

SUDBURY SELECT BOARD

MONDAY, NOVEMBER 15, 2021

(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

GOAL SETTING MEETING

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., Tanya Shallop, Moderator – UMass Edward J. Collins, Jr. Center for Public Management

Others Present: Maryanne Bilodeau, Assistant Town Manager/HR Director; Bill Barletta, Combined Facilities Director; Adam Duchesneau, Director of Planning and Community Development; Dennis Keohane, Finance Director; Bill Murphy, Director of Health; Dan Nason, Director of Public Works; Scott Nix, Police Chief; John Whalen, Fire Chief

**Call to Order/Roll Call**

The statutory requirements as to notice having been complied with, the meeting was convened at 9:11 a.m. via Zoom telecommunication mode.

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

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

**Opening remarks by Chair**

Chair Roberts mentioned the Veteran’s Day Ceremony, and thanked all U.S. Veterans; with special thanks extended to Sudbury Veterans, and Town Manager Henry Hayes for his notable military service.

**Citizen's comments on items not on agenda**

No Citizen’s Comments

**Annual Select Board Goal Setting discussion with Town senior staff. Also attending will be facilitator Tanya M. Shallop of the UMass Collins Center for Public Management**

*Introductions and Discussion of Agenda*

Ms. Shallop led the discussion and presented the “Sudbury Select Board Goal-Setting” PowerPoint.

Ms. Shallop commended the Board for continuing the annual Goal-Setting meeting and documentation; as many communities do not.

Each Board Member provided a brief background summary of their participation in Town boards/committees leading to their Select Board appointments.

Ms. Shallop reviewed Mission and Values, which helps in the formulation of Select Board goals. She spoke of reviewing strategies that shape those goals.

Ms. Shallop requested that Board Members review missions and values of the Town in relation to their own individual mission and values.

Board Member Dretler emphasized the importance of resident participation regarding such goals, and exemplified the recently released Sudbury Master Plan.

Board Member Schineller stressed the relevance the goal statement/signature expressed by Town Manager Hayes: “Sustaining a SAFE, SERVICED & STRONG SUDBURY! Board Member Schineller indicated the goal applied to the Sudbury school system, efficiencies in Town government, and maintenance of a strong business community.

Chair Roberts commented about Sudbury’s open spaces and historical character; while balancing expanded business to offset resident taxes. She mentioned the importance of services to the school population, and the Town’s aging population. Chair Roberts encouraged resident participation in determining such goals indicating that Zoom meetings promoted increased resident participation.

Board Member Carty mentioned the basic community building blocks including health aspects, school and public safety, transportation, as well as maintenance of Sudbury’s historical/cultural character. He encouraged residents to participate in Town government.

#### Revisit Goals from Last Year

Ms. Shallop reviewed several 2021 Select Board Goals, emphasizing the high-priority goals:

- Financial Policies and Capital Planning – Chair Roberts noted that the Select Board Subcommittee (she and Board Member Schineller) had been working on finalization of the Financial Policies and Capital Planning document since February, 2021 with valuable input from Mr. Keohane. She confirmed that the Financial Policies documentation has been shared with the Finance Committee and other Town organizations, who have provided additional input. Chair Roberts estimated that the document and this 2021 goal would be finalized in the next several weeks.
- LSRHS Agreement – Board Member Carty recognized that the LSRHS Agreement reflects a long-term goal, progress is ongoing; Sudbury and Lincoln Select Board members met to discuss the Agreement.
- Upgrade/Renovation of the Rte. 20 Fire Station – Chair Roberts confirmed that the Rte. 20 Fire Station reflected a long-term goal, and is currently being studied by the Permanent Building Committee.
- BFRT Project– Board Member Dretler detailed that the project was moving forward, and advertising is expected to take place next spring, putting the project planning on track. She added that processes are being considered for a possible Special Town Meeting.
- Sewataro Property – Board Member Schineller provided chronology of Town acquisition of Camp Sewataro; with the goal being to secure the property, and execute public usage; such as swimming. Renewal of Camp operator contract was being considered. Board Member Schineller confirmed the Sewataro usage policy is being reviewed by Board and the Sewataro Subcommittee (he and Vice-Chair Russo).
- Expansion of Transportation Options – Board Member Carty mentioned various transportation options utilized over the past year. The Select Board has requested that the Transportation Committee provide an expanded transportation plan/program.

Board Member Carty suggested that high-level goals should be reviewed with the Board on a quarterly basis at a minimum.

Board Member Dretler recommended that goals related to climate change, resilience and sustainability, be included as priority goals. Board Member Schineller commented that goals regarding environmental health and wellness did not fall into the 2021 priority goal category. Chair Roberts agreed that both mentioned goals should qualify as priority goals for 2022.

Identification and Discussion of Goals for 2022

Mr. Duchesneau spoke about the four major Planning and Community Development projects: BFRT with advertisement of 2022, Expanded Transportation services for the Town, Advancing the Open Space and Recreation Plan, and an updated Housing Production Plan.

Ms. Shallop recapped the primary goal areas as presented by Mr. Duchesneau:

- Advancing the BFRT Project
- Increasing Transportation services
- Proceeding with the Open Space and Recreation Plan
- Updating the Housing Plan

Mr. Murphy emphasized that the primary Health Department priorities included crisis management and emergency preparedness. He stressed the vital importance of volunteer response teams and community health clinics to include mental health. Mr. Murphy recommended the health regulations and policies be updated.

Ms. Shallop recapped the primary goal areas as presented by Mr. Murphy:

- Emergency Preparedness planning
- Pro-active health incentives
- Update of health policies and regulations
- Additional community health clinics, to include mental health resources

Mr. Barletta described several important ongoing projects. He detailed that the Fairbank Community Center project had progressed to the design phase. He noted that the schematics for Fire Station 2 was being finalized.

Mr. Barletta provided description regarding capital improvements and maintenance, and mentioned the ADA Self-Evaluations and related plans to go forward.

Draw on architect. Services as needed for large and small projects such as ADA improvements and help Town go forward with projects.

Capital Planning involvement with Town Manager and Town Finance Director, with focus on effective and transparent system with department leaders.

Ms. Shallop recapped the primary goals areas presented by Mr. Barletta:

- Fairbank Community Center
- Fire Station 2
- Preventative maintenance and planning processes

- Related architectural services contracts, and planning advancements

Chief Nix stressed that the primary focus was safety and aspects of sidewalks/crossways and related funding.

Ms. Shallop recapped the primary goals as presented by Chief Nix:

- Infrastructure advancements from a safety perspective

Mr. Keohane provided a summary of Financial Policies, Capital Financing, Plan for ARPA Funding.

Ms. Shallop recapped that Financial Policies/Capital Financing and the ARPA funding plan were the primary considerations.

Mr. Nason outlined the primary focus areas including the CWMP (Comprehensive Wastewater Management Plan) completion, which was somewhat delayed because of COVID. He indicated that the draft CWMP report would be completed in the winter of 2022.

Mr. Nason detailed the importance of cross-walks and walkways, which currently do not meet ADA standard. He detailed that DPW continues to deal with labor shortages, and lack of mechanical products.

Ms. Shallop recapped the primary focus areas as presented by Mr. Nason:

- Completion of CWMP Report
- Infrastructure advancements regarding of walkways, crossways, and culverts
- Improvement sought with labor and equipment shortages due to COVID ramifications

Chief Whalen stressed the importance of a Municipal Emergency Preparedness Program, Vulnerability Planning, and Hazardous mitigation plan.

Chief Whalen emphasized that the Town had to examine the physical infrastructure regarding Town Hall, Schools, the Flynn Building, and Fire Station adding that the costs associated with feasibility studies and other related costs was increasing.

Ms. Shallop provided recap of the focus areas as presented by Chief Whalen:

- Implementation of a Municipal Vulnerability Preparedness Plan and Hazardous Mitigation Plans
- Upkeep of Fire Department facilities and related feasibility studies

Town Manager Hayes mentioned several important considerations:

- Senior Center related aspects; transportation, community development, dementia-friendly concepts
- Veterans Executive Assistant to aid with needs of residents
- Anticipation of a citizen request for banners representing Sudbury veterans
- Building Department seeking additional funding for deputy inspector due to Cold Brook Crossing aspects
- Conservation Commission completion of outstanding conservation restrictions – particularly the Eversource Transmission Line/Mass. Central Rail Trail and BFRT. Letter of Recommendation from Conservation Commission regarding the Emergency Climate Declaration would be reviewed by the Board
- Town Clerk consideration of General Code Agreement/Bylaw codification program change

- Park & Recreation concerns regarding activities at the Fairbank Community Center and after school programs at the new Center
- IT consideration of network upgrade/cloud back-up. Additional cloud services being studied
- Goodnow Library – Expanded accessibility – 24/7 book pick-up lockers, consideration of digitalized content to meet demand, adjustment of teen librarian salary and pro-rated holiday pay for non-benefited part-time staff
- Town Manager’s Office/Staff – Better space utilization for staff, Master Plan implementation aspects, Livable Sudbury, Comprehensive Emergency Management Plan, Municipal Vulnerability Plan, Town Center development, and sustaining a SAFE, SECURE, SERVICED & STRONG SUDBURY!

Board Members discussed other areas of interest which included:

- Town Center development
- Sewataro Contract renewal
- Vocational Education
- Professional training for Board Members
- Historical Tourism aspects
- Health Clinics
- Transfer Station
- Rte. 20 Planning

### **Recess**

Chair Roberts moved to recess. Board Member Carty moved in the words of the Chair. Board Member Schineller seconded the motion.

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

VOTED: To recess and resume the meeting at 10:55 a.m.

Meeting resumed at 10:55 a.m.

### **Prioritization of 2022 Goals**

Ms. Shallop asked about refinement of goals.

Members provided additional elements to various existing goals.

Vice-Chair Russo confirmed that the ARPA goals should be included as a priority goal.

Board Members concurred it would be wise to advance construction-related language for BFRT.

Board Member Dretler stressed that evaluating the current state and future consideration regarding best use for Sewataro should be included in the priority goals. Board Member Schineller confirmed that the current Sewataro lease allows the Town recreational accessibility, without increased Town expense. Board Member Dretler stated the health status concerning pool and fishing waters needed to be evaluated.

Board Member Carty suggested meeting with the Lincoln Select Board about the LS Agreement should also be included in a finalized 2022 goal.

Chair Roberts stressed the importance of developing the capital plan to include ADA assessment and implementation.

Chair Roberts recommended the Sudbury Goal Setting meeting be continued. Board members were in agreement.

**Citizen's Comments (cont.)**

None

**Adjourn**

Chair Roberts moved to adjourn the meeting. 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, Dretler-aye, Schineller-aye, Roberts-aye

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:53 a.m.

**11/15/21 SB Meeting Documents & Exhibits**

1. Annual Select Board Goal Setting discussion with Town senior staff. Also attending will be facilitator Tanya M. Shallop of the UMass Collins Center for Public Management.

**Attachments:**

1.a BOS Goals 2021