

SUDBURY SELECT BOARD

MONDAY, SEPTEMBER 13, 2021

JOINT MEETING WITH PLANNING BOARD

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

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

Planning Board members present: Chair Steve Garvin, John Hincks, Justin Finnicum, John Sugrue, Anuraj Shah
Adam Duchesneau, Director Planning and Community Development; Krista Moravic, Horsley Witten

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

Select Board 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: Dretler-present, Russo-present, Carty-aye, Schineller-aye, Roberts-aye

Opening remarks by Select Board Chair

- Thanked the 9/11 Memorial Committee and others, noting presentations by Vice-Chair Russo and Town Manager Hayes at the moving 9/11 Memorial, marking the 20th anniversary of the tragic event
- Select Board Policy Subcommittee (she and Member Schineller) met on September 9th and discussed non-financial policies; thanked Member Dretler for compiling an outline of outstanding policies
- Board of Health released a statement regarding mosquito protection measures
- Thanked the Planning Department and the Planning Board for meeting with the Select Board in joint session to discuss the Master Plan Town Forum this evening

Reports from Town Manager

- Thanked the Planning Department and the Planning Board for all progress made with the Master Plan, and stated he was looking forward to Master Plan outcomes/implementations, and the Master Plan Town Forum event

Reports from Select Board

Board Member Dretler:

- Thanked the Planning Board for attending tonight's joint meeting, and enjoyed her membership on the Master Plan Steering Committee; stated she was looking forward to sharing the completed Master Plan with residents and proceeding with action plans
- Wished a happy New Year to those celebrating Rosh Hashanah and Yom Kippur
- Attended a productive and informative BFRT staff meeting last week

- PBC meetings regarding the Fire Station and the Fairbank Community Center project can be viewed on SudburyTV

Vice-Chair Russo:

- Thanked members of the 9/11 Memorial Garden Committee for their special contributions; many members have served on the Committee for some 20 years
- Thanked the Planning Board, the Planning Department, and Horsley Witten consultants for completing a most comprehensive Master Plan for the Town

Board Member Carty:

Commented that he would present his reports at tomorrow night's Select Board meeting.

Board Member Schineller:

- Reiterated "Never Forget," in consideration of 9/11
- Residents have approached him regarding Master Plan implementations

Citizen comments on items not on agenda

No comments

Vote to open joint meeting with Planning Board to discuss Master Plan Implementation Committee and Town Forum

Mr. Garvin called the Planning Board meeting to order at 7:11 p.m.

Planning Board Roll Call: Garvin-present, Hincks-present, Finnicum-present, Sugrue-present, Shah-present

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

VOTED: To open joint meeting with Planning Board to discuss Master Plan Implementation Committee and Town Forum.

Chair Garvin read in the words of the motion. Mr. Hincks moved in the words of the Chair. Mr. Finnicum seconded the motion.

It was on motion 5-0; Hincks-aye, Finnicum-aye, Sugrue-aye, Shah-aye, Garvin-aye

VOTED: To open joint meeting with the Select Board to discuss Master Plan Implementation Committee and Town Forum

Mr. Duchesneau presented related goals, including shared understanding of the Town Forum, and consensus on organization of Implementation Committee and Working Groups. He announced that the Master Plan Town Forum would be held on Thursday October 21, 2021 at 7:00 p.m., via Zoom.

The two Boards discussed various Town Forum aspects including the Town's Comprehensive Wastewater Management Plan as an example of a virtual forum, Horsley Witten Group summary of the Master Plan, related Action Items and budget. It was noted that Town Staff and/or Planning Board members could add to the Horsley Witten Group's presentation

Mr. Garvin confirmed that Forum planning represents a collaborative effort between himself, Vice-Chair Russo, and Mr. Duchesneau.

Select Board Member Schineller stated that the Master Plan was owned by the Planning Board, and that Board should assume the lead role.

It was noted that Town Staff and/or Planning Board members could add to the Horsley Witten Group's Master Plan Forum presentation.

Mr. Hincks motioned that the Town Forum be conducted with the Horsley Witten Group presenting the Master Plan materials in general, with Planning Board Chair Garvin to act as the Master of Ceremonies and the first point of response on all questions; and that Chair Garvin appoint, as appropriate, Planning Board member/s to respond. Select Board Chair Roberts to act as the point of contact, and that Chair Roberts appoint, as appropriate, the Select Board member/s to respond to policy-related questions.

Select Board Member Carty amended the motion made by Mr. Hincks. Mr. Finnicum seconded the motion.

It was on motion; 10-0; Russo-aye, Carty-aye, Dretler-aye, Schineller-aye, Roberts-aye, Finnicum-aye, Hincks-aye, Sugrue-aye, Shah-aye, Garvin-aye

VOTED: That Select Board Chair Russo introduce the Master Plan Forum; the Horsley Witten Group present the Master Plan materials in general. Planning Board Chair Garvin to act as the Master of Ceremonies, and the first point of response on all questions; and that Chair Garvin appoint, as appropriate, Planning Board member/s to respond to Master Plan inquiries. Select Board Chair Roberts to act as the point of contact, and that Chair Roberts appoint, as appropriate, the Select Board member/s to respond to inquiries related to Master Plan policy.

Select Board Member Carty amended the motion, adding that the Forum should be kicked off by Select Board Vice-Chair Russo, in accordance with established procedure. Mr. Finnicum seconded the motion.

It was on motion; 10-0; Russo-aye, Carty-aye, Dretler-aye, Schineller-aye, Roberts-aye, Finnicum-aye, Hincks-aye, Sugrue-aye, Shah-aye, Garvin-aye

VOTED: That Select Board Chair Russo introduce the Master Plan Forum; the Horsley Witten Group present the Master Plan materials, in general. Planning Board Chair Garvin to act as the Master of Ceremonies, and the first point of response on all questions; and that Chair Garvin appoint, as appropriate, Planning Board member/s to respond to Master Plan inquiries. Select Board Chair Roberts to act as the point of contact, and that Chair Roberts appoint, as appropriate, the Select Board member/s to respond to inquiries related to Master Plan policy.

Implementation Committee Discussion

Select Board and Planning Board Members discussed the three options associated with a Master Plan Implementation Committee:

- Model driven by the Select Board
- Model driven by the Planning Board
- Model driven by an Independent Steering Committee

The Select Board and the Planning Board agreed that the model driven by an Independent Steering Committee would be the preferred option.

Discussion continued regarding a working group model and qualifications involved with membership.

Mr. Hincks motioned that the Planning Board be authorized to implement the Independent Steering Committee, using a working group model, with details to be defined, and later approved. Vice-Chair Russo seconded the motion.

It was on motion 10-0; Schineller-aye, Dretler-aye, Carty-aye, Russo-aye, Roberts-aye, Finnicum-aye, Hincks-aye, Sugrue-aye, Shah-aye, Garvin-aye

VOTED: That the Planning Board be authorized to implement the Independent Steering Committee using a working group model, with details to be defined, and later approved.

Chair Roberts asked if the Planning Board would be owning the Implementation Committee function, and would work towards advancing the action items associated with the Master Plan. Mr. Finnicum emphasized the accountability factor, noting that the Planning Board was accountable to the Select Board, as the working groups and Implementation Committee would be accountable to the Planning Board, and the Planning Board would report to the Select Board regarding Master Plan action progress.

Discussion continued regarding a working group model and qualifications involved with membership.

Chair Roberts suggested that a summary document/outline be drafted by Mr. Duchesneau, Select Board Vice-Chair Russo, and Planning Board Chair Garvin, and then distributed to both Boards.

Vote to close the joint meeting with the Planning Board

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

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

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

Planning Board Chair Garvin motioned to close the Planning Board meeting. Mr. Hincks moved in the words of Chair Garvin. Mr. Finnicum seconded the motion.

It was on motion 5-0; Finnicum-aye, Hincks-aye, Sugrue-aye, Shah-aye, Garvin-aye

VOTED: To close the Planning Board meeting

Chair Roberts stressed the importance of implementing action to advance the Master Plan.

Vote to adjourn the Select Board Meeting

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

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

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting was adjourned at 8:48 p.m.

SB Meeting 9/13/21 Documents & Exhibits

1. Vote to open joint meeting with Planning Board to discuss Master Plan Implementation Committee and Town Forum.

Attachments:

1.a SB-PB Meeting Materials 210913