Durall, 144 Hayden Circle, as an alternate member to the Historical Commission, for a term expiring 5/31/24.

Vote to accept donation in the amount of \$610 from the Sudbury United Methodist Church to the Town Social Worker to be used to counsel Lincoln-Sudbury Regional High School students

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

VOTED: To accept donation in the amount of \$610 from the Sudbury United Methodist Church to the Town Social Worker to be used to counsel Lincoln-Sudbury Regional High School students.

Adjourn

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:28 p.m.

SUDBURY SELECT BOARD

TUESDAY, SEPTEMBER 28, 2021

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

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:06 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, Schineller-present, Carty-present, Dretler-present, Roberts-present

Opening remarks by Chair

- Condolences to the family of Mike Melnick, long-time Sudbury resident and valued member of the Permanent Building Committee
- Policies and Procedures Review Sub-Committee meeting this Thursday to complete work on financial policies, and now reviewing non-financial policies as well
- BOH met today and addressed the areas of COVID updates - expected fluctuations, and continued mask mandate
- BOH received letter from a Clinton nurse, who endorses the Sudbury mask mandate
- BOH provided update regarding mosquito and EEE incidents

Town Manager Hayes

- Staff doing amazing work – Town Clerk’s office has posted additional key dates and recent postings to the Town website
- 2021 Bylaw Amendments have been approved by Attorney General’s Office
- Town Clerk will address re-precinct process in October
- Director of DPW, Dan Nason, is an active participant of American Public Works Association Conference
- Fire Department had an all-female response call recently
- Two Town Manager Municipal minutes will be recorded in the next few weeks
- Town Manager Office Hours – Thursday, October 14th at 3 p.m.

Board Member Carty:

- SPS Committee met last night which included: presentation made by Chief Nix regarding school safety; the hiring of a third resource officer; use of Town clinician to go out on police calls; issues with SPS COVID testing vendor; bus transportation RSP
- Reached to the Chair of the Lincoln Select Board regarding the LS Agreement, and possible continued conversation with the Sudbury Select Board/Chair

Board Member Dretler:

- Extended sympathies to the family of Mike Melnick, and recognized his contributions to the Town of Sudbury and to the Fairbank Community Center project
- Emerson Hospital grant opportunity for mental health services; Sudbury may participate
- BOH Flu Clinic was held today
- Last week discussed ARPA funding with Town Manager Hayes and Finance Director Dennis Keohane; looking forward to tonight's continued discussion

Vice-Chair Russo:

- Echoed condolences for Mike Melink regarding his recent passing
- SB Office Hours with Board Member Schineller and himself, Thursday, September 30th at 12:00 p.m.
- Successful Flu Clinic took place today
- Recent Planning Board meeting including the development of 9 homes on Maynard Road; the developer suggested a friendly 40B, which appears to fit into the Town's inclusionary housing plan

Board Member Schineller:

- Confirmed he would join Vice-Chair Russo during Select Board Office Hours on Thursday, September 30th at 12:00 p.m.
- Extended his sympathies on the recent passing of Mike Melnick
- Financial considerations to include: ARPA funding, free cash certification, and other budget aspects to consider
- Sewataro discussion to take place at tonight's meeting

Citizen's Comments on items not on agenda

Resident and COD member Lisa Kouchakdjian, 30 Meadowbrook Circle, announced that October is National Disability Awareness Month. She mentioned advancing awareness of those with disabilities. Ms. Kouchakdjian detailed the disability lapel flag pins have been purchased, and will be distributed. She stated that COD will deliver these flag pins throughout the Town, and encouraged Board members wear a disability pin to at least one meeting.

Discussion and possible vote on mitigation funds for Route 117 intersection of Mossman and Dakin Roads. DPW Director Nason to attend

Present: DPW Director Dan Nason

Mr. Nason reviewed the consult's report for upgrades and improvements to the Rte. 117 intersections at Mossman Road and at Dakin Road. Mr. Nason suggested that employing one contractor to work on both intersections would be less expensive.

Chair Roberts mentioned the funding of the million-dollar mitigation funding from the Cold Brook Crossing development. Related group discussion took place.

Vice-Chair Russo confirmed his request for additional intersection information in light of recent auto accidents at the Mossman intersection.

Chair Roberts asked if clarification could be provided to determine if the Board could approve funding for the intersection projects, or if Town Meeting warrant would be necessary to use the funds.

Board Member Schineller stated he was not ready to make a decision about the matter tonight. Board Member Dretler agreed that she sought to better understand the legal requirement/s associated with this request. Town Manager Hayes stated that he would provide additional information for the Board.

Board Members agreed to review the funding aspect at the next Select Board meeting.

Board Member Schineller stated he would like to see a Town-wide traffic flow summary/chart and possibilities for added lighting. Chair Roberts recommended holding off on the larger study, and to deal with the Rte. 117 intersections at this time. Board Member Carty reminded Board Members to consider the related traffic coming in and out of the Cold Brook Crossing development. Board Member Dretler agreed with Board Member Carty regarding full understanding of Cold Brook Crossing relationship with Rte. 117 and the intersections mentioned.

Town Manager Hayes confirmed the list to be clarified per Board request: Confirmation weather Town Meeting vote was needed for the Melone mitigation monies; were funds earmarked for Rte. 117 alone – or could it be used elsewhere; prioritized listing of traffic trouble spots related to traffic safety. Chair Roberts added that the Board was seeking information about the turning lane.

Resident Pat Brown, 24 Whispering Pine Road, stated that descriptions and plans associated with proposed mitigation proposals must be made visible to everyone.

Discussion and possible vote regarding Bruce Freeman Rail Trail (BFRT) update from Town Counsel related to draft lease agreement

Present: Lee Smith, Town Counsel

Mr. Smith explained the clause within the draft lease by MassDOT which grants easements and could potentially include utilities within the right of way along the BFRT in Sudbury.

Board Member Dretler questioned if MassDOT could potentially install utilities along the BFRT. Mr. Smith responded that conceivably they could, but not aware of any such utility installation plans. Mr. Smith stated the clause reflected the same language as found in the Concord and Acton BFRT leases, he added there was an existing easement for fiber optics installment.

Board Member Schineller commented that the Minuteman Bikeway in Arlington did not have such a lease clause, and feared that the State and Eversource might look to make money on this inclusion.

Board Member Carty expressed his dismay regarding the presented lease clause, and stated that the CSX portion was located in a sensitive water district area of the Town.

Vice-Chair Russo mentioned that ultimately the Town would have to vote on any possible utility inclusion by the State or Eversource. He indicated that the lease did not present a challenge, and that the BFRT would protect against such utility expansion.

Mr. Smith confirmed that he asked staff in Concord about additional utilities be suggested on the BFRT, and they responded not.

Chair Roberts requested that Mr. Smith ask MassDOT what utilities could be considered, and if the clause could be removed, or if limitations could be added to the clause. Mr. Smith agreed to make inquiry.

Chair Roberts stated that the Board would resume the related topic at the next Board meeting.

Resident John McQueen, 265 Hudson Road, asked if the scope could be narrowed as inter-town consideration, and not a transmission scale beyond Sudbury. He opined about negotiating points.

Resident Len Simon, 40 Meadowbrook Circle, stressed this is a MassDOT-owned corridor and would not interfere with Town usage. He indicated that the installation of utilities would be very unlikely, and the clause in questions, reflected boiler plate language and was reasonable.

Climate Emergency Working Group will discuss a Climate Emergency Declaration Resolution for May 2022 Annual Town Meeting, and discuss Sustainability as a goal in general. Attending will be Leslie Lowe of the Climate Emergency Working Group.

Present: Members of the Climate Emergency Working Group - Leslie Lowe, 167 Pratt Mill Alex Vai, 5 Wadsworth Road

Ms. Lowe presented the Group “Accelerating Sudbury’s Climate Mobilization” PowerPoint slides. He noted that 23 other MA Towns have passed emergency working goals as of June, 2021.

Mr. Vai mentioned that climate changes have influenced the recent wild fires, floods, and two tropical storms with tornadoes. He maintained that the 2021 Master Plan documentation referencing 5–10-year goal timeline might be too late, and advocated for climate mobilization.

Ms. Lowe mentioned the need for a Sustainability Director.

Board Member Schineller commented about learning more about possible grant funding available to hire a Sustainability Director for Sudbury.

Board Member Carty stated that grant funding for such a position would be temporary, caused concern for him. He requested the Working Group provide additional data.

Vice-Chair Russo supported the mission of the Working Group, and indicated that inclusion of the Master Plan goals was most relevant. He stated that the current plan should be worked on before taking on more plans. He expressed economic concerns, and stated that Sudbury had reached the \$750,000 grant cap. as well. He had good conversation, and everyone examine the green gas information.

Board Member Dretler mentioned that all local communities are intertwined on this incentive, and the Natick Sustainability Director has done great work. She requested that the Board receive additional information regarding associated grants, and wanted the sustainability goals to advance.

Chair Roberts acknowledged that funding of a director would be a challenge, and emphasized that such implementations cannot be pushed out to far into the future, and a dedicated person must organize this effort Jen stated she supports such measures and cannot postpone too far out and Sudbury must prioritize

Ms. Lowe said a website is being established to share measures with residents and start enlisting volunteers.

Board Member Dretler stated the climate emergency aspect and sustainability topics could be included as part of the SB goal setting workshop.

Resident Marie Royea, 42 Blacksmith Drive, confirmed she had been involved in environmental aspects for years; she suggested that dedicated person could also study the new buildings, as well as school. She stated that education would be powerful guide for residents, with little expense.

Resident Melissa Gough, 16 Wildwood Lane, stated that the environmental planner is currently very busy with other Town projects, and a dedicated director is needed to lead the efforts for Sustainability Group as well.

Resident Bob Morrison, 16 October Road, former founder of MA Save, explained that discounts on heat pumps will be available to residents next year.

Ms. Lowe said she has listing of related funding sources.

Chair Roberts confirmed that such discussion would continue.

Discussion and vote whether to approve the transfer and return of two cemetery gravestones to the Town of Natick, MA, as requested by the Sudbury Historical Commission

Present: Chris Hagger, Historical Commission Chair; Steve Greene, Historical Commission Member; Elin Neiterman, Sudbury Historical Society Member

Mr. Hagger provided detail about the proposed transfer of two gravestones to Natick. Mr. Hagger proved background regarding the Hearse House, which is where the headstones were discovered by himself and Mr. Green. He noted that the Natick Select Board voted to accept the headstones.

Mr. Greene provided excerpts from “Mystery of Three Gravestones or Secrets of the Hearse House” PowerPoint presentation by Steve Greene and Elin Neiterman.

Mr. Greene stated that at the August 17th Historical Commission meeting, members granted approval to the Town Manager and the Select Board to release gravestones to the Old Burying Ground in South Natick. The Historical Commission invited the Select Board Members to join in a dedication ceremony for the restoration and rededication of the gravestones.

Board Member Dretler stated that this historic research and recreation of history of the area was amazing. She thanked both the Historical Commission and the Historical Society for all the work involved, and stated she would be happy to join the ceremony as a volunteer.

Vice-Chair Russo suggested these events would be great story for SudburyTV, and offered to help with the SudburyTV piece.

Ms. Neiterman announced a Wadsworth Cemetery Tour was scheduled for Sunday, October 3, 2021.

Chair Roberts stated that the narrative story was much appreciated and helps to build a bridge with Natick. She offered to participate in the dedication ceremony.

Board Member Dretler asked if the Town had an inventory of historic items in storage at Town buildings. Ms. Neiterman responded that the Historical Society at Loring Parsonage has such an inventory. Mr. Hagger said there were additional listings at the Hosmer House, at the Carding Mill and several other locations.

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

VOTED: To approve the transfer and return of two cemetery gravestones

Discussion on ARPA funds status and prioritization process

Board Member Dretler drafted presented PowerPoint slides on the “American Rescue Plan Act (ARPA) Program Discussion” for consideration by the Board. Member Dretler confirmed she had meet with Town Manager Hayes, Finance Director Keohane, and Board Chair Roberts regarding the ARPA topic. Areas included in the slide presentation included:

- Eligible Uses of Local Fiscal Recovery Funds
- Ineligible Uses
- Key Dates Related to the Recovery Fund
- Sudbury’s Funding Allocation and Potential Process: Funding Allocation for Sudbury - \$5,785,013, Funding Allocation and Schedule, Key Information, Potential ARPA Process for Sudbury, Identify Key Stakeholders, ARPA Funding Requests draft
- Resources: Congress, US Department of the Treasury, National League of Cities, National Association of Counties, State of Massachusetts, Division of Local Services, and MA Municipal Association

Board Member Dretler emphasized the importance of time when considering ARPA funding for Sudbury. She indicated that the purpose of her presentation was to advance a way for the Board to proceed and provide input.

Vice-Chair Russo suggested topics related to solar – energy power, water quality projects, health equity and access (ADA improvements) etc.

Board Member Carty agreed with topics such as water quality, health-related aspects, and stated the ARPA process should be similar to the Town budget process, with serious priority considerations. He suggested that this topic be included on meeting agendas going forward.

Board Member Schineller thanked Board Member Dretler and Town Manager Hayes for their efforts, and stressed that the ARPA project should not be a “behind the scenes, pet project exercise,” and advocated for strong public discussion. He stressed the importance of prioritization and careful deliberation of categories to be considered.

Chair Roberts inquired about the formation of a staff working group, ARPA informational video, Surveys – flash vote, Town website information, and social media. She stressed the relevance of a needs-assessment in relation to the Master Plan, CIP and other measures which outline important aspects in the Town.

Town Manager Hayes commented that he, the Assistant Town Manager, Finance Director and Staff would be considering all related aspects. He was in favor of a video for non-staff and non-Select Board members. Board Member Dretler commented that resident surveys have been proven to be an effective mode in many communities.

In his letter to the Board dated September 23, 2021 Town Manager Hayes outlined the ARPA process; primary stakeholders, including Select Board members, professional staff, Town boards, committees and commissions, and the general public.

In that letter, Town Manager Hayes outlined brief staff feedback from DPW, Fire Department, Police Department, Planning, Senior Center, Sudbury Water District, Schools, Town Clerk, BOH – Social Services.

Chair Roberts suggested that a ARPA listing be presented at the November 16th Board meeting.

Town Manager confirmed that such a listing would be presented at the November 16th meeting.

Recess

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

VOTED: To recess for five minutes

Fairbank Update and discussion with Town Manager

Chair Roberts mentioned the impact of COVID in regard to the project process. She stated that the topic will be further explored at the Board meeting on October 5th, when PBC members, Facility Director Bill Barletta, and Compass Representatives will be present.

Chair Roberts stated that she and Vice-Chair Russo have presented some sustainability aspects associated with the project, adding that Representative Gentile suggested there may be funding for sustainable initiatives. She suggested that Board members submit questions they may have before the next meeting.

Vice-Chair described various aspects of the letter he drafted to Representative Gentile regarding funding, in efforts to ensure the construction of “a building Sudbury deserves.”

Board Member Dretler agreed with sending the letter to Representative Gentile, reiterated that Board members submit questions for the OPM and Mr. Barletta.

Chair Roberts suggested that the letter composed by Vice-Chair Russo also be sent to Senators Barrett and Eldridge, as well as, to Congressmen Warren, Markey, Clark and Trahan; and signed by members of the Select Board.

Board Member Carty indicated that ARPA funding would not qualify for this project. Chair Roberts commented that some aspects of the building might qualify for ARPA funding.

Board members provided some edits to the letter.

Board Member motioned to approve the letter from the Select Board to our delegation, as edited. Board Member Dretler seconded the motion.

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

VOTED: To approve the letter from the Select Board to our delegation, as edited.

Resident Manish Sharma, 77 Colonial Road, appreciated Representative Gentile's input. He indicated that the project construction cost should be closer to 20 million dollars, and not 28 million dollars.

Resident and member of the Climate Emergency Committee Thomas Yelton, 167 Pratt's Mill Road, stated that the Climate Emergency Committee was not consulted before the project design was presented, and requested that the committee be included in the design of the center.

Resident and member of the Climate Emergency Committee Alex Vai, 5 Wadsworth Road, indicated that incorporating sustainability measures as part of the proposed center, and would help with revenue savings and return.

Resident Pat Brown, 24 Whispering Pine Road, extended appreciation to the Board for their efforts at this busy time, and suggested that Board minutes be posted in a more-timely fashion. resources.

Board Member Dretler confirmed that meetings are recorded on SudburyTV for public review.

Discussion on Sewataro Use Policy Document and discussion on other Sewataro goals.

Chair Roberts recommended that the Sewataro discussion be moved to the October 5th meeting. Members were in agreement.

Discussion on Town Counsel Policy and use of Town Counsel

Chair Roberts recommended that the discussion regarding Town Counsel Policy be covered at the October 5th meeting. Members were in agreement.

Update DEI Commission mission statement to include an advisory (non-voting) member of the Commission on Disability

Chair Roberts suggested that a COD member act in an advisory role. Vice-Chair Russo agreed in consideration that the advisory role was a non-voting position.

Board Member Carty expressed concern that such appointment might set precedent for other committees/boards.

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 4-1; Russo-aye, Carty-no, Schineller-aye, Dretler-aye, Roberts-aye

VOTED: To include an advisory (non-voting) member of the Commission on Disability

Review and possible vote on the draft Select Board meeting schedule

Members reviewed the draft meeting schedule.

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

VOTED: To approve the draft Select Board meeting schedule

Review open session minutes of 8/31/21

Board Member Dretler motioned to approve the Select Board open session minutes of 8/31/21, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board open session minutes of 8/31/21, as edited.

Citizen Comments

There were no citizen comments

Upcoming Agenda items

- Executive Session to approve executive session minutes
- SB Office Hours Calendar
- Melonie litigation funds
- SB newsletter
- Goal Setting for November
- Sewataro Use
- Fairbank Community Center
- Town Counsel Discussion
- Financial 2021 Recap with Finance Director
- Uber Agreement
- Sudbury Housing Trust
- Master Plan Discussion
- Tax Classification hearing with Cynthia Garry
- ARPA Discussion – Nov. 16th

Consent Calendar

Vote to accept Federal funding related to the ongoing global pandemic; current programs include the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES), the 2021 Coronavirus Response and Consolidated Appropriations Act, and the American Rescue Plan Act of 2021 (ARPA). The CARES allocation is \$1,730,468 and the ARPA allocation is \$5,875,013.78, of which \$2,057,260.44 is the municipal allocation and \$3,817,753.34 is the non-functioning County allocation. (\$2,937,506.89 of the total ARPA funds have been received as of August 17, 2021.)

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

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

VOTED: To accept Federal funding related to the ongoing global pandemic; current programs include the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES), the 2021 Coronavirus Response and Consolidated Appropriations Act, and the American Rescue Plan Act of 2021 (ARPA). The CARES allocation is \$1,730,468 and the ARPA allocation is \$5,875,013.78, of which \$2,057,260.44 is the

municipal allocation and \$3,817,753.34 is the non-functioning County allocation. (\$2,937,506.89 of the total ARPA funds have been received as of August 17, 2021.)

Vote to authorize the Chair of the Select Board to sign the Affordable Housing Restriction Agreement (the "Restriction") for the Apartments at Cold Brook Crossing and to execute any documents relative to said Restriction.

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

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

VOTED: To authorize the Chair of the Select Board to sign the Affordable Housing Restriction Agreement (the "Restriction") for the Apartments at Cold Brook Crossing and to execute any documents relative to said Restriction.

Vote to authorize the Chair of the Select Board to sign the Affordable Housing Restriction Agreement (the "Restriction") for the Apartments at Cold Brook Crossing and to execute any documents relative to said Restriction.

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

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

VOTED: To authorize the Chair of the Select Board to sign the Affordable Housing Restriction Agreement (the "Restriction") for the Apartments at Cold Brook Crossing and to execute any documents relative to said Restriction.

Adjourn

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:49 p.m.



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

13: Citizen's Comments (cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

MISCELLANEOUS (UNTIMED)

14: Upcoming Agenda Items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming Agenda Items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
Monday, November 15 9:00 am – 12:00 Noon	Annual goal setting session with senior staff (via Zoom)
November 16	Overview of Tax Classification process by Director of Assessing Cynthia Gerry Public Hearing - Utility pole removal
November 30	Public Hearing - Annual Tax Classification
December 7	Open 2022 Annual Town Meeting Warrant and announce ATM for Monday, May 2, 2022 Annual License renewals
Date to be Determined	By-law items to examine - Special Events & Demonstration Permits; Common Victualler License Holders (Related to Farm Act exemptions, citizen request); Nuisance / Blight Bylaw; Removal Authority of members from appointments Citizen Leadership Forum Fairbank Community Center update (ongoing) FinCom joint meeting re: Financial policy review Health/COVID-19 update (as of 3/18/20) Housing Choice discussion Invite Commission on Disability Chair to discuss Minuteman High School Local receipts – fee schedule review (Vice-chair Russo) Quarterly update from Diversity, Equity and Inclusion Commission (DEI) (November, February, May, August) Quarterly update on Key Performance Indicators (KPIs) projects to track (August, November, February, May) 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 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
Standing Items for All Meetings	Select Board requests for future agenda items at end of meeting Citizens Comments, continued (if necessary)



SUDBURY SELECT BOARD
Wednesday, November 3, 2021

CONSENT CALENDAR ITEM

15: GIC data request 2021

REQUESTOR SECTION

Date of request:

Requestor: Christine Nihan, Town Accountant

Formal Title: Vote to authorize the chair to execute a letter requesting data from the Group Insurance Commission (GIC) to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant.

Recommendations/Suggested Motion/Vote: Vote to authorize the chair to execute a letter requesting data from the Group Insurance Commission (GIC) to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant.

Background Information:
attached letter

Financial impact expected:

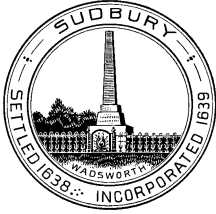
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

11/03/2021 7:00 PM



Town of Sudbury

Office of Select Board
www.sudbury.ma.us

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

Email: selectboard@sudbury.ma.us

November 3, 2021

Ms. Stacie Hickey
GIC Operations Division
P.O. Box 8747
Boston, MA 02114

Dear Ms. Hickey:

Please consider this our request for GIC data in regard to the value of each employee's health insurance benefit to enable the Town of Sudbury to properly include this information on our employees' 2021 W-2 forms.

Please use our Town Accountant's email address – nihanc@sudbury.ma.us – for the data transfer.

Thank you for your assistance.

Sincerely,

Jennifer S. Roberts, Chair
Sudbury Select Board