

SUDBURY SELECT BOARD TUESDAY APRIL 5, 2022 6:30 PM, ZOOM

Item #	Time	Action	Item
	6:30 PM		CALL TO ORDER
			EXECUTIVE SESSION
1.		VOTE	Open in regular session and vote to immediately enter executive session to review, approve, and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) "[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements" ("Purpose 7"), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).
2.		VOTE	Vote to close Executive Session and resume Open Session
			Opening remarks by Chair
			TIMED ITEMS
3.	7:00 PM	VOTE	Upon the determination that common convenience and necessity require that said way should be laid out, vote to lay out the following Town Way with the boundaries and measurements as set forth on a plan prepared by Thomas Land Surveyors and Engineering Consultants, Inc. on file in the office of the Town Clerk, to be presented for acceptance at the 2022 Annual Town Meeting: Huckleberry Lane from Old Lancaster Road to a dead end, a distance of 453 ft. +/-; and further vote that the layout is subject to meeting the conditions and requirements deemed necessary by the Select Board prior to the execution and recording of a Deed or Order of Taking. (~20 min.) Reports from Town Manager
			Reports from Select Board
			Citizen's comments on items not on agenda
			MISCELLANEOUS
4.		VOTE	Interview candidate for Zoning Board of Appeals (ZBA) associate and Earth Removal Board (ERB) member. Following interview, vote whether to appoint Michael B. Hershberg, 5 Brooks Road, as a ZBA associate and ERB member for a term ending 5/31/23. (~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
5.			Transportation update by Select Board Member Carty (~20 min.)
6.		VOTE	Discussion and possible vote regarding Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update. (~30 min.)
7.		VOTE	Discussion and possible vote on seeking an external cost estimate for the Sewataro Land Use Consultant Town Meeting article (#16). (~15 min.)
8.			Discussion on Town Manager 360-Degree Assessment and Town Manager 2022 Evaluation. (~30 min.)
9.		VOTE	Discussion on 2022 Annual Town Meeting: logistics; order and consent calendar; positions on articles. Also vote to approve the Annual Town Meeting Warrant (~35 min.)
10.			American Rescue Plan Act Funds (ARPA) Listening Session debrief and next steps discussion (~20 min.)
11.		VOTE	Discussion and possible vote on finalizing deliverables for Select Board 2022 Annual Goals. (~20 min.)
12.		VOTE	Discussion and possible vote on Select Board Appointment Policy and related inquiry from Sudbury Historical Commission (~15 min.)
13.			Update on remote/hybrid/in-person meetings and survey to boards, committees, commissions, staff, and residents (~10 min.)
14.		VOTE	Vote to review and possibly approve the open session minutes of $3/1/22$ and $3/8/22$.
15.			Discuss topics to be assigned for Spring 2022 - Select Board newsletter. (~10 min).
16.			Citizen's Comments (cont)
17.			Upcoming agenda items
			CONSENT CALENDAR
18.		VOTE / SIGN	As the Licensing Authority for the Town of Sudbury, vote to renew a billiards table license for the American Legion Sudbury Post #191, Inc., John L. Poff, Manager, 676 Boston Post Road, through May 1, 2023.
19.		VOTE	Vote to accept the resignation of Doug Frey, 74 Cutler Farm Road, as a member of the Commission on Disability and the Transportation Committee, effective 4/28/22, and to send a thank you letter for his service to the Town.
20.		VOTE	Vote to accept the resignation of Vona Hill, 11 Kendra Lane, from the Diversity, Equity, and Inclusion Commission (DEI) and to send a letter of thanks for her service to the Town.
21.		VOTE	Vote to accept a grant from the Sudbury Foundation in the amount of \$21,000 to purchase a power stretcher for the Fire Department's third ambulance.

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.



EXECUTIVE SESSION

1: Executive session to review/release minutes

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

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

Recommendations/Suggested Motion/Vote: Open in regular session and vote to immediately enter executive session to review, approve, and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) "[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements" ("Purpose 7"), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Background Information:

ATTACHED EXECUTIVE SESSION MINUTES:

3/1/22 executive session draft minutes (to be reviewed/approved - tabled from previous meeting)
3/8/22 executive session draft minutes (to be reviewed/approved)
12/4/18 exec session minutes APPROVED on 5/26/20 - vote to be released
9/25/18 exec session minutes APPROVED on 5/12/20 - vote to be released

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

ending
ending
ending
ending
ending

04/05/2022 6:30 PM



EXECUTIVE SESSION

2: Close Executive Session and resume Open Session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Executive Session and resume Open Session

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Pending
Pending
Pending
Pending
Pending

04/05/2022 6:30 PM



TIMED ITEM

3: Hearing to lay out Huckleberry Lane

REQUESTOR SECTION

Date of request:

Requestor: Town Counsel's Office

Formal Title: Upon the determination that common convenience and necessity require that said way should be laid out, vote to lay out the following Town Way with the boundaries and measurements as set forth on a plan prepared by Thomas Land Surveyors and Engineering Consultants, Inc. on file in the office of the Town Clerk, to be presented for acceptance at the 2022 Annual Town Meeting: Huckleberry Lane from Old Lancaster Road to a dead end, a distance of 453 ft. +/-; and further vote that the layout is subject to meeting the conditions and requirements deemed necessary by the Select Board prior to the execution and recording of a Deed or Order of Taking. (~20 min.)

Recommendations/Suggested Motion/Vote: Upon the determination that common convenience and necessity require that said way should be laid out, vote to lay out the following Town Way with the boundaries and measurements as set forth on a plan prepared by Thomas Land Surveyors and Engineering Consultants, Inc. on file in the office of the Town Clerk, to be presented for acceptance at the 2022 Annual Town Meeting: **Huckleberry Lane** from Old Lancaster Road to a dead end, a distance of 453 ft. +/-; and further vote that the layout is subject to meeting the conditions and requirements deemed necessary by the Select Board prior to the execution and recording of a Deed or Order of Taking. (~20 min.)

Background Information:

In accordance with statute, on January 24, 2022, the Board voted its intention to lay out Huckleberry Lane on April 5, 2022. The matter was referred to the Planning Board for consideration and a report recommending acceptance has been received. A letter from the Department of Public Works has confirmed its responsibilities. Notices have been mailed return receipt to owners of abutting properties and to the Developer, Eligius Homes Company, Inc. The plan and notice were filed with the Town Clerk for posting.

Financial impact expected:Town to maintain street indicated when deeded or taken by eminent domain.

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review: Patty Golden Henry L Hayes Town Counsel Jennifer Roberts Select Board

Pending Pending Pending Pending Pending

04/05/2022 6:30 PM

TOWN OF SUDBURY

Office of Select Board www.sudbury.ma.us Flynn Building 278 Old Sudbury Rd Sudbury, MA 01776-1843 978-639-3381 Fax: 978-443-0756 Email: <u>sbadmin@sudbury.ma.us</u>

January 26, 2022

Planning Board Town of Sudbury 278 Old Sudbury Rd. Sudbury, MA 01776

IN BOARD OF SUDBURY SELECTMEN Meeting Date: January 24, 2022

ATM article - street acceptance Huckleberry Lane

Present: Chair Jennifer S. Roberts, Vice-Chair Charles G. Russo, Select Board Member Daniel E. Carty, Select Board Member Janie W. Dretler, Select Board Member William J. Schineller, and Town Manager Henry L. Hayes, Jr.

It was on motion unanimously

VOTED: Vote to intend to layout the following way at a public hearing on April 5, 2022 at 7:00 PM: Huckleberry Lane from Old Lancaster Road to dead end, a distance of 453 feet +/-; and further to refer the proposed layout to the Planning Board for its report prior to the April 5, 2022 hearing, and to place this item on the May 2, 2022 Annual Town Meeting Warrant.

A True Copy Attest:

Henry L. Hayes, Jr. Town Manager – Clerk

3.b

January 19, 2022

TO:	Henry Hayes, Town Manager
FROM:	Elaine Jones, Town Counsel's Office
RE:	Street Acceptance Schedule – 2022 Annual Town Meeting

The following schedule of required actions by the Select Board for laying out Huckleberry Lane to be accepted by the 2022 Annual Town Meeting has been prepared as follows.

The first date (January 24, 2022) allows a 45+ day period for the Planning Board report, so the layout (April 5, 2022) can proceed in the event a report is not received.

- January 24th Select Board votes its intention to layout the street in question on April 5, 2022 and refers to the Planning Board. Letter of referral written and sent to the Planning Board no later than February 1, 2022.March 28th Owners of property must be notified by no later than this date. Town
- Counsel's Office prepares notices and delivery instructions for Department of Public Works, or mails notices where applicable.
- April 5th Select Board, having received the Planning Board report or 45 days having elapsed, votes the layout and signs form prepared by Town Counsel's Office.
- April 20th Layout must be filed with the Town Clerk by this date.
- May 2nd-3rd Acceptance of layout at Annual Town Meeting. Upon acceptance by Town Meeting, Select Board adopts Order of Taking prepared by Town Counsel's Office within 120 days of termination of Town Meeting and Order of Taking is recorded within thirty days of its adoption.
- cc: Dan Nason, Director of Public Works Adam Duchesneau, Director of Planning & Community Development Conservation Commission Town Clerk Select Board

HUCKLEBERRY LANE ABUTTERS LIST

H08-0048	Charles Henri Attlan Dana Michelle Attlan 3 Huckleberry Ln. Sudbury, Ma 01776
H07-0054	
	Patrick M. Burek Taylor C. Meyer 12 Huckleberry Ln. Sudbury, MA 01776
H07-0056	
	Adam J. and Noelle Y. Rosenberg Trustees 15 Huckleberry Lane 15 Huckleberry Ln. Sudbury, MA 01776
H07-0057	
	Peijun Zhang & Qin Du 11 Huckleberry Ln. Sudbury, Ma 01776
H07-0055	
	Town of Sudbury Conservation Commission 275 Old Lancaster Rd. Sudbury, MA 01776
H08-0037	
	Kevin Chin & Michelle Harrison Trustee of Kevin and Michelle 4 Huckleberry Ln. Sudbury, MA 01776
	Eligius Homes Company, Inc. Pine Grove Homeowners Trust 209 West Central St. Natick, MA 01760

Attachment3.d: Signed Layout Intention Notice(5081:Hearing to lay out Huckleberry Lane)



Sudbury, Massachusetts 01776

NOTICE

of

INTENTION TO LAY OUT TOWN WAY

Notice is hereby given of the intention of the Select Board of the Town of Sudbury to lay out, relocate and/or alter the following way:

HUCKLEBERRY LANE

as shown on a plan prepared by Thomas Land Surveyors and Engineering Consultants, Inc., a copy of which is on file for public inspection at the Office of the Town Clerk, Town Hall, Sudbury, Massachusetts, which plan is incorporated herein by reference, at a hearing and regular meeting of the Select Board to be held Tuesday, April 5, 2022, at 7:00 p.m., local time, at a Virtual Meeting.

Select Board meeting on April 5, 2022 7:00:00 PM EDT

Please enter the URL below to join the virtual Select Board meeting on your computer: <u>https://us02web.zoom.us/j/360217080</u>

For audio only, call the number below and enter the meeting ID on your telephone keypad.

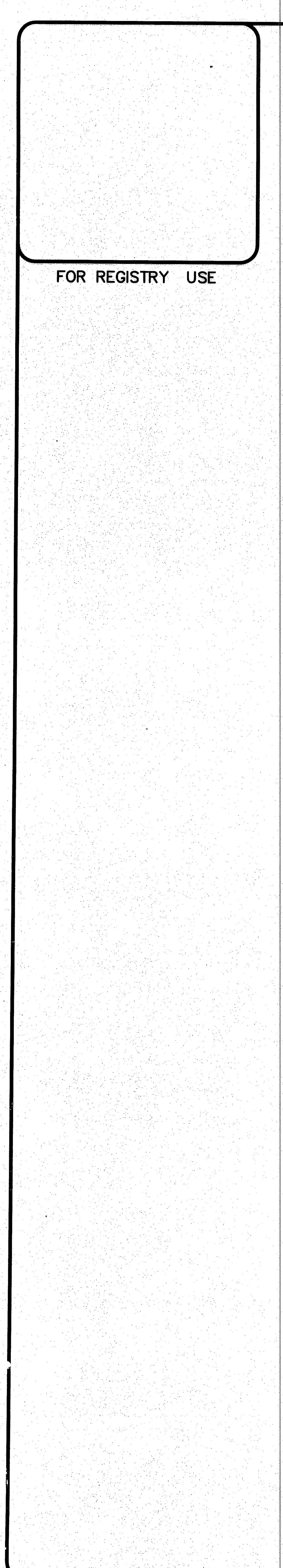
Dial-in number: 978-639-3366 or 470-250-9358 Meeting ID: 360 217 080

SELECT BOARD

Henry L, Hayes, Jr.

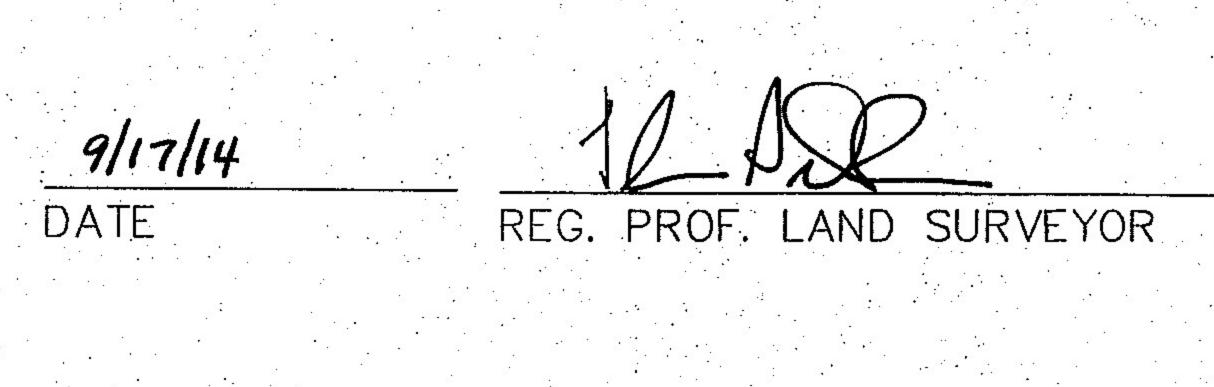
Town Manager

NOTE: This action is required by statute as part of the street acceptance procedure. Acceptance of the above way by the 2022 Annual Town Meeting, and subsequent statutory action, will allow the Town to maintain this street as public ways. Such maintenance may include plowing, sweeping, resurfacing, and the cleaning of catch basins.




COPY

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES & REGULATIONS OF THE REGISTRIES OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.



I CERTIFY THAT THIS PLAN SHOWS THE PROPERTY LINES THAT ARE THE LINES DIVIDING EXISTING OWNERSHIP, AND THE LINES OF STREETS AND WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN. 9/17/14 REG. PROF. LAND SURVEYOR DATE DRAINAG -EASEMEN [\], **3,**720.05 S.F. LOT 2 DAVID & ELIZABETH KRAUSER 61542/293 CB/OH CB/DH PARCEL A V NAIL TOWN OF SUDBURY 57792/79 CPS/DH CB/DH LOT 4 CE/DH/ 1~L=5.26' PEIJUN ZHANG & QIN DU 68541/1 L = 180.00DRAINAGE EASEMENT 4056.78 S.F. LOT 3 N/F ADAM & NOELLE ROSENBERG 66845/67 n P ·



3.e



ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

275 Old Lancaster Road, Sudbury, MA 01776 T: (978) 440-5421 F: (978) 440-5404 Daniel F. Nason, Director

March 11, 2022

Ms. Jennifer S. Roberts, Chair Select Board Flynn Building 278 Old Sudbury Road Sudbury, MA 01776

RE: Huckleberry Lane Street Acceptance for 2022 Annual Town Meeting

Dear Chair Roberts:

This letter is in response to Planning Boards' March 1, 2022 letter requesting clarification of the Huckleberry Lane drainage easements within the subdivision and Public Works Department's responsibilities associated with these easements.

The Public Works Department has reviewed the associated sub-division documents inclusive of the recorded Pine Grove Declaration of Covenants, Easements and Restrictions and the recorded Drainage Easement from Eligius Homes Company to the Town. The Public Works Department fully understands its responsibilities associated with the roadway and drainage easements and recommends moving forward with acceptance.

Sincerely,

ull F. O.h.C.

William F. O'Rourke, P.E. Town Engineer/DPW Deputy Director

Cc: Dan Nason, Director of Public Works Elaine Jones, Legal Assistant

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From:	ORourke, William
Sent:	Thursday, March 3, 2022 4:44 PM
То:	Duchesneau, Adam; Select Board; Select Board's Office
Cc:	Nason, Dan; Capone, Lori; Jones, Elaine; Planning Board
Subject:	RE: Huckleberry Lane Street Acceptance - PB Comments

Select Board Members,

At the request of the Planning Board the Public Works Department has reviewed the recorded drainage easements for Huckleberry Lane and the responsibilities for these easements are fully understood. We recommend moving forward with acceptance of this street.

Best, Bill

William F. O'Rourke, P.E.

Deputy Director of Public Works/Town Engineer Town of Sudbury 275 Old Lancaster Road Sudbury, MA 01776 <u>ORourkeW@Sudbury.ma.us</u>

Office 978.440.5442 Fax 978.440.5404 Cell 978.460.9303

From: Duchesneau, Adam

Sent: Thursday, March 3, 2022 8:47 AM

To: Select Board <SelectBoard@sudbury.ma.us>; Select Board's Office <selectboardsoffice@sudbury.ma.us>
 Cc: Nason, Dan <NasonD@sudbury.ma.us>; ORourke, William <ORourkeW@sudbury.ma.us>; Capone, Lori
 <CaponeL@sudbury.ma.us>; Jones, Elaine <JonesE@sudbury.ma.us>; Planning Board <PlanningBoard@sudbury.ma.us>
 Subject: Huckleberry Lane Street Acceptance - PB Comments

Select Board Members,

Please find attached a letter with the Planning Board's comments regarding the proposed street acceptance of Huckleberry Lane for the 2022 Annual Town Meeting.

These comments were requested as part of your upcoming discussion on the matter on April 5, 2022.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP Director of Planning & Community Development Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776 t 978-639-3398 | f 978-639-3314 | <u>DuchesneauA@Sudbury.MA.us</u> www.sudbury.ma.us



Town of Sudbury

Planning Board

Flynn Building 278 Old Sudbury Road Sudbury, MA 01776 978-639-3387 Fax: 978-639-3314 www.sudbury.ma.us/planning

PlanningBoard@sudbury.ma.us

March 1, 2022

Ms. Jennifer S. Roberts, Chair Select Board Flynn Building 278 Old Sudbury Road Sudbury, MA 01776

RE: Huckleberry Lane Street Acceptance for 2022 Annual Town Meeting

Dear Chair Roberts,

At its meeting on February 9, 2022, the Planning Board voted unanimously to recommend acceptance of Huckleberry Lane at the 2022 Annual Town Meeting.

This street was approved as part of the Pine Grove subdivision in February of 2011 by the Planning Board. The roadway was constructed in general conformance with the Planning Board rules and regulations and the subdivision decision under which it was approved.

With the above stated, the Planning Board recommends clarification be obtained regarding the drainage easements for the properties within this subdivision, and the responsibilities associated with those easements be confirmed and completely understood by the Department of Public Works before the May 2022 Annual Town Meeting and the Town taking over formal responsibility of this roadway.

Please let us know if you have any questions.

On behalf of the Planning Board,

Stephen Garvin, Chair

Dan Nason, Director of Public Works cc: William O'Rourke, Deputy Director of Public Works/Town Engineer Lori Capone, Conservation Coordinator

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

Town of Sudbury

SELECT BOARD OF THE TOWN OF SUDBURY

HUCKLEBERRY LANE

LAYOUT OF A TOWN PUBLIC WAY

At a duly called and properly constituted virtual meeting of the Select Board of the Town of Sudbury, a Municipal Corporation located in Middlesex County, Massachusetts, held on April 5, 2022, in said Sudbury, in accordance with a duly posted notice filed with the Sudbury Town Clerk, at which a majority of the members were present and voting throughout the meeting, it was unanimously voted and ordered that:

WHEREAS, the Select Board gave written notice, as required by law, of its intention to lay out, relocate and/or alter a Town Public Way at its meeting on April 5, 2022, aforesaid, to be known as

HUCKLEBERRY LANE

and such notice was given to the owners of the interest in the land which will be taken or otherwise acquired for such purpose by deposit or delivery, and by posting, as required by General Laws, Chapter 82, Section 22, seven days at least before the time established for said meeting and layout, relocation and/or alteration;

WHEREAS, the proposed layout, relocation and/or alteration has been referred to the Planning Board of the Town of Sudbury, and the Planning Board has filed its report with the Select Board;

WHEREAS, pursuant to said notice, the Select Board met virtually at the time and place appointed for the meeting and received all evidence submitted by those persons who desired to be heard;

WHEREAS, the layout of the said Town Public Way is shown on a plan entitled: "ACCEPTANCE PLAN OF HUCKLEBERRY LANE IN, SUDBURY, MA", dated September 17, 2014 and twice revised on December 12, 2016 and March 16, 2017, prepared for Eligius Homes Company by Thomas Land Surveyors and Engineering Consultants, Inc., a copy of which plan is on file in the Town Clerk's Office, which plan is made a part hereof and incorporated herein by reference, hereinafter called (the "Plan");

WHEREAS, the Select Board of the Town of Sudbury has determined and adjudged that common convenience and necessity require that said way should be laid out as a Town Public Way;

NOW THEREFORE, we, the Select Board of the Town of Sudbury, having reviewed and considered all of the remarks, objections and evidence submitted to us, HEREBY DETERMINE AND ADJUDGE, under and by virtue of the power and authority vested in us by General Laws, Chapter 82,

3.i

and all acts in amendment thereof and in addition thereto, and of every other power and authority vested in us and hereto enabling, THAT COMMON CONVENIENCE AND NECESSITY REQUIRE THAT SAID WAY BE LAID OUT A TOWN PUBLIC WAY, to be known as

HUCKLEBERRY LANE

and we do hereby lay out said way as a Town Public Way, with the boundaries and measurements of said way all set forth on the Plan, which is a part of this layout.

No betterments are to be assessed for the improvements this layout will provide. The names of all property owners affected by this layout are set forth on the Plan and, if in any instance, the name of a property owner is not correctly stated, the name of the supposed owners being given as of the date of this instrument, it is to be understood that in each such instance the land referred to is owned by an owner or owners unknown.

A copy of this layout will be filed with the Sudbury Town Clerk.

IN WITNESS WHEREOF WE, THE UNDERSIGNED, BEING DULY ELECTED AND QUALIFIED MEMBERS OF THE SELECT BOARD OF THE TOWN OF SUDBURY, HEREUNTO SET OUR HANDS AND SEALS THIS 5TH DAY OF APRIL, 2022.

> SELECT BOARD OF THE TOWN OF SUDBURY

Jennifer S. Roberts

Janie W. Dretler

Daniel E. Carty

Charles G. Russo

William J. Schineller

forms/street4



MISCELLANEOUS (UNTIMED)

4: Interview candidate for ZBA

<u>REQUESTOR SECTION</u> Date of request:

Requestor: Adam Duchesneau, Director of Planning & Community Development

Formal Title: Interview candidate for Zoning Board of Appeals (ZBA) associate and Earth Removal Board (ERB) member. Following interview, vote whether to appoint Michael B. Hershberg, 5 Brooks Road, as a ZBA associate and ERB member for a term ending 5/31/23. (~15 min.)

Recommendations/Suggested Motion/Vote: Interview candidate for Zoning Board of Appeals (ZBA) associate and Earth Removal Board (ERB) member. Following interview, vote whether to appoint Michael B. Hershberg, 5 Brooks Road, as a ZBA associate and ERB member for a term ending 5/31/23. (~15 min.)

Background Information: attached application and letter of recommendation

Financial impact expected:

Approximate agenda time requested: 15 minutes

Pending Pending Pending Pending Pending

Representative(s) expected to attend meeting:

Review:	
Patty Golden	
Henry L Hayes	
Town Counsel	
Jennifer Roberts	
Select Board	

04/05/2022 6:30 PM



Town of Sudbury

Zoning Board of Appeals

Flynn Building 278 Old Sudbury Road Sudbury, MA 01776 978-639-3387 Fax: 978-639-3314

appeals@sudbury.ma.us

www.sudbury.ma.us/boardofappeals

March 7, 2022

Ms. Jennifer S. Roberts, Chair Select Board Flynn Building 278 Old Sudbury Road Sudbury, MA 01776

Re: Appointment of Michael Hershberg to the Zoning Board of Appeals and Earth Removal Board

Dear Chair Roberts,

At their meeting on March 7, 2022, the Zoning Board of Appeals voted unanimously, 5-0, to recommend the Select Board appoint Michael Hershberg as an Associate Member of the Zoning Board of Appeals and a Full Member of the Earth Removal Board.

Therefore, I am writing to recommend the Select Board appoint Mr. Hershberg to the Zoning Board of Appeals and the Earth Removal Board, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Zoning Board of Appeals,

1 2 /1

Adam L. Duchesneau, AICP Director of Planning & Community Development

cc: Zoning Board of Appeals Earth Removal Board

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

SELECT BOARD 278 OLD SUDBURY ROAD SUDBURY, MA 01776 FAX: E-MAIL: (978) 443-0756 selectboard@sudbury.ma.us

Board or Committee Name: Zoning Board of Appeals

Name: Michael B. Hershberg

Address: 5 Brooks Rd	Email Address:		
Home phone	Work or Cell pl	one:	

Years lived in Sudbury: <1

Brief resume of background and pertinent experience:

I am a land-use Attorney and my fiance and I just bought a home in Sudbury. Throughout my three (3) years of law school I served as a liasion between the Vermont Law School student body and the Town of South Royalton, VT. I love nothing more than interpreting municipal code and looking out for the betterment of my local community. I am also an active member of the Real Estate Bar Association (REBA).

Municipal experience (if applicable):

Representing Volta Charging before a number of different Zoning and Planning Boards throughout New England.

Educational background:

Bachelors (Stonehill College); J.D. (Vermont Law School)

Reason for your interest in serving:

I am a new homeowner in the Town and as I continue to represent Volta before different zoning boards, I have grown a substantial interest in participating in my own local government and building a future as my fiance and I build our lives here.

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

Evenings work best; I know the Board currently meets Monday evenings which works well for my schedule Do you or any member of your family have any business dealings with the Town? If yes, please explain:

Volta Charging has appeared before the Town in the past. In the event that another electric vehicle infrastructure would appear before the Town, I would certainly abstain as I would be conflicted out.

MBH (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 Michael B Hershberg Digitally signed by Michael B Hershberg Date: 2021.12.12.20:19:43-05'00' Date

Date 12/12/2021

MICHAEL B. HERSHBERG, ESQ

5 Brooks Rd, Sudbury, MA 01776

SUMMARY

Well-Rounded Attorney with experience managing land use and transactional matters. Highly developed research, writing, negotiation, and analytical skills. Proven ability to balance multiple projects and ensure deadlines are met.

PROFESSIONAL EXPERIENCE

Volta Charging, Boston, MA

- · Provide the first impression of a San Francisco Based Electric Vehicle (EV) Charging Infrastructure Company to outside stakeholders in the New England, Georgia, and Florida Markets in front of local government bodies
- Manage 80-90 projects at one time across various markets and apply both my project management and legal skillsets to find creative ways to move projects through permitting and into construction
- · Present Volta's business model and find creative ways to seek approval for our EV media stations
- Draft and Appear before Municipal Boards
 - · Variance Applications and Briefs applying state variance law
 - Site Plan Applications
 - Minor and Major Site Plan Review Briefs
- Train and Assist colleagues on how to talk about Volta's infrastructure
- · Provide legal support and advice through Complex Permitting matters and find creative ways to get projects back-ontrack
- Travel (50%) to meet with municipalities and to conduct feasibility walks for product viability

Kimley-Horn & Associates, Atlanta, GA

- · Provide practical, business oriented legal advise, counsel and recommendations to to sales professionals and stakeholders on legal and business issues
- · Draft, negotiate and close commercial contracts including SaaS subscription, license and service agreements. During high points, that can amount to over thirty (30) plus contracts per week
- Operate cross-functionally between various internal teams for commercial contracting matters
- Prioritize and maintain organization of sales files to ensure due dates are met and projects succeed.
- Provide legal support for acquisitions, strategic alignments and due diligence reviews for purchase and sale agreements
- · Create and maintain standard templates, processes and policies to stimulate the workflow needed to allow business to grow and prosper

Georgia Power Company, Atlanta, GA

- Managed transmission specialists throughout the state of Georgia that effect company property rights
- Drafted and execute agreements to ensure they meet internal policies and guidelines.
 - · Removal Agreements for safety concerns in public rights of way (i.e. swimming pools under 500 Kilowatts)
- Access Agreements to allow for encroachments into Company easement or Company property to allow businesses to operate safely
- Lease Agreements to allow for temporary uses of Company property or easement area that met Company policy requirements
- · Operated Cross-functionally between land acquisition, and outside counsel to determine the best path forward on a variety of projects stemming from safety concerns and risk of losing company property rights
- · Worked with property owners who are adjacent to the transmission corridor to strike a balance between Georgia Power's Rights and ensure the company's actions were justified.
- · Created and updated templates & provided property law training to specialists to protect GPC Rights of Way.

Mobilitie, LLC, Atlanta, GA

- Drafted franchise agreements, easements, and leaseholds to provide client with the ability to deploy small cell infrastructure in the public right of way and on private land.
- · Drafted business-favorable city and county ordinances for multiple Florida municipalities to boost deployment and to help municipalities become compliant with a recently passed Florida law that promoted infrastructure in the public rights of way
- Worked cross-functionally between legal, government relations, deployment and construction to direct workload and keep projects on a steady timeline for construction and to get antennas "on air" for Sprint
 - · Ensured projects complied with different municipality's requirements for construction and aesthetics of the

June 2021-Present

April 2020-June 2021

January 2019-April 2020

September 2016-September 2018

Attachment4.b: Hershberg_appl (5189 : Interview candidate for ZBA)

infrastructure deployed.

- Secured Right of Way, Building and Electrical permits necessary for the construction and maintenance of company facilities.
 - Worked collectively with the community and government bodies to show a need for 4G technology and create negotiation tools and risk assessment for salespersons on the ground

EDUCATION

 Vermont Law School, South Royalton, VT
 May 2016

 Juris Doctor
 Activities: Vermont Journal of Environmental Law, Editor, Student Bar Association, Jewish Law Students Association

 Areas of Interest: Government Relations, Land-Use Regulation, Healthcare Litigation
 Publications: "Sink or Swim, Let them Keep Their Fins! Chinatown Neighborhood Association & Asian Americans for Political advancement v. Harris, 794 F. 3d 1136 (2015)"

 Stonehill College, Easton, MA
 Ma

 Bachelor of Arts in Political Science
 Honors: National Political Science Honor Society

 Activities: Stonehill College Surround Sound, Student Pre-Law Association, Stonehill College Orientation Team

LicensureMassachusetts Board of Bar Overseers (BBO#: 707290)AffiliationsAmerican Bar Association, Massachusetts Bar Association, Essex County Bar Association

May 2013



MISCELLANEOUS (UNTIMED)

5: Transportation update

<u>REQUESTOR SECTION</u> Date of request:

Requestor: Member Carty

Formal Title: Transportation update by Select Board Member Carty (~20 min.)

Recommendations/Suggested Motion/Vote:

Background Information: attached documents

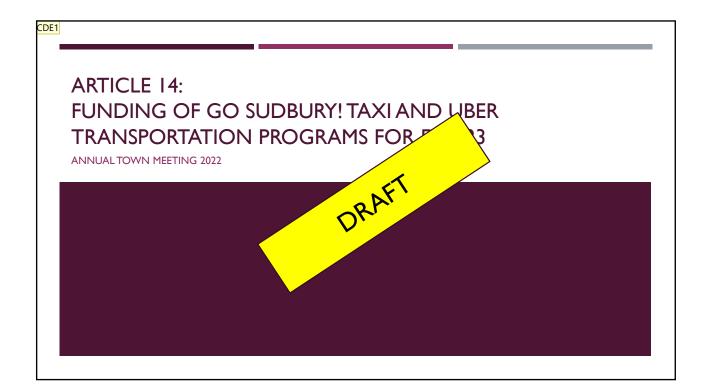
Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

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04/05/2022 6:30 PM



ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$100,000, or any other sum or sums, for the purposes of the continued operations of the Go Sudbury! Taxi and Uber Transportation Programs, including all incidental and related expenses; or act on anything relative thereto.

ARTICLE 14– FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

1

CDE1 Carty, Daniel E, 4/26/2021

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

The Go Sudbury! Taxi program started in 2020 and Go Sudbury! Uber in 2021; both have been funded with State grants and mitigation fund appropriations.

Through the end of 2021 the programs have provided over two thousand rides to Sudbury's *financially vulnerable, residents with a disability, those aged 50+, essential workers, and military personnel* to and from healthcare and social service appointments, shopping, community resources, and places of employment.

Because grant funding will end in a few months, approval of this article will support the operation of the Go Sudbury! Taxi and Uber Transportation programs into and through fiscal year 2023.

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

TOO LATE TO CHANGE SELECT BOARD REPORT WORDING IN WARRANT?

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

The Sudbury Transportation Committee was created by the Select Board to address a key feature of livable communities: transportation. A livable community is defined as

...one that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. ...Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages.

http://www.aarp.org/livable-communities/net-work-agefriendlycommunities/info-2014/an-introduction.html

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

LIVABLE SUDBURY FINDINGS

Transportation gaps reduce the overall "livability" and long-term attractiveness of the town; they limit

- Social participation and inclusion
- Access to community and health services
- Housing options
- Access to outdoor spaces
- $\circ~$ Civic participation and employment

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

THE CURRENT REALITY

- Sudbury described as car-dependent "transit desert"
- Sudbury--along with Bolton, Boxborough, Carlisle, and Stow-- classified as rural; thus, very difficult to justify mass transit
- Increasing senior population: aging-in-place PLUS in-migration to age-restricted developments, ADUs, etc.
- Increasing financially vulnerable population: affordable development expansion (Chapters 40B and 40R, Section 8) and "housing cost burden" of seniors aging-in-place
- Overall increase in number of *people with disabilities* (physical, psychological, cognitive) impacting ability to drive

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

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Attachment5.a: ATM2022_Article_14_GoSudbury DRAFT 04012022 (5122 : Transportation update)

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

FUNDING OF CURRENT PROGRAMS

- \$23,050 MAPC COVID-19 Emergency Taxi Grant
- \$71,366 Meadow Walk mitigation, \$10,000 Coolidge Phase 2 mitigation, \$5,000 BayPath grants
- \$80,000 Multi-town Community Compact Cabinet Grant (2019)
 - Shared with Acton, Bolton, Concord, Maynard, Stow
- \$100,000 MAPC COVID-19 Emergency Taxi Grant 2 (2021)
 - Shared with Concord, Maynard, and Stow
- **Sudbury acts as lead community in regional transportation efforts

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

WHAT HAS THIS MONEY BOUGHT?

- Taxi and Uber rides for some of Sudbury's most vulnerable residents to
 - Healthcare/social services (dialysis, therapy, cancer treatment, etc.)
 - Shopping (grocery, Rx, etc.)
 - Community resources (Town Meeting, Food Bank, Goodnow Library, Senior Center, etc.)
 - Employment
- May 2021 Jan 2022 483 taxi rides / 53 unique riders
- May 2021 Jan 2022 I,038 Uber rides / 35 unique riders

ARTICLE 14 - FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

WHAT HAS THIS MONEY BOUGHT?

• DATA! For future planning we are starting to understand why, when, and where people need to go



- Heavy usage up and down Route 20
- Repeat rides to medical appointments, in particular dialysis centers
- Food shopping
- Some longer rides, but majority short distance

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

Rider Feedback

- "Being new to the town and being a non driver, I relied on this service to get around and stay connected to life. Without it I've had to walk to get my groceries and buy only what I can carry and I feel isolated from my friends."
- "It provided me with much needed service. The ability to get a [wheelchair accessible] ride that could go out of Sudbury gave me many more options and places to go. This helped my physical and emotional well-being that I was not trapped in town."
- "X is a kind and competent driver. He is not only always on time, he is always early. He is also patient. I'm so happy to use this as it is the best and easiest way for me to get to important medical appointments. It makes a huge difference in my life. It is one of the many things needed to allow me to continue to live in my own house."
- "I was very happy for the service. It was offered at a difficult time in my life when no one was around to help me out. Everyone was wonderfully helpful, from Ana to Beth to all the drivers, including office dispatchers for the taxi companies. Thank you for this taxi service. It was a life saver in my case."

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

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ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

Target State: Sustainability

2019 Livable Sudbury needs assessment: Transportation is the town's biggest challenge.

Sudbury now at crucial stage:

- Is there Town commitment to a sustainable, effective, and efficient system of transportation for residents?
- If yes, how do we ensure a sustainable, effective, and efficient system of transportation for residents?

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

ARTICLE 14 – FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

Approval of Article 14 will sustain the Go Sudbury! Taxi and Uber programs for one year while longer term sustainability plans are made, and more program data are collected

THANK YOU

ARTICLE 14- FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023 ATM2022

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Tommy's 1	axi Invoices	JFK In	voices	Uber l	nvoices	MAPC Grant 1	\$21,950	MAPC Grant 2 (Part 1)	\$18,150	Meadow Walk Mitiga	\$71,366	BayPath Grant 1	(\$3,000)	Coolidge Mitigation (\$10
Sep-20	\$772.30	Sep-20	\$1,489.20			Sep-20	\$5,811.00	JFK May-21	\$1,479.00	Jan-21	\$2,357.50	Sep-20	\$3,000	Sep-20 \$260.80
Oct-20	\$2,878.70	Oct-20	\$3,931.60			Oct-20	see above	Tommy's May-21	\$564.00	Feb-21	\$6,291.10	Oct-20	see above	Oct-20 see above
Nov-20	\$2 <i>,</i> 471.00	Nov-20	\$3,648.60			Nov-20	\$3,011.00	JFK Jun-21	\$3,554.00	Mar-21	\$405.14	BayPath Grant 2	(\$2,000)	Nov-20 \$3,108.60
Dec-20	\$5 <i>,</i> 905.60	Dec-20	\$5,239.00			Dec-20	\$7,165.60	Tommy's Jun-21	\$1,616.30	Apr-21	\$1,182.11		\$48.00	Dec-20 \$3,979.00
Jan-21	\$5,551.50	Jan-21	\$5,420.00			Jan-21	\$6,091.50	JFK Jul-21	\$2,506.00	May-21	\$598.13		\$180.00	Jan-21 \$2,651.60
Feb-21	\$1,861.00	Feb-21	\$4,357.00	Feb-21	\$73.10		\$22,079.10	Tommy's Jul-21	\$1,218.50	Jun-21	\$1,618.72		\$48.00	\$10,000.00
Mar-21	\$186.50	Mar-21	\$220.00	Mar-21	\$218.64		-\$129.10	JFK Aug-21	\$2,147.00	Jul-21	\$2,388.37	JFK Sep-21	\$1,724.00	
Apr-21	\$0.00	Apr-21	\$714.00	Apr-21	\$476.11			Tommy's Aug-21	\$2,470.50	Aug-21	\$3,017.75	_	\$2,000.00	
May-21	\$564.00	May-21	\$1,479.00	May-21	\$598.13			JFK Sep-21	\$933.00	Sep-21	\$3,774.34			
Jun-21	\$1,616.30	Jun-21	\$3,554.00	Jun-21	\$1,618.72			Tommy's Sep-21	\$2,399.50	Oct-21	\$3,492.27	N	OTES:	
Jul-21	\$1,218.50	Jul-21	\$2,506.00	Jul-21	\$2,388.37				\$18,887.80	Nov-21	\$2,147.85	Μ	eadow Walk M	litigation
Aug-21	\$2,470.50	Aug-21	\$2,147.00	Aug-21	\$3,017.75				-\$737.80	Dec-21	\$3,032.66	\$2	20,000 voted at	SB on 3/17/20
Sep-21	\$2,399.50	Sep-21	\$2,657.00	Sep-21	\$3,774.34					JFK Dec-21 Rollover	\$139.40	\$5	5,000 voted at S	SB on 3/2/21
Oct-21	\$1,985.30	Oct-21	\$3 <i>,</i> 315.00	Oct-21	\$3,492.27			(+\$1,250 for dispatch)		Tommy's Dec-21	\$2,112.00	\$3	\$35,000 voted at SB on 11/16/21	
Nov-21	\$2,355.30	Nov-21	\$1,968.00	Nov-21	\$2,147.85			MAPC Grant 2 (Part 2)	\$13,150	Uber Jan-22	\$2,426.53	\$1	L1,366 voted at	SB on 3/22/22 (No further Fu
Dec-21	\$2,112.00	Dec-21	\$2,928.00	Dec-21	\$3,032.66			Rollover from Part 1	\$737.80	JFK Jan-22	\$2,489.00			
Jan-22	\$2,484.90	Jan-22	\$2,489.00	Jan-22	\$2,426.53			JFK Oct-21	\$3,315.00	Tommy's Jan-22	\$2,484.90	**	'Only \$46,366 r	emaining per email from Chri
Feb-22	\$4,191.50	Feb-22	\$3,564.00	Feb-22	\$2,872.53			Tommy's Oct-21	\$1,985.30	Uber Feb-22	\$2,872.53			
Mar-22		Mar-22		Mar-22				JFK Nov-21	\$1,968.00	JFK Feb-22	\$3,564.00	\$1	L0,000 voted at	Transportation on 2/5/21
Apr-22		Apr-22		Apr-22				Tommy's Nov-21	\$2,355.30	Tommy's Feb-22	\$4,191.50			
May-22		May-22		May-22				JFK Dec-21	\$2,928.00	Uber Mar-22		Di	spatch vote: 4/	/9/2021
Jun-22		Jun-22		Jun-22					\$13,289.40	Uber Apr-22		\$4	1,950 for year, 9	\$3,267 prorated 2021 (May-De
									-\$139.40	Uber May-22				
										Uber Jun-22				
								(+1,666 for dispatch)	\$22,678.20		\$50,585.80			
								MAPC Grant 2 Additional	\$8,367					
								JFK Mar-22	2					
								Tommy's Mar-22	2					
								JFK Apr-22	2					
								Tommy's Apr-22	2					
								JFK May-22	2					
								Tommy's May-22	2					

JFK Jun-22 Tommy's Jun-22

\$0.00

(\$10,000)

ner Funds Remaining)

n Christine on 11/15/21***

/lay-Dec 2021)

SELECT BOARD SCENARIOS

Prepared by the Sudbury Transportation Committee

Introduction

On 19 October 2021, the Sudbury Transportation Committee presented an update of transportation services to the Select Board. This included a summary of initiatives to date, provided background on transportation in the town and MAGIC region, and concluded with questions about sustaining services beyond current *ad hoc* funding opportunities (e.g., MAPC emergency taxi grant program).

In response, the Select Board requested that the committee provide a business plan for sustainability, to be reviewed in the context of 2023 budget cycle.

We want to make clear that the GoSudbury! programs were designed as pilot initiatives. They are heavily subsidized in order to provide maximum data on as many transportation variables as possible for the most needy riders (e.g., destinations, heavily traveled routes, times of requests). Uber program copays are based primarily on CoA fees that, in turn, are subsidized by the MetroWest Regional Transit Authority (MWRTA). The taxi program, because of the funding agency's (MAPC) goal, is entirely free to riders. The Metropolitan Area Planning Council and MassDevelopment awards require 95% of their total to support taxi, hackney, and livery companies, with no funds going to TNCs.

We understand that rider fees will not support the cost of transportation and that additional funding will be necessary. Thus, the Transportation Committee has already undertaken a number of steps to prepare for the imposition of rider fees, although subsidies will always be available for residents with financial limitations. These steps include:

- Informing all program registrants that fees will be increased (and, in the case of taxis, levied) in the future.
- Designing a brief survey to ascertain the price elasticity of demand, under several fee scenarios based on distance from Sudbury.
- Examining fee structures used in area communities (Weston, Newton, Lexington, etc.) and, where available, what proportion of total costs they cover.
- Assessing contribution from fees to Sudbury transportation options, based on several demand assumptions (reduced, same, increased) and fee structures, in order to identify likely overall costs to the Town and the size of the gap to be covered by outside funding.

Purpose

The purpose of this document is to describe three scenarios based on different measures of ride volume and cost, acknowledging the uncertainty of co-payment impacts:

- 1. LOW: e.g., continuing with current (or reduced) services;
- 2. MEDIUM: e.g., modest expansion of services (additional target riders, additional destinations); and
- 3. HIGH: e.g., expanding transportation to meet needs identified by the Livable Sudbury research.

Each scenario includes assumptions relevant to the above measures. However, certain assumptions apply to all scenarios. These include:

- The overarching goal is *mobility as a service*—this means primary emphasis on *coverage* (including social goals, such as equity and environmental stewardship) rather than *patronage* (only numerical size of ridership). Affordable, reliable, accessible options will be a hallmark. To ensure equity, subareas with special needs (e.g., food deserts, employment and shift constraints, etc.) will receive priority.¹
- Service coverage by a transit authority is economically infeasible. Partnering with these authorities and supplementing with microtransit, as well as regionalizing Council on Aging vehicles, should be part of service design.
- Strong and continuous marketing is required, as is continuous quality improvement processes.
- Although all scenarios should include smartphone app(s), some concierge service must be part of the system, for residents unable to use smartphone/app.
- All scenarios must address environmental concerns, including increase in electric vehicles and *reduction of single-occupancy vehicles (SOV).*² Of course, providing multi-passenger service is contingent on the pandemic situation.

The scenarios are described below. Attachments provide background material and additional detail.

Scenario 1 (Low Volume/Cost): Do Nothing, Low Option 1, Low Option 2

Assumptions specific to Scenario 1 are the following:

- Elimination of the GoSudbury! programs (*do nothing*) will result in hardships for residents who have relied on them for transportation to medical care and work. Elimination will also increase the likelihood of social isolation for residents who cannot drive or who do not have access to cars (or individuals to drive them).
- Low options 1 and 2 presume no change in number of riders, types of destinations, and pricing of contracted services; however, adding fees, capping services, and/or increasing co-payments will alter the use of services.
- Existing Town staff and Transportation Committee volunteers will be able and willing to oversee and manage the services.

Do Nothing. With a do-nothing approach, it is reasonable to expect that the GoSudbury! Taxi and Uber programs would be discontinued. Keeping skeleton versions may be possible with various grants, but as such would be subject to stopping with little to no notice. Any services provided would have to be managed by Transportation Committee volunteer and staff time, assuming Transportation Committee is extended by the Select Board beyond its current sunset date (Spring 2022).

Transportation options would include only Sudbury Connection Vans and the MWRTA Dial-a-Ride, limited to those aged 60+ or 18+ with a disability verified by a doctor's note. Services provided are summarized below.

Service	Sudbury Connection Van	MWRTA Dial-a-Ride = MWRide
Service Summary	 Door to door rides Weekdays, 8:30 AM to 4:00 PM Wheelchair accessible 	 Door to door rides T & TH 4:00 PM to 6:30 PM Wheelchair accessible MWRTA is MetroWest Regional Transit Authority
Where do rides go?	·Local & 4 nearby towns: Concord, Wayland, Framingham, Marlborough	Local, Marlborough, Wayland, Fram- ingham, Natick, Southborough, Ash- land, Hopkinton, Holliston
How much is the fare?	 \$ 1 in town, one-way ride \$ 2 out of town, one-way ride Personal Care Assistant (PCA) free No cash: set up account with MWRTA (see Other Notes, below) 	 \$ 2 out of town, one-way ride Personal Care Assistant (PCA) free No cash: set up account with MWRTA (see Other Notes, below)
What pur- poses for rides?	 Medical/dental appointments Grocery shopping Pharmacy/errands Social/community events 	 Medical/dental appointments Grocery shopping Pharmacy & errands Social/community events
Who is eli- gible?	 Sudbury resident 60+ years 18+ with disability verified by doctor's note 	 Sudbury resident 60+ years 18+ with disability verified by doctor's note
Reservation necessary?	Reservations must be made at least 48 business hours in advance of the ride	Reservations must be made at least 48 business hours in advance of the ride

Low Option 1: \$50,000/yr. A low-cost option funded at \$50,000/yr would likely yield significantly limited Taxi and Uber services. Between May through December 2021, the average taxi ride cost was \$68. During 7 months of taxi usage (after one month of startup), the two companies provided an average of 69 rides/month. Annualized, this results in 828 rides at \$68/ride or \$56,304 (assuming no copay). Between February and December 2021, Uber average ride cost was \$18. During 7 months of Uber usage after an earlier beta test, the company provided an average of 153 rides/month. Annualized, this results in 1,836 rides at \$18/ride or \$33,048 cost (assuming no change in rider co-pays). Total cost under these assumptions—no change in number of riders or in copayments where applicable—would be \$89,352.

Hence, at \$50,000/yr funding under the above assumption, the current service would have to be reduced by a little more than half. However, limitations on riders could extend the service. These include capping the numbers of Uber and Taxi rides users could take per month, increasing co-pays for Uber and levying copays for the taxi, or imposing both. Note that providing partially subsidized Uber services without offering at least JFK taxi transport is not an option under ADA, because Uber does not provide wheelchair accessible vehicles.

Like the prior do-nothing option, existing Town staff and Transportation Committee volunteers would be relied on to sustain the program as they do currently.

This option is independent of the Sudbury Connection Van and MWRTA Dial-A-Ride services, as they are funded by the regional transit authority.

Low Option 2: \$100,000/yr. Given the extrapolation above, the current service level might be possible for \$100,000/yr under the same assumptions. However, it would still be prudent to cap rides and/or increase/levy co-pays to ensure funds do not run out before the year is over. Again, no new dedicated staff would be available to manage this scenario beyond existing Town staff and Transportation Committee volunteers.

This option is also independent of the Sudbury Connection Van and MWRTA Dial-A-Ride services for the same reason.

Scenario 2 (Medium Volume/Cost)

Assumptions specific to Scenario 2 are the following:

- Eligible participants in the Go Sudbury! Program will still be restricted to the following categories:
 - 50 years of age or older
 - \circ 18 years of age or older with a disability that limits driving
 - Active duty military or veteran
 - Resident with financial need
 - Essential worker requiring transportation for work.

- Expanding the purposes for which Program transportation can be used and keeping fares the same (free taxi, heavily subsidized Uber) will have a modest impact on service volume.
- Under Option 1, existing Town staff and Transportation Committee volunteers will be able and willing to oversee and manage the expanded services.
- Under Option 2, ARPA funds are allocated to a part-time staff person, and that is sufficient to oversee and manage expanded services.

Medium Option 1: \$138,000. This option expands the purposes of rides for the above residents but keeps co-pays the same for Uber and free fare for taxis (see table below):

Service	Taxi Rides	Uber Rides	Taxi Rides	Uber Rides
	Current	Current	Proposed	Proposed
Service	Door to door	Door to door	Door to door	Door to door
Summary	rides	rides	rides	rides
	• Sunday to Thurs-	• 24 hours a day/7	• Sunday to Thurs-	• 24 hours a day/7
	day, 5:00 AM to	days a week (sub-	day, 5:00 AM to	days a week (sub-
	1:00 AM; Friday	ject to driver	1:00 AM; Friday	ject to driver
	and Saturday 5:00	availability)	and Saturday 5:00	availability)
	AM to 2:00 AM		AM to 2:00 AM	
	• Wheelchair ac-		• Wheelchair ac-	
	cessible, but lim-		cessible, but lim-	
	ited Monday to		ited Monday to	
	Friday to early		Friday to early	
	mornings and af-		mornings and af-	
	ternoons		ternoons	
Where do	Within Sudbury	Within Sudbury	Within Sudbury	Within Sudbury
rides go?	and up to 25 miles	and up to 25 miles	and up to 25 miles	and up to 25 miles
	outside of Sud-	outside of Sud-	outside of Sud-	outside of Sud-
	bury	bury	bury	bury
	• All rides must	• All rides must	• All rides must	• All rides must
	begin or end in	begin or end in	begin or end in	begin or end in
	Sudbury	Sudbury	Sudbury	Sudbury
	• No access to Lo-	• No access to Lo-	• No access to Lo-	• No access to Lo-
	gan Airport	gan Airport	gan Airport	gan Airport
How	• Free (currently	• \$ 1 within Sud-	• Free (currently	• \$ 1 within Sud-
much is	as part of grant	bury	as part of grant	bury
the fare?	stipulation)	• \$ 2 to/from	stipulation)	• \$ 2 to/from
		neighboring towns	Co-pays are likely	neighboring towns
		• \$ 10 to/from lo-	to be added	• \$ 10 to/from lo-
		cation up to 25		cation up to 25
		miles outside Sud-		miles outside Sud-
		bury		bury

What	• Non-urgent	• Non-urgent	• Non-urgent	• Any purpose
purposes	healthcare ap-	healthcare ap-	healthcare ap-	
for rides?	pointments only	pointments	pointments	
		• Work	• Work	
		Shopping	Shopping	
		• Get to commu-	• Get to commu-	
		nity resources	nity resources	

Within the last 12 months, the Go Sudbury! Program expended over \$78,000 providing taxi and Uber rides. This amount includes a pause on taxi rides in March and April of 2021, and only 10 months of Uber rides since that portion of the program got underway. Over the last six months, the program has expended over \$45,000 with an average of \$7,569 in expenditures each month. This is a more accurate reflection of the per month charges for the Go Sudbury! Program in its current state, which extrapolates to almost \$91,000 in expenditures for rides over a 12-month period. On top of this, the yearly fee for dispatching taxi rides by CrossTown Connect is \$4,950. This brings the approximate total yearly cost to operate the Go Sudbury! Program at its current service level to \$96,000.

In the proposed increased service level, options for taxi rides would expand from only non-urgent healthcare appointments to allowing work, shopping, and community resource trips as well. Additionally, the types of permissible Uber rides would be expanded to allow rides for any purpose to eligible Go Sudbury! Program participants.

This proposed broadening of permissible types of taxi and Uber rides will likely increase the number of overall rides by at least 33% due to the following. First, by broadening the permissible types of Uber rides, there will be instances where program participants will take rides for purposes beyond minimal services. This might include rides to educational classes for themselves or family members, child care drop off/pickup, or even an occasional recreational activity. Second, pickup times for taxi rides can be scheduled in advance, while Uber rides ("on-demand") cannot. As such, program participants may find taxi service easier to coordinate with their schedules. By expanding the types of permissible taxi rides, the fact that taxi rides are completely free of charge under the Go Sudbury! Program, and the probability that participants who may have been taking other forms of transportation to some of these destinations would now use a taxi ride instead, the number of taxi rides would increase an estimated 33% under this proposed scenario. Estimated total annual cost for rides would be \$127,680.

No new dedicated staff would be added to manage this option; however, due to the increased number of rides, this would likely raise the CrossTown Connect dispatching fee one level which would cost an additional \$5,000 per year (approximately \$10,000 in total). Existing Town staff and Transportation Committee volunteers might be able to sustain other aspects of the program as they do currently for a lower volume.

Based on the above assumption—*only* a 33% increase in ride volume and no increase in staff to manage the programs—the cost per year of this increased level of service would be \$138,000.

This proposed scenario is independent of the Sudbury Connection Van and MWRTA Dial-A-Ride services, as they are managed outside of the Go Sudbury! Taxi and Uber Rides programs.

Medium Option 2: \$188,000

Medium Option 2 assumes one year of ARPA funding (\$50,000) for a part-time Transportation Coordinator, in addition to the cost of expanded services identified in Medium Option 1 (\$138,000).

One segment of the October 2021 presentation by the Transportation Committee to the Select Board described transportation responsibilities. As discussed above, these are currently handled by several Town staff as well as volunteers on the Transportation Committee, with the addition of a paid dispatch service for taxis provided by TransAction Associates (available to Sudbury as member of the TMA, CrossTown Connect). Attachment 3 provides some of these examples.

Given any increase in transportation services, additional part-time staff will be required. Most of the area municipalities with which Sudbury might be compared employ such staff. Thus, in November 2021, the Transportation Committee requested \$150,000 in ARPA funds for transition support of a part-time Transportation Coordinator for 3 years: "A point person to oversee transportation services, and to identify, apply for and manage grant funds to expand services. This person would also be Sudbury's representative to regional meetings on transportation." Full details can be found in the formal ARPA request letter to the Town Manager.

Scenario 3 (High Volume/Cost): Addressing Livable Sudbury Needs

Scenario 3 addresses three priority needs from the Livable Sudbury report. Attachment 1 provides background on the Livable Sudbury research, and Attachment 2 shows results of a question about transportation from the research. The priority needs are as follows:

(1) <u>Special populations</u> (seniors, people with disabilities, veterans, financially vulnerable): reliable, efficient, and attractive on-demand, door-to-door service both within Sudbury and to specific destinations, with subsidies for those meeting affordability criteria;

(2) <u>Commuters</u>: reduction in single-occupancy vehicle traffic in and through Sudbury by means of reliable, efficient, and attractive multi-passenger commuter connections to public transit links;

(3) <u>All residents (including children/youth, age TBD)</u>: reliable, efficient, and attractive multi-passenger options within Sudbury, to specific destinations, including evenings and weekends.

In addition to assumptions relevant to all scenarios, the following are particular to Scenario 3.

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- Scale. Given the comparatively small size of Sudbury, provision of transportation services that are affordable implies scale economies achieved by (a) collaboration of multiple towns, (b) regionalization of some common services (e.g., CoA vans), and (c) software appropriate to the desired system (reliable, efficient, attractive). Fortunately, examples of these are readily available.
- **Multiple service providers**. Meeting the three priority needs described above will entail state (e.g., MBTA), regional transit authorities, transportation management, and micro-transit providers. From an environmental perspective, partnerships with bike- and car-share companies (as well as incentives for pooled trips and electric vehicles³) should also be considered.
- Smart applications for riders and providers. The more complex a system, the greater the efficiencies gained by decentralized software allowing real-time coordination among providers and riders. Again, examples are readily available.
- **Sustainability**. Even with scale economies, rider fees will fund only a small portion of the cost of the desired system. Funds from collaborating towns, transit authorities, and grants, along with intelligent negotiation of rates with microtransit providers, and rider co-pays/fares must sustain the system. Examples are readily available.

Elements of System Design

<u>Caveat</u>: Because of the scale and inherent complexity of this scenario, the total cost is likely to be around \$1M per year. The table below shows estimated cost for each participating community on a population pro rata basis:

Town	Population Est.	Percentage Total	Pro Rata Cost
Sudbury	19,000	22%	\$220,000
Acton	24,000	28%	\$280,000
Concord	18,500	21%	\$210,000
Lincoln	7,000	8%	\$80,000
Maynard	11,000	13%	\$130,000
Stow	7,200	8%	\$80,000
	86,700	100%	\$1,000,000

Note that the likely cost of this option for Sudbury is only about \$30,000 more than Medium Option 2. The reason for the small increment is, of course, economies of scale: multiple towns serve as a more powerful buyer; involvement of regional transit authorities provides additional services at minimal cost; and centralized management (possibly through the vendor contracted to supply microtransit services) relieves financial pressure on participating municipalities.

The total of \$1M is based on Newton's recent annual operating cost. A brief summary of the evolution of Newton's transportation system is provided later in this discussion, because it is the basis for the Committee's proposal here. In addition, planning and system design for this scenario will require professional consultant input.

Currently, in the Making the Connections initiative, five towns in the MAGIC region are collaborating: Sudbury (lead), Acton, Concord, Maynard, and Stow. If we add Lincoln to this group, we have a total population of about 85,000 people (Newton's is 89,000), as well as:

- Four commuter rail stations (Fitchburg line to North Station) in three towns (Acton, Concord [two], and Lincoln) and close proximity of Sudbury to the Framingham-Worcester to South Station rail. Stow is about the same distance to Acton and Framingham commuter rail stations.
- The CrossTown Connect shuttle system for Maynard and Acton (vehicles are CoA vans), with service to South Acton commuter rail.
- The MWRTA bus service in Wellesley and Newton, providing connections to the MBTA. Connecting transit to that service is possible from Marlborough and Framingham.
- Potential for regionalizing all CoA vans in the collaboration.

Challenges, of course, are the rural nature of these communities and the very large geographic area they represent—about six times the size of Newton for about the same population.⁴ For this reason, the following types of transportation will be required: public transportation (including regional transit authority and Council on Aging vehicles) and private microtransit in the form of taxis, livery, TNCs, and firms providing vehicles, such as Via.⁵

Types of routing in a system such as this could involve:

- *Spoke to hub* (pick up at residences and drop off at transit authority hub for further service; e.g., to bike share, car share, commuter rail)
- *Shuttle* (from designated parking lots to specific destinations, including work sites as well as transit hubs)
- *Predictable on-demand* (non-commute multi-passenger service to shared destinations, such as library, bank, etc.)
- *Loop* (similar to shuttle; short, fixed route, multi-passenger vehicles traveling high-use corridors)
- *Unexpected on-demand* (for single-passenger service to meet unexpected needs that cannot be provided by the above).

For a scenario of this complexity, only the following matrix of potential sources and uses of funds is provided (estimated costs for each would be required, once a potential design is agreed upon):

Source of Funds	Examples	Use of Funds
Collaborating communities	Sudbury, Stow, Maynard, Ac-	Tax levy assigned to subsi-
	ton, Concord, Lincoln	dies for resident transporta- tion services
Regional Transit Authorities ⁶	MWRTA, LRTA, MART	Vehicles and drivers, operat-
		ing costs, etc., for fixed route
		and "loop" services
State Transit Authority	MBTA	Public mass transit hubs
		(commuter rail, etc.) and par- atransit within area (RIDE)
Transportation Management	CrossTown Connect	Regionalizing CoA vans for
Association	Closs town Connect	commute and other services
		commute and other services
Federal grants	ARPA, US DOT, etc.	Transit authority support for
		above uses, including smart
		software
State grants	MPO, Community Transit,	Community support (pilots,
	CCC, etc.	subsidies, etc.), including
System software	Spara Laba TranaLao Libar	smart software Route optimizing and rider
System software	Spare Labs, TransLoc, Uber, etc.	matching system software
		(app based)
Demonstration grant agencies	RW Johnson, Ford, etc.	Targeted transportation pilots
8 8		(health care, reducing social
		isolation, developing work-
		force, smartphone education,
		etc.)
Rider co-pays	Geofence co-pays within and	Partial support for services
	beyond communities; tar-	
	geted destinations, etc.	
Donations, gift vouchers, etc.	Community residents	Partial support for individuals and/or services
		and/or services

Attachment 4 contains information on Marin County's transportation services and illustrates the elements likely to be included in this scenario's proposed design.⁷ Because it is relevant to the above proposal, Newton's transportation system is summarized below:

Newton Example: NewMo

Newton's current system has evolved in three stages:

Stage 1, 2010-2019. Initially, Newton provided subsidized taxi service for seniors, for medical, social, and shopping purposes. This averaged 25,000 trips/year:

- Pre-COVID Trips 400+/week
- Shared trips 30%
- ETA 14 min
- On time 82%
- Phone booking 80%

Stage 2, 2019-2021 (*NewMo for seniors*). An RFP was announced in 2018 by Newton for a microtransit initiative serving senior residents. After reviewing the proposals, the city chose Via and announced the decision:⁸

...The city of 89,000 signed a three-year contract with New York transportation company Via, which provides four Mercedes-Benz Metris vans sporting the NewMo logo. The vans hold up to six passengers, and one vehicle is wheelchair accessible. The service runs on weekdays, 8 a.m. to 5 p.m., and from 9 a.m. to noon on weekends.

In this first year [2019], the city will pay Via \$489,000 to run the service, with \$350,000 coming from the city's senior services budget [70%], \$25,000 from a Community Compact grant, \$25,000 from a formula grant for councils on aging [10%] and the remainder from rider fares [\$89K, <20%]. Freedman [Director of Transportation Planning] has also applied for a community transit grant from the Massachusetts Department of Transportation.

Jayne Colino, Newton's senior services director, said that 40 percent of Newton's households now have a person over 60 years of age. The city's previous taxi-voucher system had suffered as the taxi industry struggled to compete against the ride-share companies, she said. 'We knew that we had to take a new approach because the traditional providers were not there in the way that we needed them to be,' Colino said.... Under a former taxi-voucher system, the city provided 25,000 trips a year. In NewMo's first three weeks, 401 seniors had signed up, with 804 trips made.

NewMo for seniors, as described above, provided subsidized (\$0.50-\$5 fare) services to select Newton and outside Newton locations.

Stage 3, Fall 2021 - present (*NewMo for everyone*). Based on their experience with NewMo for seniors, and aligned with their strategic plan for transportation, the city expanded to a sponsored ridesharing service for all residents. This service is smartphone-enabled, allowing riders to book rides "straight from your phone, get picked up in minutes, and travel anywhere in Newton without needing a car."

The most recent data for the above service (NewMo for seniors operates separately) are:

- Microtransit
- Service area –everywhere Newton+

- 7 vehicles
- M-F 7:00 AM -6 PM
- \$2/trip
- Corner-to-corner
- High ridership ~ 175 trips per weekday
- Preschedule any medical appointment.

Since inception of this latest expansion, the following types of rides have been provided: 43% to/from jobs or school, 30% to/from transit, and 28% trips to school. More than one-third of riders are receiving public assistance. It should also be noted that Uber has been used as a safety-net provider.

Annualized costs and sources of funding for both programs, seniors, and all residents, are as follows:

- ~ \$980,000 annual operations fee
- \$58.11 per vehicle-service hour

FY 22 Funding Sources

- CTGP (MassDOT Community Transit Grant Program, senior service) ~\$125,000
- Workforce Transportation \$175,000
- MPO Community Connections \$240,000
- UMass @ Mt Ida\$60,000
- Dept of Senior Services \$275,000
- Developer.

More information is available on the city website: <u>https://www.newtonma.gov/government/sen-iors/transportation</u>

Attachment 1: The Livable Sudbury Needs Assessment

Transportation is the second of eight domains of community attributes that the World Health Organization characterized as vital to population health and quality of life: physical, social, economic, psychological, etc. During 2018, researchers from UMass Boston's John W. McCormack Graduate School of Policy and Global Studies conducted an assessment of the livability of Sudbury. The final report published in 2019 noted:

...In this study, transportation issues relating to driving barriers, traffic, walkability, and overall satisfaction with available transit options emerged as significant issues.... Expanding transportation options for specific segments of the community, such as supported options for those with mobility limitations, was also desirable.

Results from the research showed the following:

- Transportation is identified as crucial by a wide range of stakeholders:
 - Families with children under 18 years
 - Residents age 60+
 - Residents of all ages with a participation limitation
 - Residents of all ages who are not financially secure.
- The range of specific transportation needs identified implies a variety of options to meet them
 - After-school transportation for children and youth (fixed route, vans)
 - Transportation to medical appointments, social service appointments, respite opportunities such as adult day care, etc. (scheduled and on-demand)
 - Transportation to shopping, appointments, evening, and weekend services, meetings, and socialization opportunities (shuttles, vans, etc.)
 - Affordable transportation to employment venues, childcare facilities, commuter rail, MBTA routes, as well as services similar to the preceding.
- A number of the transportation options must be both affordable and accessible
 - 42% of residents with a participation limitation reported they "had missed, canceled, or rescheduled a medical appointment due to lack of transportation."
 - More than a third of residents who are not financially secure are not satisfied with their "ability to get where they want to go."
 - Nearly half of residents 60+ are not satisfied with their "ability to get where they want to go."
- Transportation gaps affect all livable domains, reducing the overall "livability" and long-term attractiveness of the town
 - Lack of transportation limits social participation
 - Lack of transportation affects overall well-being (*domain of community and health services*)
 - o Lack of transportation affects housing options and limits access to outdoor spaces

- Lack of transportation limits *civic participation and employment*
- Lack of transportation can result in segments of the town population "not feeling welcomed" (*respect and social inclusion*).

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Table 4 . "Which of the following would you use for trips in Sudbury or surrounding communi-ties, if they were available?"					
Groups reporting lower interest	Type of transportation	Groups reporting higher interest			
	Ride-sharing: 50%	Not financially se- cure (41%) With a participation limitation (32%)			
Age 60+ (1%) With a participation limitation (11%)	Afterschool transportation: 35%	With children under 18 at home (61%)			
With children under 18 at home (26%)	Fixed-route, fixed-schedule local bus: 31%	Not financially se- cure (43%) With a participation limitation (47%)			
With children under 18 at home (18%)	On-demand local bus/van: 25%	Age 60+ (38%) Not financially se- cure (31%) With a participation limitation (63%)			
	Taxi service: 20%	With a participation limitation (26%)			
		Age 60+ (33%)			
With children under 18 at home (6%)	Transportation to medical appointments: 14%	Not financially se- cure (33%)			
		With a participation limitation (58%)			

Attachment 2: Details on Transportation From the Needs Assessment

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Attachment 3: Examples of Transportation Staff Responsibilities

General Fundraising:

- Grant, foundation proposal writing
- Oversight of grants (tactical and financial performance)
- Relationships/communications with vendors, grant providers, other collaborating towns
- Data gathering and reporting on services provided

Coordination:

- Day to day work with participants in the program
- Technical assistance with registration, application, use of service (CrossTown Connect, taxi dispatch, Uber smartphone app)
- Education of users about all transportation options
- Referral to Tech help, volunteers
- Troubleshooting issues

Current Grant Responsibilities

- Regional meetings organized by Sudbury as lead of 6 towns
- Communication with other town leadership/planning
- Implementation of RFP for consultants, etc.
- Communication with Program Manager consulting firm
- Reporting to town and other entities on services provided
- Taxi company relations
- Creation of online application and database
- Management of online database
- Client relations and tech assistance
- Uber contract management
- Creation of online application and database
- Management of online database
- Client relations and tech assistance
- Uber user contact re: technical assistance, trouble shooting, access for visual or other impairment issues
- Education about transportation options

Attachment 4: Marin County, CA, Illustration

https://www.tam.ca.gov/overview/

"The Transportation Authority of Marin (TAM) plays a major role in improving the quality of life for Marin County residents and developing and maintaining the economic viability of our local region by funding transportation projects and programs that improve mobility, reduce congestion, and provide a transportation system with more options for those living, working, visiting and traveling in Marin County.

Thanks to Marin County voter support of transportation funding, we have two revenue sources that are dedicated to transportation projects and programs in Marin County. TAM administers the expenditure plans for Measure A, the ½ cent sales tax measure passed in 2004, renewed as Measure AA in 2018, and Measure B, the \$10 Vehicle Registration Fee passed in 2010. TAM also serves as Marin's Congestion Management Agency and is responsible for coordinating funding for many of the transportation projects and programs in the County.

Marin Transit and TAM partner with Uber to launch integrated on-demand Connect2Transit Program: TAM, Marin Transit and Uber launched a new program, Connect2Transit, the next phase of TAM's first/last mile program and the expansion of Marin Transit Connect, Marin Transit's fully accessible, on-demand service. Beginning July 1, 2020, people in Marin County will have access to a range of new on-demand services. Uber users will now see shared ride transit options and will have access to vouchers for up-to \$5 off shared-ride trips to and from Sonoma Marin Area Rail Transit (SMART) stations in Marin County, major bus stops, and the Larkspur Ferry Terminal.

The program is designed to support transit ridership and encourage shared mobility options that reduce congestion and pollution. UberPool is an affordable option that matches passengers taking a similar route. The technology provides an effective, real-time way to encourage and enable carpooling for first and last-mile access to trips to and from Sonoma Marin Area Rail Transit (SMART) stations in Marin County, major bus stops, and the Larkspur Ferry Terminal."

CONNECT2TRANSIT FAQs <u>https://connect2transit.com/faq</u>

"Simple! Just download the Uber app on your smartphone and use this voucher link. You'll unlock discounts for shared rides to and from select high-ridership bus, rail, and ferry terminals in Marin County. Sign into your existing Uber account or download and create an Uber account.

You will be prompted to "Accept voucher." After accepting the voucher, you will be able to enter a destination. If the trip is covered by the voucher, the discount will appear above the "confirm" button. In addition, when older adult riders or individuals with disabilities qualify for Marin Access services, they receive additional discounts on rides booked in the Uber app. **What is Marin Connect?** Marin Connect is an accessible, on-demand microtransit service provided by Marin Transit. Rides can be booked directly through the Uber app.

Marin Connect started its initial pilot service in 2018 and has continued to grow and change since. Previously, Marin Connect could only be found in the Marin Connect app. Now, Uber has partnered with Marin Transit to bring Marin Connect into the Uber app.

What types of rides are eligible with Marin Connect? Marin Connect is an accessible van ride, operated by Marin Transit and open to the general public. Riders can take Marin Connect rides for trips that start and end within the Marin Connect zone. All vans are accessible and can accommodate riders with mobility devices such as wheelchairs. Each van can also carry up to two bikes!

How can I book a ride on Marin Connect? As long as you are in the service area and requesting between 6:00 am to 7:00 pm (Monday - Friday), Marin Connect will be available in the carousel of options seen in addition to offerings from Uber. This service is available for all members of the public but offers additional discounts for older adults and those with disabilities that qualify for Marin Transit's Marin Access services. Rides booked in the Uber app for Marin Connect are completely on-demand; there is no prescheduling. Riders that cannot book in the app, can call (415) 454-0902 to speak to a Travel Navigator to learn about the program, register for Marin Access, or schedule a ride over the phone. Rides booked over the phone can be prescheduled and require cash payment on-board.

What will I see once I select Marin Connect? Once Marin Connect is selected, you will see a 5-minute countdown clock in order to look for other riders who may be traveling the same direction. You will receive confirmation once you are matched with a Marin Connect vehicle and driver. Please make sure notifications for the Uber app are enabled in the settings on your phone to receive updates.

Who operates the Marin Connect vehicles? Marin Connect services are provided by Marin Transit and operated under contract by Marin Senior Coordinating Council (Whistlestop Wheels). Operators are well trained and monitored by the local transit district. Vehicles used in operation are accessible, Ford Transit vans owned by Marin Transit and maintained by Whistlestop.

How much does a Marin Connect ride cost? A Marin Connect ride is priced based a per mile cost and the distance of the trip for the general public. For riders who are part of the Marin Access program, run by Marin Transit, rides cost \$3.00 per trip. Adding an additional rider to your trip costs another \$1.00. You can see the estimated price of your trip in the app before you request a pickup.

What vehicles are available with Marin Connect? All vehicles operated under the Marin Connect service are Ford Transit passenger vans. Each van can accommodate 5 passengers plus 1

wheelchair and up to two bikes. Since vans look similar, colors are used to differentiate rides for pickups at high traffic locations. The app will tell you the color of the van after booking your ride.

How much of a discount is offered, and which rides are eligible for the discount? For eligible trips, riders pay the first \$4.00, and TAM covers the next \$5 on Marin Connect, UberPool, or Uber WAV trips. UberX service is eligible for discounts where UberPool is unavailable.

Are discounts available for riders with disabilities or older adults? Yes, riders who are eligible for Marin Access services receive a discounted fare (\$3.00) on all Marin Connect trips. To activate this discount or apply for Marin Access services, call a Marin Access Travel Navigator at (415) 454-0902.

Are monthly passes available? The initial launch of the program will not include a monthly pass option. Options are currently being explored to implement this at a later date.

Does my employer cover the cost of my trip? TAM has partnered with the County of Marin and Kaiser Permanente to provide additional discounts for employees who use transit to travel to work. For employees or employers who would like to set up a similar partnership, please <u>contact</u> <u>TAM</u>."

¹ Based on input from Metropolitan Area Planning Council (MAPC), 2.11.22.

² Boston Region Metropolitan Planning Organization noted: "There is a ... direct relationship between policies that manage parking supply and policies that manage vehicle trip generation [i.e., parking availability increases SOV use]." Other incentives may be necessary to increase use of pooled ride services.

³³ MAPC, 2.11.22.

⁴ Newton also has a larger industrial/retail tax base than the collaborating towns. However, partnerships are still possible from business, health care/social service, and educational organizations in the collaboration.

⁵ MAPC, 2.11.22.

⁶ These collaborating towns face a complex "transportation authority" challenge—there are at least three regional and one state transportation authorities that will need to collaborate as well. CrossTown Connect, a transportation management association, was established to facilitate cross-authority designs for regional transportation systems. ⁷MAPC, 2.11.22..

⁸ <u>https://www.mma.org/newton-launches-on-demand-subsidized-ride-service-for-seniors/</u>

Survey Respondent Context

- Number of residents approved for GoSudbury programs (Uber and taxis, as of 3/14/22) = 161
- Survey respondents = 70 = 43% of approved residents
- Among respondents, *unique users* of GoSudbury programs are:
 - 34 unique users of Uber
 - 50 unique users of taxis
 - o 7 individuals who use both (i.e., 77 unique users of the combined programs)
- GoSudbury Uber
 - Number of survey respondents who used Uber at least once = 39 (= 44% of respondents; = 25% of registered)
 - \circ Number of survey respondents who used Uber > 2X = 25 (= 64% of respondents)
 - 40% of survey respondents provided verbatim comments; of those who did:
 - 43% positive (e.g., "it has been so important to help me without a car and being low income it's wonderful")
 - 18% negative (e.g., "it was so hard to get a ride last time I tried; I gave up on the program. I would like it to work.")
 - 49% neutral (e.g., "as far as seniors go we are the best loyal volunteers all around the world")
- <u>GoSudbury Taxi</u>
 - Number of survey respondents who used taxis at least once = 35 (+50% of respondents; 24% of registered)
 - Number of survey respondents who used taxis > 2X = 25 (= 64% of respondents)
 - o 33% of respondents provided verbatim comments; of those who did:
 - 13% were positive (e.g., "game-changer for our family, when juggling medical appointments for my ailing father-in-law on dialysis while our two children were in hybrid school during the pandemic—thank you!")
 - 23% were negative (e.g., "one out of three chemotherapy trips to Emerson Hospital was so late I had to drive myself to the appointment")
 - 64% were neutral (e.g., "is there a schedule for when this service runs?")

Some Inferences From Comments

Two issues stand out from the verbatim comments provided by survey respondents: the importance of communication about transportation, and the importance of transportation in general.

Importance of Communication. Communications about the GoSudbury programs should be evaluated for clarity and (especially) reach. Fewer than half of the residents who are approved for the programs use the services, and a number of comments imply that even those registered and approved do not fully understand the services.

Of the four target groups that are eligible for the current programs (seniors, people with a disability affecting driving, financially vulnerable, and veterans), only a small percentage has applied and been approved. For example, recent demographics for the town show that about 4,000 residents are 60 years or older (a number of them are also living with a disability limiting driving) and about 500 households (including seniors) can be classified as financially vulnerable.

The question is: Have these residents and households received effective information on available transportation programs? One respondent to the survey noted:

You're assuming that EVERY senior has access to a smart phone with this application. The low-income seniors or disabled can't afford cable television nor do they receive the CoA newsletter when this program was first launched. Many don't know of its existence due to poor communication from the CoA and no Town Crier.

Importance of Transportation. Riders who used the GoSudbury programs commented on their many benefits, including "for people low on funds due to increase in food and who cannot afford clothes." Services that respondents could "rely on" were described as "a life line" and "game-changer for our family." Some residents required only a few rides to help with unexpected needs; others required transportation to work or medical appointments on a regular basis. However the service was needed, it met a vital gap.

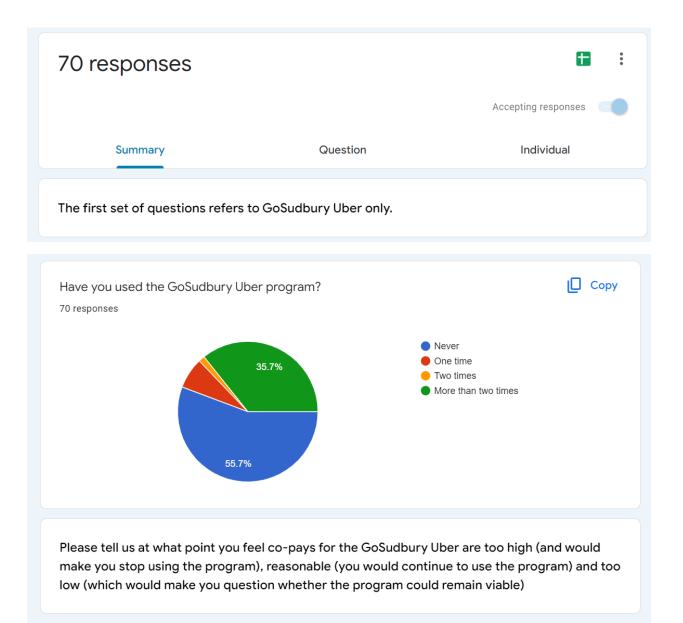
These comments highlight the challenges many residents face in terms of transportation, which is consistent with findings from the Livable Sudbury needs assessment:

Being able to get where one wants and needs to go helps people maintain social ties, obtain needed goods and services, access local amenities and be engaged with the community. *In this study, transportation issues relating to driving barriers, traffic, walkability, and overall satisfaction with available transit options emerged as significant issues* (emphasis added).

But, critical comments also underscore the importance of transportation. If a driver for either program was late, people "missed appointments, [were] late for medical appointments; [and suffered] long waits out in the cold." Residents of any age with a disability faced greater problems because of the limited accessible rides available to the GoSudbury programs. Uber does not

Sapienza, DBA 3.26.22

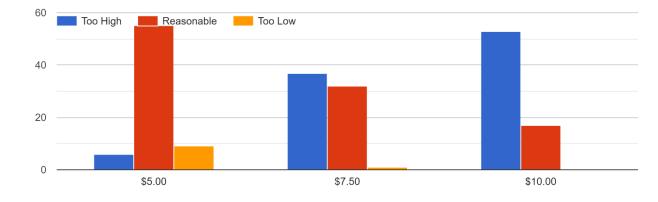
provide accessible vehicles at this time, and the taxi company that does own such vehicles is heavily booked by organizations with long-term contracts in place. One college-age rider noted it was not possible "to have on demand rides... as a disabled person I can't take advantage of the things that my peers...can." Another rider "used the wheelchair van once but it was never available once school started [for the hours requested]."



Within Sudbury

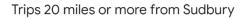


Trips 5 miles up to 10 miles from Sudbury

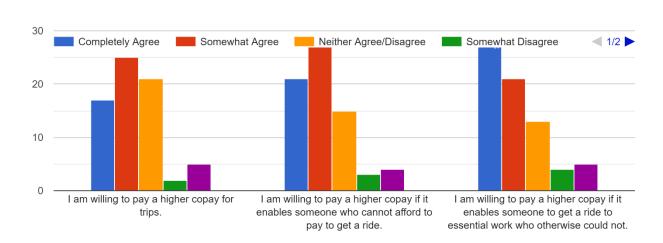




Trips 10 miles up to 20 miles from Sudbury







Please tell us how much you agree with the following as it relates to the GoSudbury Uber program:

Please let us know if you have any additional comments about the GoSudbury Uber Program. 28 responses

It is a wonderful service that we should keep.

I'd like a schedule of when we can depend on uber transport

It was so hard to get a ride last time I tried I gave up on the program. I would like it to work.

I think an option for trips over 20 miles or some type of co-pay or ability for the rider to provide a subsidy for miles over 20 would be priceless to me. It is very difficult for me to participate in clubs at college or have any social interaction because I am not able to have on demand rides. As a disabled person, I can't take advantage of the things that.my peers you drive can. With my mom back to in person work, I am stranded.

None

I am assuming that the rates are one way. So, most ventures would be double that amount and then would there be a tip as well?

I rely on it often

Please let us know if you have any additional comments about the GoSudbury Uber Program. 28 responses

incig on it often

Great program for people low on funds due to increase in food, can not afford clothes

It is one of the important service for those who don't drive.

The program was greatly appreciated for my family. My teenage son has used the program to get to abd from his summer job and to some school related activities. Thank you for this!

The on-line link ro Uber was confusing. On most occasions, I ended up'paying the UberX price.

I am visually and hearing impaired person that need to be drop at a exactly location before driver takes off.

Wonderful program but is lacking drivers

It's been so important to help me without a car and being low income its wonderful

For people with low income I don't recommend any copay but for regular people copay of 5-7.5 for out of town recommend

Please let us know if you have any additional comments about the GoSudbury Uber Program. 28 responses

As far as is seniors go We are the best loyal volunteers all around the world

Great program.

Good service

I have no idea of what's reasonable as I've never used Uber at either "retail" rates (which I don't know) or GoSudbury rates, but "Submit" doesn't work without answers. I don't believe my reponses should be considered. Perhaps Adjusted Gross Income should be considered with varying rates by income. The questionnaire allows higher income people to set the highest fees with their votes, rather than losing the program, while effectively preventing the lowest income people from using the program.

If someone can afford it should pay up to 2 \$ in town and up to 5 \$ in 5 miles, to 9 miles and up to 10\$ up from 10 to 25 miles , only 2-5 \$ for Poe people can not afford it

Several times the driver canceled after 30-60 minutes wait with no back up and missed appointments

Please let us know if you have any additional comments about the GoSudbury Uber Program.

28 responses

very long waits, multiple rides cancelled by driver, no Uber available at all, late for medical appointments, long waits out in the cold

You're assuming that EVERY senior has access to a smart phone with this application. The low-income seniors or disabled can't afford cable television nor do they receive the COA newsletter when this program was first launched. Many don't know of its existence due to poor communication from the COA. and no Town Crier.

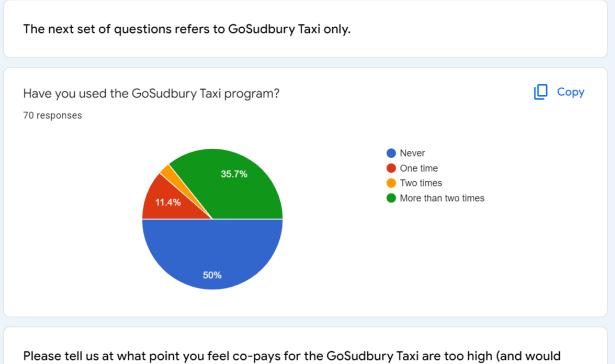
I have used many mostly for doctor appointments

It sounds wonderful.

I use this service and has been a life line for me. Thank you.

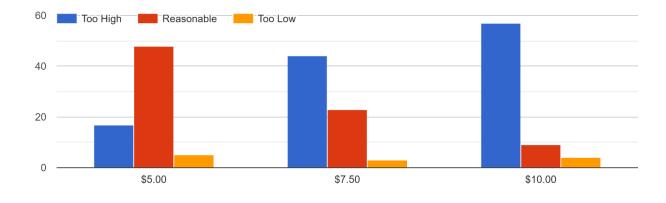
Have never used this service, so am sort of ignorant if current costs and efficiency

test response from Dan Carty - just QA'ing the form



Please tell us at what point you feel co-pays for the GoSudbury Taxi are too high (and would make you stop using the program), reasonable (you would continue to use the program) and too low (which would make you question whether the program could remain viable)

Within Sudbury



Trips 5 miles up to 10 miles from Sudbury

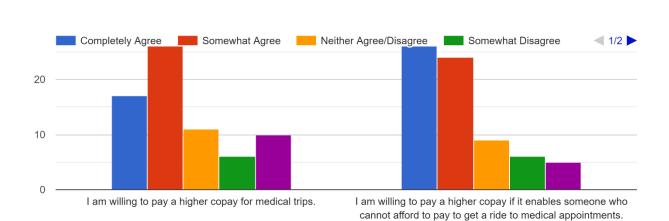




Trips 10 miles up to 20 miles from Sudbury

Trips 20 miles or more from Sudbury





Please tell us how much you agree with the following as it relates to the GoSudbury Taxi program:

Please let us know if you have any additional comments about the GoSudbury Taxi Program. ²³ responses

None

Taxi driver showed up late for one return trip. For a while, I thought he wasn't coming, and began to search for an alternative.

Is there a schedule for when this service runs?

so far it has not worked for me. Instructions should be very specific as to how many days before the time we need a ride do we have to sign up? What info is needed. What will it cost. How will you confirm. Does the driver call when on the way? Or how do we know that we don't have to call a Lyft or Uber? Also, Above, are those round trip? Will the driver wait let's say for a doctor visit. They may have to wait 2 hours for that.

The Go Sudbury taxi program has been very helpful to me for my medical appointments. Ty

I only use when I absolutely have to

Game-changer for our family when juggling medical appointments for my ailing father-in-law on dialysis, while our 2 children were in hybrid school during the pandemic. Thank you!!

Please let us know if you have any additional comments about the GoSudbury Taxi Program. ^{23 responses}

Need more drivers. Fees should be, if possible, on a sliding scale based upon a person's ability to pay - eg limited source of income etc.

As above

One (out of 3) planned trips to Emerson Hospital for chemotherapy was so late that I had to drive myself to the appointment.

Same as above comments Us seniors volunteer uncountable hours Medical visits for free are well deserved Maybe A fee for groceries is acceptable

Taxi: Excellent program. We always tip driver and I'm concerned that some of those who do so may reduce tipping amount if cost becomes an issue, and that very low income people may not be able to use the program.

As above

Please let us know if you have any additional comments about the GoSudbury Taxi Program. ²³ responses

Tommy Taxi driver was running late and I missed my medical appoint(last year)

I have used a taxi program to get to and return from Boston for dilated eye appointments, but I don't think it was a GoSudbury program. There was no charge.

form required answers for Taxi program but I have not used it. Please ignore those answers

My taxi was wrongly cancelled when unable to drive from a medical appointment after normal business hours. No one responded to voicemails at the COA. This is because the Outreach Coordinator wasn't knowledgeable about carriers and smart phones with wrong information provided initially. In other words, I was on my own with LYFT.

The higher the co pay makes a lower tip for the driver.

It is not very convenient.

See answer above re: Uber

I used the wheel chair van once but it was never available once school started. To be viable this needs to be available anytime during the day and I would be willing to pay a reasonable fee for the service.	•

OPTIONAL Please provide us with your name in case we need to follow up with any additional questions.

35 responses

(names redacted from this document)



MISCELLANEOUS (UNTIMED)

6: Sewataro/Liberty Ledge Property Manager Agreement

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion and possible vote regarding Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update. (~30 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote regarding Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update. (~30 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:	
Patty Golden	Pending
Henry L Hayes	Pending
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

04/05/2022 6:30 PM

				Outstanding	Interest
Fiscal Year	Principal	Interest	Total	Principal	Rate
2021	-	-	-	11,065,000.00	-
2022	560,000.00	227,201.43	787,201.43	10,505,000.00	2.05%
2023	560,000.00	217,362.00	777,362.00	9,945,000.00	2.07%
2024	560,000.00	200,363.00	760,363.00	9,385,000.00	2.01%
2025	560,000.00	183,362.00	743,362.00	8,825,000.00	1.95%
2026	560,000.00	171,763.00	731,763.00	8,265,000.00	1.95%
2027	560,000.00	160,162.00	720,162.00	7,705,000.00	1.94%
2028	555,000.00	148,563.00	703,563.00	7,150,000.00	1.93%
2029	550,000.00	137,062.00	687,062.00	6,600,000.00	1.92%
2030	550,000.00	125,763.00	675,763.00	6,050,000.00	1.91%
2031	550,000.00	114,912.00	664,912.00	5,500,000.00	1.90%
2032	550,000.00	104,063.00	654,063.00	4,950,000.00	1.89%
2033	550,000.00	95,590.00	645,590.00	4,400,000.00	1.93%
2034	550,000.00	86,582.00	636,582.00	3,850,000.00	1.97%
2035	550,000.00	77,017.00	627,017.00	3,300,000.00	2.00%
2036	550,000.00	66,918.00	616,918.00	2,750,000.00	2.03%
2037	550,000.00	56,260.00	606,260.00	2,200,000.00	2.05%
2038	550,000.00	45,335.00	595,335.00	1,650,000.00	2.06%
2039	550,000.00	34,410.00	584,410.00	1,100,000.00	2.09%
2040	550,000.00	23,218.00	573,218.00	550,000.00	2.11%
2041	550,000.00	11,742.00	561,742.00	-	2.13%
_					
Total	11,065,000.00	2,287,648.43	13,352,648.43	-	_

DEBT ISSUANCE - SEWATARO (ACTUAL)

Proposed Contract Adjustments for Camp Sewataro Operator Agreement Contract Renewal

03/24/2022

Charlie Russo, Select Board member

Category	Current State	Recommended Future State	Reason for Change
Minimum payment	\$120k, with 3% annual increase, per Exhibit 4 in original contract	\$200k, with 3% annual increase, as per Exhibit 4 in original contract	 67% increase in base annual fee Brings base payment up to match property tax payments of ~\$200k from before Town owned land
Term length	3 year	5 year	 5-year extension is consistent with stated expected renewal length in the original contract No alternative exists today without significant costs to the Town Any alternative plan from a land use consultant is probably 3 years away from delivery based on sequencing of proposed plans; would need 1 year of Town prep, would then lead into TM Relevant Town resources focused on Fairbanks
Revenue share	 20% of first \$500,000 net revenue 25% of next \$500,000 33% of \$1MM+ net revenue 	 25% of first \$1MM net revenue* 33% of \$1MM+ net revenue 	Better revenue share for Town *Contingent on Planning Board approval of camper # from 650 to 700. Select Board would support this change.
Number of campers	650	700	 Requires Planning Board approval Adds 15 CITs (Sudbury hiring preference) Adds 5 youngest (part-time=greater local interest) Adds 30 regular campers Preference to Sudbury residents in all categories, explicit or implicit, = local benefit

1 of 4

Public access (general)	Restricted to the front section of the property during camp season	Consider if summer access to basketball and tennis courts is feasible without jeopardizing safety, possibly in conjunction with P&R and/or SPD?	Camp operator open to ways to expand public access without risking camp or town property; would likely need Town support to accomplish this
Public access / ADA access improvements	None	To be implemented this calendar year as proposed in the Access Enhancements Proposal, with input from COD.	Improves public accessibilityExpense will likely decrease revenue share
Full Staff Accounting	"consultants" from other camps do work on behalf of Sewataro, not paid out of Sewataro	Maximum of \$70k cost of consultants to Sewataro brought onto Sewataro books	 Has some potential to decrease revenue share Provides tax benefits to Camp Operator
Water Quality Enhancements	Minimal chlorination	Camp adds at its expense water quality improvements per NOI	Improved public and environmental healthPotential reduction of revenue share
Public Events	2 events: 1 Independence Day, 1 Fall Event	2 events: 1 Spring/Summer Event, 1 Fall Event Coordination with Town/P&R to avoid conflict remains in place	Better match between Operator resources and public engagement (Independence Day difficult to staff, not as much public interest as another date for the event)
Public Swimming	None	To be considered in calendar year 2023. To be completed without additional indemnification risk to Town.	Improve public amenities in a practical timeframe, considering access infrastructure and updated water quality testing
Intellectual Property	Camp Everwood has first right of refusal	Camp Everwood guaranteed IP rights at fair market value should the Town decide to cease camp operations	 Provides value to camp operator for its investments Depending on value of IP, may legally require a public bid process

Illustration of financial implications of current and new/adjusted terms: source = Scott Brody

In a typical year, under current conditions and contract terms, the camp operator would pay base rent of 120k per year. Assuming camp revenue and expenses rise at an even rate, in a typical year under current terms, the camp would have net revenue of 800k. The town would be entitled to 20% of the first 500k, or 100k in profit share, plus 25% of the next 300k or an additional 75k of profit share. Under those terms, the town's profit share would total 175k, and when combined with the rent of 120k, the town would receive a total of \$295k per year, with upward adjustments in the base rent of 3% per annum. This is based upon the current, prenegotiated renewal terms.

If the discussed changes are adopted (not including the impact of additional swimming, which could slightly reduce net profit equally under both scenarios), the following is the anticipated outcome:

1. Base rent to the town increases from 120k to 200k.

2. Net revenue would increase by approx. 100k to 900k from additional tuition revenue after inclusion of additional expenses.

3. Town's share of net revenue would be at an even 25%, or 225,000.

4. Town would receive a total of \$425,000 per year, representing an increase of approximately \$130k per year over current arrangement. The town would also continue to benefit from the 50 full season camper spaces set aside for scholarships for Sudbury residents, representing up to 200 two-week camp experiences, as well as all of the operating, insurance and other expenses paid by the operator for the benefit of the citizens of Sudbury.

Historic Revenues:

2020	Base Annual Fee	\$120,000	
	Revenue Share	0	
	Total 2020 Revenue to Town	\$120,000	
2021	Base Annual Fee	\$120,000	120,000
	Revenue Share (including 534k in PPP)	\$338,940	(without PPP): 176,866
	Total 2021 Revenue to Town	\$458,940	(without PPP): \$296,866

Proposed Contract Adjustments for Camp Sewataro Operator Agreement Contract Renewal 03.24.2022

Packet Pg. 69

3 of 4

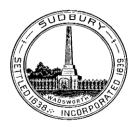
Additional Costs paid by Sewataro:

Source = Scott Brody

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

4 of 4

	2023	2024	2025	2026	2027
Projected Income	3,931,400.00	4,127,970.00	4,334,368.50	4,551,086.93	4,778,641.27
Projected Expenses					
Activities/Camper Expenses	111,668.69	117,252.14	123,114.74	129,270.47	135,733.99
Office	328,241.08	344,653.14	361,885.79	379,980.09	398,979.10
Payroll & Benefits	1,766,701.21	1,820,464.99	1,875,879.80	1,932,997.11	1,991,869.99
Professional Fees & Services	99,222.24	100,683.35	102,217.52	103,828.39	105,519.81
Repairs & Maintenance	278,542.39	292,469.51	307,092.98	322,447.64	338,570.01
Town Events	14,133.66	14,840.34	15,582.35	16,361.47	17,179.55
Transportation	256,154.12	268,961.83	282,409.92	296,530.42	311,356.94
Utilities	78,701.74	82,636.83	86,768.67	91,107.10	95,662.46
Vehicles	11,226.74	11,788.07	12,377.48	12,996.35	13,646.17
Base Rent to Town	200,000.00	206,000.00	212,180.00	218,545.40	225,101.76
Capital Projects	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
ADA Compliance	15,700.00	16,485.00	17,309.25	18,174.71	19,083.45
Town Swim	87,000.00	30,000.00	31,500.00	33,075.00	34,728.75
Total Expenses	3,287,291.87	3,346,235.20	3,468,318.50	3,595,314.15	3,727,431.98
Net Operating Income	644,108.13	781,734.80	866,050.00	955,772.78	1,051,209.29
Income for Town Calculation	\$644,108.13	\$781,734.80	\$866,050.00	\$9 <mark>55,772</mark> .78	\$1,051,209.29
Revenue Share					
25% of 1,000,000	\$161,027.03	\$195,433.71	\$216,512.50	\$238,943.19	\$250,000.00
33% of amount over 1,000,000	\$0.00	\$0.00	\$0.00	\$0.00	\$16,899.07
Base Rent to Town	\$200,000.00	\$206,000.00	\$212,180.00	\$218,545.40	\$225,101.76
Total to Town	\$361,027.03	\$401,433.71	\$428,692.50	\$457,488.59	\$492,000.83



TOWN OF SUDBURY

Office of the Town Manager www.sudbury.ma.us

> 278 Old Sudbury Road Sudbury, Massachusetts 01776 Tel: (978) 639-3381 Fax: 978-443-0756 Email: townmanager@sudbury.ma.us

Henry L. Hayes, Jr. Town Manager

March 23, 2022

Select Board Town of Sudbury Massachusetts

Dear Honorable Select Board Members:

Please see the attached Camp Sewataro E.Coli report, samples taken 3-7-22. Our team has reviewed the results, their comments are below:

- Conservation Agent: I have no comments relative to this recent water testing result.
- Health Director: Their second E.Coli report was favorable. Warmer weather tests from here on in will be critical.

This information will be placed on the Town website.

Sincerely,

Henry L. Hayes, Jr. Town Manager

Attachment 1: 239863-Camp Sewataro-Ecoli-3-7-22.pdf



1 . 1					6.
N ^{ashoba} Analytical,	, LLC Tel: 978-391-4428	Fax: 978-391-4643		LabNumber:	239863
31A Willow Road, Ayer MA 01432	Website: http://www	v.NashobaAnalytical.com		Use this number with all co	rrespondence
Client:					
Camp Sewataro, Inc.				ReportDate: 3/8/20)22
One Liberty Ledge					
Sudbury, MA 01776					
	Certificate	of Analysis			
One Liberty Ledge, Sudbur	y, MA				
Parameter	Method	Result	MRL	Date of Analysis	Analyst
1- Fishing Pond					
Sampled: 3/7/2022 12:08:00 PM by	y Ramon				
E. coli, MPN/100ml	ENZ. SUB. SM9223	<1	1	3/7/2022 1:15:00 PM	M-MA1118
3- In the Pond					
Sampled: 3/7/2022 12:08:00 PM by					
E. coli, MPN/100ml	ENZ. SUB. SM9223	4	1	3/7/2022 1:15:00 PM	M-MA1118
4- Out the Pond					
Sampled: 3/7/2022 12:08:00 PM by					
E. coli, MPN/100ml	ENZ. SUB. SM9223	<1	1	3/7/2022 1:15:00 PM	M-MA1118
2- Swimming Pond					
Sampled: 3/7/2022 12:08:00 PM by					
E. coli, MPN/100ml	ENZ. SUB. SM9223	<1	1	3/7/2022 1:15:00 PM	M-MA1118

MRL=Minimum Reporting Level, ND = None Detected (<MRL) Analysis performed according to 310CMR42.00

Massachusetts Certified Laboratory #M-MA1118

. hugu rd Z.

David L. Knowlton Laboratory Director

Page 1 of 1

From:	Town Manager
Sent:	Friday, April 1, 2022 1:28 PM
Subject:	SB/TM Note - Sewataro 30 day notice
Attachments:	Sewataro - notice of Intent to renew - 2022Apr1.pdf

Follow Up Flag:ReadDue By:Friday, April 1, 2022 1:27 PMFlag Status:Flagged

Board members: Please see attached and below.

Camp Sewataro Property Information

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.

From: Hayes, Henry
Sent: Friday, April 1, 2022 1:25 PM
To: 'Scott Brody' <scott@kenwood-evergreen.com>
Cc: Russo, Charlie <RussoC@sudbury.ma.us>; Smith, Lee S. <lsmith@k-plaw.com>; dwiener@andersonkreiger.com
Subject: RE: 30 day notice

Good day Sir, I have received this correspondence (as well as the printed document, which is the same as the pdf you sent in this email) and I will forward this email to the entire Select Board.

Respectfully, Henry

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

Sustaining a SAFE, SECURE, SERVICED & STRONG SUDBURY!

6.f

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: Scott Brody <<u>scott@kenwood-evergreen.com</u>>
Sent: Friday, April 1, 2022 1:16 PM
To: Hayes, Henry <<u>HayesH@sudbury.ma.us</u>>
Cc: Russo, Charlie <<u>RussoC@sudbury.ma.us</u>>; Smith, Lee S. <<u>Ismith@k-plaw.com</u>>; <u>dwiener@andersonkreiger.com</u>
Subject: 30 day notice

Dear Henry,

Attached is our formal notice under the Camp Operator Agreement seeking to extend the term of the agreement for an additional five years.

Notwithstanding the formality of the notice, my intent is to continue to negotiate with you to finalize an extension of the agreement on the terms we have been discussing these past few months.

With gratitude for our partnership,

Scott



April 1, 2022

BY EMAIL AND HAND DELIVERY

Town of Sudbury **Town Offices** 278 Old Sudbury Road, Sudbury, MA 01776 Attn: Town Manager Email: hayesh@sudbury.ma.us

Re: Contract for Day Camp Operator and Management of Real Property dated September 10, 2019 between the Town of Sudbury (the "Town") and Camp Sewataro, LLC ("Camp Operator"), as amended (the "Agreement"), concerning 1 Liberty Ledge, Sudbury, Massachusetts

Dear Mr. Hayes:

Please be advised that this letter shall serve as Camp Operator's notice of intent to extend the Term of the Agreement pursuant to Section 2.2 of the Agreement for the five (5) year period commencing September 11, 2022 and expiring on September 10, 2027.

Pursuant to Section 2.2 of the Agreement, the Town has thirty (30) days after its receipt of this letter to accept or reject Camp Operator's notice to extend the Term.

Please note that Camp Operator reserves its right to further extend the term of the Agreement pursuant to the second 5-year extension right granted under the Agreement.

Capitalized terms used but not defined in this letter shall have the meanings ascribed to them in the Agreement.

Please do not hesitate to contact me with any questions.

Sincerely,

CAMP SEWATARO, LLC

By:

Scott Brody, Manager

cc: Lee S. Smith, Esq. KP Law, P.C. 101 Arch Street 12th Floor Boston, MA 02110 Email: LSmith@k-plaw.com

David L. Wiener, Esq. (by email)

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Attachment6.g: Sewataro - notice of Intent to renew - 2022Apr1 (5182 : Sewataro/Liberty Ledge Property Manager Agreement)

<u>THIRD AMENDMENT TO</u> <u>CONTRACT FOR DAY CAMP OPERATOR AND</u> <u>MANAGEMENT OF REAL PROPERTY</u>

This Third Amendment to Contract for Day Camp Operator and Management of Real Property (this "<u>Amendment</u>") is entered into as of the _____ day of ______, 2022, by and between the TOWN OF SUDBURY, a Massachusetts municipal corporation, acting by and through its Select Board, having an address of 278 Old Sudbury Road, Sudbury, MA 01776, (the "<u>Town</u>"), and CAMP SEWATARO, LLC, a Massachusetts limited liability company, with its principal place of business at 239 Moose Hill Street, Sharon, MA 02067 (the "<u>Manager</u>"). The Town and the Manager together may be referred to herein as the "<u>Parties</u>" and are each referred to as a "<u>Party</u>".

Reference is hereby made to that certain Contract for Day Camp Operator and Management Of Real Property dated as of September 10, 2019, as amended by that certain First Amendment to Contract for Day Camp Operator and Management of Real Property dated February 18, 2020, as further amended by a Second Amendment to Contract for Day Camp Operator and Management of Real Property dated June 9, 2020 (as amended, the "<u>Agreement</u>") by and between the Parties.

Capitalized terms used but not defined in this Amendment will have the meanings ascribed to them in the Agreement.

The Parties desire to extend the Term of the Agreement and to make certain other modifications to the Agreement.

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. <u>Term</u>. Pursuant to Section 2.2 of the Agreement, the Term shall be extended for a period of five (5) years (the "<u>Extension Term</u>") commencing on September 10, 2022 and expiring on September 9, 2027. Each Party shall continue to have the right to further extend the Term for one (1) additional five (5) year period pursuant to Section 2.2 of the Agreement. As used in the Agreement, the term "Term" shall mean the initial Term as extended by the Extension Term.

2. <u>Increase to Annual Fee</u>. Commencing on the first day of the Extension Term, the Annual Fee shall be Two Hundred Thousand Dollars and 00/100 (\$200,000) per year to be paid in equal installments of One Hundred Thousand Dollars and 00/100 (\$100,000) each, due and payable on the following dates: May 1, 2023, December 1, 2023, May 1, 2024, December 1, 2024, May 1, 2025, December 1, 2025, May 1, 2026, December 1, 2026, May 1, 2027 and December 1, 2027. Beginning in 2024, the Annual Fee shall be increased annually by three percent (3%) per year. Exhibit 4 to the Agreement is hereby deleted in its entirety and replaced with **Exhibit A** attached hereto. The terms and provisions of this Section 2 shall survive the expiration or earlier termination of the Agreement.

6.h

DRAFT AMENDMENT PROPOSED BY THE CAMP OPERATOR TO THE SELECT BOARD 04.04.22

3. <u>Increase to Revenue Share Payment</u>. Provided that Manager obtains the New Special Permit (as hereinafter defined), Manager agrees that, commencing on the first day of the Extension Term, the Revenue Share Payment shall be:

a. Twenty-Five percent (25%) of the first One Million Dollars (\$1,000,000) of Manager's Net Revenue; plus

b. Thirty-Three and Thirty-Three One Hundredths percent (33.33%) of all of Manager's Net Revenue in excess of One Million Dollars (\$1,000,000).

The Revenue Share Payment shall be due on or before December 15 of each year of the Extension Term.

If Manager does not obtain the New Special Permit, then the Revenue Share Payment set forth in Section 3.1(B) of the Agreement shall remain unmodified and shall be effective for the Extension Term.

The terms and provisions of this Section 3 shall survive the expiration or earlier termination of the Agreement.

4. <u>Number of Campers</u>. Manager intends to seek an amendment to the existing special permit for the Property (or a new special permit) from the Sudbury Planning Board to increase the number of allowed campers at the Property from 650 campers to 700 campers (the "<u>New Special Permit</u>"). The Town, acting by and through its Select Board, agrees to support Manager's application for the New Special Permit, including writing a letter of support to the Planning Board and having at least one member of the Select Board attend all Planning Board meetings at which the New Special Permit is on the agenda. Manager shall continue to prioritize Sudbury residents for available camper slots consistent with its existing procedures.

5. <u>Public Access Area</u>.

a. During the Extension Term, the Camp Season Public Access Area shall be expanded to include certain additional activity spaces proximate to the back gate of the property as specified in **Exhibit B** attached hereto (the "<u>Expanded Camp Season Public Access Area</u>"). The hours for the Expanded Camp Season Public Access Area shall be the hours specified in Section 1.2.4 of the Agreement, except that the Town's use of the Expanded Camp Season Public Access Area during each day of the Camp Season shall not commence until the last camper has left the Property for the applicable day, as it is proximate to the areas on the Property used by campers in the extended day program. Manager may require that the Town's access to the Expanded Camp Season Public Access Area be through the gate located on Greystone Lane. Because of the proximity of the Expanded Camp Season Public Access Area to the buildings and facilities used on a daily basis by Manager during the Camp Season, Manager may, in its discretion, elect to staff the Expanded Camp Season Public Access Area during the hours of Town access during the Camp Season, and the cost of such staffing shall be included in Operating Expenses.

b. The first sentence of Section 1.2.7 of the Agreement is hereby deleted in its entirety and replaced with the following two (2) sentences:

Excluding only pets belong to residents of the Residences or service animals, at no time during the Camp Season or at any time prior to the commencement of the Extension Term shall any dogs or other domestic animals be permitted on the Property. Commencing on first day of the Extension Term, During the time periods outside of the Camp Season, any Town residents accessing the Property with their pets shall clean up and properly dispose of any waste and droppings from their pets in receptacles located at the Property, and the Town shall reasonably cooperate with Manager to ensure compliance with this requirement, including posting notices on the Town's webpage, through the posting of signs at the Property, and though other public notices reasonably acceptable to the Town and Manager.

6. <u>Public Events</u>. Clauses (i) and (ii) of Section 1.2.5 of the Agreement are hereby deleted in their entirety and replaced with the following: "(i) one (1) Spring/Summer event and (ii) one (1) Fall event".

7. <u>Operating Expenses</u>. The second paragraph of Section 3.1.1 of the Agreement is hereby amended by adding the following at the end of the first sentence:

Beginning in the first year of the Extension Term, Operating Expenses also shall include any amounts paid by Manager to consultants retained by Manager to advise on camp operations and the operation and management of the Property, in an amount not to exceed Seventy Thousand Dollars (\$70,000), which such amount, beginning in 2024, shall be increased by three percent (3%) per annum.

8. <u>Water Quality Enhancements</u>. Manager has filed a Notice of Intent with the Sudbury Conservation Commission, which is scheduled for initial hearing by the Sudbury Conservation Commission on April 11, 2022, for certain water quality enhancements to the ponds located at the Property. Manager agrees to implement any measures required by the Sudbury Conservation Commission in any Order of Conditions issued with respect to such Notice of Intent. The cost to implement such measures shall be included in Operating Expenses.

9. <u>Public Access Disability Enhancements</u>. Commencing in 2022, Manager agrees to undertake the accessibility improvements described on **Exhibit C** attached hereto, including retaining consultants to advise on such improvements (the "<u>Accessibility Improvements</u>"). Manager may undertake the Accessibility Improvements as separate segments of work over time. To the extent the cost of any segment of work exceeds \$9,999, Manager and the Town shall mutually agree on the cost allocation of such segment of work and the procurement of such work. Otherwise, the cost of the Accessibility Improvements shall be included in Operating Expenses for the year in which they are incurred and shall be capitalized over the useful life of the applicable Accessibility Improvement in accordance with GAAP

10. <u>Public Swimming</u>.

a. Beginning in the 2023 Camp Season, Manager agrees to use commercially reasonable efforts to make available to the Town and its residents the use of the swimming pond and one (1) of the swimming pools at the Property (such swimming pool to be selected by Manager) for public swimming (the "<u>Public Swimming Facilities</u>"). The dates and hours for the use of the Public Swimming Facilities for 2023 are those dates and hours specified on **Exhibit D** attached hereto. Manager shall update such calendar during each subsequent year of the Extension Term with the dates and hours of the availability of the Public Swimming Facilities during the Camp Season for that particular year, however, Manager shall not decrease in any year the number of days that the Public Swimming Facilities will be available for use by the Town to be less than the number of days of availability set forth on **Exhibit D** attached hereto with respect to 2023.

b. The Public Swimming Facilities are for the benefit of the Town and its residents and are not being undertaken for the benefit of Manager. The costs and expenses incurred by Manager to operate, staff, equip, supply, and manage the Public Swimming Facilities shall be included in Operating Expenses.

c. Manager shall operate the Public Swimming Facilities in accordance with all applicable laws, including complying with any water quality testing requirements of the Sudbury Board of Health.

d. Manager may establish rules and regulations concerning the use of the Public Swimming Facilities that each person using the Public Swimming Facilities shall be required to follow. If Manager determines that any person is not complying with such rules and regulations, Manager may, in its sole and absolute discretion, prohibit that person's access to the Public Swimming Facilities for duration of the Extension Term.

11. Intellectual Property.

a. At or prior to the expiration of the Extension Term, Manager shall have the right and option, to be exercised by Manager by written notice to the Town on or before the expiration of the Extension Term, to purchase the I.P. from the Town (the "<u>I.P. Purchase</u> <u>Option</u>"), at a purchase price of Nine Thousand Nine Hundred Ninety-Nine Dollars and 00/100 (\$9,999.00) (the "<u>I.P. Purchase Price</u>"). If Manager timely exercises the I.P. Purchase Option, then the Town, within fifteen (15) days after the date of Manager's notice of exercise, shall convey all of the Town's right, title and interest in the I.P. to Manager or its nominee, without any representation or warranty from the Town, free from all liens and encumbrances, and Manager shall pay the I.P. Purchase Price to the Town. The Town shall execute and deliver to Manager a bill of sale for the I.P. in a form reasonably acceptable to Manager, and the Town and Manager shall execute and deliver to each other such other customary closing documents as may be reasonably requested by a Party that are consistent with similar transactions in Massachusetts.

b. Prior to the expiration of the Extension Term, the Town shall not sell, mortgage, lease, license (other than the existing license for the I.P. between the Town and Manager), hypothecate, or encumber the I.P.

c. Section 8.5 of the Agreement is hereby deleted in its entirety.

12. <u>No Further Modifications</u>. Except as amended by this Amendment, the Agreement remains unmodified and in full force and effect.

Miscellaneous. The captions herein are used only as a matter of convenience and 13. are not to be considered as part of this Amendment or to be used in determining the intent of the parties to it. The terms of the Agreement, as amended by this Amendment, constitute the entire agreement between the parties hereto and no statements made whether orally or in writing, by anyone with regard to the transaction which is the subject of the Agreement shall be construed as a part hereof unless the same be incorporated herein by writing and signed by the Town and Manager. For all purposes in this Amendment, the word "including" shall be construed to include the words "without limitation". All exhibits to this Amendment are a part of this Agreement and are hereby incorporated herein by reference. This Amendment may be executed by electronic signatures, each of which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, in addition to electronically produced signatures, "electronic signature" shall include electronically scanned and transmitted versions (e.g., via PDF and/or DocuSign) of an original signature. This Amendment may be executed in multiple counterparts (which counterparts may be executed and delivered by PDF, DocuSign, or another file sent by email) which shall together constitute a single document. Any executed counterpart of this Amendment delivered by PDF, DocuSign or another file sent by email shall be equally effective as an original counterpart for all purposes.

[Signature Page Follows]

EXECUTED under seal as of the date first written above.

TOWN:

TOWN OF SUDBURY By its Board of Selectmen

MANAGER:

CAMP SEWATARO, LLC

By:_____ Scott Brody, Manager

EXHIBIT A

Rent Schedule for Second Extension Term

EXHIBIT B

Expanded Camp Season Public Access Area

EXHIBIT C

Accessibility Improvements

EXHIBIT D

Public Swimming Facilities 2023 Calendar

Questions about the Third Amendment to the Contract for Day Camp Operator and Management of Real Property as drafted by legal counsel for Scott Brody/Sewataro LLC.

Janie Dretler, Select Board – April 5, 2022

Dear Town Manager Hayes, Town Counsel Lee Smith, and Finance Director Dennis Keohane:

I've outlined below by questions and concerns related to the Third Amendment to the Contract for Day Camp Operator and Management of Real Property as drafted by legal counsel for Scott Brody/Sewataro LLC. I respectfully request a response to each area. I appreciate that time is constrained but hopefully this information can be provided to the Board in advance of our meeting this evening. if not, in advance of our meeting on April 26, 2022.

- 1) **Term**: To be revised per Town Counsel. Thank you.
- 2) Increase to Annual Fee: Exhibit A is blank. Please clarify this sentence: "The terms and provisions of this Section 2 shall survive the expiration or earlier termination of the Agreement."
- 3) Increase to Revenue Share Payment: The change to the revenue share payment is contingent upon approval of a new special permit from the Planning Board. The Planning Board does not have this matter on an agenda. The Town has not sought input from other town departments in advance to learn about any potential issues with increasing the number of campers. Note that by increasing the number of campers, the camp operator will receive significantly more revenue of which the Town will only receive a fraction.
- 4) Number of Campers: Related to section 3, this section requires a letter of support to the Planning Board from the Town, acting by and through its Select Board, to support the increase. It further requires a member of the Select Board to attend all Planning Board meetings. I believe it would be more appropriate to have the Town Manager, or their designee, to attend and speak on behalf of the Town as the impact of the increase goes well beyond the authority of the Select Board. Further, it was requested at the 3/24/22 Select Board meeting that a new term should include a preregistration day for Sudbury residents only. This section does not include this term.
- 5) **Public Access Area**: Exhibit B is blank.
 - a) The Public Access Area has not been defined. More details are necessary to clearly understand how expanded access would dovetail with the extended day program. Costs, including staffing, for expanded access would be charged to operating expenses. These costs are undefined and unknown.
 - b) Section 1.2.7 of the original agreement has been deleted in its entirety. Are horses still being utilized on the Liberty Ledge property? There is no mention of horses in the new section.
- 6) **Public Events**: No comment currently.
- 7) **Operating Expenses**: The new \$70,000 operating expense for consultants should be defined. Who are the consultants, what is their role, and what is the allocation for each? Note there is a 3% increase per year. Again, I request that the Town perform its due diligence to review, verify and project the financials of this new proposal. This additional expense will further reduce the Town's revenue share.
- 8) <u>Waste Quality Enhancements</u>: The Conservation Commission has received a Notice of Intent (NOI) for the Camp Sewataro Aquatic Management Program. The NOI states that the issues related to the swimming pond and the fishing pond will be eligible to be treated as an Ecological Restoration

Limited Project. The result of the determination considered as part of the Select Board and Town's due diligence related to the extension of the contract. The costs to implement any mitigation measures is unknown and would be included in operating expenses, reducing the Town's revenue share: <u>https://cdn.sudbury.ma.us/wp-</u>

content/uploads/sites/273/2022/03/ConservationCommission 2022 Apr 11 supporting materials. pdf?version=ba8d74d52cc4dd37d10b63870b3c7ccb

- Public Access Disability Enhancements: Exhibit C is blank. Costs will be added to operating expenses and be deducted by the Town's revenue share.
- 10) <u>Public Swimming</u>: Exhibit D is blank. This is not a commitment by the Manager. The costs are undefined and unknown. The status of the use of the swimming pool is unknown as it has not been reviewed or approved by the Conservation Commission. The Manager could determine that it is not commercially reasonable to make swimming available to the public due to conflicts with the camp operations. Wouldn't the Town need to indemnify the operator from any claims arising from public use? What is the cost for the Town for insurance coverage of this activity?
- 11) Intellectual Property: The property manager has self-assigned a value of \$9,999 as the Intellectual Property (IP) Price. Has the Town valued the IP? This section appears to have an intent that is completely different from the original agreement. Clarification of the differences and the impacts should be provided by the Town, through Town Counsel. I've previously requested a valuation of the intellectual property. This section applies encumbrances that were not in the original agreement. The property manager has replaced Section 8.5 in the original agreement with this new section. Please clarification.

Additional questions:

- What is not addressed in the Amendment or the existing contract is the user policy and user fee schedule that has been drafted by the Town over the last few months. It is my understanding that the Town Manager and Town staff are responsible for setting fees, similar to the Park and Recreation Department. I would like to understand what progress has been made on this effort.
- Also, not addressed is the language that would allow the Town in the future to issue a taxexempt bond for the debt for the acquisition of Liberty Ledge/Sewataro. Dennis Keohane and bond counsel can provide more clarity on this issue, but I believe it is to add termination language. The language was (mistakenly?) left out of the original agreement.
- I would like to include a term in the contract to replace/remove the privacy fencing that surrounds the Liberty Ledge/Sewataro property. This may mitigate some of the concerns raised by property manager and his concerns about allowing increased public access via the entrance on Greystone Lane. To my knowledge, none of the municipal owned recreational field facilities have privacy fencing. I would like to see a plan to remove/replace the fencing that surrounds the property.
- I've previously requested an update from the Town Manager on the status of the issues identified in the Health Director's memo dated September 13, 2019. The Board has not received

an update: <u>https://sudbury.ma.us/townmanager/wp-</u> content/uploads/sites/357/2021/12/Health-Department-Sewataro-Inspection-09.13.2019.pdf?version=d4efb08af2b67b2deeacfa3f8a57655f

- I've also requested, through the Town, input from the Park and Recreation Department and/or Commission. I have heard significant concerns raised about how this recreational property matches/overlaps/impacts with the Town's recreation department and its properties.
- Is there any taxable impact of the revenue share payment and annual rent fee paid to the Town?
- I'd like to know what is included in Activities/Camper Expenses and Office as provided in the projections from the Property Manager. I do not see Insurance, Taxes, Ponds/Pools expenses listed in the projections either. I'd like to know what the projected expenses are for these as well. Ideally, the projections would mirror the same breakdown from the 2020-2021 financials for easy comparison. I'd also like to have the capital projects and Town Swim number defined.
- All the information related to the extension and new terms of the agreement should be reviewed by an accountant, tax/financial/intellectual property expert and legal counsel and bond counsel.
- Finally, can the Town receive an active listing of the owners/members of the Camp Sewataro, LLC.? I don't believe this was provided to the Town at the beginning of the original term.

Thank you for your efforts on behalf of the Select Board and the residents of the town of Sudbury.

Respectfully,

Janie Dretler



MISCELLANEOUS (UNTIMED)

7: Discussion on Sewataro Land Use Consultant ATM article

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion and possible vote on seeking an external cost estimate for the Sewataro Land Use Consultant Town Meeting article (#16). (~15 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote on seeking an external cost estimate for the Sewataro Land Use Consultant Town Meeting article (#16). (~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
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

04/05/2022 6:30 PM

ARTICLE 16. FUNDING OF A LAND USE CONSULTANT FOR THE SEWATARO/LIBERTY LEDGE PROPERTY

To see if the Town will vote to raise and appropriate, or to transfer from available funds, \$100,000, or any other sum, from Free Cash or other available funds, to be expended under the direction of the Director of Planning and Community Development, for the purpose of hiring an independent land use consultant to study, evaluate, and expand the options for the short-term and long-term uses for the Sewataro/Liberty Ledge property; or act on anything relative thereto.

Submitted by the Select Board. (Majority vote required)

SELECT BOARD REPORT: The independent land use consultant's evaluation and report shall include, but not be limited to, new and prior information regarding the financial operating costs and revenues attributed to the Town-owned site, the identification of the range of all potential uses for the site, the identification of uses that could increase the number and/or diversity of users of the site, the identification of potential uses in addition to a private camp (either off-season or concurrent with the camp season), the capital costs and potential funding sources for those alternative or additional uses on a one-time or phased basis, costs for increased Town responsibility of the site, and all options that are available to maximize use of the entire site. The consultant shall prepare a written report of their findings and conclusions for the Town to use in its future decisions regarding the use of the Sewataro/Liberty Ledge property for the benefit of Town residents.

SELECT BOARD POSITION: The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.



MISCELLANEOUS (UNTIMED)

8: Discussion on Town Mgr 360-Degree assessment and evaluation

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion on Town Manager 360-Degree Assessment and Town Manager 2022 Evaluation. (~30 min.)

Recommendations/Suggested Motion/Vote: Discussion on Town Manager 360-Degree Assessment and Town Manager 2022 Evaluation. (~30 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:	
Patty Golden	Pending
Henry L Hayes	Pending
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

04/05/2022 6:30 PM

Response 1

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

le thie manager	offoctive at colvi	na problems and	driving solutions? '
is this manager	enective at solvi	ng problems and	a driving solutions:

$oldsymbol{O}$	Yes	
\bigcirc	No	

Not applicable

Comment/Example *

Listens to options provided while pondering what is best for the department and town.

Does this manager treat	others res	pectfully? *
Does this manager treat	. 001013103	pecerany.

Yes Yes

) No

Not applicable

Comment/Example *

Always respecftul!

Attachment8.a: Binder1 - 360 combined - 2022 March 31 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

Do the actions of this manager provide opportunities for growth and development in other	rs? *
Yes	
No	
Not applicable	

Comment/Example *

Allows our department to run at our direction while offering support.

How do you view this manager's growth and development over time? *

Learning curve was huge during a difficult time. Has progressed tremendously.

Is this manager able to resolve conflict in an appropriate manner? *
• Yes
O No
O Not applicable

Comment/Example *

Again, we keep the Town Manager informed who allows us to do our job!

Do you receive constructive and helpful feedback from this manager? *	
• Yes	
O No	
Not applicable	

Comment/Example *

Yes, when necessary. Has improved since coming on board.

When making important decisions, does this manager consider the opinions of others? *

- Yes
- O No

Not applicable

Comment/Example *

Very good listener who ponders advise/suggestions before ultimately making his decision as one should do. Very similar to my philosophy.

Do you feel this manager sets clear direction for the town as a whole that aligns with the town's strategy? *
• Yes
No
Not applicable
Comment/Example *
Took time to learn what is appropriate developing an appropriate understanding of what direction the Town needs to move in.
Do feel this manager set clear direction for your department? *
Yes

No

 \bigcirc

Not applicable

Comment/Example *

Took minimal time to learn our dynamics, allows for input of our suggestions then provides clear direction.

8.a

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

Yes
No
Not applicable

Comment/Example *

Emotion is never injected during my dealings.

Does this manager demonstrate an understanding of your role and responsibilities? *

Yes

) No

Not applicable

Comment/Example *

Has listened intently to what we do while combining that information with his previous careers knowledge. This allows for him to learn what distinct differences we have in Sudbury.

What would you like the manager to stop doing? *

N/A

What would you like the manager to start doing? *

Letting us perform as necessary can be a double edged sword where we can become unsure if we are performing as expected.

What would you like the manager to continue doing? *

Supporting us while allowing us to move in a positive direction!

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Response 2

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

Is this manager effective at solving problems and driving solutions? *

Ο	Yes

O No

Not applicable

Comment/Example *

Department heads are responsible to solve problems and drive solutions. TM does make himself available and is usually supportive. Gives equal speaking time at his meetings.

Does this manager treat others respectfully? *

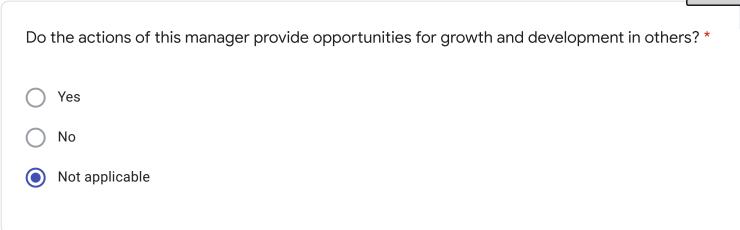
🔵 Yes

) No

Not applicable

Comment/Example *

He is very sensitive and respectful. He does not hide his religious and spiritutual beliefs which most times is appropriate. Very approachable and upbeat.



Comment/Example *

Department heads are responsible. Henry frequently forwards out training opportunities

How do you view this manager's growth and development over time? *

Cleary growing having never been in this position prior to Sudbury. Tough job but still relies to heavily on Asst. TM. Many feel Asst. TM more influential which is disappointing. Expected his former individual and personal experience and education would show through.

Is this manager able to resolve conflict in an appropriate manner? *

) Yes

) No

Not applicable

Comment/Example *

Again, mostly left to Department Heads.

	0.0
Do you receive constructive and helpful feedback from this manager? *	
• Yes	
No	
Not applicable	

Comment/Example *

Yes but with a two tiered management levels system (senior staff and SSA) some receive more interactions with him therefore more feedback,

When making important decisions, does this manager consider the opinions of others? *

Yes

🔵 No

Not applicable

Comment/Example *

Expected to bring solutions but he is good at supporting and giving input.

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(o	а	

Attachment8.a: Binder1 - 360 combined - 2022 March 31 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

Do you feel this manager sets clear direction for the town as a whole that aligns with town's strategy? *	the
Yes	
No No	
O Not applicable	
Comment/Example *	
Recent department heads meeting left everyone shaking their heads. Confusing. Said "change" "t change" multiple times but did not clarify. Many side conversations amongst staff trying to interp	
Do feel this manager set clear direction for your department? *	
Yes	
O No	
Not applicable	
Comment/Example *	
Elected Board	

Attachment8.a: Binder1 - 360 combined - 2022 March 31 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

Does this manager always control emotions and behavior, even when faced with high-conflict
or stressful situations? *
• Yes
O No
Not applicable

Comment/Example *

Most issues now seem to come with anxious, angry, disgruntled residents. Henry has been even keeled.

Does this manager demonstrate an understanding of your role and responsibilities? *

Yes

🔵 No

Not applicable

Comment/Example *

Generally. More short visits to each department would be a better way to see day to day operations and get a better understanding of the pressures we face.

What would you like the manager to stop doing? *

1. Relying on Asst. TM. 2. Stop requiring long detailed responses and information for something that should take a few minutes to make a decision. This comes with confidence which I hope he is gaining.

What would you like the manager to start doing? *

Be more visible in all departments.

What would you like the manager to continue doing? *

Department heads meeting but limit to one hour.

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Response 3

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

Is this manager effective at solving problems and driving solutions? *

$oldsymbol{O}$	Yes	
\bigcirc	No	

Not applicable

Comment/Example *

Whenever I need immediate feedback and a decision, Henry picks up the phone and works through the issue with me, while being supportive.

Does this manager treat others respectfully? *

Yes

) No

Not applicable

Comment/Example *

Henry is very respectful, listens well, explains his reasoning.

Do the actions of this manager provide opportunities for growth and development in others? *
Yes
No
Not applicable

Comment/Example *

In general, Henry encourages us to seek out opportunities, whether they be for professional development for personal growth, or seeking grants or partnerships to develop a town service or program.

How do you view this manager's growth and development over time? *

It's clear that Henry has worked very hard to develop some new skills in his position related to leading a municipal organization. He has taken the time to learn about my department, as well as the town in general, and I appreciate that.

Is this manager able to resolve conflict in an appropriate manner? *

) Yes

) No

Not applicable

Comment/Example *

I am not sure I have had the opportunity to experience this with Henry.

Attachment8.a: Binder1 - 360 combined - 2022 March 31 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

Do you receive constructive and helpful feedback from this manager? *
• Yes
O No
O Not applicable
Comment/Example *
I have had a good many meaningful conversations with Henry, regarding a variety of issues I/my dept has faced since 2020. I feel as though I can trust him to be honest and helpful in his feedback for me.
When making important decisions, does this manager consider the opinions of others? *
Yes
O No
O Not applicable
Comment/Example *
Henry often emails the team to solicit input and feedback.

0	~
0	.a

Do you feel this manager sets clear direction for the town as a whole that aligns with the
town's strategy? *
• Yes
O No
O Not applicable

Comment/Example *

From everything I have seen, Henry takes the goals of the SB and master plan to heart, and works hard to implement them. Plus, it's clear he supports a safe, secure, serviced and sustained Sudbury! :)

Do feel this manage	r set clear direction [.]	for your department? *
Be reer tine manage		

Yes

) No

Not applicable

Comment/Example *

I would say Yes and No in this case. On one hand he keeps himself informed of our department, its goals and challenges, but he also respectfully allows us to do our job without undue interference. He leads by example.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *		
• Yes		
() No		
Not applicable		

Comment/Example *

Absolutely, without exception. Even when he is obviously being micromanaged by his superiors.

Does this manager demonstrate an understanding of your role and responsibilities? *

💽 Yes

🔵 No

Not applicable

Comment/Example *

He seeks out information and keeps himself updated on our department's activities through his request for monthly reports, he holds meetings, and reaches out when necessary.

What would you like the manager to stop doing? *

Eliminate the senior/not senior department head split and treat us all equally, with an equal voice in matters that affect the town. I think this is the greatest stumbling block to building a strong, town-wide team. There is simply no excuse for it. It is not only a morale buster, but it limits the town's efficiency and service.

What would you like the manager to start doing? *

Include all department heads in regular meetings.

What would you like the manager to continue doing? *

I appreciate the notes he sends from his meetings, that he reaches out to touch base even when there is not a crisis, he remains calm and professional always.

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Response 4

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

1	<i>cc</i>					
Is this manager	effective a	t solving	problems	and	driving	solutions?

C) `	Yes

🔵 No

Not applicable

Comment/Example *

I just submitted my response, but I meant to include something about the 360 process. I think it is a great idea and I would like to see it implemented for all manager positions. Also, for the future, a final, openended question asking "anything else you would like to add?" would be great! Thank you

Does this manager treat others respectfully? *

-) Yes
- 🔵 No
- Not applicable

Comment/Example *

Х

Do the actions of this manager provide opportunities for growth and development in others? *
O Yes
O No
Not applicable
Comment/Example *
X
How do you view this manager's growth and development over time? *
Is this manager able to resolve conflict in an appropriate manner? *
O Yes
O No
Not applicable
Comment/Example *
<u>×</u>

Do you receive constructive and helpful feedback from this manager? *
O Yes
No
Not applicable
Comment/Example *
X
When making important decisions, does this manager consider the opinions of others? *
O Yes
No
Not applicable

Comment/Example *

Х

Do you feel this manager sets clear direction for the town as a whole that aligns with the town's strategy? *	
○ Yes	
O No	
Not applicable	

Comment/Example

Х

Do feel this manager set clear direction for your department? *
O Yes
O No
Not applicable

Comment/Example * Х

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *	
O Yes	
O No	
Not applicable	
Comment/Example *	
X	
Does this manager demonstrate an understanding of your role and responsibilities? *	
O Yes	
O No	
Not applicable	
Comment/Example *	
x	
What would you like the manager to stop doing? *	

What would you like the manager to start doing? *

Х

What would you like the manager to continue doing? *

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Response 5

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

Is this manager effective at solving problems and driving solutions? *

- 🔵 Yes
- No

Not applicable

Comment/Example *

Hard time under standing what the mission is for the Town during COVID and beyond.. staffing, extra workload, lack of budgets money...

Does this manager treat others respectfully? *

- 🔵 Yes
- 🔵 No
- Not applicable

Comment/Example *

Very respectful, listen well and is very caring

Do the actions of this manager provide opportunities for growth and development in others?) *
• Yes	
O No	
O Not applicable	
Comment/Example *	
We handle this in house with our department.	
How do you view this manager's growth and development over time? *	
Understanding the Budget and Town better each year	
Is this manager able to resolve conflict in an appropriate manner? *	

O Yes

🔵 No

Not applicable

Comment/Example *

Handle in-house with Dept.

Do you receive constructive and helpful feedback from this manager? *
• Yes
O No
O Not applicable
Comment/Example *
He will point out positive and negative feedback.
When making important decisions, does this manager consider the opinions of others? *
• Yes
O No
O Not applicable
Comment/Example *

Has asked for feedback on a few topics

	8.a

Do you feel this manager sets clear direction for the town as a whole that aligns with the town's strategy? * Yes No Not applicable Comment/Example * Not sure what the directions is for the town right now due to staffing, budgets, and workload Do feel this manager set clear direction for your department? * Yes No Not applicable Comment/Example * We handle in Department

	es this manager always control emotions and behavior, even when faced with high-conflict tressful situations? *
	Yes
0	No
\bigcirc	Not applicable

Comment/Example *

I do not know how he does this but he does it very well control his emotions.

Does this manager demonstrate an understanding of your role and responsibilities? *

🔵 Yes

💽 No

Not applicable

Comment/Example *

we have a very complex dept.

What would you like the manager to stop doing? *

sending emails/information that does not have anything todo with the dept.

What would you like the manager to start doing? *

Have a better understanding of the budget concerns and lack of staffing to preform the dept. duties. also work with Boards, committees and commission to know there roles in the town.

What would you like the manager to continue doing? *

Doing a better job reaching out to the dept. face to face or by phone

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Response 6

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

la thia maanaaaa	offootive of		mrahlama	and driving	a colutiona?
Is this manager	enecuve au	SOIVING	broblems	and drivin	a solutions (
	01100110001		10.0.0.0.0.0		9 0010101101

$oldsymbol{O}$	Yes		
\bigcirc	No		

Not applicable

Comment/Example *

Henry thinks outside the box when coming up with solutions and solicits information when necessary from departments, committees, other communities, Town Counsel, or others who may be able to offer input. He also is very helpful if we have a problem within our own departments.

Does this manager treat others respectfully? *
• Yes
O No
O Not applicable

Comment/Example *

Henry treats employees and citizens with the utmost respect, regardless of the way they may be acting. Henry remains even keeled when dealing with various situations..

Do the actions of this manager provide opportunities for growth and development in others? *

- Yes
-) No

Not applicable

Comment/Example *

Henry is a great mentor and offers advice and educational opportunities to Department Heads and encourages them to help develop their staff. He has a lot of wisdom and shares it when the time is right.

How do you view this manager's growth and development over time? *

Henry is appears to be a natural leader and has continued to grow in his position. He is always looking for educational opportunities whether it be through classes, talking with peers, or working with department heads to better understand issues they may be facing. He is already well respected amongst his peers in other communities. Henry has a presence.

Is this manager able to resolve conflict in an appropriate manner? *

Yes

) No

Not applicable

Comment/Example *

Henry is a good listener and tends to look at things from different perspectives in order to give the best response possible. It's very difficult to make everyone happy, but even if the answer isn't what someone is looking for, they definitely should feel as if they were heard. He is very good at coming up with the right words to say.

Do you receive constructive and helpful feedback from this manager? *
• Yes
O No
O Not applicable

Comment/Example *

He looks at things from different perspectives and is very good at asking probing questions to get me to look at things in a different light in case there is a better way to do achieve the desired outcome.

Yes	
No	
Not a	pplicable
0	
Commer	nt/Example *
perspectiv have wor	cits advice from areas that may be impacted by a decision so that he is sure to have all res taken into consideration. He is definitely one of the more inclusive and patient managers the ked under. He wants to know what you have to say and doesn't want you to agree with him unle you actually feel.
	eel this manager sets clear direction for the town as a whole that aligns with the rategy? *
• Yes	
No No	
Not a	pplicable
Commer	nt/Example *
	olds department meetings and shares information that is helpful in keeping us all working ur own and the SB's goals.

Do feel this manager set clear direction for your department? *

Yes

🔵 No

Not applicable

Comment/Example *

Yes, as noted above he is very good about asking thought provoking questions so I come up with resolutions on my own and is also quick to offer advice when needed. Henry doesn't mind answering questions if you are unsure of something. I'm always impressed at how patient he is.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

Yes

) No

Not applicable

Comment/Example *

Unfortunately we can never make everyone happy. I have never seen Henry angry or emotional when dealing with situations. He remains calm and know how to deescalate a situation.

Does this manager demonstrate an understanding of your role and responsibilities? *
• Yes
No
O Not applicable

Comment/Example *

Yes. Henry is well-rounded and has a vast amount of knowledge as well as life experiences.

What would you like the manager to stop doing? *

Nothing.

What would you like the manager to start doing? *

Nothing that I can think of. If there is something I would simply ask him. He is very open to suggestions.

What would you like the manager to continue doing? *

Keep doing what he is doing and continue to lead us all forward in his kind and upbeat manner.

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Response 7

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

In this was a serie of the attrice.	ممسوا والمسور بمساير المرماني	and during a solution of the
Is this manager effective	at solving proplems.	and driving solutions?
le ane manager en eeure	at containing problomic	and arring colatione.

$oldsymbol{O}$	Yes	
\bigcirc	No	

\frown	Not	app	lica	ble
	1101	upp	nou	DIC

Comment/Example *

I have found him to be a good listener and open to new ideas and/or request for support.

Does this manager treat others respectfully? *

Yes

No

Not applicable

Comment/Example *

I find this to be a strength of Henry's.

Do the actions of this manager provide opportunities for growth and development in others? *
Yes
No
Not applicable

Comment/Example *

He seems supportive of doing things differently for the purpose of improvement and/or to increase transparency of processes.

How do you view this manager's growth and development over time? *

Henry seems more knowledgeable and comfortable with municipal management. It must have been challenging for him since his tenure began in April of our first COVID year and while remote.

Is this manager able to resolve conflict in an appropriate manner? *

Yes

) No

Not applicable

Comment/Example *

I think Henry approaches conflict with openness and optimism. But sometimes conflict remains because the parties remain entrenched for some reason. I don't believe this is unusual when it comes to politics.

Do you receive constructive and helpful feedback from this manager? *
• Yes
O No
O Not applicable
Comment/Example *
Henry generally exudes confidence and respect for me as a colleague.
When making important decisions, does this manager consider the opinions of others? *
• Yes
O No
Not applicable
Comment/Example *
I have found Henry will first seek out independent opinions before coming to a decision.

	you feel this manager sets clear direction for the town as a whole that aligns with the n's strategy? *
	Yes
0	No
0	Not applicable

Comment/Example *

Yes, and I think this is an area of growth. I found the capital approval process confusing this year.

Do feel this manager set clear direction for your department? *

- Yes
- No

Not applicable

Comment/Example *

My department is not under his direct oversight.

Does this manager always control emotions and behavior, even when faced with high-conflic or stressful situations? *	:t
• Yes	
O No	
O Not applicable	

Comment/Example *

I have only observed Henry to be even-tempered at all times.

Does this manager demonstrate an understanding of your role and responsibilities? *

Yes

🔵 No

Not applicable

Comment/Example *

I meet with him monthly and have never felt my role has been misunderstood.

What would you like the manager to stop doing? *

N/A

What would you like the manager to start doing? *

I wonder if a third party audit of how municipal systems are managed and how town services are prioritized for development and funding might be helpful.

What would you like the manager to continue doing? *

I support his even keeled manner and positive outlook.

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Response 8

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

Is this manager	effective	at solving	problems	and driving	solutions?
is this manager	CHECUVE	at solving	problems	and arring	3010110113.

$oldsymbol{O}$	Yes
\bigcirc	No

Not applicable

Comment/Example *

The TM always reaches out to all staff that he believes would be involved with a particular situation to understand the problem and find resolution.

Does this manager treat others respectfully? *

Yes

🔵 No

Not applicable

Comment/Example *

The TM is always extremely respectful of everyone he interacts with.

Do the actions of this manager provide opportunities for growth and development in others? *
Yes
No
Not applicable

Comment/Example *

The TM is always pushing us to improve ourselves to better serve the Town and its citizens.

How do you view this manager's growth and development over time? *

For not having any municipal experience and taking on the position during the pandemic, I think the TM continuously works hard to improve his knowledge base. After two years, I would have expected that his understanding of municipal government and finance would be further along.

Is this manager able to resolve conflict in an appropriate manner? *

) Yes

🔵 No

Not applicable

Comment/Example *

I have heard from other department heads that have dealt with significant conflicts that the TM is always there to listen, but is not able the resolve the conflict, leaving the responsibility to the department head to figure out and resolve their own issues.

	-
Do you receive constructive and helpful feedback from this manager? *	
• Yes	
O No	
Not applicable	
Comment/Example *	
The TM is very supportive and always there to talk through issues.	
When making important decisions, does this manager consider the opinions of others? *	
Yes	
O No	
O Not applicable	
Comment/Example *	
Almost to a fault. The TM relies heavily on others knowledge and opinions when making decisions.	

8	.a
U	.u

Do you feel this manager sets clear direction for the town as a whole that aligns with the town's strategy? *
• Yes
No
Not applicable
Comment/Example *
The TM can set clear direction when Town initiatives are clear, but it is hard at times to determine the direction the Town would like to take on some issues to determine the appropriate strategy to move an initiative forward.
Do feel this manager set clear direction for your department? *
• Yes
O No
Not applicable
Comment/Example *
The TM always collaborates on goals to set clear direction for my department.

8	3.	а

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *
O Yes
No No
O Not applicable
Comment/Example * The TM should play a bigger role in Select Board meetings to diffuse high-conflict situations.
Does this manager demonstrate an understanding of your role and responsibilities? *
• Yes
O No

Not applicable

Comment/Example *

The TM always takes interest in what my department is working on and how he can help improve and accommodate department needs.

What would you like the manager to stop doing? *

There is nothing that I would like the TM to stop doing.

What would you like the manager to start doing? *

The TM should play a bigger role in supporting the Select Board as they navigate through various Town initiatives.

What would you like the manager to continue doing? *

The TM should continue to support each department, understand our needs, in order to better support and serve the Town.

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Response 9

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

Is this manager ef	fective at solving r	oroblems and	driving solutions?
lo tho managor or	lootivo at oolvilig j		arrying colutions.

$oldsymbol{O}$	Yes
\bigcirc	No

Not applicable

Comment/Example *

He is very adept at looking at the "big picture." Requests data from all involved parties/sources before making decisions.

Does this manager treat others respectfully? *

Yes

🔵 No

Not applicable

Comment/Example *

He goes out of his way to periodically stop in various departments to check in with employees. He is very cordial and respectful with all employees regardless of their position or responsibility. He is also very respectful to residents, and is willing to meet if requested.

Do the actions of this manager provide opportunities for growth and development in others? *

YesNo

Not applicable

Comment/Example *

He is a strong advocate of employee development and encourages employees to take the initiative if training opportunities become available.

How do you view this manager's growth and development over time? *

Henry is a quick study. He's taken on the budget/finances during a challenging time, and had to do two budgets due to the COVID pandemic. In his two years in Sudbury, his growth in municipal knowledge/processes, etc. is impressive.

	_
Is this manager able to resolve conflict in an appropriate manner? *	
• Yes	
No	
Not applicable	
Comment/Example *	
Henry takes the time to listen to everyone involved. He is very empathetic but is not afraid to make difficult decisions when required.	
Do you receive constructive and helpful feedback from this manager? *	
• Yes	
No	
O Not applicable	
Comment/Example *	
When necessary, he provides constructive criticism in an encouraging manner, however, he expects the job to be done on time and professionally.	

When making important decisions, does this manager consider the opinions of others? *
• Yes
O No
O Not applicable
Comment/Example *
He doesn't hesitate to contact the "subject matter experts" when the need arises. However, once he makes a decision, he is very firm and unwavering.
Do you feel this manager sets clear direction for the town as a whole that aligns with the town's strategy? *
⊖ Yes
O No
Not applicable

Comment/Example *

This question is unclear. What is "Town's strategy"?

Do feel this manager set clear direction for your department? *

Yes

) No

Not applicable

Comment/Example *

Meets weekly with all staff members to check in on projects and priorities. He is an excellent communicator.

Does this manager always control emotions and behavior, even when faced with high-conflict or stressful situations? *

Yes

) No

Not applicable

Comment/Example *

Only seen him stressed when in a private setting, never in front of an employee/resident.

8.a

Attachment8.a: Binder1 - 360 combined - 2022 March 31 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

🔵 Yes

-) No
- Not applicable

Comment/Example *

Treats me with a high level of respect. Understanding of challenges with small department and high workload.

What would you like the manager to stop doing? *

nothing

What would you like the manager to start doing? *

Maybe meetings (with other department heads) could be not as long.

What would you like the manager to continue doing? *

Regular staff meetings are important and have improved morale. Never had regular meetings with prior town manager(s).

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Response 10

Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation 2022)

	<i></i>			
Is this manager	effective at so	olvina problems	and driving	solutions?
ie and manager	0110001100000		and any mg	0010101101

$oldsymbol{O}$	Yes	
\bigcirc	No	

Not applicable

Comment/Example *

Henry is effective because he gathers information from many sources and carefully thinks through a solution.

Does this manager treat others respectfully? *

Yes

) No

Not applicable

Comment/Example *

He listens to many viewpoints and is respectful to all staff and residents at meetings and gatherings.

Do the actions of this manager provide opportunities for growth and development in others? *
Yes
No
Not applicable

Comment/Example *

Henry shares information widely regarding opportunities for trainings and grants, as well as information relative to town happenings. He provides support for learning more and trying new things.

How do you view this manager's growth and development over time? *

He has become more confident as he has learned more about municipal government. There is a lot to learn and he has fully immersed himself.

Is this manager able to resolve conflict in an appropriate manner? *

) Yes

🔵 No

Not applicable

Comment/Example *

I believe Henry is able to resolve conflict in an appropriate manner, but do not have a specific example to share.

8.a

Attachment8.a: Binder1 - 360 combined - 2022 March 31 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

Do you receive constructive and helpful feedback from this manager? *
• Yes
O No
Not applicable
Comment/Example *
Henry is not afraid to call when I have a concern or question. I have received more direct communication from him than any other town manager that I have worked under.
When making important decisions, does this manager consider the opinions of others? *
• Yes

Not applicable

Comment/Example *

Yes, Henry respects his staff and seeks input from department heads and Asst. Town Manager in making decisions when relevant.

8	а
	.a

Do you feel this manager sets clear direction for the town as a whole that aligns with the town's strategy? *
• Yes
O No
O Not applicable
Comment/Example *
Yes, Henry believes in providing quality service to residents and in supporting the staff in doing their jobs.
He empowers Department heads to lead effectively.
Do feel this manager set clear direction for your department? *
• Yes
O No
O Not applicable
Comment/Example *
Yes, I believe in the same mission he has elucidated for the town and town departments. We strive to provide excellent customer service.

Attachment8.a: Binder1 - 360 combined - 2022 March 31 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

Does this manager always control emotions and behavior, even when faced with high-conflict
or stressful situations? *
Yes
No
O Not applicable
Comment/Example *
Absolutely.

Doe	es this manager demonstrate an understanding of your role and responsibilities? ^
0	Yes
0	No
\bigcirc	Not applicable

Comment/Example *

Yes, he has visited my department and met the staff etc. He is helpful when talking through concerns and issues. He understands the needs specific to my department.

What would you like the manager to stop doing? *

Nothing.

What would you like the manager to start doing? *

Start re-visiting departments more frequently.

What would you like the manager to continue doing? *

Being accessible for questions and concerns.

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TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

Filled out by Select Board Chair Jennifer Roberts

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Select Board members are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

1.	Vision and Community Leadership	1	2	3	4	5	N/ A
a.	Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.		\boxtimes				
b.	Works with the Select Board to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.			\boxtimes			
c.	Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.		\square				
d.	Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.		\boxtimes				
Со	mments:						

Town Manager Hayes often states that his goal is to maintain "a safe, secure, and serviced, and strong Sudbury." While this phrase may resonate, I would like to see more details and plans around its meaning and how it translates to direct activities in the Town.

Helping to establish and portray community vision is a needed growth area for Town Manager Hayes. He showed strong leadership to help Sudbury in many ways during the COVID-19 pandemic, but I have not seen the same level of strategic leadeship applied to "routine" municipal government in Sudbury. My sense is that the Town Manager is very busy carrying out day to day tasks, and it may be helpful to step back to reflect on the broader goals of the community and Master Plan.

The Town Manager has improved in working with boards, committees, and commissions since his last annual review, however I believe more work is needed. I am aware of some groups that feel diminished in their roles and uninvolved in key projects. I am concerned about a heightened us vs. them mentality between committees and staff.

			r				
2. Communications/Public Relationships	1	2	3	4	5	N/	
						Α	

a. Projects a positive image in the community. \boxtimes Communicates the Town's vision, goals, and b. accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral \square presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media). Develops a positive relationship with the press and C. \bowtie uses various media, including social media, effectively. d. Demonstrates an open and transparent approach to sharing information with the community. Is \square reasonably available to the public and responsive to citizen complaints and requests. e. Encourages community involvement in Town government and supports the efforts of volunteer \mathbf{X} čitizens. f. Maintains contacts with other town administrative leaders throughout the state, through professional \boxtimes organizations and other means, and with state and federal government officials.

Comments:

Town Manager Hayes has both strengths and opportunities when it comes to communication and public relations. He has embraced holding Town Manager office hours with the public and has put out numerous "Municipal Minute" videos on various topical areas to educate the community. He provides semi-regular updates to the Select Board on key activities with extensive detail. Because these updates appear to have a mix of information from a variety of sources they can occassionally be difficult to follow.

In his past, it has taken time for the Town Manager to respond to certain Select Board inquiries (perhaps due to time needed to research responses and overall workload). I have seen some improvement in this area, and have found that as Chair, the Town Manager has been responsive to my outreach, particularly via phone.

There is room for Town Manager's development in taking on complex topics and presenting them to the public in an interactive way where he may face questions. One example is the Fairbank Community Center. I have advocated numerous times for an interactive forum with the public on this major project. As the Town Manager is tasked with oversight of the project, I expect him to project a leadership role and to address the topic before town residents. Instead, there have a been a handful of written updates by the project team and a Fairbank video update led by the Town Manager. While I appreciate the effort put toward the video, I found it to be highlevel and non-intereactive with the public, without fully detailing challenges and

8.b

mitigation plans. I believe the residents of Sudbury should receive more detailed, interactive updates by the Town Manager when it comes to major projects like Fairbank.

The Town Manager's written communication can lack clarity with the Select Board and for residents. It can take some time to understand the points that the Town Manager is looking to convey. For the past two years, the Town Annual Report was provided to the Board in a state that required a great deal of editing and updates. One recommendation would be to be more direct and precise in written communications.

I am not fully aware to what extent Town Manager Hayes is forming relationships with the media or other leaders within the state as I do not directly observe these interactions. My sense is there is a degree of outreach and collaboration. It has been postitive to see what appears to be an increase in press releases by the Select Board Office overall.

3. Select Board Support/Relations	1	2	3	4	5	N/ A
 Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis. 		\boxtimes				
 Implements the Select Board's policies and directives. 			\square			
 Maintains a professional working relationship with the Select Board, promoting a climate of mutual respect and trust. 			\boxtimes			
 Keeps Board members informed of issues and activities in Town government and in the community. 			\boxtimes			
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.			\boxtimes			
 f. Helps the Board use Town Counsel to effectively achieve Town goals. 			\boxtimes			
Comments: Town Manager's Hayes provides regular updates to the weekly or bi-weekly email and one-off emails. He is ope						of a

Town Manager's Hayes provides regular updates to the Select Board in the form of a weekly or bi-weekly email and one-off emails. He is open to outreach and direct conversation with Board members as needed. As Chair, he has been responsive to my inquiries and has been generally helpful in agenda and public packet review in advance of our meetings.

I believe the Select Board could benefit from more direct support from the Town Manager in meetings. From time to time, the Town Manager will speak up with thoughts or details but is predominently an observer. While I recognize they are <u>Select Board</u> meetings, more active engagement from the Town Manager would be helpful, particularly when navigating new questions and situations. Often the Town Manager does not have answers to questions and must follow up at a later time with the Board. While this may be a reflection of the Town Manager being relatively new to municipal government, immediate answers would help the Board be more effective and efficient in decision-making.

4.	Personnel Management	1	2	3	4	5	N/ A
a.	Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.						\boxtimes
b.	Effectively leads collective bargaining. Informs and advises the Select Board as appropriate in matters of collective bargaining and grievance proceedings.			\boxtimes			
C.	Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.				\boxtimes		
d.	Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.						\boxtimes
e.	Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.		x				

Comments:

My sense is that Town Manager is successful serving as a mentor and is personally well-liked by staff. The 360-Degree Self-Assessment for the Town Manager has been helpful to understand his management and relationship with Town staff. The reviews were positive in many areas highlighting that he is a respectful, calm, and thoughtful leader that provides feedback, offers guidance, and encourages professional development. He allows departments to run independently and in an empowered way. Some reviews suggested he still faces a learning curve in budgeting and setting priorities. Others suggested he is heavily reliant on knowledge and opinions of others to make decisions and that light-handed oversight can leave departments unsure of directions to move in. Town Manager Hayes seems to excel in a mentor and motivator role. He brings interesting experiences to apply to municipal governement. I do have concerns that his prior inexperience in municipal government can lead to an over-reliance on certain staff and slow decision-making due to the level of input and research needed.

During budget season, the Town Manager highlighted that there are unmet staffing needs (including public safety), and I hope solutions can be found to address these needs in the future. As I mentioned at the time, it is more helpful if proposed solutions are offered at the same time as the problem. The situation left members of multiple committees hesitant to support certain Town Meeting capital projects as they were concerned staffing needed to be addressed first.

5. Financial Management	1	2	3	4	5	N/ A			
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.		\boxtimes							
 Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures. 			\boxtimes						
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.			\boxtimes						
 d. Presents budget information to the Select Board, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding. 		\boxtimes							
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.		\boxtimes							
Comments: Town Manager Hayes has evolved in his understanding of municipal finance, although									

Town Manager Hayes has evolved in his understanding of municipal finance, although I think there is still opportunity to expand knowledge and confidence in this area. The Town Manager is fortunate to have a strong Finance Director who partners with him on budgetary matters. Typically, when the Finance Director is present, the Town Manager will yield to him on budgetary matters. However, I would like to see the Town Manager be able to speak with more authority on budgetary matters, particularly in areas directly under his purview.

Attachment8.b: Town_Manager_Reviews_combined_SB(5184:Discussion on Town Mgr 360-Degree assessment and evaluation)

This past budget season had highs and lows. Several committees that review Annual Town Meeting articles were rather taken off-guard with a multi-million dollar Town Meeting override article. Ultimately, the Town Manager and team were able to put the article in the Town levy, and efforts to take this step are appreciated.

The Town Manager does periodically share information on grant opportunities. Unfortunately a one-time State grant for a new role (Sustainability Director) was missed due to apparent miscommunication between the Town Manager and the legislator's office. This was a learning experience for all parties.

When it came to the Fairbank Community Center, I would have liked to have seen more efforts by the Town Manager to proactively seek alternative funding sources to mitigate budgetary issues with the project. Instead, the Select Board needed to step in to try to find ways to help fund budgetary gaps.

6.	General Management and Planning	1	2	3	4	5	N/ A
a.	Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.		\boxtimes				
b.	Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.			\square			
с.	Supervises and maintains in good order financial, personnel, and other records and documents.						\boxtimes
d.	Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By- laws, and with Select Board policies and procedures.						

Comments:

Town Manager Hayes brings some solid general management skills. He provides motivation and support to Town staff who appreciate his mentorship. He can organize a workstream, keep track of tasks and notes, and moved things along to a defined goal.

The Town Manager successfully developed and launched a new capital planning and project review process this past year. However, likely due to the time it took to develop the process, multiple boards, committees, and commissions felt that they received preliminary information too late on capital projects (particulary CIAC). This was partially mitigated by the "all-new" Capital Night which had some success;

however it left some committee members wanting more detail. I think the Town needs to continue to experiment with the best, most efficient processes to plan for and analyze capital projects.

I do not personally observe the Town Manager doing a lot of long-range strategic planning in the organization. I would like to hear more details about this as I am concerned it is an area of needed growth. I would encourage him to further leverage the recently created Master Plan. I also hope to see more progress made on the American with Disabilities Act (ADA) Assessment which has gotten off to a slow start.

7.	Progress on Town Manager Goals	1	2	3	4	5	N/ A
a.	Manages priorities effectively.		\square				
b. c.	Explains to the Board how unanticipated issues and challenges affect achievement of goals.						\bowtie
d.	Creatively develops resources to support goal implementation.						\boxtimes
e.	Plans for strategic use of limited resources.						\square
f.	Sets ambitious but realistic targets.		\square				

Comments:

It is difficult for me to assess this section as the Town Manager Self-Assessment occurs after the Select Board's review process. I am not fully up to date on which Town Manager goals have and have not been achieved. This includes both Town Manager Town goals as well as professional development requirements laid out in the Town Manager contract.

I am glad to see that the Fairbank and Bruce Freeman Rail Trail projects seem to be on track. Both are reliant on future Town Meetings articles for funding, and I would like to see the Town Manager more involved in describing this funding need to the community.

The Key Performance Indicators (KPI) process has been helpful to inform the Board about projects at a very high-level and the Town Manager has stayed on top of these updates. Drill-down into further specific questions by the Select Board periodically requires the Town Manager to follow-up with relevant project leaders.

8. Personal Qualities and Characteristics	1	2	3	4	5	N/ A			
 Maintains high standards of ethics, honesty, integrity, and sound professional judgement. 			\boxtimes						
b. Represents the Town in a professional manner at all times.			\square						
 Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations. 									
d. Displays creativity and innovation.		\square							
e. Maintains a high level of ongoing professional development.			\boxtimes						
Comments: Town Manager Hayes is personable and highly respectful of others. He has a sense of humor and is able to make people feel at ease.									

I would like to see the Town Manager manage tension more effectively with committees.

The Town Manager has sought out professional development opportunities such as the ICMA Leadership Academy and other classes. It is not yet clear to me if he has fulfilled all the professional development requirements as laid out in his contract.

9. Overall Rating	1	2	3	4	5	N/ A	
Overall, the Town Manager performs at the following level.						\boxtimes	
Comments: 2.6 is the calculated amount based on an average of the scoring.							

The Town Manager has both strengths and areas for growth in his role as a Town Manager. In particular, I think he excels in interpersonal relationships and mentorship

for Town staff. Areas of opportunity include long-term visioning, strategic planning, and being able to operate increasingly without staff support.

8.b

TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Select Board members are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

1. Vision and Community Leadership	1	2	3	4	5	N/ A			
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.			\boxtimes						
b. Works with the Select Board to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.			\boxtimes						
 c. Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis. 			\boxtimes						
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.				\boxtimes					
Comments: Henry understands the importance of setting and achieving mision goals, however, developing a future vision for the Town, how to reach that vision, how to prioritize the									

developing a future vision for the Town, how to reach that vision, how to prioritize the steps to get there – this is an area of potential growth. What are the Town's strengths that should be emphasized; what are the strengths that can be left alone; what are the weaknesses that need work? Besides delivering services today, what are we working on that we can hand off as a legacy so that future residents will find Sudbury as wonderful a place to live in the future as it is today? A clear vision and direction from the Town Manager is helpful in steering the future of the Town and this is an area that could be improved. A new Master Plan exists, but to prevent it from simply collecting dust on a shelf it will need support and active involvement from operations.

Henry is a strong collaborator who seeks many sources of input with the goal toward a consensus outcome. He is especially strong in collaborating with Town staff; his efforts with citizens' group are a bit more mixed.

2.	Communications/Public Relationships	1	2	3	4	5	N/ A
а.	Projects a positive image in the community.				\square		
b.	Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a			\square			

		_			
	logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).				
C.	Develops a positive relationship with the press and uses various media, including social media, effectively.		\boxtimes		
d.	Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.		\boxtimes		
e.	Encourages community involvement in Town government and supports the efforts of volunteer citizens.		\boxtimes		
f.	Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.			\boxtimes	

Comments:

Henry always projects a positive attitude, this is a strength.

Henry's use of media and communications during the pandemic was a real strength; he helped push out a positive image during a time of isolation and kept communication going during a time of unity and shared mission. I like that he offers Town Manager office hours.

As we exit the pandemic, various competing interests have come to the fore – requests for time, funding, and resources that can't all be met. I have heard some friction around communication and follow up (or lack thereof) in these areas from some committees and residents. Our current situation requires continual loops of recurring check ins, feedback, and updates. It has to be two-way, not one-way.

There have been some instances of communication (e.g., annual Select Board/Town Manager report) that could use improvement. Similarly, gaps in the updates around Fairbank and Fire Station 2 left the public with big, unanswered questions for a time.

It seems Henry does collaborate well with other town administrative leaders around the state, with several regional efforts successfully implemented or underway. Henry is supportive of individuals/groups/staff, but I think in those instances where the necessary resources to provide support are lacking, residents have sometimes been left uncertain or guessing around the path forward. This kind of follow up is important, even if it means delivering bad news.

3.	Select Board Support/Relations	1	2	3	4	5	N/ A			
а.	Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.			\boxtimes						
b.	Implements the Select Board's policies and directives.			\boxtimes						
C.	Maintains a professional working relationship with the Select Board, promoting a climate of mutual respect and trust.			\boxtimes						
d.	Keeps Board members informed of issues and activities in Town government and in the community.									
e.	Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.						\boxtimes			
f.	Helps the Board use Town Counsel to effectively achieve Town goals.									
fol qu wh fau Hee ob Hee ar t ha ac I c an In	mments: Henry is good about offering professional a low up later on with answers to spontaneous question estions out to appropriate staff, internal and external, hen uncertain of the correct resposne to avoid giving " ult, with a "I'll check on that" a common response. It is good about implementing Select Board policies and ts the information and direction he needs to move for enry always remains completely professional and respo- served or heard about and serves as a good model in enry were more active in leading discussions at the Se guments among board members might not escalate as enry is good about updating board members of notable ven't been too many times I've been caught by surpri- tivity in Town, which I appreciate. an't really comment about work setting the agenda w d always a has been a struggle to pull together. the past couple years Henry has gotten a better sens wn Counsel appropriately.	ns. He and wron d dire ward ectful this lect B s muc s muc s e eve se by ith th	e is go is ap g" ac ective in all regar ch. nts vi a rel	pood a propr lvice. s and setti d. I o , if so ia em levan air; th	bout iately Almo ensu ngs I lo wo me o hail. T t issu	refern caut ost to uring l 've nder f here e or cket i	ring ious a he if			
4.	Personnel Management	1	2	3	4	5	N/			

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						Α				
 Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner. 						\square				
 Effectively leads collective bargaining. Informs and advises the Select Board as appropriate in matters of collective bargaining and grievance proceedings. 			\boxtimes							
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.										
 Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth. 						\boxtimes				
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.			\boxtimes							
Comments: I do not have enough knowledge to comme specific management of Town staff. The 360 reviews inc collaborative, consensus-driven approach, with no micro	dicate	e a su	pport	tive,		part.				
In collective bargaining, Henry has completed contract negotiations with most, but not all, unions. Most of those that have signed required some form of mediation to reach agreement. While this level of progress is not unusual around union negotiations, I had hoped the unity and collective purpose from the pandemic might carry over into union negotiations more.										
In hindsight, I wish the Select Board had been made more aware of some of the staffing challenges/shortfalls various departments have experienced in the past year. We can't work toward developing solutions if we're not made aware that the problem exists.										
There is strong agreement that Henry involves many voices and perspectives in his decisions, and strives toward a consensus decision that includes all viewpoints/risks. He supports staff and is able to take a hands-off approach with them.										

5. Financial Management	1	2	3	4	5	N/ A
a. Employs a comprehensive and transparent process			\square			

of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.										
 Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures. 			\boxtimes							
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.			\boxtimes							
d. Presents budget information to the Select Board, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.		\bowtie								
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.		\boxtimes								
Comments: Henry is a process-oriented guy. The budget process is a relatively straightforward one. This year, I think the budget presentation could have been improved – it focused on what additional requests were cut to meet the budget requirements. I wish there had been more discussion around how the levels of service changed (or not) and how priorities were set. Regarding alternative funding, I think the Select Board could have used more support in developing ARPA recommendations, and there were some outside funding opportunities that could have gone more smoothly.										

6.	General Management and Planning	1	2	3	4	5	N/ A
a.	Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.						
b.	Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.						
C.	Supervises and maintains in good order financial, personnel, and other records and documents.				\square		
d.	Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By- laws, and with Select Board policies and						

Attachment8.b: Town_Manager_Reviews_combined_SB (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

procedures.	
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Comments: Henry provides leadership and support within the organization. The Town Master Plan and various other documents provide a long-range and strategic planning roadmap. I'm a little worried that the Master Plan has lost momentum and is not being folded into Town operations as much as it could be, so in the future I would like to see Henry do more to help prioritze and plan for how to achieve these goals

The implementation of a new capital planning process got off to a bit of a bumpy start this year but I am hopeful it will smooth out in coming years.

There's no question Henry is a process-oriented person and keeps things in good order and in adherence to relevant laws, rule, regulations, bylaws, etc. I like how he has organized things like the Fee Schedule, bylaw listings, etc.

7. Progress on Town Manager Goals	1	2	3	4	5	N/ A
a. Manages priorities effectively.				\square		
 Explains to the Board how unanticipated issues and challenges affect achievement of goals. 			\boxtimes			
c. Creatively develops resources to support goal implementation.			\boxtimes			
d. Plans for strategic use of limited resources.			\square			
e. Sets ambitious but realistic targets.			\boxtimes			

Comments: Priorities come at Henry like water from a firehose. I appreciate and am grateful for how he manages everything that comes at him.

He is still learning the municipal world and there are opportunities for growth for him around prioritization, outside-the-box thinking, and in anticipating questions that will be asked and providing immediate responses. In some cases there topics that have bogged down the Select Board that I believe could have been resolved sooner if the Town Manager was more involved in the meetings.

The list of additional staff requests that were cut to meet the budget requirements is an example of how there could be better strategic use of limited resources – what is the one position that should be added in first? How to prioritize or plan to fund the filling of these unmet needs wasn't addressed.

Ch	arlie Russo					
8.	Personal Qualities and Characteristics	1	2	3	4	5
a.	Maintains high standards of ethics, honesty, integrity, and sound professional judgement.					\boxtimes
b.	Represents the Town in a professional manner at all times.				\boxtimes	
C.	Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.				\boxtimes	
d.	Displays creativity and innovation.			\square		
e.	Maintains a high level of ongoing professional development.				\boxtimes	

Comments: Henry clearly maintains high standards of ethics, honesty, and integrity, with his professional experience and judgement growing. The constantly changing nature of the job requires flexibility. He is stoic and good humored in the face of conflict; I sometimes wish he played a more active role defusing tense situations.

He has continually worked on ongoing professional development, although the last update I received there were recommended professional development courses that his contract calls for that I think would buttress his weaknesses (e.g., MC Public Purchasing Official) that he has not taken in favor of other professional development that play more to his strengths. I recommend closing out the credentialing recommended in the contract.

9. Overall Rating	1	2	3	4	5	N/ A
Overall, the Town Manager performs at the following level.			\boxtimes			

Comments: Spend any amount of time with him, and it is quickly obvious that Henry is a man of integrity, with experience leading people. He is mission focused and process focused, and this helped during the COVID pandemic. Post-pandemic, the mission is less singular and obvious, and the various interests in Town competing for

N/ Α

limited resources have reappeared. Managing and priorizing these competing interests requires emphasis on a different set of skills than managing through a pandemic. The Town has a significant amount of one-time money to allocate – approximately \$12 million, between ARPA and Free Cash – that is still not enough to meet all the funding requests. Handling this requires and understanding of the short- and long-term goals of the Town (the mission & vision), and an understanding of how to prioritize to reach those goals. This is an area of potential growth for Henry.

TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

Instructions

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Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

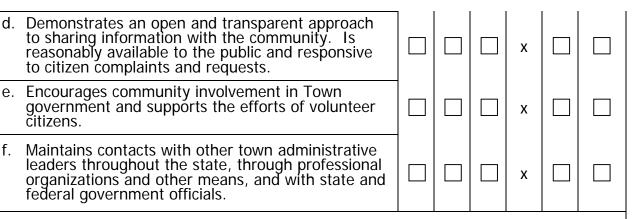
The Town Manager's work performance is consistently excellent when compared to the standards of the job.

1.	Vision and Community Leadership	1	2	3	4	5	N/ A			
а.	Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.				х					
b.	Works with the Select Board to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.			х						
C.	Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.				х					
d.	Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.					х				
Comments: Henry continues to show strong vision and leadership. For (b) I would have scoredHhim higher but I do not believe the Select Board did a good job in creating or communicating goals to Henry. This in this case I think Henry did the best he could with what he had to work with.										
Co fac	As for being open to input and participation I think Henry's interaction with the Commission on Disability shows just how open he is. The ConD gets more face to face time than any individual Select Board member, outside of the Chair, and he reports to us!									

2.	Communications/Public Relationships	1	2	3	4	5	N/ A
а.	Projects a positive image in the community.					х	
b.	Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).				х		
C.	Develops a positive relationship with the press and uses various media, including social media, effectively.			х			

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d.

f.

Comments: Henry always projects a positive image in the community and I believe he is held in high regard by the public. His communication with the Board is timely and with the right level of detail – in the past year he has condensed his messaging down and simplified it which I appreciate. I would like to see Henry establish a relationship with the local press as it could help to get information out to the public. Also, while the Town's social media presence is good our website is in need of an overhaul and I would hope that is something Henry's staff would tackle in the coming year.

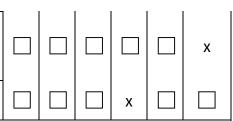
Henry makes himself available to the public, and in some cases too much so. In the past I have given this advice and will again – have an open door policy but not a revolving door. There are a small number of citizens that I believe feel they need constant and total access to the Town Manager and this is simpply not the case. The Town Manager should be, and is, available to the public but he does not answer to them...he answers to the Board. This is a fine line to balance but I have seen Henry get better at it and to actually say no when necessary.

Henry encourages involvement where appropriate and I know he maintains relationships with his peers and other government officials outside of Sudbury.

3. Select Board Support/Relations	1	2	3	4	5	N/ A
 Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis. 		х				
 Implements the Select Board's policies and directives. 				х		
 Maintains a professional working relationship with the Select Board, promoting a climate of mutual respect and trust. 					х	
 Keeps Board members informed of issues and activities in Town government and in the community. 				х		

8.b

- e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.
- f. Helps the Board use Town Counsel to effectively achieve Town goals.



Comments: This is perhaps the most interesting section if this review. The actions of certain Board membes toward Henry in the past year are nothing short of abhorrent, and frankly an embarrasment. How Henry maintains his composure and professionalism is beyond me and a testament to his personality and fortitude. Thus I score him a 5 in section (c). I have though observed a backslide in his participation and thus score him a 2 in section (a). This is more of a reflection on the Board, and in particular certain members, as they seem to be going out of their way to make Henry's life miserable. A lesser person would have quit by now, which in my heart is what I believe these members want. But Sudbury needs Henry to rise up here and become an equal voice in Select Board meetings rather than answering questions where asked.

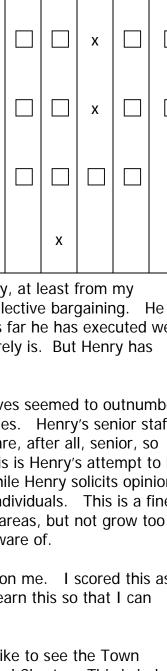
Henry does a good job of keeping us informed of issues and as previously mentioned has condensed his messaging style which is appreciated.

I cannot comment on Henry's working with the Chair as I was not in that role at all this cycle, thus this is an N/A. Agendas, in the past year in particular, have been unweildly and impossible to accomplish in one meeting, and more often than not items have been pushed to subsequent meetings even after meeting for 5+ hours. I suspect this has more to do with the Chair than with Henry, however my hope if that Henry would be advising as to a workable agenda...whether or not the Chair listens is up to them. Similarly meeting materials often come out late. I for one cannot review materials that come out within a few hours of meetings as I am generally coming to meetings straight from work. My hope is that materials would be locked down 24 hours in advance, and it not available the Board (through the Chair) would have the discipline to not accept inside of the window and automaticlaly defer to the next meeting.

As for the use of Town Counsel I find Henry's actions to be approriate and timely.

Hang in there Henry. The Board, and Sudbury, needs your leadership.

4. Personnel Management	1	2	3	4	5	N/ A
 Establishes procedures and practices for hiring, supervision, promotion, and termination that 				х		



8.b

support the Town and are implemented in a consistent and fair manner.
b. Effectively leads collective bargaining. Informs and advises the Select Board as appropriate in matters of collective bargaining and grievance proceedings.
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.

Comments: Henry continues to manage his staff approriately, at least from my perspective. He also had the opportunity this cycle to do collective bargaining. He brought ideas to the Board, we gave him feedback, and thus far he has executed well. It certianly has not been without bumps in the road, as it rarely is. But Henry has done well in this area thus far.

For section (c) we got interesting 360 feedback. The positives seemed to outnumber the negative considerably, but the negatives had some themes. Henry's senior staff does not seem to be treated the same as junior staff...they are, after all, senior, so that is somewhat understandable. I do think though that this is Henry's attempt to be inclusive so it is somehting he should be aware of. Also, while Henry solicits opinions before making decisions he may rely too heavily of certain individuals. This is a fine line – he should trust his staff and the professionals in their areas, but not grow too dependent on them. Again this is feedback he should be aware of.

I still am not privy to his staff evaluation process but that is on me. I scored this as NA but did nothing on my end to rectify. I will attempt to learn this so that I can weigh in next cycle.

Finally, for (e) while I have seen improvement I still would like to see the Town Manager as as he is empowered to under the Town Bylaw and Charter. This is indeed a delicate balance – we certainly want public input, but also it is just that, input. And it should be taken equally and not in concentration from a few certain individuals. Last cycle I called this a tightrope, which it is. Henry is still walking it just fine but I am hopeful for continued growth.

5.	Financial Management	1	2	3	4	5	N/ A			
а.	Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.				х					
b.	Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.				х					
C.	Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.				х					
d.	Presents budget information to the Select Board, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.				х					
e.	Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.			х						
de: bu ha	Comments: In year one Henry exceeded my expectations in this area. It was a self described "steep climb" but one climbed well. Progress here continues in most areas, but one area I'd like to see Henry work on is (e) alternative funding sources. We happened to have a lot of free cash this year but it doesn't mean we have to spend it all. Likewise, debt was pulled inside of the levy but only after prodding from FinCom									

happened to have a lot of free cash this year but it doesn't mean we have to spend it all. Likewise, debt was pulled inside of the levy but only after prodding from FinCom and the Select Board. I am hopeful that Henry will look first to these opportunites, and I'm certain he will.

We have maintained our AAA bond rating during a state of emergency and have won various finacial management awards...that says quite a lot here.

6. General Management and Planning	1	2	3	4	5	N/ A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.				х		

 Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs. 					х				
c. Supervises and maintains in good order financial, personnel, and other records and documents.				х					
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By- laws, and with Select Board policies and procedures.				х					
Comments: Strategic planning and identifying long range capital needs have improved – DPW set the pace and I am starting to see it in other areas. Records seem to be in order (see earlier comment re: financial reporting awards). As for Town bylaws, P&Ps, etcHenry is on top of these items. I look to the Open Meeting Law discussions around subcommittees as an example of Henry educating the Board on what is proper. That is appreciated and I hope to see more of it as our Board could certainly use the help.									

7. Progress on Town Manager Goals	1	2	3	4	5	N/ A
a. Manages priorities effectively.				х		
b. Explains to the Board how unanticipated issues and challenges affect achievement of goals.				х		
c. Creatively develops resources to support goal implementation.			х			
d. Plans for strategic use of limited resources.				х		
e. Sets ambitious but realistic targets.				х		

Comments: Goals are an interesting topic. I do nto believe the Board did a good job this cycle developing and communicating expectations to Henry. Thus I think he did the best he could with what he had to work with. He prioritizes well, and while he communicated unanticpated issues to us as mentioned previously I'd like to see Henry be more vocal and participatory. Running a town is all about doing more with less and Henry does that well. Resources are thin but they tend to always be so. He advocates for his staff well and generally communicates to us what is feasible and realistic.

8. Personal Qualities and Characteristics	1	2	3	4	5	N/ A	
 Maintains high standards of ethics, honesty, integrity, and sound professional judgement. 					х		
b. Represents the Town in a professional manner at all times.					х		
 Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations. 					х		
d. Displays creativity and innovation.				х			
e. Maintains a high level of ongoing professional development.					х		
Comments: Henry knocks it out of the park here, and frankly I don't know how he							

Comments: Henry knocks it out of the park here, and frankly I don't know how he maintains calm and professional given how is is often treated in our meetings. He is of top notch character and integrity and represents the Town as such. For managing crisis he walked right into a bonafide state of emergency and ran the Town well.

I'd like to see Henry stretch in terms of creativity and innovation but I am certain that will come with time.

Finally, I am impressed that Henry always wants to continue his professional development. In a couple of cases this year I found member of our Board to be ticky-tacky, nit-picky, and downright inflexible when Henry disclosed that he was writing a book on his own time and taking classes that while would be good for Henry and the Town may not have been exactly what was laid out upon his hire. Here I will just say keep doing what you are doing, Henry. You, and we, will be better for it.

9. Overall Rating	1	2	3	4	5	N/ A

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8	-	b	

Overall, the Town Manager performs at the following		X	
level.		х	

Comments: Thank you for hanging in there Henry. We are not an easy group to work with and we desperately need your leadership. I look forward to the coming year and hopefully many more.

Dan Carty March 30, 2022

TOWN OF SUDBURY

TOWN MANAGER EVALUATION FORM

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Select Board members are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

Rating Scale (1-5)

(1) <u>Below Expectations/Unsatisfactory</u>:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

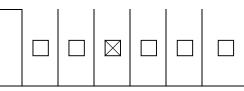
1.	Vision and Community Leadership	1	2	3	4	5	N/A
a.	Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.		\boxtimes				
b.	Works with the Select Board to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.		\boxtimes				
c.	Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.		\boxtimes				
d.	Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.						
Co	mments: As stated in the 6 mo and 1 yr evaluation, I woul	d like	Towr	n Man	ager I	Hayes	to

Comments: As stated in the 6 mo and 1 yr evaluation, I would like Town Manager Hayes to provide a forward-looking plan to the Board, providing his thoughts on long-range planning and critical issues facing the town. The role of Town Manager, particular a strong Town Manager, is much more complex than serving only as a manager of staff. I have seen Town Manager Hayes struggle this past year with his dealings with Boards/Committees/Commissions and other volunteers and residents and that he has not been able to move important plans and goals forward proactively without significant assistance.

2.	Communications/Public Relationships	1	2	3	4	5	N/A
a.	Projects a positive image in the community.		\boxtimes				
b.	Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).						
c.	Develops a positive relationship with the press and uses various media, including social media, effectively.		\boxtimes				
d.	Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.						
e.	Encourages community involvement in Town government and supports the efforts of volunteer citizens.		\boxtimes				

Attachment8.b: Town_Manager_Reviews_combined_SB(5184:Discussion on Town Mgr 360-Degree assessment and evaluation)

f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.



Comments: I believe this is an area that hasn't improved as much as I would have preferred. Town Manager Hayes has been reluctant to provide information in a timely way to the community. The status of the Fairbank Community Center and Fire Station are two examples. The Select Board and other committees/commissions have had to ask a number of times for information about the status of these projects. It has led to confusion that could have been avoided with more clear communication by the TM as the project lead. Another example is the confusion surrounding a request from a state legislator about a potential earmark for Sudbury.

3. Sele	ct Board Support/Relations	1	2	3	4	5	N/A
reco	ers professional advice, including appropriate ommendations and alternatives, based on thorough dy and analysis.	\boxtimes					
b. Imp	elements the Select Board's policies and directives.		\square				
c. Mar Sele trus	intains a professional working relationship with the ect Board, promoting a climate of mutual respect and it.		\boxtimes				
d. Kee in T	eps Board members informed of issues and activities fown government and in the community.	\square					
add mat	rks with the Chair to establish an agenda that resses issues in a timely manner. Provides support erials and sufficient lead time to allow for informed ision-making and policy formation.		\boxtimes				
	ps the Board use Town Counsel to effectively ieve Town goals.		\boxtimes				

Comments: I appreicate that Town Manager Hayes provides update emails to the Board. However, I believe it would be helpful to have the topics summarized as opposed to simply forwarding on numerous documents that do not require the Board to review every document. It is often not clear how much of a deep dive the Board needs to take or what action is being requested by the Town Manager. There are still times that I have to seek clarification from Town Counsel on agenda topics that are put forward by the Town Manager.

In my opinion, the Board too often needs to ask the Town Manager to clarify his comments. Or when asked questions in our meetings, the Town Manager doesn't have the information available or will defer to other staff.

approval process to be confusing this year and that they expected the Town Manager to have advanced his understanding of municipal government and finance by now. Also, when conflicts arise, the Town Manager will listen but is not able to help resolve the issue and leaves it to employees figure out and resolve their own issues. One final comment appears to demonstrate that the Town Manager has not advanced his knowledge as expected would be expected after two years in the position: "The Town Manager relies heavily on others knowledge and opinions when making decisions."

5. Financial Management	1	2	3	4	5	N/A			
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.									
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.									
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.									
d. Presents budget information to the Select Board, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	\boxtimes								
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.									
Comments: The Town Manager did not appear to have mastery of this year's Town Meeting Warrant, providing the Select Board with Articles that requested more free cash than was available and a nuymber of Articles needed to be withdrawn immediately. The process appeared rush and the Town Manager did not appear to have a handle on the process. He leaned heavily on staff to respond to questions by the Board and other committees. The warrant should									

have been better proofed by the Town Manager prior to being presented to the Board for approval. There are professional development opportunities that have been offered to the Town Manager that I believe would have been helpful to him but I'm not aware that he has taken advantage of them such as the Massachusetts Certified Public Purchasing Official certification and the MMA-Suffolk Municipal Finance Management seminar.

6. General Management and Planning	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.		\boxtimes				
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.		\boxtimes				

c. Supervises and maintains in good order financial, personnel, and other records and documents.		\boxtimes		
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Select Board policies and procedures.		\boxtimes		

Comments: Town Manager Hayes has shifted from emergency response to the COVID pandemic to the day-to-day management of the Town's operations. I have not seen plans for addressing ADA issues as identified in the assessment or heard more about the plans for the structures at Broadacres. I have requested a draft of the 5-year capital plan but still have not received it. Seeing this plan would better inform me in this area.

7. Progress on Town Manager Goals	1	2	3	4	5	N/A			
a. Manages priorities effectively.						\boxtimes			
b. Explains to the Board how unanticipated issues and challenges affect achievement of goals.						\boxtimes			
c. Creatively develops resources to support goal implementation.						\boxtimes			
d. Plans for strategic use of limited resources.						\square			
e. Sets ambitious but realistic targets.						\boxtimes			
Comments: Similar to 2021, the Town Manager has chosen to provide his self-assessment after the Board provides its evaluation therefore we do not have an update on his goals.									

8. I	Personal Qualities and Characteristics	1	2	3	4	5	N/A
a.]	Maintains high standards of ethics, honesty, integrity, and sound professional judgement.			\boxtimes			
	Represents the Town in a professional manner at all times.		\boxtimes				

8.b

c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.		\square		
d. Displays creativity and innovation.	\square			
e. Maintains a high level of ongoing professional development.		\boxtimes		
Comments: This is an area that needs improvement.				

9. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.		\boxtimes				
Comments: My scores indicate an average of 1.94						

TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

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Rating Scale (1-5)

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The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

1.	Vision and Community Leadership	1	2	3	4	5	N/A		
a.	Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.					□ x			
b.	Works with the Select Board to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.					□ x			
C.	Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.					x			
d.	Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.					×			
Se	Comments: Henry has consistently stayed true to the mission of keeping Sudbury Secure, Serviced, Strong. He manages staff in support of Select Board goals. His Municipal Minutes and Town Manager office hours are examples of his community								

outreach.

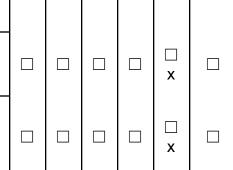
2.	Communications/Public Relationships	1	2	3	4	5	N/A
a.	Projects a positive image in the community.					□ x	
b.	Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).				×		
C.	Develops a positive relationship with the press and uses various media, including social media, effectively.				×		
d.	Demonstrates an open and transparent approach to sharing information with the community. Is					□ x	

Attachment8.b: Town_Manager_Reviews_combined_SB (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

 reasonably available to the public and responsive to citizen complaints and requests.

 e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.

f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.



Comments: Henry has positive relationships with the public and with government leaders around the state. He exudes positive energy and confidence and encourages community involvement. Opportunities include crisper presentation of information.

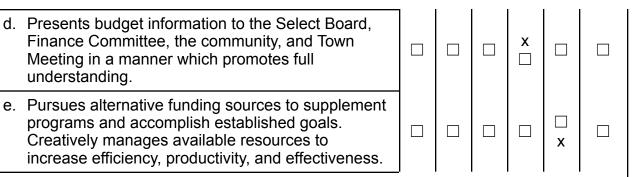
3. Select Board Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.				□ x		
b. Implements the Select Board's policies and directives.					x □	
c. Maintains a professional working relationship with the Select Board, promoting a climate of mutual respect and trust.					x □	
d. Keeps Board members informed of issues and activities in Town government and in the community.					x □	
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.				□ x		
f. Helps the Board use Town Counsel to effectively achieve Town goals.			□ x			
Comments: Henry bends over backwards to follow the fault). I've had nothing but professional interactions with meetings could benefit from working with Select Board C schedule.	ו Hen	ry. S	elect	Boar	d	

4.	Personnel Management	1	2	3	4	5	N/A
a.	Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.						x□
b.	Effectively leads collective bargaining. Informs and advises the Select Board as appropriate in matters of collective bargaining and grievance proceedings.					×	
C.	Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.				□ x		
d.	Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.						x□
e.	Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.					x	
Сс	omments: Henry manages staff effectively.	_	-	-	-	-	

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.				×		
 Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures. 					×	
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.					x	

Attachment8.b: Town_Manager_Reviews_combined_SB (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

8.b



Comments:

Under Henry's leadership, Town of Sudbury finances have been well managed.

6. General Management and Planning	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.				×		
 Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs. 				×		
c. Supervises and maintains in good order financial, personnel, and other records and documents.					□ x	
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Select Board policies and procedures.					□ x	
Comments: Henry emphasizes compliance, and ma operations. The Town updated Master Plan during his te expanding staffing and facility needs to support town's g the BFRT coming online.	erm, a	and⊢	lenry	antic	ipate	

7. Progress on Town Manager Goals	1	2	3	4	5	N/A
a. Manages priorities effectively.					×□	

 Explains to the Board how unanticipated issues and challenges affect achievement of goals. 			□ x		
 Creatively develops resources to support goal implementation. 			□ x		
d. Plans for strategic use of limited resources.				□ x	
e. Sets ambitious but realistic targets.				□ x	
Comments: Henry understands resource constraints, to mission and high priority goals with appropriate urgency.	everth	eless	s sticł	ks to t	the

8. Personal Qualities and Characteristics	1	2	3	4	5	N/A
 Maintains high standards of ethics, honesty, integrity, and sound professional judgement. 					x	
 Represents the Town in a professional manner at all times. 					x □	
 Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations. 					x □	
d. Displays creativity and innovation.				x □		
e. Maintains a high level of ongoing professional development.					□ x	
Comments: Henry's character is commendable, and he professionalism in all of his interactions.	e den	nonst	rates			

9. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.					x	
Comments: Henry's performance has been commendal fortunate to have a leader of his caliber.	ble. S	Sudbu	iry is	extre	mely	

Attachment8.b: Town_Manager_Reviews_combined_SB (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)

								c	ount			
1. Vision and Community Leadership	Roberts	Russo	Dretler	Carty	Schineller A	Average	1	2	3	4	5	
a) Mission and Vision	2			-	5	3.2	0	2	1	1	1	
b) Develop Goals	3	3	2	3	5	3.2	0	1	3	0	1	
c) Translate Goals to Implementation	2	3	2	4	5	3.2	0	2	1	1	1	
d) Creates open environment	2	4	1	5	5	3.4	1	1	0	1	2	
						3.3						
2. Communications/Public Relations												
a) Projects positive image	3	4	2	5	5	3.8	0	1	1	1	2	
b) Communicates vision	2	3	1	4	4	2.8	1	1	1	2	0	
c) Media presence	3	3	2	3	4	3.0	0	1	3	1	0	
d) Transparent approach	2	3	1	4	5	3.0	1	1	1	1	1	
e) Encourages community involvement	2	3	2	4	5	3.2	0	2	1	1	1	
f) Contacts outside the town	3	4	3	4	5	3.8	0	0	2	2	1	
						3.3						
3. Select Board Support/Relations												
a) Offers professional advice	2	3	1	2	4	2.4	1	2	1	1	0	
b) Implements policies and directives	3	3	2	4	5	3.4	0	1	2	1	1	
c) Maintains professional working relationship	3	3	2	5	5	3.6	0	1	2	0	2	
d) Keeps the Board informed	3	4	1	4	5	3.4	1	0	1	2	1	
e) Works with the Board to establish an agenda	3		2		4	3.0	0	1	1	1	0	
f) Uses Town Counsel effectively	3	3	2	4	3	3.0	0	1	3	1	0	
						3.1						
4. Personnel Management												
a) Establishes consistent procedures and practices				4		4.0				1		
b) Collective bargaining	3	3	3	4	5	3.6	0	0	3	1	1	
c) Develops staff, promotes teamwork, and delegates	4	4	2	4	4	3.6	0	1	0	4	0	
d) Implements staff evaluation process			3			3.0	0	0	1	0	0	
e) Promotes staff openness to public involvement	2	3	2	3	5	3.0 3.4	0	2	2	0	1	
5. Financial Management						5.4						
a) Comprehensive and transparent budgeting	2	3	2	4	4	3.0	0	2	1	2	0	
b) Budget forecasting, accounting and control	3	3	2	4	5	3.4	0	1	2	1	1	
c) Timely annual budget	3	3	2	4	5	3.4	0	1	2	1	1	
d) Presents budget information to boards and citizens	2	2	1	4	4	2.6	1	2	0	2	0	
e) Pursues alternate funding sources	2	2	1	3	5	2.6	1	2	1	0	1	
						3.0						
6. General Management and Planning										_		
a) Provides leadership, motivation and support	2	-			4	3.0			1			
b) Monitor maintenance, repairs and improvement	3				4	3.4	0	1	2	1	1	
c) Maintains orderly financial, personnel and other records		4			5	4.0	0	0	1	2	1	
d) Administers town in accordance with applicable law	3	4	3	4	5	3.8	0	0	2	2	1	
7. December 27. Manager Carda						3.6						
7. Progress on Town Manager Goals	2				-	2.0	0	4	•	2	4	
a) Manages priorities effectively	2			4	5	3.8	0	1	0	2	1	
b) Explains unanticipated issues to the Board		3		4	4	3.7	0	0	1	2	0	
c) Creatively develops resources to achieve goals		3		3	4	3.3	0	0	2	1	0	
d) Plans strategic use of limited resources	2	3		4 4	5 5	4.0 3.5	0	0	1 1	1	1	
e) Sets ambitious but realistic targets	2	5		4	5	3.5 3.7	0	1	T	1	1	
8. Personal Qualities and Characteristics												
a) Maintains high ethical standards and sound judgement	3	5	3	5	5	4.2	0	0	2	0	3	
b) Represents the Town in a professional manner	3	4	2	5	5	3.8	0	1	1	1	2	
c) Displays flexibility, manages conflict, handles crisis	2	4	2	5	5	3.6	0	2	0	1	2	
d) Displays creativity and innovation	2	3	1	4	4	2.8	1	1	1	2	0	
e) Maintains high level of professional development	3	4	2	5	5	3.8	0	1	1	1	2	
						3.6	8	39	52	48	34	
Overall Average Rating	2.6				4.6	3.3						
Overall Ranking Marked in Evaluation	2.6	3	1.94	4	5	3.3						

Attachment8.c: Town Manager Review Quant Tally 04.04.22 (5184 : Discussion on Town Mgr 360-Degree assessment and evaluation)



MISCELLANEOUS (UNTIMED)

9: Annual Town Meeting action

<u>REQUESTOR SECTION</u> Date of request:

Requested by: Patty Golden

Formal Title: Discussion on 2022 Annual Town Meeting: logistics; order and consent calendar; positions on articles. Also vote to approve the Annual Town Meeting Warrant (~35 min.)

Recommendations/Suggested Motion/Vote: Discussion on 2022 Annual Town Meeting: logistics; order and consent calendar; positions on articles. Also vote to approve the Annual Town Meeting Warrant (~35 min.)

Background Information: attached articles list and draft warrant

Financial impact expected:

Approximate agenda time requested: 35 minutes

Representative(s) expected to attend meeting:

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04/05/2022 6:30 PM

#	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendai
	IN MEMORIAM RESOLUTION		Schineller								
	FINANCE/BUDGET										
1	Hear Reports	Select Board	Citizen	5-0	n/a					Majority	
			Town	Rpt at	Rpt at				Will Report at		
2	FY22 Budget Adjustments	Select Board	Manager	ATM	ATM				ATM	Majority	
3	FY23 Budget	Town Manager		5-0	8-0			Tax Levy	\$109,966,439	Majority	
4	FY23 Capital Budget	Town Manager		5-0	8-0			Tax Levy	\$1,036,274	Majority	
5	FY23 Transfer Station Enterprise Fund Budget	Town Manager		5-0	9-0			Enterprise Fund	\$317,675	Majority	
6	FY23 Pool Enterprise Fund Budget	Town Manager		5-0	7-0			Enterprise Fund	\$503,353	Majority	

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						Report SB				
# Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calenda
# Article fille	Submitted by	Flesentei	POSICION	POSICION	POSICION	atATIVI	Jource	Amount	VOLE	Calefiual
										Y
FY23 Recreation Field Maintenance Enterprise							Enterprise			
7 Fund Budget	Town Manager		5-0	9-0			Fund	\$235,885	Majority	
			Rpt at					Will Report at		
8 FY22 Snow & Ice Transfer	Town Manager		ATM					ATM	Majority	
	-		Rpt at					Will Report at		
9 Unpaid Bills	Town Accountant		ATM 5-0	9-0			Chata	ATM	Four-fifths	V
10 Chapter 90 Highway Funding	DPW Director		5-0	9-0			State		Majority	Y
11 Stabilization Fund	Select Board	Carty	5-0	7-0			Free Cash	\$40,409	Majority	Y
							Spending	+ · · · · · · · · ·		
12 FY23 Revolving Fund Spending Limits	Finance Director		5-0	9-0			Limit		Majority	Y
13 Capital Stabilization Fund	Town Manager		5-0	8-0			Free Cash	\$500,000	Majority	
MISCELLANEOUS										
GO Sudbury! Taxi and Uber Transportation			Rpt at							
14 Programs for FY23	Select Board	Carty	ATM	9-0			Free Cash	\$100,000	Majority	
Funding of Operations for Passive Recreation										
Requirements of the Sewataro/Liberty Ledge		Town	Rpt at	Rpt at						
15 Property.	Select Board	Manager	ATM	ATM			Free Cash	\$155,000	Majority	
Funding of a Land Use Consultant for the	Calact Deard	Duran	Rpt at	Rpt at			Free Ceeh	¢100.000		
16 Sewataro/Liberty Ledge Property	Select Board	Russo Town	ATM	ATM			Free Cash	\$100,000	Majority	
17 24 Hudson Road - Release of Easement	Select Board	Manager	5-0	n/a					Majority	Y
Transfer of Tax Possession Parcel to the Park &		Manager	50	ny a					wiajonity	I
18 Recreation Commission	Select Board	Suedmeyer	5-0	n/a						
Bruce Freeman Rail Trail Phase 2D - Acquisition				Rpt at						
19 of Land	Select Board	Suedmeyer	3-2	ATM			Free Cash	\$15,000		
Bruce Freeman Rail Trail Phase 2D - Grant of				Rpt at						
20 Easements	Select Board	Suedmeyer	5-0	ATM					Two-thirds	
		Town								
21 Street Acceptance - Huckleberry Lane	Select Board	Manager	5-0	n/a					Two-thirds	

							Report				
		Sponsor/	Article	SB	FinCom	CIAC	SB position	Funding	Requested	Required	Consent
#	Article Title	Submitted by	Presenter	Position	Position	Position	at ATM	Source	Amount	Vote	Calenda
	Fairbank Community Center Audio-Visual	-									Y
22	Equipment Funding	Select Board	Roberts		4-4	4-0		Free Cash	\$300,000	Majority	
	Fairbank Community Center Furniture, Fixtures,				Rpt at						
23	Equipment Funding (FF&E)	Select Board	Dretler		ATM	4-0		Free Cash	\$200,000	Majority	
	Additional Funding: Construction of Fire Station										
24	No. 2 Housing/Living/Office Area.	Fire Chief		5-0	7-1	5-0-1		Free Cash	\$950,000		
	Amend General Bylaws - Enable Electronic										
25	Voting at Town Meeting	Town Clerk		5-0	n/a						
	Sudbury Public Schools HVAC Repairs and	SPS School									
26	Replacements	Committee		5-0	8-0	6-0		Free Cash	\$455,000	Majority	
	Noyes Elementary School - Classroom Sinks	SPS School									
27	Replacement	Committee		5-0	8-0	6-0		Free Cash	\$130,000	Majority	
	Lincoln-Sudbury Regional High School Chain	LS School									
28	Link Fence Replacement	Committee		5-0	8-0-1	5-0-1		Free Cash	\$139,443	Majority	Y
	Amend the Process for Creating New Local	Historic Districts									
29	Historic Districts	Commission			n/a						
	Amend Zoning Bylaw, Article IX: Insert Section										
30	2328. Fences	Planning Board		5-0	n/a					Two-thirds	
	Amend General Bylaws, Article V (F)										
31	Stormwater Management	Planning Board		5-0	n/a					Two-thirds	
		Cambinad			Det et						
		Combined			Rpt at	1.0		Free Cash	¢200.000		
32	ADA Transition Plan Recommendation	Facilities Director			ATM	4-0		Free Cash	\$200,000	Majority	
		Combined									
	Filtration Systems for Atkinson Pool	Facilities Director		4-1	7-2	6-0		Free Cash	\$160,000	Maiority	
55		Facilities Director		4-1	1-2	6-0		Free Cash	\$100,000	Majority	<u> </u>
	On-call Architectural & Engineering "House	Combined				4-0 no					
2/	Doctor" Services	Facilities Director		2-3	1-8	position		Free Cash	\$100,000	Majority	
54				2-5	1-0	position			÷100,000	ινιαjυπτγ	<u> </u>
	Authorization to Proceed with DPW Facility	Combined									
25	Solar Project	Facilities Director		5-0	n/a						
55		Public Works		50	17.0						
36	Backhoe Loader	Director		5-0	9-0	6-0		Free Cash	\$150,000	Majority	Y
- 30			I	5-0	5-0	0-0	I		τJ0,000	ινιαjυπτγ	

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							Report SB				
		Sponsor/	Article	SB	FinCom	CIAC	position	Funding	Requested	Required	Consent
#	Article Title	Submitted by	Presenter	Position	Position	Position	at ATM	Source	Amount	Vote	Calenda
		Public Works									Y Y Y
37	6-Wheel Combo Body Dump Truck w/Plow	Director		5-0	9-0	6-0		Free Cash	\$285,000	Majority	Y
		Public Works									
38	Skid Steer	Director		5-0	9-0	6-0		Free Cash	\$130,000	Majority	Y
				Withdra							
39	WITHDRAWN			wn 5-0							
				Withdra							
40	WITHDRAWN			wn 5-0							
		Public Works									
41	Roadside Mower	Director		5-0	9-0	6-0		Free Cash	\$140,000		Y
	Townwide Drainage and Roadway	Public Works								Two-thirds	
42	Reconstruction.	Director		4-0-1	8-0	4-0		In-Levy Debt	\$3,500,000	if Borrowed	
				Withdra							
43	WITHDRAWN			wn 5-0							
				Withdra							
44	WITHDRAWN			wn 5-0							
	Old Framingham Road/Nobscot Road Walkway	Public Works									
45	Extension Project - Easements	Director		5-0	n/a					Two-thirds	
	Old Framingham Road/Nobscot Road Walkway	Public Works									
46	Extension Project	Director		4-1	5-2-1	3-0-1		Free Cash	\$700,000	Majority	
	CPC ARTICLES										
	Community Preservation Act Fund - Bruce										
	Freeman Rail Trail Design and Construction				Rpt at						
47	North of Mass Central Rail Trail	CPC			ATM	tabled		CPC	\$500,000	Majority	
						4-0 to					
	Community Preservation Act Fund - Bruce					support					
					Distat	\$175,000					
40	Freeman Rail Trail Design and Construction	6D.6			Rpt at	North of		6D.6	¢200.000		
48	South of Mass Central Rail Trail	CPC		3-2	ATM	Rt20		CPC	\$300,000	Majority	
40	Community Preservation Act Fund - Historic	60.6			4.5			606	450.000		
	Districts Commission Design Guidelines	СРС			4-5			CPC	\$50,000	Majority	
	Community Preservation Act Fund - Libby-	60.6		5.0				606	<u> </u>		
50	Dickson Conservation Restriction Monitoring	CPC		5-0	9-0			CPC	\$9 <i>,</i> 454	Majority	Y

							Report SB				
#	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendai
											Y
					Per						
					spreadsh						
					eet, Rec						
					Aprvl,						
	Community Preservation Act Fund - Open Space				vote not						
	& Recreation Plan and Athletic Fields Needs				known at						
51	Assessment & Master Plan	CPC		5-0	this time			СРС	\$100,000	Majority	
	Community Preservation Act Fund - Regional								. ,	. ,	
	Housing Services Office (RHSO) Membership										
52	Fee	СРС		5-0	9-0			СРС	\$30,000	Majority	Y
	Community Preservation Act Fund - Sudbury										
	Housing Authority Acquisition, Creation,										
	Preservation, and Support of Affordable Rental										
53	Housing	CPC		5-0	9-0			СРС	\$276,600	Majority	Y
	Community Preservation Act Fund - Town Clock										
54	Restoration	СРС		5-0	7-2			CPC	\$16,000	Majority	Y
	Community Preservation Act Fund - Return of	6 5 6		5.0				60.6			
55	Unspent Funds	СРС		5-0	9-0			СРС	\$68,875.75	Majority	Y
EC	Community Preservation Act Fund - General Budget and Appropriations	СРС		5-0	9-0			СРС	\$2,766,000	Majority	v
30	PETITION ARTICLES			5-0	9-0			CFC	şz,700,000	νιαjυπτγ	T
	Hire Land Use Consultant for Liberty Ledge/			Rpt at	Rpt at						
57	Sewataro Property	Len Simon		ATM	ATM			Free Cash	\$200,000	Majority	
	Climate Emergency Declaration	Alex Vai		3-2	1-7			Free Cash	\$130,000	Majority	Y

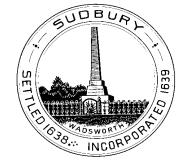
9.a

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

9.b

PART I

TOWN OF SUDBURY ANNUAL TOWN MEETING WARRANT



Commonwealth of Massachusetts Middlesex, ss.

GREETINGS:

(Majority vote required)

(Majority vote required)

To the Constable of the Town of Sudbury:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town affairs to meet at the Lincoln-Sudbury Regional High School Auditorium, 390 Lincoln Road, in said Town on Monday, May 2, 2022, at 7:30 p.m., then and there to act on the following articles:

HEAR REPORTS ARTICLE 1.

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2021 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Select Board.

SELECT BOARD POSITION: The Select Board supports this article.

ARTICLE 2. **FY22 BUDGET ADJUSTMENTS**

To see if the Town will vote to amend the votes taken under Article 3, FY22 Budget, of the 2021 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Select Board.

SELECT BOARD REPORT: This article will allow flexibility to review all accounts within the FY22 Operating Budget to make adjustments at the Annual Town Meeting as necessary.

SELECT BOARD POSITION: The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 3. FY23 BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2022 through June 30, 2023, inclusive, in accordance with the following schedule, which is incorporated herein by reference:

		FY23					
EXPE	NDITURES	Recommended					
300:	Education - Sudbury Public Schools (SPS)	41,849,664					
300:	Education - LS Regional High School (LS) 1	27,869,764					
300:	Education - Vocational	550,000					
	Total: Schools_	70,269,428					
100:	General Government	3,397,735					
200:	Public Safety ⁴	9,603,953					
400:	Public Works	5,937,489					
500:	Human Services	978,861					
600:	Culture & Recreation	1,569,499					
	Total: Town Departments	21,487,537					
800:	Reserve Fund	300,000					
800:	Town-Wide Operating and Transfers	189,459					
700:	Town Debt Service	2,240,185					
900:	Employee Benefits (Town and SPS) ²	14,829,830					
1000:	OPEB Trust Contribution (Town and SPS) 3	650,000					
ΤΟΤΑΙ		109,966,439					
(not in	cluding Capital or Enterprise Funds)						
¹ Includes \$335,565 for OPEB and \$492,300 for Debt Service.							
2	udes \$6,541,263 for Town and \$8,288,567 for SPS						
•	udes \$209,679 for Town and \$440,321 for SPS.						
	ropriation is partially funded by \$660,000 of ambu	lance receipts.					

; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

2022 Town of Sudbury ATM Warrant

TOWN MANAGER REPORT: See detailed budget information, including details on each of these items in the Finance Section of the Warrant.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of the FY23 Budget.

ARTICLE 4. FY23 CAPITAL BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, or authorize lease purchase agreements of up to five years, for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, design, renovation to buildings, equipping of vehicles, and all incidental and related expenses for projects:

	FY23
	Recommended
Operating Capital Budget	
Sudbury Public Schools	350,000
LS Regional High School	113,429
Information Systems	50,000
Town Clerk & Registrars	22,845
Police	45,000
Fire	110,000
Public Works	180,000
Parks and Grounds	85,000
Combined Facilities	80,000
Total Operating Capital Budget 1,03	

; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: See detailed budget information, including details on each of these items in the Finance Section of the Warrant.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of the FY23 Capital Budget.

ARTICLE 5. FY23 TRANSFER STATION ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY23 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

	FY21	FY22	FY23
	Actual	Appropriated	Requested
TRANSFER STATION ENTERPRISE FUND			
Direct Costs	243,615	291,303	300,124
Indirect Costs ¹	17,163	17,800	17,551
Total Expenditures	260,778	309,103	317,675
Enterprise Receipts	261,551	309,103	317,675
Total Revenues	261,551	309,103	317,675

¹ Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

; or act on anything relative thereto.

Submitted by the Town Manager.

TOWN MANAGER REPORT: See detailed information in the Finance Section of the Warrant.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

2022 Town of Sudbury ATM Warrant

(Majority vote required)

ARTICLE 6. FY23 POOL ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY23 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

	FY21	FY22	FY23
	Actual	Appropriated	Requested
POOL ENTERPRISE FUND			
Direct Costs	259,686	438,753	462,620
Indirect Costs ¹	36,828	25,383	40,733
Total Expenditures	296,514	464,136	503,353
Enterprise Receipts	539,201	464,136	400,000
Transfers In	150,000	-	-
Retained Earnings Used	-	-	103,353
Total Revenues	689,201	464,136	503,353

¹ Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: See detailed information in the Finance Section of the Warrant.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

9.b

ARTICLE 7. **FY23 RECREATION FIELD MAINTENANCE ENTERPRISE FUND** BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY23 budget of the Recreation Field Maintenance Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

		FY21	FY22	FY23
		Actual	Appropriated	Requested
FIELD MAINTENANCE ENTERPR	ISE FUND			
Direct Costs ¹		163,287	205,403	209,796
Indirect Costs ²		24,269	25,383	26,089
Total Exp	enditures	187,556	230,786	235,885
Enterprise Receipts		217,257	230,786	235,885
Transfers In		50,000	-	-
Total	Revenues	267,257	230,786	235,885

¹ Direct costs include \$10,500 of capital expenditures.

² Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

; or act on anything relative thereto.

Submitted by the Town Manager.

TOWN MANAGER REPORT: See detailed information in the Finance Section of the Warrant.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 8. SNOW AND ICE TRANSFER

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum or sums of money, to be expended under the direction of the Town Manager, for the purpose of funding the Fiscal Year 22 Snow and Ice deficit; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

(Majority vote required)

TOWN MANAGER REPORT: Due to the nature of this year's winter, the Town was required to deficit spend in the DPW snow and ice accounts. This article will fund that deficit.

2022 Town of Sudbury ATM Warrant

9.b

SELECT BOARD POSITION: The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 9. UNPAID BILLS

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum or sums of money for the payment of certain unpaid bills incurred in previous fiscal years which may be legally unenforceable due to the insufficiency of the appropriation in the years in which such bills were incurred; or act on anything relative thereto.

Submitted by the Town Accountant.

(Four-fifths vote required)

(Consent Calendar)

(Majority vote required)

TOWN ACCOUNTANT REPORT: Invoices that are submitted for payment after the accounts are closed at the end of a fiscal year or payables for which there are insufficient funds (and were not submitted for a Reserve Fund Transfer) can only be paid by a vote of the Town Meeting, a Special Act of the Legislature, or a court judgment.

SELECT BOARD POSITION. The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 10. CHAPTER 90 HIGHWAY FUNDING

To see if the Town will vote to authorize the Town Manager to accept and to enter into a contract for the expenditure of any funds allotted or to be allotted by the Commonwealth for the construction, reconstruction and maintenance projects of Town ways pursuant to Chapter 90 funding; and to authorize the Treasurer to borrow such amounts in anticipation of reimbursement by the Commonwealth; or act on anything relative thereto.

Submitted by the Director of Public Works.

DIRECTOR OF PUBLIC WORKS REPORT: Each year the Legislature allocates funds to cities and towns for the improvement of their infrastructure, to be expended under the Chapter 90 guidelines. The current plans are to continue the implementation of our pavement management program.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 11. FY23 STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash the sum of \$40,409, or any other sum or sums, to be added to the Stabilization Fund established under Article 12, of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B; or act on anything relative thereto.

Submitted by the Select Board.

SELECT BOARD REPORT: Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Stabilization Fund an amount equal to 5% of the total projected general fund operating revenues for the last fiscal year. This Fund protects the Town in case of a severe emergency and is beneficial in supporting the Town's AAA bond ratings, which in turn, results in lowering borrowing costs.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

(Consent Calendar)

(Majority vote required)

ARTICLE 12. FY23 REVOLVING FUND SPENDING LIMITS (Consent Calendar)

To see if the Town will vote to establish the FY23 spending limits for the use of revolving funds under M.G.L. c.44, s.53E ¹/₂, by the following departments of the Town, in accordance with each fund as set forth in Article XXXIII of the Town of Sudbury General Bylaws:

		Maximium
Fund	Department	<u>Amount</u>
Public Health Vaccinations & Tobacco Control	Board of Health	40,000
Plumbing & Gas Inspectional Services	Building Inspector	65,000
Portable Sign Administration & Inspectional		
Services	Building Inspector	10,000
Conservation (Trail Maintenance)	Conservation Commission	15,000
Conservation (Wetlands)	Conservation Commission	50,000
Forestry Activities	Conservation Commission	10,000
Council on Aging Activities	Council on Aging	65,000
Council on Aging Van Transportation		
(MWRTA)	Council on Aging	175,000
Cemetery Revolving Fund	Public Works	20,000
Fire Department Permits	Fire	70,000
Goodnow Library Meeting Rooms	Goodnow Library	10,500
Goodnow Library Services	Goodnow Library	10,000
Recreation Programs	Park and Recreation Commission	650,000
Teen Center	Park and Recreation Commission	10,000
Youth Programs	Park and Recreation Commission	200,000
Bus	Sudbury Public Schools	450,000
Instrumental Music	Sudbury Public Schools	100,000
Cable Television	Town Manager	30,000
Rental Property	Town Manager	40,000
Dog	Town Clerk	75,000
Zoning Board of Appeals	Zoning Board of Appeals	35,000
Solar Energy	Combined Facilities	550,000

; or act on anything relative thereto.

Submitted by the Town Finance Director.

(Majority vote required)

FINANCE DIRECTOR REPORT: As set forth in Article XXXIII of the Town of Sudbury General Bylaws, this article seeks authorization for Fiscal Year 2023 for revolving funds previously established pursuant to M.G.L. c.44, s. 53E¹/₂. Expenditures from each revolving fund are subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, s. 53E¹/₂. The maximum amount stated is the same as the FY22 maximum voted for each revolving fund except for the following: Fire Department Permits increased from \$50,000 to \$70,000; the Goodnow Library Services fund increased from \$6,000 to \$10,000; and the Solar Energy fund increased from \$450,000 to \$550,000.

SELECT BOARD POSITION: The Select Board supports this article.

2022 Town of Sudbury ATM Warrant 9 9.b

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 13. CAPITAL STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash \$500,000, or any other sum, to be added to the Capital Stabilization Fund established under Article 13 of the 2018 Annual Town Meeting; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: This transfer is for the purpose of saving funds for future capital needs.

BOARD OF SELECTMEN POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 14. FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$100,000, or any other sum or sums, for the purposes of the continued operations of the Go Sudbury! Taxi and Uber Transportation Programs, including all incidental and related expenses; or act on anything relative thereto.

Submitted by the Select Board

(Majority vote required)

SELECT BOARD REPORT: The Go Sudbury! Taxi program started in 2020 and Go Sudbury! Uber in 2021 and has been funded with grants and mitigation fund appropriations. Through the end of 2021 the program has provided over two thousand rides to Sudbury's financially vulnerable, residents with a disability, those aged 50+, essential workers, and military veterans to and from healthcare and social service appointments, shopping, community resources, and places of employment. Approval of this article will provide funds to continue the operation of the Go Sudbury! Taxi and Uber Transportation programs into and through fiscal year 2023.

SELECT BOARD POSITION: The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 15. FUNDING OF OPERATIONS FOR PASSIVE RECREATION REQUIREMENTS OF THE SEWATARO/LIBERTY LEDGE PROPERTY

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$155,000, to be expended under the direction of the Town Manager, for the purpose of maintenance and other expenses related to the property for passive recreation at the Sewataro/Liberty Ledge property; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

9.b

SELECT BOARD REPORT: These funds would be needed in the event that the decision is made that the Town will not extend the term of the current Agreement with the Camp Operator/Manager of the Town-owned Sewataro/Liberty Ledge property.

SELECT BOARD POSITION: The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 16.FUNDING OF A LAND USE CONSULTANT FOR THE
SEWATARO/LIBERTY LEDGE PROPERTY

To see if the Town will vote to raise and appropriate, or to transfer from available funds, \$100,000, or any other sum, from Free Cash or other available funds, to be expended under the direction of the Director of Planning and Community Development, for the purpose of hiring an independent land use consultant to study, evaluate, and expand the options for the short-term and long-term uses for the Sewataro/Liberty Ledge property; or act on anything relative thereto.

Submitted by the Select Board.

SELECT BOARD REPORT: The independent land use consultant's evaluation and report shall include, but not be limited to, new and prior information regarding the financial operating costs and revenues attributed to the Town-owned site, the identification of the range of all potential uses for the site, the identification of uses that could increase the number and/or diversity of users of the site, the identification of potential uses in addition to a private camp (either off-season or concurrent with the camp season), the capital costs and potential funding sources for those alternative or additional uses on a one-time or phased basis, costs for increased Town responsibility of the site, and all options that are available to maximize use of the entire site. The consultant shall prepare a written report of their findings and conclusions for the Town to use in its future decisions regarding the use of the Sewataro/Liberty Ledge property for the benefit of Town residents.

SELECT BOARD POSITION: The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 17. 24 HUDSON ROAD – RELEASE OF EASEMENT

(Consent Calendar)

To see if the Town will vote to authorize the Select Board to terminate and extinguish any and all rights the Town has in that certain 50 foot wide right-of-way shown on a Plan of Land dated June 21, 2000, recorded in the Middlesex South Registry of Deeds as Plan Number 894 of 2000, and in Book 31702, Page 521, as reserved in a Quitclaim Deed recorded in said Registry in Book 31702, Page 525, and as granted in a Quitclaim Deed to the Town recorded in said Registry in Book 77156, Page 472; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

(Majority vote required)

Attachment9.b: KP-#806780-v1-SUDB-_Draft_Warrant_2022_ATM-_KP_Edits_(5140:Annual Town Meeting action)

9.b

SELECT BOARD REPORT: This Article authorizes the Select Board to terminate and extinguish an easement allowing the Town access over property at 24 Hudson Road. The easement was acquired by the Town in March, 2021, as part of the land swap in which the Town acquired the so-called "Town Center Land" in exchange for the conveyance of the so-called "Melone Property" off North Road. Following the request of the current owner of 24 Hudson Road to terminate the easement, the Select Board determined that the easement is not necessary for Town purposes as it has sufficient access to Town-owned land from other parcels it presently owns.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT:

ARTICLE 18. TRANSFER OF TAX POSSESSION PARCEL TO THE PARK AND RECREATION COMMISSION

To see if the Town will vote to transfer from the Town Treasurer for tax title purposes, to the Park and Recreation Commission, for active recreation purposes and general municipal purposes, certain real property shown as Parcel 1 being Lots 2 and 2A off Hudson Road in the Town of Sudbury and shown on the plan entitled "Topographic Plan of Land in Sudbury, Massachusetts Showing Tax Possession Parcel No. 167 Known as "The Parkinson Land"" prepared by the Town of Sudbury Engineering Department, dated July 30, 1999, on file with the Town Clerk, and as further described in the Instrument of Taking issued by the Town of Sudbury Collector of Taxes, dated September 14, 1970, recorded in the Middlesex South Registry of Deeds in Book 11889 Page 393 as ordered in the Land Court Final Decree in Tax Lien Case No. 51535 Town of Sudbury vs. Florence H. Parkinson, recorded in the Middlesex South Registry of Deeds in Book 13189 Page 604; or act on anything relative thereto.

Submitted by the Select Board.

(Two-thirds vote required)

SELECT BOARD REPORT: The Parkinson Land off Hudson Road, Assessor's Parcel G09-0200, was acquired by tax title foreclosure in 1970 and has been used and is currently used by the Park and Recreation Commission. When a Town acquires real property by tax title foreclosure, it is held under the custody and control of the Town Treasurer until Town Meeting votes to transfer it to another Board or Commission for another purpose. There is no record of a Town Meeting vote transferring custody from the Treasurer, so this article formalizes the transfer to the Park and Recreation Commission, consistent with its current use and management. The plan of land is available for review with the Town Clerk.



Locus Map: Parkinson Land off Hudson Road, Assessor's Parcel G09-0200

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT:

ARTICLE 19. BRUCE FREEMAN RAIL TRAIL PHASE 2D – ACQUISITION OF LAND

To see if the Town will vote to authorize the Select Board to acquire by gift, purchase, eminent domain or otherwise, fee, leasehold, easement, license or other interests in real property, in, on, over, across, under and along all or any portion of the land, premises, easements, or right-of-way in Sudbury shown on the plan entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of Bruce Freeman Rail Trail in the Town of Sudbury Middlesex County Final Right of Way Submission" dated January 18, 2022 prepared by Fuss & O'Neill and on file with the Town Clerk, as it may be amended, for purposes of establishing, constructing, operating, improving, and maintaining an improved multi-use trail for non-motorized transportation, open space and active recreation purposes, including access thereto, and for all other purposes for which rail trails are used in the Commonwealth, on such terms and conditions as the Select Board deems to be in the best interest of the Town; and further, to see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow a sum of money therefor, including all costs and expenses related thereto, and/or accept gifts for these purposes; and further, to authorize the Select Board to take such actions and execute such documents and agreements as are necessary to effectuate the purpose of this article; or act on anything relative thereto.

Submitted by the Select Board.

(Two-thirds vote required)

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SELECT BOARD REPORT: This Article authorizes the Select Board to acquire a legal interest in the railroad right-of-way owned by the Massachusetts Department of Transportation and necessary easement areas to allow design and construction of the Bruce Freeman Rail Trail on the former railroad corridor between the Concord town line and the Massachusetts Bay Transportation Authority (MBTA) corridor near Union Avenue and Station Road. The anticipated easement areas are described in the table below. Plans are available for review with the Town Clerk and on the project webpage. Once constructed, the rail trail will be available for walking, running, biking, wheelchairs and other forms of non-motorized active and passive recreation.

Address	Owner	Parcel No (ROW Plan)	Town Assessor's Parcel ID	Temporary Easement Area (square feet)
0 Union Ave.	Chiswick Park LLC & Paris Trust LLC	TE-1	K08-0073	4802
Union Ave.	Mass Bay Transportation Authority	TE-2	K08-5100	3886
Union Ave.	Laura B McCarthy & All the Trustees of the CAS Trust	TE-3	K08-0055	213
623 Peakham Road	Linda Louise Muri	TE-4	H09-0056	112
29 Hudson Road	29 Hudson Road LLC	TE-5	H09-0002	1491
Hudson Road	American Premier Underwriters, Inc., for Penn Central Transportation Co.	TE-6	G09-0012	85
Haynes Road	Stephen & Joan Verrill	TE-8	E10-0700	1382

Bruce Freeman Rail Trail Land Acquisition of Temporary Easements - Parcel Summary

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 20. BRUCE FREEMAN RAIL TRAIL PHASE 2D – GRANT OF EASEMENTS

To see if the Town will vote to transfer from the board, commission, or officer currently having care, custody, management and control of portions of the following described property for the purpose for which the property is currently held to the Select Board for the purposes of establishing, constructing, operating, improving, and maintaining an improved multi-use trail for non-motorized transportation, open space and active recreation purposes, including access thereto, and for all other purposes for which rail trails are used in the Commonwealth, on such terms and conditions as the Select Board deems to be in the best interest of the Town, including granting and accepting temporary or permanent easements over portions thereof, namely that certain Town property commonly known as "Broadacres Farm", "Davis Field", "Davis Farm", and "Parkinson Field" as shown on the plan entitled "Massachusetts Department of Transportation Highway Division Plan and

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Profile of Bruce Freeman Rail Trail in the Town of Sudbury Middlesex County Final Right of Way Submission" dated January 18, 2022 prepared by Fuss & O'Neill and on file with the Town Clerk, as it may be amended, in connection with the establishment of an improved multi-use rail trail for non-motorized transportation, open space, and active recreational purposes, including access thereto, and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, on such terms and conditions as the Select Board deems to be in the best interest of the Town; and further to authorize the Select Board to take such actions and execute such documents and agreements as are necessary to effectuate the purpose of this article; or act on anything relative thereto.

Submitted by the Select Board.

SELECT BOARD REPORT: This Article authorizes the Select Board to acquire easements over town-owned land for the proposed use as a multi-use rail trail and associated accommodations for the Bruce Freeman Rail Trail to be constructed on the former railroad corridor between the Concord town line and the Massachusetts Bay Transportation Authority (MBTA) corridor near Union Avenue and Station Road. Impacts to town-owned lands associated with the proposed project are consistent with the permitted use of the land and/or have been determined to be de minimis. The anticipated easements are described in the table below. Plans are available for review with the Town Clerk and on the project webpage.

Address	Owner	Parcel No (ROW Plan)	Town Assessor's Parcel ID	Temporary Easement Area (square feet)	Permanent Easement Area (square feet)
	Town of				
	Sudbury				
	Conservation				
	Commission -				
Morse Road	Broadacres Farm	TWLR-1	F09-0002	12138	
	Town of				
	Sudbury Park				
	and Recreation				
	Commission -				
Morse Road	Broadacres Farm	PE-1	F09-0004		34572
	Town of				
	Sudbury Park				
	and Recreation				
	Commission -				
Morse Road	Broadacres Farm	TE-7	F09-0004	4458	
	Town of				
	Sudbury				
	Treasurer				
	(subject of				
	Article 20)-				
	Parkinson Field	BP-1	G09-0200		8834

(Two-thirds vote required)

	Town of				
	Sudbury				
	Treasurer				
	(subject of				
Hudson	Article 20)-				
Road	Parkinson Field	TE-9	G09-0200	6074	
	Town of				
	Sudbury				
	Treasurer				
	(subject of				
Hudson	Article 20)-				
Road	Parkinson Field	TE-10	G09-0200	3179	
	Town of				
	Sudbury				
	Conservation				
	Commission -				
North Road	Davis Farm	BP-2	D10-0018		2543
	Town of				
	Sudbury Park				
	and Recreation				
195 North	Commission –				1 - 0 0 -
Road	Davis Field	BP-3	C10-0500		15087
	Town of				
	Sudbury Park				
	and Recreation				
195 North	Commission –		G10.0500	1075	
Road	Davis Field	TE-11	C10-0500	1256	

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

9.b

ARTICLE 21. STREET ACCEPTANCE – HUCKLEBERRY LANE

To see if the Town will vote to accept the layout of the following as a public way:

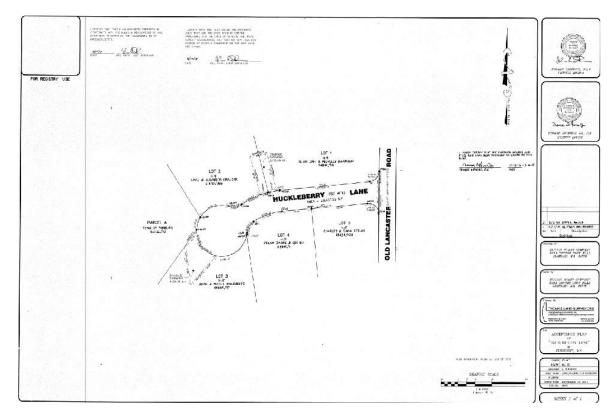
Huckleberry Lane from Old Lancaster Road to dead end, a distance of 453 feet +/-

as laid out by the Select Board in accordance with the descriptions and plan entitled "Acceptance Plan of Huckleberry Lane in Sudbury, MA" prepared for Eligius Homes Company by Thomas Land Surveyors and Engineering Consultants, Inc., dated September 17, 2014 and twice revised on December 12, 2016 and March 16, 2017, on file in the Town Clerk's Office; and to authorize the Select Board to acquire by purchase, by gift, or by eminent domain, an easement or fee simple, over the way shown on said plan and any associated drainage, utility, or other easements for all purposes for which public ways are used in the Town of Sudbury; and to raise and appropriate or transfer from available funds a sum or sums of money therefor and all expenses in connection therewith; or act on anything relative thereto.

Submitted by the Select Board.

(Two-thirds vote required)

SELECT BOARD REPORT: This article is the result of the recommendations of the Department of Public Works as to roads which meet legal requirements for acceptance. Prior to Town Meeting, the Select Board will have held a public meeting and will have received a recommendation from the Planning Board relative to approval of the layout of this road. The Select Board will then report at Town Meeting. If Town Meeting votes to accept the layout of Huckleberry Lane as a public way, all future maintenance and repair of the roadway will be performed by the Town.



SELECT BOARD POSITION: The Select Board supports this article.

9.b

ARTICLE 22. FAIRBANK COMMUNITY CENTER AUDIO-VISUAL EQUIPMENT <u>FUNDING</u>

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$300,000, or any other sum or sums, to be expended under the direction of the Town Manager, for the purchase of audiovisual and related equipment for the Fairbank Community Center project to address needs and associated costs therefor, or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD REPORT: This request is submitted to meet the user group and professional staff needs for enhanced audio-visual equipment to address new methods of delivery of Fairbank Community Center services that rely more heavily on audio-visual technology, developed in response to the pandemic and not foreseen in the feasibility study phase of the project. The associated purchases will enhance the level of service to the patrons of the Fairbank Community Center. These will be valuable tools now as well as in a post-pandemic world.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee does not support this article.

ARTICLE 23. FAIRBANK COMMUNITY CENTER FURNITURE, FIXTURES EQUIPMENT FUNDING (FF&E)

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$200,000, or any other sum or sums, to be expended under the direction of the Town Manager, for the purpose of purchasing any one or more of the furniture, fixtures, and equipment categories for the Fairbank Community Center project to address needs and budget challenges; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD REPORT: The challenges associated with the global pandemic and its impact on the material costs and labor forces have caused an increase cost in some of the items associated with the Fairbank Community Center project. This request is submitted to meet the needs of the project including, but not limited to commercial kitchen equipment and kitchen wares to address requirements for emergency shelter operation. The associated purchases will enhance the level of service to the patrons of the Fairbank Community Center and Town emergency shelter.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 24. ADDITIONAL FUNDING: CONSTRUCTION OF FIRE STATION NO. 2 HOUSING/LIVING/OFFICE AREA

To see if the Town will vote to raise and appropriate, transfer from available funds, a sum or sums of money, to be expended under the direction of the Town Manager, for the purpose of designing, constructing and equipping a new housing/living/office area adjacent to and connected to the existing Fire Station #2 Building, located at 550 Boston Post Road, with the Permanent Building Committee tasked with oversight of professional, engineering, architectural, and project management services, preparation of plans, specifications, bid documents, supervision of construction and work and including the purchase of additional equipment, technology, furniture, and landscaping; or act on anything relative thereto.

Submitted by the Fire Chief.

(Majority vote required)

FIRE CHIEF'S REPORT: The Fire Department is seeking funding in addition to that which was appropriated under Article 16 of the 2021 Annual Town Meeting to meet a budgetary shortfall for the construction of a new addition to Fire Station No. 2, located at 550 Boston Post Road. The 2021 Town Meeting appropriated \$4,300,000 for the design and construction of a housing, living, office and public space addition to be attached to the current Fire Station No. 2. The goal of the project is to provide living areas to support four mixed gender fire personnel at the Station that would allow for the staffing of a Fire Engine Company and an Advanced Life Support Ambulance (ALS) to provide for faster response to emergencies in the southern part of Sudbury.

In the past seven years the development of the properties located on the Rt. 20 corridor have been brisk, the construction of Coolidge I and II have provided more than 100 additional age restricted housing units in the most southern section of Rt. 20. The redevelopment by National Development has added 250 non-aged restricted housing, a memory care health facility containing 48 units, an additional 57 units of age-restricted housing units in the Pulte housing units and additional retail commercial space. This one development added 165 emergency responses in 2021.

In the 2021 calendar year the southern section contributed to 47% of the emergency responses, compared to the North at 23% and West at 20%. Providing additional housing at Fire Station No. 2 will reduce the response time to provide advanced patient care and enhance fire operations.

The schematic design of the new addition and the required associated renovations to the existing Fire Station No. 2 structure was originally conceived to be a steel-frame and masonry structure, with a pitched roof. The schematic design includes four bunk rooms, watch office, kitchen, exercise room and administrative office. The required renovations to the existing Station No. 2 structure include a connection structure to the new addition and new sprinkler and fire alarm systems. The Schematic Design cost estimate for the proposed construction was completed in October, 2021. The Schematic Design construction cost estimate was \$4,271,684 as compared to the February 2021 construction cost estimate of \$3,135,000. The total project cost at the end of Schematic Design was \$5,776,853.

The design for the addition was reviewed and revised during the Final Design phase to include numerous costreduction items including substitution of steel frame with wood frame, replacement of slope roof with flat roof and utilization of a more cost-efficient HVAC system. The most current construction cost estimate was completed in January 2022, incorporating the approved cost-reduction items. The January 2022 Design Development (Final Design) construction cost estimate was \$3,768,354 with a total estimated project cost of \$5,223,189, creating an estimated project construction budgetary shortfall of \$923,189. The budgetary shortfall is primarily due to recent industry trends regarding inflation and supply chain disruption resulting from the COVID pandemic. The past year has featured unprecedented inflation in the construction industry affecting every major commodity in the construction trades - steel, wood, roofing products, glass, copper, and aluminum - as well as microchip shortages affecting computerized HVAC equipment and lighting controls. In recent bid results, a continuing trend of this price inflation across most trades, with roofing and concrete overages being the most recent spike, has been seen.

Recent roofing bids have come in 40% above their estimate, one of the reasons given was that manufacturers will only guarantee pricing on the ship date of their material, not at the purchase order stage. The labor shortages in factories, reductions in delivery personnel and escalating fuel costs continue to be a significant problem, with 5-10% increases being seen across many trades. In addition, one of the largest gypsum producers in the country has circulated a letter noting recent price increases in gypsum and related products that will impact bids over the coming year. With lump sum bid pricing, contractors are forced to account for additional risk for these market uncertainties which are reflected in higher bid prices.

Although the project design has been extensively reviewed and actions taken through value engineering initiatives to maintain the original project budget, the most recent construction cost estimate, as based on recent construction trends, has determined that the original project goal cannot be met within the original appropriation of \$4,300,000.

As the original need for the Fire Station No. 2 addition, as approved by the 2021 Town Meeting, still exists and has even increased due to the ever-increasing number of required emergency responses in South Sudbury, the Fire Department is seeking additional funding to allow for the construction of the proposed Fire Station No. 2 addition.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 25. AMEND GENERAL BYLAWS – ENABLE ELECTRONIC VOTING AT TOWN MEETING

To see if the Town will vote to amend the Town of Sudbury General Bylaws to allow for the use of electronic voting technology for the counting of votes at Town Meeting by inserting, in Article II, Government of Town Meeting, a new SECTION 19, as follows:

SECTION 19 (a) Voting.

When a question is put, the sense of the meeting shall be determined by a vote held using voice votes, raised hands, a placard, an electronic voting system or other voting indicia; the preference would be to use an electronic voting system if the same is available, for action on main motions, and any motion requiring more than a majority vote. For purposes of this by-law, the term, "electronic voting technology" shall mean any electronic voting system approved by the Town Clerk and the Town Moderator which allows for the counting of votes using a wireless or mobile device, including hand-held clickers, mobile phone application, or the like, as it may be decided from time to time.

b) Counting - Electronic Voting

If the count is taken using electronic voting technology, the Moderator shall declare the vote, and provide an opportunity for any voter to notify the Town Moderator that they believe their vote was recorded in error; if so,

the Moderator shall direct that the record be corrected by the Town Clerk. If seven or more voters doubt the vote, the Town Moderator may request another vote using the handheld technology, or otherwise set the manner of voting. If Town Meeting approves a motion for reconsideration, the motion at issue immediately prior to the vote will be back before the voters, and the electronic voting system shall be used to record and tabulate the votes taken on the main motion.

c) Counting - Other Methods

If such electronic voting equipment is unavailable, the Town Moderator shall notify the Town Meeting as to what manner of voting will be used, and, unless 20 people stand in opposition, such method shall be implemented. If 20 voters do stand, then the Moderator's recommendation is pending before the meeting, subject to amendment like any other motion. If the Moderator is unable to decide the vote or if the declaration by the Moderator is immediately questioned by 10 or more voters rising in their places, the Moderator shall then direct that a count be taken, whether by counting raised hands, raised placards or other indicia of vote, or by secret ballot or otherwise, as determined by the Moderator in the Moderator's sole discretion.

; or act on anything relative thereto.

Submitted by the Town Clerk.

TOWN CLERK'S REPORT: The Town is requesting funds to purchase an electronic voting system for use at Town Meeting. If the purchase is approved then the Moderator would need to get the permission of the Hall to change the method of voting at each Town Meeting. This bylaw would allow the Moderator to use electronic voting for all future Town Meetings and set forth a mechanism by which voters could object to a vote.

SELECT BOARD POSITION: The Select Board supports this article.

ARTICLE 26. SCHOOLS HVAC REPAIRS AND REPLACEMENTS

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$455,000 to be expended under the direction of the Sudbury Public School Department for the purpose of the repair and replacement of individual heating, ventilation and air conditioning items in several schools, and all expenses incidental and related thereto; or act on anything relative thereto.

Submitted by the Sudbury Public Schools School Committee.

(Majority vote required)

(Majority vote required)

SUDBURY PUBLIC SCHOOLS SCHOOL COMMITTEE REPORT: This project will repair and/or replace individual heating, ventilation and air conditioning items in several schools. These items are critical to maintaining minimum required levels of air flow, air exchange and heat that must be maintained in occupied buildings.

The District has continually addressed needed HVAC and heat issues in schools. This effort has been heavily relied upon as building systems have been required to operate during the pandemic period in good working order with extended schedules.

The items below are a combined request and continuation of the ongoing repair and maintenance of this critical building infrastructure. Operational budgets cannot support the level of effort required to repair and replace this equipment as required. It is more cost effective and efficient to combine these projects.

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- Noyes 31 classroom window air conditioning units with associated window and electrical work \$180,000
- Curtis HRU-2 Unit Replacement \$95,000
- Curtis RTU-5 Unit Replacement \$75,000
- Nixon Boiler #3 Heat Exchanger Replacement \$30,000
- Noyes Main Heating/Circulation Pump Replacement \$25,000
- Curtis Room 148 Univent Replacement \$50,000

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 27. NOYES ELEMENTARY SCHOOL CLASSROOM SINKS REPLACEMENT

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$130,000 to be expended under the direction of the Sudbury Public School Department for the purpose of replacing the existing classroom sinks at the Peter Noyes Elementary School, and all expenses incidental and related thereto; ; or act on anything relative thereto.

Submitted by the Sudbury Public Schools School Committee. (Majority vote required)

SUDBURY PUBLIC SCHOOLS SCHOOL COMMITTEE REPORT: This project will replace the existing original 1970 sinks and sink bases in 31 Noyes Elementary School classrooms. The existing sink bases were constructed from wood and have deteriorated and are not repairable, have absorbed moisture and are unable to be properly cleaned and sanitized.

The existing classroom sinks and bases will be replaced with wall mounted accessible stainless steel sinks that are able to be properly cleaned and maintained. The existing sink bases are no longer a programmatic need, and any contents within the existing bases will be stored in separate existing storage.

The existing sinks do not meet current ADA requirements and were identified in the recent Town Wide ADA Self Evaluation and Transition Plan as Priority 1 Program Access Barriers. The new classroom sink installations will meet current ADA requirements.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 28. LINCOLN-SUDBURY REGIONAL HIGH SCHOOL CHAIN LINK FENCE REPLACEMENT (Consent Calendar)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow, the Town's 87.59% share of \$139,443 for the total estimated project of \$159,200, for the purpose of replacing the Chain Link Fence on the property of Lincoln-Sudbury Regional High School; or act on anything relative thereto.

Submitted by the Lincoln-Sudbury School Committee.

(Majority vote required)

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LINCOLN-SUDBURY SCHOOL COMMITTEE REPORT: Purpose: The original fence was installed in 2004, the year the new building was commissioned and has been maintained along the way but has exceeded its expected useful life of 15 years. The fields are used by LS students for wellness programs, after school athletics, as well as community members using the fields for weekend activities. The chain link fence that provides a safety perimeter for the fields is currently in poor condition due to inclement weather, wear and tear, and is in desperate need of replacement. The timeline for replacement would ideally take place in the summer of 2022 for minimal disruption. The project will require a project management organization to facilitate landscape architecture oversight. All procurement requirements will be followed for the process and coordinated by the management group.

Replacing the chain link fence will provide a safe environment for the playing fields utilized by Community sports teams and Lincoln-Sudbury Regional School District athletes.

Cost: The total project cost is estimated at \$159,200 with Sudbury's share of 87.59% totaling \$139,443 for the Sudbury request. LS is requesting Lincoln's share of 12.41% totaling \$19,757 that has been approved by Lincoln the past two years as an accepted capital project.

This is the third year of funding requests for the project through the CAPCOM process.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 29. AMEND THE PROCESS FOR CREATING NEW LOCAL HISTORIC DISTRICTS

To see if the Town will vote to authorize the Select Board to petition the General Court to adopt legislation amending Section 12 of Chapter 40 of the Acts and Resolves of 1963, "An Act Establishing a Historic District Commission for the Town of Sudbury and Defining its Powers and Duties, Establishing a Historic District Therein, and Providing for Historic District Zoning," to revise the language in Section 12 so that the Historic Districts Commission is required to make an investigation and file a report of any proposal to enlarge or reduce, or create a historic district; hold a public hearing on the report; and submit its recommendations on the report to the Select Board; or act on anything relative thereto.

Submitted by the Historic Districts Commission.

(Majority vote required)

HISTORIC DISTRICTS COMMISSION REPORT: As it exists, Section 12 of Chapter 40 permits consideration of the enlargement or reduction of historic districts, or the creation of new historic districts, with little scrutiny. The role of the Planning Board is minor, and there is no role played by the Historic Districts Commission, the Select Board, or Sudbury residents to vet proposals for change. The members of the Historic Districts Commission believe this article, if approved, would provide important and necessary input and oversight from the parties most directly impacted by such proposals and to make known their judgments regarding them.

ACTS, 1963 – CHAP. 40

SECTION 12. *Changes in Historic District*.—The district established by section two may be enlarged or reduced and new districts may be created by a two-thirds vote at any regular or special town meeting called for

the purpose. Prior to any such action, the Planning Board of the Town shall hold a public hearing, duly advertised, thereon and shall report its recommendations to the town.

Proposed Amendment to Section 12 of Chapter 40 of the Acts and Resolves of 1963

Section 12. Changes in Historic District. -- The districts established by Section Two may be enlarged or reduced and new districts may be created by a two-thirds vote at any regular or special town meeting called for the purpose subject to the following provisions.

1) Prior to the establishment of any historic district the Historic Districts Commission shall make an investigation and prepare a report on the historical and architectural significance of the buildings, structures or sites to be included in the proposed historic district or districts. The report shall be completed within 90 days of the proposal being submitted to the Town and upon completion copies of the report shall be transmitted to the Planning Board for its consideration and recommendations. The report shall list all the properties to be included in the new or revised district and include references to any existing surveys of the historical and architectural significance of each parcel in the proposed district.

2) Within 60 days of the transmission of the report, the Historic Districts Commission shall hold a public hearing on the report after due notice is given at least fourteen days prior to the date thereof, which shall include a written notice mailed postage prepaid, to the owners as they appear on the most recent real estate tax list of the Board of Assessors of all properties to be included in such district.

3) Within 30 days after the public hearing, the Historic Districts Commission shall submit a final report with its recommendations to the Select Board and, should the Historic Districts Commission recommend to enlarge or reduce any historic district or create a new historic district, a map of the proposed district(s), and a draft of the revised bylaw, for its inclusion in the next town meeting.

SELECT BOARD POSITION:

ARTICLE 30. AMEND ZONING BYLAW, ARTICLE IX: INSERT NEW SECTION 2328. FENCES

To see if the Town will vote to amend the Zoning Bylaw, Article IX, by inserting a new Section 2328. Fences, and amending Section 7000. Definitions by inserting in alphabetical order a new definition associated with the new Section 2328. Fences, as follows:

2328. Fences.

- a. Fences in the Single Residence A, Single Residence C, Wayside Inn Historic Preservation, and Open Space Zoning Districts; the Mixed-Use, North Road Residential, and Melone Smart Growth Overlay Districts; and any other zoning districts not listed in Sections 2328.b. and 2328.c., shall be no greater than six (6) feet in height. Fences greater than six (6) feet in height but no greater than eight (8) feet in height shall require a Special Permit from the Zoning Board of Appeals.
- b. Fences in the Business, Limited Business, and Village Business Zoning Districts greater than eight (8) feet in height shall require a Special Permit from the Zoning Board of Appeals.
- c. Fences in the Industrial, Limited Industrial, Industrial Park, and Research Zoning Districts greater than ten (10) feet in height shall require a Special Permit from the Zoning Board of Appeals.

- d. Fences within 20 feet of the edge of pavement of a roadway shall not exceed three (3) feet in height in all zoning districts unless a Special Permit is obtained from the Zoning Board of Appeals. Within said 20 foot distance, the Building Inspector may further restrict or deny the erection of a fence when its height, added to a rise, embankment, wall, or ridge, would obstruct a clear view and/or sight distance up and down the street from any proximate street, driveway, intersection, walkway, or bicycle path.
- e. Fence height shall be measured from the finished grade level at the fence to the top horizontal element of the fence.
- f. The foregoing restrictions on fence heights shall apply to fences erected to contain a recreational facility, such as baseball/softball backstops, spectator bleachers, tennis courts, archery ranges, swimming pools, and similar installations, unless a Special Permit is obtained from the Zoning Board of Appeals.
- g. All lot perimeter fences shall be setback from property lines a reasonable distance to allow for their construction and maintenance without trespass onto a neighbor's property, unless a fence is co-owned by all parties involved. These "party fences" may be erected along property lines as mutually agreed upon.
- h. Fences which use chain link or similar materials are prohibited between the front lot line(s) and the front of a proposed or existing dwelling unit in all residential zoning districts. Construction fencing is only permissible during temporary construction activities.
- i. Fences constructed with razor wire, barbed wire, electric current, and/or charge of electricity are only allowed with a Special Permit from the Zoning Board of Appeals, except for commercial agriculture uses as defined under MGL Chapter 40A, Section 3.
- j. All fences shall be maintained in a safe, structurally sound manner, in all locations.
- k. The restrictions governing fences in this section shall be equally applicable to freestanding walls built after the date this section came into effect.
- 1. Pre-existing fences erected prior to the date this section came into effect are permitted to be maintained but not expanded or altered, unless a Special Permit is obtained from the Zoning Board of Appeals.

7000. DEFINITIONS

Fence: A barrier made primarily of wood, wire, metal, vinyl, or other durable material erected so as to serve as an enclosure or against unobstructed passage from one side to another.

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required)

PLANNING BOARD REPORT: This new proposed section for the Zoning Bylaw would regulate the height, locations, and certain styles of fences throughout the community. Sight lines, privacy, visibility, and security measures are considered and balanced throughout the proposed bylaw. The only current regulation of fences in Sudbury comes through the state's Building Code which simply requires a Building Permit for fences over a certain height. This proposed new bylaw would ensure the fabric and harmony of existing residential neighborhoods will be maintained, while at the same time, it would still allow residents to erect reasonable fences for privacy and security purposes. In the business and industrial zoning districts throughout town, these

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proposed regulations allow for taller fences but still ensure they will not reduce visibility near driveways, intersections, walkways, streets, or bicycle paths. Exceptions in certain circumstances can also be pursued with only the need to obtain a Special Permit from the Zoning Board of Appeals in many instances. The proposed bylaw should help reduce any sight line issues, especially at intersections and driveways, which can create hazardous situations for drivers, cyclists, and pedestrians.

SELECT BOARD POSITION: The Select Board supports this article.

ARTICLE 31. AMEND GENERAL BYLAWS, ARTICLE V(F) STORMWATER MANAGEMENT

To see if the Town will vote to amend the Town of Sudbury Bylaws, Article V (F) (Stormwater Management Bylaw), by deleting the strikethrough text and inserting the *italicized text*, to be inserted numerically or alphabetically as applicable, all as set forth below:

SECTION 2. DEFINITIONS

The following definitions shall apply in the interpretation and implementation of this Bylaw. Additional definitions may be adopted by separate regulation:

IMPERVIOUS SURFACE: Any material or structure on, above or below the ground that prevents water from infiltrating through the underlying soil. Impervious surface is defined to include, without limitation: paved surfaces (parking lots, sidewalks, driveways), roof tops, swimming pools, *patios, and gravel, pervious concrete, pervious pavement, pervious pavers, and compacted dirt surfaces.*, and paved, gravel and compacted dirt surfaced roads.

MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT: The latest version, as may be amended from time to time, of the United States Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) General Permits for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts (as modified), Authorization to Discharge Under the NPDES in compliance with the provisions of the Clean Water Act (CWA), as amended (33 U.S.C. §1251 et seq.), and the Massachusetts Clean Waters Act, as amended (M.G.L. Chap.21 §§ 26-53).

SECTION 4. ADMINISTRATION

C. Stormwater Management Standards and Handbook *and the Massachusetts Small Municipal Separate* Storm Sewer Systems General Permit

The Planning Board will utilize the policy, criteria and information including specifications and standards of the most recent edition of the Massachusetts Stormwater Management Standards and Handbook *and the Massachusetts Small Municipal Separate Storm Sewer Systems General Permit* for execution of the provisions of this Bylaw. Unless otherwise specified in the Town of Sudbury Stormwater Regulations, stormwater management practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to be protective of Massachusetts water quality standards.

9.b

F. Appeals of Action by the Planning Board or its Reviewing Agent

A decision of the Planning Board or its Reviewing Agent made under this Bylaw shall be reviewable by the Zoning Board of Appeals, said appeal shall be made in writing no later than 20 days from any written decision of the Planning Board or its Reviewing Agent. shall be final. Further relief of a decision by the Planning Board or its Reviewing Agent this Bylaw shall be reviewable in the Superior Court in and action filed within 60 days thereof, in accordance with M.G.L. Ch 249 § 4.

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board.

(Majority vote required)

PLANNING BOARD REPORT: This article seeks to refine the provisions of the Stormwater Management Bylaw adopted at the 2009 Annual Town Meeting and amended at the 2012 Annual Town Meeting. The proposed modifications fall into three categories: 1) change in definitions to add the definition for the MS4 General Permit and revise the definition for Impervious Surface, 2) change in the discussion of standards to add compliance with the MS4 General Permit, which is required as part of said General Permit issued to the Town by MassDEP/ EPA, and 3) a change to the appeal process and shortening the duration of the appeal period. The changes do not change the intent of the Bylaw, but are meant to clarify provisions based on past experiences in permitting and to ensure the Bylaw complies with permit requirements.

SELECT BOARD POSITION: The Select Board supports this article.

ARTICLE 32. AMERICANS WITH DISABILITIES ACT TRANSITION PLAN RECOMMENDATIONS

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$200,000 to be expended under the direction of the Combined Facilities Director for the purpose of addressing recommendations identified in the Town Wide Americans with Disabilities Act Self Evaluation and Transition Plan; or act on anything relative thereto.

Submitted by the Combined Facilities Director.

(Majority vote required)

COMBINED FACILITIES DIRECTOR REPORT: In 2021 as part of the on-going effort to assess the current level of Americans with Disabilities Act (ADA) compliance in programs, services and activities and Town-owned facilities The Institute for Human Centered Design was contracted to prepare an ADA Self Evaluation and Transition Plan on the Town's behalf to identify deficiencies, compile a prioritized list of recommendations for corrective actions and provide associated costs. The Self Evaluation found many key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. This article would provide funding to begin addressing identified recommendations in schools, Town buildings and public spaces.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 33. FILTRATION SYSTEMS FOR ATKINSON POOL

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$160,000 to be expended under the direction of the Combined Facilities Director for the purpose of replacing the existing Atkinson Pool water filtration system at the Fairbank Community Center, including but not limited to renovation to the building, and any other incidental and related expenses associated therewith; or act on anything relative thereto.

Submitted by the Combined Facilities Director.

(Majority vote required)

COMBINED FACILITIES DIRECTOR REPORT: This project will replace the existing sand filtration systems at the Atkinson Pool. The sand filtration systems have exceeded their useful life and are in need of replacement. The lap pool and dive well pool filtration systems are critical components in maintaining the pools in proper, healthy working order. Pool cleanliness must be maintained at all times for the pools to remain in operation. The existing pool filtration systems use conventional sand filters and metered chlorination injection to clean and treat the water in each pool. Some of these systems are over 30 years old and require repeated costly maintenance with parts becoming more expensive and difficult to source. The work is not contained in the new Fairbank Community Center project scope. Per health regulations to remain in operation there must be a specified number of complete turnovers of properly filtered and treated pool water per day. Critical contaminant levels are monitored and managed through the filtration system. Failure to maintain health regulation levels would result in pool closure.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE POSITION: The Finance Committee recommends approval of this article.

ARTICLE 34. ON-CALL ARCHITECTURAL & ENGINEERING <u>"HOUSE DOCTOR" SERVICES</u>

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$100,000 for the purpose of contracting for on-call architectural and engineering services for municipal building and facility projects, to be performed on an as-needed and task order basis as determined by the direction of the Combined Facilities Director; or act on anything relative thereto.

Submitted by the Combined Facilities Director.

(Majority vote required)

FACILITIES DIRECTOR REPORT: The Town anticipates a number of future building and/or facility projects requiring architectural and/or engineering services. In an effort to mitigate risk and provide predictability during the planning, design and construction of these projects, the Town is seeking the services of an architectural and/or engineering firm under a so-called "house doctor" contract that can provide specialty services on an as-needed basis to support the delivery of these projects. Projects are expected to vary in size and scale, but generally will have a construction cost range of approximately \$10,000 to \$500,000, per project. For some projects, the services required may only be a feasibility or other study. Types of projects and services under consideration are for facility repairs, upgrades, renovations and additions at various school and municipal buildings including but not limited to sustainability and accessibility measures.

9.b

The anticipated contract will provide for performance of services for projects identified by the Town within the three-year period while the time for performance of services may extend beyond that three-year period.

SELECT BOARD POSITION: The Select Board does not support this article.

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

ARTICLE 35: AUTHORIZATION TO PROCEED WITH THE DPW FACILITY SOLAR PROJECT

To see if the Town will vote to transfer the care, custody, management and control of a portion of the DPW facility property located at 275 Old Lancaster Road and identified as Assessor Parcel ID number H0-0049 from the board, commission, or officer currently having care, custody, management and control thereof, to the Select Board for Department of Public Works facility purposes and also for the purpose of leasing a portion of the property to a solar energy electricity production entity for the installation of a solar energy facility or facilities, and to authorize the Select Board to enter into a lease or leases for a portion of the property for a term of at least 20 years from the date of commencement of commercial operations of the solar energy facility or facilities, all on such terms and conditions, and for such consideration, as the Select Board deems appropriate including a power purchase agreement for electricity and/or solar energy credits; and to authorize the Select Board to grant such access, utility, and other easements in, on, and under said property as may be necessary or convenient to construct, operate, and maintain such solar energy facility or facilities; and to authorize the Select Board to take all actions necessary in connection therewith; and, to authorize the Select Board, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, or any other enabling authority, to enter into an agreement for payment in lieu of taxes (PILOT Agreement) on account of such facility or facilities for a term of 20 years on such terms and conditions, and for such consideration as the Select Board shall deem appropriate in the best interest of the Town and further, to authorize the Select Board to take such actions as may be necessary to implement such agreements; or act on anything relative thereto.

Submitted by the Combined Facilities Director.

(Two-Thirds vote required)

COMBINED FACILITIES DIRECTOR REPORT: In October of 2021, the Select Board voted to authorize the Town Manager to sign a Letter of Intent to express the desire of the Town to enter into a Power Purchase Agreement (PPA) and Lease Agreement or grant of Easement ("Site Control") with Solect for electricity to be produced by a solar power electric generating project on the roof of the Department of Public Works Building at 275 Old Lancaster Road. Subject to the conditions in the Letter of Intent, the Town and Solect agreed to undertake good faith negotiations to enter into a PPA, and Site Control Agreement. Should the Town wish to execute a PPA following the due diligence phase, a lease of the roof to Solect would be required as a condition of the PPA. The PPA would also specify a payment in lieu of taxes that would require agreement as well. This article would allow the Town to enter into the said lease and payment in lieu of taxes agreement.

SELECT BOARD POSITION: The Select Board supports this article.

9.b

ARTICLE 36: **BACKHOE LOADER**

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$150,000, or any other sum, for the purchase or acquisition and equipping of a new backhoe loader vehicle for public works uses; or act on anything relative thereto.

Submitted by the Public Works Director.

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new Backhoe Loader to replace an older model. The existing unit is at its useful life expectancy of 12 years. This article requests funds to purchase a new machine, which will be safe, reliable, efficient, and capable of meeting the needs of the department. The Public Works employees use these vehicles to perform everyday tasks including excavation, construction and moving materials

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

6-WHEEL COMBO BODY DUMP TRUCK W/ PLOW ARTICLE 37:

(Consent Calendar) To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$285,000, or any other sum, for the purchase or acquisition and equipping of a new 6-wheeel so-called combo body dump truck vehicle with a plow and spreader for public works uses; or act on anything relative thereto.

Submitted by the Public Works Director

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new 6-Wheel Combo Body Dump Truck with plow to replace an older model. The existing truck is at its useful lifeexpectancy of about 15 years. Being a dedicated spreader, this vehicle is not currently used during the construction season. It is the goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. This proposal is to replace the existing dedicated spreader with a combination body (dump truck and spreader) to be used throughout all seasons.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 38: SKID STEER

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$130,000, or any other sum, for the purchase or acquisition and equipping of a new so-called skid steer vehicle and appurtenances to the vehicle for public works uses; or act on anything relative thereto.

Submitted by the Public Works Director

(Majority vote required)

(Majority vote required)

(Majority vote required)

(Consent Calendar)

(Consent Calendar)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new Skid Steer to replace an older model. The existing unit is at its useful life expectancy of 12 years. This article requests funds to purchase a new machine, which will be safe, reliable, efficient, and capable of meeting the needs of the department. The Public Works employees use these vehicles to perform everyday tasks including constructions and moving materials during roadway and walkway projects.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 39. WITHDRAWN

ARTICLE 40. WITHDRAWN

ARTICLE 41. ROADSIDE MOWER

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$140,000, or any other sum, for the purchase or acquisition and equipping of a new roadside mower and appurtenant equipment for public works uses; or act on anything relative thereto.

Submitted by the Public Works Director

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new Roadside Mower attachment to replace an older tractor with boom flail mower. The existing unit is at its useful life expectancy of 12 years. This equipment will be used by the Trees & Cemetery Division for Townwide roadside vegetation management which is crucial for the safety of motorists and pedestrians to eliminate obstructed sight lines.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 42. TOWNWIDE DRAINAGE AND ROADWAY RECONSTRUCTION

To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow, the sum of \$3,500,000, or any other sum, for the reconstruction of the drainage system throughout Town including design, engineering, construction, and related professional services, materials, appurtenances, repaying of roadways and incidental or related expenses associated therewith; or act on anything relative thereto.

Submitted by the Public Works Director

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to reconstruct the drainage system throughout Town, particularly in Goodman's Hill Road and Pratt's Mill Road, including replacement of old corrugated metal pipe that deteriorates over time, catch basins and manholes where required. Reconstruction will include full repaying of the roadway upon completion.

SELECT BOARD POSITION: The Select Board supports this article.

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(Majority vote required)

(Consent Calendar)

(Two-thirds vote required)

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 43. WITHDRAWN

ARTICLE 44. WITHDRAWN

ARTICLE 45. OLD FRAMINGHAM ROAD/NOBSCOT ROAD WALKWAY EXTENSION PROJECT – EASEMENTS

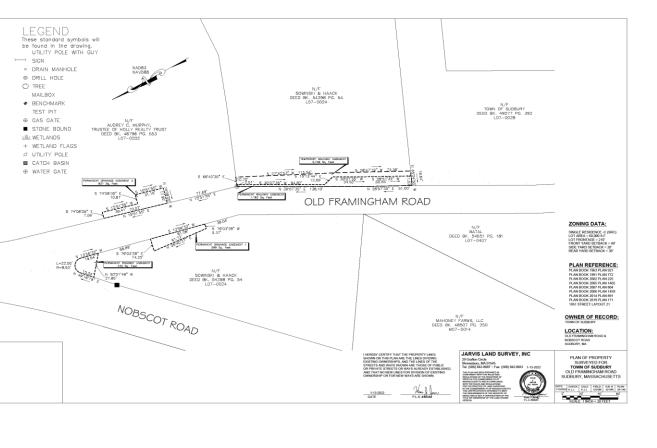
To see if the Town will vote to authorize the Select Board to acquire, by purchase, gift, eminent domain or otherwise, permanent and temporary easements in certain parcels of land adjacent to and/or contiguous with and/or opposite to 78 Old Framingham Road and 120 Nobscot Road as depicted on the plan of land entitled "Plan of Property Surveyed for Town of Sudbury Old Framingham Road Sudbury, Massachusetts" dated January 12, 2022, prepared by Jarvis Land Survey, Inc., a copy of which is on file with the Town Clerk, as said plan may be amended, for public way purposes, including without limitation, drainage, walkway, utility, slope, grading, roadway relocation and construction of improvements and structures and other related purposes, to enable the Town to undertake the Old Framingham Road walkway extension project, and further, to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money for the purpose of providing for such acquisitions and all costs and expenses associated therewith; or act on anything relative thereto.

Submitted by the Department of Public Works Director.

(Two-Thirds vote required)

DIRECTOR OF PUBLIC WORKS REPORT: This Article seeks funding for the Old Framingham Road walkway extension project. Old Framingham Road is located on the Sudbury/Framingham town line. Townhomes and a condominium community, both with 55+ age requirements, are located along the roadway. An existing walkway next to these complexes terminates 600 feet short of Nobscot Road. Pedestrians share this section of roadway with commuter traffic creating potential hazards. Extension of the walkway will remove pedestrians from the roadway creating a safer pedestrian experience. Easements from property owners adjacent to and/or contiguous with and/or opposite Old Framingham Road and Nobscot Road are required for the walkway extension project.

SELECT BOARD POSITION: The Select Board supports this article.



ARTICLE 46: OLD FRAMINGHAM ROAD / NOBSCOT ROAD WALKWAY EXTENSION PROJECT

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$700,000, or any other sum, for the walkway construction project along Old Framingham Road near Nobscot Road including without limitation, drainage, walkway, utility, slope, grading, roadway relocation and construction of improvements and structures and other related purposes including incidental and related expenses associated therewith; or act on anything relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to construct a walkway to connect the existing walk on Old Framingham Road (which currently ends roughly at house #60) to Nobscot Road, including without limitation, drainage, walkway, utility, slope, grading, roadway relocation and construction of improvements and structures and other related purposes. The current alignment of the roadway in the vicinity of the existing culvert needs to be shifted easterly to accommodate the new walkway construction along with required easements and related work.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article. ARTICLE 47. COMMUNITY PRESERVATION ACT FUND – BRUCE FREEMAN RAIL

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Attachment9.b: KP-#806780-v1-SUDB-_Draft_Warrant_2022_ATM-_KP_Edits_ (5140 : Annual Town Meeting action)

TRAIL DESIGN AND CONSTRUCTION NORTH OF MASS CENTRAL RAIL TRAIL

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$500,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from General Reserve Funds, for the section of the Bruce Freeman Rail Trail, known as Phase 2D, north of the Mass Central Rail Trail for elements of the final design and construction phase, or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Bruce Freeman Rail Trail (BFRT), Phase 2D, will be a 4.4 mile multiuse path running north-south along a former rail corridor in Sudbury. The BFRT will connect to the Trail in communities to the north and proposed extensions to the south. Town Meeting has funded the BFRT Design through 100% Trail Design with Community Preservation Act and general funds. Project construction is funded through state and federal funds to start in 2022. This proposal requests Community Preservation Act funds for elements which may include, but are not limited to, construction details that may not be paid for by the Massachusetts Department of Transportation (MassDOT) such as rest area structures and interpretive signs, utility connections, graphic design and installation of interpretive signs, design and construction of art installations and rest area amenities, design for recreational facilities to tie into the surrounding area, and construction oversight by the Town's consultant. Additional information will be provided at Town Meeting.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE_48. COMMUNITY PRESERVATION ACT FUND - BRUCE FREEMAN RAIL TRAIL DESIGN AND CONSTRUCTION SOUTH OF MASS CENTRAL RAIL TRAIL

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$300,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY23 revenue, for the purpose of advancing and contracting for the design and construction of the Bruce Freeman Rail Trail extension south of the intersection with the Mass Central Rail Trail, or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Town of Sudbury seeks Community Preservation Act funds to advance the design and construction of the Bruce Freeman Rail Trail (BFRT) south of the intersection with the Mass Central Rail Trail. The construction of the BFRT north of this intersection, known as Phase 2D, is scheduled to start in the Fall of 2022. The Town reached a monumental milestone in 2020 with the acquisition of the 1.4-mile-long CSX corridor (proposed as BFRT Phase 3A). The Town proposes to build on the success of the corridor acquisition, collect necessary corridor data, evaluate its design options, and advance the trail extension of the BFRT. The request is for funding a \$300,000 project which will be used to advance the design and/or construction of the BFRT to the newly acquired southern (former CSX) corridor. The funds will be used for topographic survey, wetlands delineation, alternatives analysis, and concept development for the expansion of the rail trail to the newly acquired corridor, as well as additional

design for the first quarter mile section to connect the BFRT to Route 20/Boston Post Road. The project 2022 Town of Sudbury ATM Warrant

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involves hiring a consultant to perform data collection, feasibility study, alternatives analysis, and conceptual planning and cost estimate development to create baseline information and contribute to the design phase of the rail trail project. The selected consultant would then advance the design of the quarter mile trail section to Route 20/Boston Post Road. Public engagement will be facilitated to solicit input on the concept that will be advanced. The Town will also seek additional funds through grants to support this work, so if part of the initial project development and design funding is secured through other means, the Community Preservation Act funds may also be used to advance the construction phase of the first quarter mile section.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT:

ARTICLE_49. COMMUNITY PRESERVATION ACT FUND – HISTORIC DISTRICTS COMMISSION DESIGN GUIDELINES

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$50,000 from the Historic Resources category of Community Preservation Act Funds, funded from Historic Resources Reserves, for the purpose of contracting for the creating of comprehensive and professionally-developed Design Guidelines for the Local Historic Districts including incidental and related expenses associated therewith; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: In 1963, Sudbury became one of the first towns in the Commonwealth to establish Local Historic Districts with the intent to preserve the architectural integrity of Sudbury's historically significant properties. Overseen by the Historic Districts Commission, the Town currently has five local historic districts – the Town Center Historic District, Wayside Inn Districts I and II, the King Philip District, and the George Pitts Tavern District – encompassing over 350 individual properties dating from the 18th century to the present day. This particular funding request is for the creation of comprehensive and professionally-developed Design Guidelines for the Local Historic Districts.

Following the provisions set forth under Chapter 40 of the Acts of 1963 (amended 2005), the Historic Districts Commission reviews all proposed alterations to structures located within the districts that are visible from the public way. Examples of alterations subject to review include, but are not limited to: changes to paint color, replacement windows and doors, the addition or removal of shutters, maintenance upgrades such as new roofs and gutters, new technologies such as solar panels, building additions, signage, stone walls, fencing, demolition of existing structures, and new construction of any kind. Projects must be reviewed and receive approval from the Historic Districts Commission in the form of a Certificate of Appropriateness before any work can begin.

Design Guidelines are a key preservation tool used by the Historic Districts Commission in its review of a project for Certificate approval. Consisting of written and graphic information in a printed format, they are used by the Historic Districts Commission and applicants alike in the review process. Sudbury's current Historic Districts Commission General and Specific Guidelines would benefit from additional descriptive details clarifying best preservation and restoration practices, and more concise guidance and direction on how to incorporate renovations, new building technologies, and new construction in a historically appropriate and sensitive manner.

The Historic Districts Commission recognizes the need for an updated and enhanced set of guidelines to not only assist property owners within the districts, but to also provide consistent guidance for future Commission members. When used in conjunction with local bylaws, they help encourage appropriate design that respects district character by applicants and fosters predictability in Historic Districts Commission actions. These guidelines will help serve as the basis for the review process and provide a stronger and more concise

foundation for decision making. The Design Guidelines may be used by the Historic Districts Commission, and as a resource for residents and business owners within the boundaries of the historic districts, other Town entities, and as a resource for any property owner looking to undertake historically appropriate and sensitive renovations to their home or business.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

ARTICLE_50. COMMUNITY PRESERVATION ACT FUND – LIBBY-DICKSON CONSERVATION RESTRICTION MONITORING (Consent Calendar)

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$9,454 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY23 revenue, for the purpose of paying for a third party to conduct monitoring activities for the Town-owned Libby and Dickson properties to monitor compliance with the terms of the Conservation Restriction on the land; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: In 2003, the Town of Sudbury purchased the Dickson property on Water Row, which sits between the Town of Sudbury Conservation Area known as King Philip Woods, and the Sudbury Historical Commission's Haynes Garrison site. It was one of Sudbury's first Community Preservation Act purchases and, although required by the Community Preservation Act statute, the Town was not in the habit of placing Conservation Restrictions on land acquired with Community Preservation Act funds at the time. Two years later, Town Meeting approved the purchase of a much larger nearby property from the Libby family. These two properties (Dickson and Libby), 25.9 acres in total, together made terrific additions to the block of conservation land off Route 27 anchored by King Philips' Woods.

When the Town was awarded a Local Acquisitions for Natural Diversity (LAND) grant for the purchase of Pantry Brook Farm in 2012, the state conditioned the award on having Conservation Restrictions put on all Community Preservation Act lands, and the Town agreed to follow through on that obligation by asking Sudbury Valley Trustees to hold the Conservation Restriction on the Libby and Dickson properties. This Conservation Restriction was executed in 2021.

As part of any Conservation Restriction, certain activities are permitted and prohibited on each piece of land. These activities need to be monitored and the boundary of a property under a Conservation Restriction needs to be walked each year to ensure the Town or abutters have not encroached onto the protected land. Typically, when Sudbury Valley Trustees is involved with land acquisitions and/or Conservation Restriction acceptances, they conduct fund raising to cover their legal and monitoring costs. As holders of the Conservation Restriction, Sudbury Valley Trustees will be required to monitor these properties for compliance at least annually in perpetuity and this funding will assist in covering some of the associated costs.

9.b

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

SELECT BOARD POSITION: The Select Board supports this article.

ARTICLE 51. **COMMUNITY PRESERVATION ACT FUND – OPEN SPACE & RECREATION PLAN AND ATHLETIC FIELDS NEEDS ASSESSMENT & MASTER PLAN**

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$100,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY23 revenue, for the purpose of updating the Town's Open Space & Recreation Plan and the Athletic Fields Needs Assessment & Master Plan including incidental and related expenses associated therewith; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Open Space & Recreation Plans allow a municipality to maintain and enhance all the benefits of open space that together make up much of the character of the community and protect the "green infrastructure" of the community. Planning this "green infrastructure" of water supply, land, working farms and forests, viable wildlife habitats, parks, recreation areas, trails, and greenways is as important to the economic future of a community as planning for schools, roads, water, and wastewater infrastructure. The Town's Open Space & Recreation Plan expired in 2013 and the need for an updated version of this planning document is critical. It is woefully out of date and is also needed to make the Town eligible to apply for certain grants. The prior plan is also significantly lacking in recreational information. Development of a robust Open Space & Recreation Plan will help guide the Town for future acquisitions to be pro-active instead of reactive when lands/opportunities become available. The Open Space & Recreation Plan will include an ADA assessment and recommendations. The timeline for completion should be approximately one year.

The original Athletic Fields Needs Assessment & Master Plan was a fields use survey. It was essentially a supply and demand analysis for field use and users, completed in 2012. The Needs Assessment described the current state of the athletic fields, and provided an assessment of unmet needs, demand from users, and expected future demand. In updating this document, the Town would also want to know about the trends of field users in general and what that would indicate for the Town's future athletic field needs.

As the Master Plan indicates, the Broadacres Farm property, Davis Field, and Feeley Fields are the biggest known issues. There are also other recreational properties around the community that are undeveloped. The hope is that this new planning initiative and product will help the Town, and the Park & Recreation Commission in particular, dive into these issues more deeply. The Broadacres Farm property has an opportunity to serve many constituents and the planning process to update the Athletic Fields Needs Assessment & Master Plan would help to make the best use of this important property.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE_52. **COMMUNITY PRESERVATION ACT FUND – REGIONAL HOUSING**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$30,000 from the Community Housing category of Community Preservation Act Funds, funded from FY23 revenue, for the purpose of supporting and creating community housing by funding of the Town's portion of the FY23 Regional Housing Services Office (RHSO) membership fee; or act on anything relative thereto.

SERVICES OFFICE (RHSO) MEMBERSHIP FEE (Consent Calendar)

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: In recent years, Sudbury has made great strides towards satisfying the requirements of the State's Comprehensive Permit Act (Chapter 40B). This Act requires cities and towns to provide certification that the number of dwelling units in the municipality which qualify as "affordable" by statute, meets or exceeds ten percent (10%) of the municipality's total number of dwelling units. Falling short of that number, as Sudbury has until recently, allows developers to both site and design partially affordable developments with extreme limitations on the Town's zoning and development requirements and design oversights. There are a great number of administrative requirements to monitor and certify this approved inventory and to maintain those certifications going forward.

Since 2011, the Town has contracted with the Regional Housing Services Office (RHSO), to provide services to the Town including affordable housing inventory monitoring; supervising lotteries to determine who qualifies for affordable housing; monitoring the Incentive Senior Developments at Frost Farm and Grouse Hill to ensure compliance with eligibility requirements; monitoring all deed restricted properties; providing valuations for deed restricted properties to the Town Assessor; reviewing compliance with Regulatory Agreements and certification to Department of Housing and Community Development (DHCD) for Local Initiative Program (LIP) rental units; maintaining the affordable housing inventory and providing estimates for 2030 SHI projections; and other administrative work, including annual action plans, 5 year consolidated plans, fair housing reports and programs, and related housing questions which arise during the year. This Article requests funding to continue to contract with the RHSO for these services.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE_53. COMMUNITY PRESERVATION ACT FUND – SUDBURY HOUSING AUTHORITY ACQUISITION, CREATION, PRESERVATION, AND SUPPORT OF AFFORDABLE RENTAL HOUSING OF AFFORDABLE RENTAL HOUSING (Consent Calendar)

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$276,600 from the Community Housing category of Community Preservation Act Funds, funded from FY23 revenue, for the purpose of funding the Sudbury Housing Authority's acquisition, creation, preservation, and support of affordable rental housing; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to the Sudbury Housing Authority (SHA) using the ten percent (10%) of estimated annual revenue the Community Preservation Act requires to be annually set aside or expended for community housing purposes. The SHA is a

quasi-governmental entity overseen by the state Department of Housing and Community Development 2022 Town of Sudbury ATM Warrant (DHCD) under 760 CMR. While locally controlled, and created by Town Meeting in 1971 under MGL Chapter 121B, Section 3, it is not legally a part of Sudbury's Town government. The SHA, as the original and substantial creator of affordable rental housing in Sudbury, has received Sudbury Community Preservation Act funding in past years.

The SHA owns, maintains, and manages scattered-site, single-family and duplex rental houses, and 64 rental apartments at Musketahquid Village in Sudbury Center for those over 60 and disabled people. The SHA intends to use the funds, in combination with Community Preservation Act funds previously appropriated by Town Meeting and other funding sources as necessary, to create additional units of rental housing for families or individuals, particularly focused on those in the Housing and Urban Development (HUD)-defined extremely low- or very low-income range. The SHA primarily houses families and individuals who do not and will not qualify for affordable homeownership or the types of housing created by the various Chapter 40B developments in town. The SHA is singular in its exclusive commitment to the Town, combined with its interest in both expanding and managing rental opportunities for those with incomes at the lowest extreme of the income limit. The SHA prides itself in covering all of its operational costs through the rents it collects. As housing and development costs continue to rise, significant financial resources are required to maximize the SHA's flexibility to respond to those most in need of affordable housing.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE_54. COMMUNITY PRESERVATION ACT FUND – TOWN CLOCK RESTORATION (Consent Calendar)

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$16,000 from the Historic Resources category of Community Preservation Act Funds, funded from Historic Resources Reserves, for the purpose of restoring and rehabilitating the Town of Sudbury Clock faces on the First Parish Church at 327 Concord Road including incidental and related expenses associated therewith; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Town of Sudbury Clock is owned by the Town of Sudbury and located in the clock/bell tower of the First Parish Church at 327 Concord Road. The clock itself is an historically significant E. Howard #2 Flatbed Striker Tower Clock and was a gift to the Town by Sudbury school children in 1873.

This funding would support the restoration of the weathered and deteriorated clock faces, and to preserve this unique and irreplaceable historic Town Center element in the proper technique and appropriate workmanship. The work required includes: rental of a 60 foot lift for clock dial access; removing the tabs, numerals, and hands from three dials; repairing individual dials using dutchmen repair or epoxy; caulking dial board seams and painting with two coats of oil based black paint; fabricating replacement hands and tabs from mahogany; applying two layers of 23k gold leaf to hands, tabs, and numerals; and reinstalling tabs, hands, and numerals to dials with all associated labor and materials.

The Town is fortunate to have individuals at the First Parish Church who watch over the clock. The Facilities Department has coordinated and funded all routine preventative maintenance, and any required special service and repair, and will continue to do so. This work is performed by an extremely specialized service company. 2022 Town of Sudbury ATM Warrant

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The individual that works on the Town Clock specializes in historic clock service, repair, and restoration. Only authentic parts are used and, if not available, are custom manufactured.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE_55. COMMUNITY PRESERVATION ACT FUND – RETURN OF UNSPENT FUNDS (Consent Calendar)

To see if the Town will vote to return the unused funds from appropriations voted at prior Town Meetings, for projects that have been completed and for which no liabilities remain outstanding or unpaid, into the Community Preservation Act general account as follows:

2015 ATM, Article 50 Town Center Landscaping to be returned to the category of Unrestricted Reserves; and		\$2,213.44
2015 ATM, Article 50 Town Center Landscaping to be returned to the category of Historic Resources Reserve	es; and	\$2,213.44
2016 ATM, Article 40 Town Center Landscaping to be returned to the category of Unrestricted Reserves; and		\$7,198.00
2016 ATM, Article 40 Town Center Landscaping to be returned to the category of Historic Resources Reserve	es; and	\$7,198.00
2017 ATM, Article 29 Featherland Park Court Reconstrute to be returned to the category of Unrestricted Reserves; and		\$27,480.52
2019 ATM, Article 30 Featherland Park Multisport Cour Reconstruction, Phase 2 to be returned to the category of Unrestricted Reserves; and	\$7,574.85	
2020 ATM, Article 42 Historic Resource Inventory Su to be returned to the category of Historic Resources Reserve	•	<mark>\$15,002.50</mark>
	Total:	<mark>\$68,880.75</mark>

; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: All projects are completed at this time or will not proceed further. In order to return the funds to the Community Preservation Act general account, an affirmative vote of Town Meeting on this article is necessary.

SELECT BOARD POSITION: The Select Board supports this article.

2022 Town of Sudbury ATM Warrant 40 FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE_56. COMMUNITY PRESERVATION ACT FUND – GENERAL BUDGET AND APPROPRIATIONS (Consent Calendar)

To see if the Town will vote to appropriate a sum or sums of money from Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the FY23 Community Preservation Act budget, including the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY23, amounts for payment of debt service on the Community Preservation Act projects previously appropriated by Town Meeting, and as may be needed to comply with General Laws Chapter 44B, Section 6 to reserve for future appropriation, amounts for open space, including land for recreational use, historic resources, and community housing; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article sets forth the entire FY2023 Community Preservation Act budget, including appropriations and reservations as required in connection with the administration of the Community Preservation Act funds. The estimated annual revenue for FY2023 is \$2,766,000. The article appropriates funds for FY2023 debt service obligations totaling \$1,017,893. These obligations arise from prior Town Meeting approval for the bonding of six projects:

- 1) Purchase of the Dickson property utilizing the Open Space and Recreation category (\$27,378) and Historic Resources category (\$18,252);
- 2) Purchase of land and development rights as well as construction of a sports field on the Cutting property utilizing the Open Space category (\$162,442) and Recreation category (\$20,078);
- 3) Purchase of the Libby property utilizing the Open Space and Recreation category (\$126,800);
- 4) Purchase of development rights on the Nobscot Boy Scout Reservation Phases I and II utilizing the Open Space and Recreation category (\$403,275)
- 5) Purchase of development rights on Pantry Brook Farm utilizing the Open Space and Recreation category (\$187,043); and
- 6) Purchase of the Johnson Farm Property utilizing the Open Space and Recreation category (\$72,625).

The article also appropriates funds for administrative and operational expenses of the Community Preservation Committee in the amount of \$138,300. The administrative fund can be used by the Community Preservation Committee to pay for technical staffing and expertise, consulting services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees, and other administrative expenses. By statute, the Community Preservation Committee may budget up to five percent (5%) of its annual budget for these administrative and operational expenses, or \$138,300 based upon the projected FY2023 revenue of \$2,766,000. Any funds remaining in the administrative account at the fiscal year's end revert to the Community Preservation Act Fund Balance, and need to be re-appropriated for administrative use in subsequent years. The Community Preservation Committee to conduct business on a time-sensitive basis, a vital component of the Community Preservation Act.

The Community Preservation Act requires 10% of the estimated annual income be allocated to current projects or reserved for future expenditures in each of the three core categories: Community Housing, Historic

Resources, and Open Space and Recreation. The actual amount reserved each year depends upon whether or 2022 Town of Sudbury ATM Warrant

not Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all in any of these three core categories. If there is a balance of unspent Community Preservation Act funds from that fiscal year after such reservations and after Town Meeting has voted the Community Preservation Act articles, it is budgeted in the unrestricted reserve account for future Community Preservation Act projects in all three categories.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 57. HIRE LAND USE CONSULTANT FOR LIBERTY LEDGE/SEWATARO PROPERTY (Citizen Petition Article)

To see if the Town will vote to raise and appropriate, or to transfer from available funds, \$200,000, or any other sum, to be expended under the direction of the Director of Planning and Community Development for the purpose of hiring an independent land use consultant to study, evaluate and expand the options for the short-term and long-term uses for the Liberty Ledge property with the address 1 Liberty Ledge and consisting of approximately 44.32 a. of land inclusive of "Camp Sewataro" acquired by the Town pursuant to a vote under Article 25 of the 2019 Annual Town Meeting. The consultant's evaluation and report shall include new and prior information regarding the financial operating costs, the identification of environmental and health issues, the capital investments required, and any restrictions with respect to access and use of the property including ADA or other compliance requirements, for each alternative. The consultant shall prepare a written report of his/her findings and conclusions for the Town to use for its decisions regarding the use of the Liberty Ledge property for the benefit of the Town's population.

Submitted by Petition.

(Majority vote required)

PETITIONERS' REPORT: When the Town was presented with an opportunity to purchase the /Liberty Ledge/Sewataro property in 2019 three concerns were raised.

First, there was no plan about how to use the 44.32-acre property. Second, there was no time to do a land use study. Third, there were no funds earmarked to maintain the property to prevent it from falling into disrepair. For these reasons the Finance Committee, the Park and Recreation Commission, the Capital Investment Advisory Committee and the Land Acquisition Review Committee voted not to support the purchase.

The primary objective was to acquire the Liberty Ledge/Sewataro property to keep it as open space and other municipal uses. This objective was supported by Town Meeting on May 6, 2019.

The Select Board's solution to having the property maintained, and prevent it from falling into disrepair, was to enter into a short-term contract with a day camp operator who could run a day camp using the Camp Sewataro site and have the responsibility of maintaining the property.

This agreement limits Sudbury residents, who approved the purchase of the property for more than \$11,000,000, from using many of the facilities, and the majority of the property, from late May through September, the warm months of the year. Per the agreement, all swimming facilities, in their entirety, are completely off limits all the time. The agreement calls for lease and profit sharing payments from the operator. There is a substantial deficit between the revenues collected and the debt service (interest and principal) required to paid by the town.

2022 Town of Sudbury ATM Warrant 42 The agreement was intended to be a temporary solution until a study could be done to evaluate and consider the options for the long-term use of the property. Upon completion of the study a decision on the long-term use would be made by Sudbury residents. The Select Board felt that a three-year agreement with a camp operator would be enough time to complete the land use study and plan for the implementation of its recommendations.

Because of the complex features of 44.23 acres of Liberty Ledge/Sewataro property, including four houses, a swimming/boating pond, a fishing pond, multiple open-air structures, a bomb shelter, athletic fields, parking areas, lack of permanent sanitary facilities, lack of ADA compliance, and the presence of four shallow swimming pools used to teach swimming, the land use study would take time and require the expertise of an independent land use consultant with broad based experience in developing a site like the liberty Ledge/Sewataro property. During the initial two years of the camp operator contract, the Select Board never authorized or allocated money to do the study.

Meanwhile, beneath the ground there is a hidden problem; underwater streams that fed the headwaters of Pantry Brook and are used to fill and maintain the swimming and fishing ponds. The town has been alerted that there are hygienic and environmental issues with the swimming and fishing ponds due to the underground streams. Modifications may be needed to comply with state law regarding the swimming pond and the fishing pond. As of the writing of this article it is unclear if the problems can be fixed, what such fixes will entail, how long they will take, and what the costs will be.

It is clear that the options for residents' use of Liberty Ledge/Sewataro will require intensive study and analysis. In essence, Liberty Ledge/Sewataro will need its own mini–Master Plan.

Not until the Select Board's January 10, 2022 meeting did the Select Board consider a warrant article to do a study to determine the potential uses for Liberty Ledge/Sewataro property.

This article authorizes the Town to hire an independent land use consultant to study and determine options for the use of the property that will provide the greatest benefit to the entire Town's population.

This study will include evaluation of the environmental issues, the land use issues, the capital investment cost issues, the operating costs issues, maintenance issues, real estate tax issues, the ADA issues, the issues surrounding scheduling and availability for the Town's population to use the property, the potential for revenue for the Town, as well as any other issues that should be included to evaluate the potential long-term uses of the property for the benefit of the Town's population.

In addition to the identification of the best use options for the property by the Town, a further objective of the study is to answer questions on subjects for which there was inadequate information in 2019, and answer questions that have arisen recently.

Before the Town enters into any long-term arrangement for Liberty Ledge/Sewataro, a full due diligence review of the options for the use of the property should be done by an independent land use consultant.

The complete results of the study will be made available to residents for their use in making an informed decision about the long-term use of the Liberty Ledge/Sewataro property. Town forums and discussions will be convened to answer questions and assist in the decision-making process. The consultants who conduct the study will be invited to participate in the forums and discussions.

The final determination of how Liberty Ledge/ Sewataro should be used should be placed before the residents 2022 Town of Sudbury ATM Warrant

in the form of a ballot question. That way, all residents would have an equal say in the outcome.

Liberty Ledge/Sewataro can become the durable jewel residents sought when they voted to purchase the land. The land use study proposed in this article is the tool needed to understand what is possible, and breathe life into this vision. Your support is vital to its success.

SELECT BOARD POSITION: The Select Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

ARTICLE 58. CLIMATE EMERGENCY DECLARATION (Citizen Petition Article)

To see if the Town will vote to authorize the creation of the position of Sustainability Director to serve under the direction of the Town Manager, and further, to raise and appropriate, or transfer from available sums, the sum of \$130,000, or any other sum or sums to be expended under the direction of the Town Manager for the purpose of funding salary, benefits, and overhead for said position for FY23 with such funding thereafter to be included within the Town budget, and further vote to approve the following Resolution:

WHEREAS, cascading environmental harms, severe health impacts, and property destruction are already happening in many places around the world due to the current average global warming of more than 1°C relative to a pre-industrial baseline (World Meteorological Organization, 2020);

WHEREAS, restoring a safe and stable climate will require deep greenhouse gas emissions reductions through rapid, unprecedented transitions in all aspects of society, as described in the Intergovernmental Panel on Climate Change's (IPCC) *Sixth Assessment Report, Climate Change 2021*;

WHEREAS, progress toward this future is already underway in Massachusetts, a national leader on climate initiatives, including through the recently passed 2021 *Next-Generation Roadmap for Massachusetts Climate Policy*;

WHEREAS, Sudbury officials have recognized the threat and signed on to climate resilience, mitigation, and sustainability goals and actions in Sudbury's 2021 Master Plan, 2020 Hazard Mitigation Plan, and 2019 Municipal Vulnerability Preparedness Report;

WHEREAS, the Sudbury Select Board has recently voted to include "Sustainability and Climate Change Initiatives" among their top 5 goals;

WHEREAS, Sudbury has already undertaken important steps on climate resiliency and is well-positioned to join the growing number of Massachusetts communities leading the way on the critical transition away from fossil fuels;

WHEREAS, there remains a need and opportunity for Sudbury to accelerate its efforts in addressing the urgent challenges posed by climate change, including by refining goals, facilitating the sharing of reliable information, and establishing ways to assess and communicate community-wide progress;

WHEREAS, the scope and complexity of this work will require the leadership of an experienced, professional, and dedicated Sustainability Director;

9.b

WHEREAS, based on the experience of other towns, we can expect the work of a Sustainability Director to produce cost savings, potential additional revenues, and other tangible benefits to Sudbury.

BE IT THEREFORE RESOLVED that the citizens of Sudbury:

Declare that a climate emergency significantly threatens the safety and wellbeing of our town, its residents, the natural world, and our fellow people around the world;

AND declare that mobilizing urgently in response is a moral imperative and also an opportunity to build a more just and ecologically sustainable economy;

AND call on Town government and staff, as well as all Sudbury civic groups, businesses, and residents to commit to a climate mobilization effort to reduce community-wide greenhouse gas emissions as quickly as possible, but in no case slower than the state benchmarks of 50% reduction by 2030, 75% reduction by 2040, and net zero by 2050 (relative to 1990 baseline levels), as enacted by the Massachusetts General Court and signed into law by Governor Baker;

AND request the Sudbury Select Board to charge and fully support the Sudbury Town Manager or other Town Staff, as their agents:

- to invite all Sudbury stakeholders to a meeting to be held within 90 days of the adoption of this resolution to educate them about the risks posed by the climate emergency and the process the Town of Sudbury is planning to address it;
- 2) to immediately create and take steps to fill an ongoing, director-level staff position of Sustainability Director that will continue until such time as the Town Meeting votes to end this position, with the responsibility to direct and coordinate Town sustainability actions including, but not limited to resiliency, mitigation and adaptation actions called for in the 2021 Sudbury Master Plan, the 2020 Hazard Mitigation Plan, and the 2019 Municipal Vulnerability Preparedness Report;
- 3) to convene an advisory team led by the Sustainability Director and consisting of municipal representatives and a diverse group of residents, to research and develop, by the following Annual Town Meeting, a Climate Mobilization Action Plan (CMAP) for the Town of Sudbury, that at a minimum includes:
 - a. an estimate of present community-wide greenhouse gas emissions from the Town of Sudbury broken down by sector (*e.g.*, electricity, transportation, heating, etc.),
 - b. an estimate of community-wide 1990 baseline greenhouse gas emissions for the Town of Sudbury,
 - c. a method for estimating benefits and costs of potential changes and actions relative to the 'business as usual' case,
 - d. a menu of strategies, tactics, and policies for the residents, businesses, and municipal government of Sudbury to reduce their share of greenhouse gas emissions and sequester greenhouse gasses,
 - e. plans for community outreach, engagement, and education to facilitate implementation and,
 - f. plans to ensure that the costs of the required mobilization do not unfairly burden those who are economically or socially disadvantaged and that the realized benefits of a more just and sustainable future accrue to all;
- 4) to provide an annual status report to the Town Meeting on progress towards meeting communitywide greenhouse gas reduction goals

;or act on anything related thereto.

Submitted by Petition.

(Majority vote required)

PETITIONERS' REPORT: Sudbury has repeatedly recognized a need to urgently improve our climate resiliency and reduce our greenhouse gas emissions, as seen in the most recent Master Plan, Hazard Mitigation Plan, Municipal Vulnerability Preparedness (MVP) Report, and Select Board Goals.

This article would concretely accelerate progress towards these goals by authorizing and investing in the creation of the position of Sustainability Director for Sudbury. The position would work with staff and boards across town government to promote appropriate consideration of sustainability and climate change issues, and engage with residents and businesses to ensure they realize the financial and other benefits of sustainable choices. Sustainability Directors in peer towns have often had a substantial net positive impact on town finances, including through improved capacity to take advantage of relevant state and federal funding, and by implementing energy efficiency and renewable energy projects.

Additionally, this article would pass a resolution declaring that a climate emergency threatens the long-term safety and well-being of Sudbury and its residents. The resolution calls for further actions including the preparation of a comprehensive Climate Mobilization Action Plan 1) to help residents and businesses objectively evaluate and implement potential climate actions, 2) to regularly assess the Town's progress against state emission reduction benchmarks, and 3) to ensure that the benefits of a more just and sustainable future accrue to all and that the costs to achieve this do not unfairly burden the economically or socially disadvantaged.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

TOWN COUNSEL OPINIONS

It is the opinion of Town Counsel that, if the Zoning Bylaw amendment proposed in the following article in the Warrant for the 2022 Annual Town Meeting is properly moved, seconded and adopted by a two-thirds vote in favor of the motion and is thereafter approved by the Massachusetts Attorney General and properly posted in accordance with applicable law, the proposed changes will become valid amendments to the Sudbury Zoning Bylaw:

Article 30. Amend Zoning Bylaw, Article IX, Insert Section 2328, Fences

It is the opinion of Town Counsel that, if the Bylaw amendment proposed in the following article in the Warrant for the 2022 Annual Town Meeting are properly moved, seconded and adopted by a majority vote in favor of the motion, the proposed changes will become valid amendments to the Sudbury Bylaw:

- Article 25. Amend General Bylaws, Article II, Government of Town Meeting, Insert Section 19, Electronic Voting
- Article 31. Amend General Bylaws, Article V(F) Stormwater Management, Amend Text of Section 2, Definitions and Amend Text of Section 4, paragraphs C. and F. Administration

And you are required to serve this Warrant by posting an attested copy thereof at the Town Hall at least seven days before the time appointed for such meeting.

Hereof fail not and make due return of the Warrant by your doing thereon to the Town Clerk, at or before the time of meeting aforesaid.

Given under our hands this 5th day of April, 2022.

SELECT BOARD OF SUDBURY:

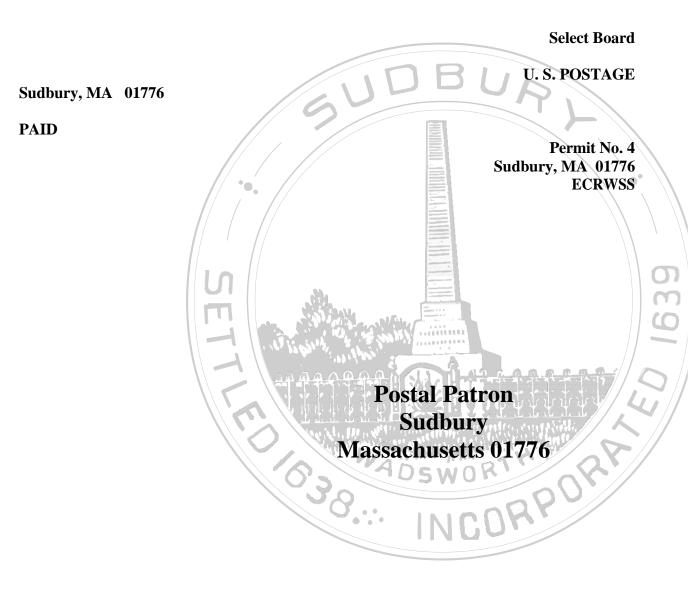
Jennifer S. Roberts

Charles G. Russo

Daniel E. Carty

Janie W. Dretler

William J. Schineller



Attachment9.b: KP-#806780-v1-SUDB-_Draft_Warrant_2022_ATM-_KP_Edits_ (5140 : Annual Town Meeting action)



MISCELLANEOUS (UNTIMED)

10: ARPA Listening Session debrief and next steps

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: American Rescue Plan Act Funds (ARPA) Listening Session debrief and next steps discussion (~20 min.)

Recommendations/Suggested Motion/Vote: American Rescue Plan Act Funds (ARPA) Listening Session debrief and next steps discussion (~20 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:	
Patty Golden	Pending
Henry L Hayes	Pending
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

04/05/2022 6:30 PM



Town of Sudbury

Office of Select Board

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

selectboard@sudbury.ma.us

Sudbury Select Board Release \$2,041,000 of ARPA Funds and Announce Listening Session

Sudbury ARPA Listening Session to be held on Thursday, March 24, 2022 from 7PM – 9PM via Zoom.

<u>Sudbury, MA</u> – *March 21, 2022* - On January 18, 2022, the Sudbury Select Board voted to approve certain projects for American Rescue Plan Act (ARPA) fund usage. Overall, the Town was allocated \$5,875,013.78 in federal ARPA funds. Leading up to that evening, citizens were asked their perspectives about potential uses of the funds. The Town utilized FlashVote, submissions via email, and solicitation from the staff to gather input. The full list of requests can be found at <u>ARPA – Compiled Request Listing</u>.

The Select Board has released \$2,041,000 of the available ARPA funds to address time sensitive matters as of January 18.

The approved items included:

Proposed Project	Cost Estimate
ARPA Consultant (Powers & Sullivan) voted January 4, 2022	\$40,000
Additional Social Worker Services	\$170,000
Basic needs gift cards (Jail Diversion Prog, Senior Center, Social Work Dept)	\$20,000
Mental Health Counselor	\$166,000
At-Home COVID-19 Testing Kits (for residents who cannot afford/access testing)	\$50,000
SPS: Summer academic program	\$620,000
SPS: Social and Emotional Learning	\$420,000
LSRHS: Ventilation system upgrades	\$100,000
Fairbank Community Center: Water line replacement	\$400,000
Fire: Equipment - stretcher, stair chair and CPR machine	<u>\$55,000</u>
	\$2,041,000 Total

For more details, please see <u>Time Sensitive Items Memo</u> and "2022 Jan 18 outcomes" tab of <u>ARPA – Compiled Request Listing</u> spreadsheet document.

The Select Board has also decided to hold a Listening Session on Thursday, March 24 from 7-9PM via Zoom to hear more from the community, businesses and professional staff. Participants may join via Zoom at https://us02web.zoom.us/j/85761138554, call in at 978-639-3366 with Meeting ID# 857 6113 8554 or watch live on SudburyTV. During the event, those that use the 'raise hand' function before 8:30 PM will be called upon to



Town of Sudbury

Office of Select Board

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

selectboard@sudbury.ma.us

provide comments up to 4 minutes in duration. Information may be sought in advance via email to <u>ARPA@sudbury.ma.us</u>.

In preparation for the Listening Session, the Select Board requests that people share:

- What the topic/project is
- Why it is needed
- Cost
- One-time vs. ongoing cost?
- Plan for when the funding source is no longer available

The Select Board agreed to review projects against the following criteria, which directly relates to the original purpose of the ARPA Funds guidance:

- Public Health
- Economic Insecurities due to Covid-19 (e.g. food, housing, income)
- Inequities Exacerbated due to Covid-10
- Education Impacts due to Covid-19
- Long-term Infrastructure
- Other*

*"Other" means additional project types will also be considered.

Thank you for your thoughtful consideration and preparation for the ARPA Listening Session. The Select Board looks forward to gaining additional perspectives from the community. More information about The American Rescue Plan Act of 2021 and the March 24 Listening Session can be found at <u>https://Sudbury.ma.us/arpa</u>.

###

LISTENING SESSION The American Rescue Plan Act

ARPA Listening Session

The Listening Session is an opportunity for the community to provide input to the Select Board as to how Sudbury could allocate its share of ARPA funding.

Proposed Project Info:

- What it is
- Why it is needed
- Cost
- One-time or ongoing cost
- Funding source (after ARPA)

Select Board Funding Categories

- Public Health
- Economic Insecurities due to COVID-19 (e.g. food, housing, income)
- Inequities Exacerbated due to COVID-19
- Education Impacts due to COVID-19
 Long-term Infrastructure

10.b

email to **ARPA@sudbury.ma.us**

Thursday March 24 7 PM - 9 PM

Watch on **SudburyTV** Participate on **Zoom** Zoom Link https://us02web. zoom.us/j/85761138554

Other

Meeting ID 857 6113 8554

Dial-In Number 978-639-3366 or 470-250-9358 3/24/2022 @ 7 PM

4 minutes per speaker.

All hands raised by 8:30 PM will be responded to.

For More Information:

https://sudbury.ma.us/ARPA



MISCELLANEOUS (UNTIMED)

11: Finalize deliverables for SB 2022 annual goals

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion and possible vote on finalizing deliverables for Select Board 2022 Annual Goals. (~20 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote on finalizing deliverables for Select Board 2022 Annual Goals. (~20 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:	
Patty Golden	Pending
Henry L Hayes	Pending
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

				BOS GOALS 20)21	
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		Complete rweview of DLS Report; Finalize and publish Financial Policies; identify gaps; select, pri planning improvements; transparency/communicate to the public; identify what we mean by cap
		-			Town Manager/Treasurer	
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 Agreement review increments; examine vocational education responsibilities; define the perceive 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 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 con
Sewataro	Open Space, Recreation & Historic Assets	5	High	Schineller & Russo	Town Manager/Facilities/PRP	Increase public use (swimming summer weekends); safeguard property; update Agreement; exan property; discover revenue generating opportunities; define strategic vision, options and next ste compare data from other communities; increase documentation of activities and uses; consider ta 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 operations and funding sources; determine transportation gaps; align with Master Plan intent; transficiencies 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	o			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, Efficency, 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	

prioritize and implement Capital capital; secure funding sources;
ol Committee; evaluate ived problems; budget timeline
at May 2021 Annual Town
onstruction
amine / evaluate best uses for the teps; formulate evaluation team; r tax exempt debt option (lease vs
ogy; examine sustainment of track trend data to discover

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			BOS GOALS 2	021	
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	



Goal	Primary Category	Deliverables/Steps	Board Liason	Staff Liason	Bill Schineller	Jen Roberts	Dan Carty	Charles Russo	Janie Dretler	Total Score	
Advance to Construction Phase - Bruce Freeman Rail Trail	Open Space, Recreation & Historic Assets	Early July - advertising, early Oct - construction 2022		Planning		5		3	5	13	1 High
Plan and Support ARPA funding spending	Financial Management & Economic Resilience	Determine priority and use of ARPA funds; incorporate oversight		Town Manager/Treasurer	1	3	1	5	2	12	2 High
Evaluate Current State and Future Best use of Sewataro	Open Space, Recreation & Historic Assets	Increase public use; swimming on 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); assess environmental and public health impact		Town Manager/Facilities/PRP	-	2	-	4	4	10	3 High
Refine issues/research/make decisions re. LS Regional and Assessment Process/Vocational Ed Access	Effective Governance and Communication	Map out issues and process; coordinate with stakeholder, Vincoln leadership and LSRHS School Committee; evaluate Agreement review increments; examine vocational education responsibilities - explore joining district; define the perceived problems; budget timeline alignment; draft updates of the Agreement		Town Manager	3	1	5			9	4 High
Sustainability and Climate Change initiatives	Environmental Health & Wellness	Support MVP/Master Plan related elements/HMP/possible CED		Health/Conservation/Planning		4		2	3	9	5 High
Expand (Normalize) and Fund Transportation Option	Transportation, Mobility & Housing	Continue existing programs, identify possible future programs and determine sustainability options		Planning/Treasurer	4		4			8	6 High
Complete Efficiency Analysis - regionalization/public/private/intermunicipal agreements	Effective Governance and Communication	Report and recommendations regarding: Review existing arrangements and opportunities, recommend which to revisit or pursue: Regional Health/Flu Clinics (neighboring towns) Local Transportation (neighboring towns) Local Transportation (neighboring towns) Local Middlesex) Special Education (Assabet, Middlesex) Special Education ("White House") Electricity Aggregation Sustainability Office (join with Natick?) Transfort Collection Aggregation Transfer Station Water District v. MWRA Sewer / Wastewater Management Hudson Light and Power, Concord Municipal Light Plant Sewataro Public/Private Partnership Police mutual support Fire mutual support Ambulance Services Hockey Rink Aklinson Pool (rent to other town teams) Equestrian (lease / net Broadacres riding ring)		Town Manager	5						7
Enhance Capital Planning, Maintenance, and funding process	Financial Management & Economic Resilience	incorporate ADA assessment results; town-wide capital inventory of facilities and other capital items; anticipate future needs; evaluate renovation/space needs		Town Manager/Treasurer/Facilities	2		2	1		4	8
Plan for completion of construction projects	Town Services and Infrastructure	Community Center and Fire Station steps - plan for completion; do not lose elements		Town Manager				1		1	9
Feasibility study for upkeep of facilities and other areas/properties(incorporated above	Town Services and Infrastructure	Issue an RFP for town-wide facility study							1	1	10
Complete Financial Policies	Financial Management & Economic Resilience	Complete rweview 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;		Town Manager/Treasurer						0	
Upgrade Fire Station 2 (Rte 20)	Town Services and Infrastructure			Fire Chief/Facilities						0	
Promote and Support Master Plan	Effective Governance and Communication	Support implementation of MP and start implementation of SB items		Planning/Town Manager						0	
	communication			<u> </u>						0	
TO CONSIDER				DPW/Police						0	
Infrastructure prioritization and planning relating to safety - sidewalks/crosswalks/signage	Town Services and Infrastructure									0	
Emergency Preperadness	Town Services and Infrastructure			Fire						0	
ADA Plan - integrate town-wide including website, etc.	Transportation, Mobility & Housing			Town Manager/Facilities						0	
OTHERS										0	
Uber/Taxi Rides - Decision	Transportation, Mobility &									0	ŀ
Housing Production Plan - complete	Housing Transportation, Mobility &			Planning						0	
Open Space and Recreation Plan - update	Housing Open Space, Recreation &			Planning			+			0	
	Historic Assets			Planning			L	1		0	l

Pro-Active Public Health Initiatives	Environmental Health & Wellness	Healt	h		0
Health Regulations - update	Environmental Health & Wellness	Healt	h		0
More robust Public Health Resources	Environmental Health & Wellness				0
Fairbanks Community Center	Town Services and Infrastructure	Healt	n		 0
	Town Services and Infrastructure	Town	Manager/Facilities		 0
Preventative Maintenance	Town Services and Infrastructure	Facili	ies		 0
Culverts	Town Services and Infrastructure	DPW			0
Comprehensive wastewater management plan completion	Town Services and Infrastructure	DPW			0
Senior transportation	Transportation, Mobility & Housing	COA			0
Dementia-friendly practices	Town Services and Infrastructure	COA			0
Recognizing veterans	Effective Governance and				0
Building personnel needs	Communication Town Services and Infrastructure	Veter			0
	Effective Governance and	Build	ng		0
Website improvement and accessibility	Communication	 IT			0
Space utilization for staff	Town Services and Infrastructure	Town	Manager/Facilities		0
Vocational Education	Effective Governance and Communication	Town	Manager		0
Professional training for Select Board	Effective Governance and	T	Manager		0
Tourism promotion	Communication Open Space, Recreation &	Town	wanager		0
	Historic Assets	Town	Manager		0
Anniversary planning	Open Space, Recreation & Historic Assets	Town	Manager		0
Rt. 20 study/plan	Town Services and Infrastructure	Plann	ing		0
Ensure impacted residents with conservation restrictions are provided prompt service	Effective Governance and Communication	Conse	ervation		0
Livable Sudbury	Transportation, Mobility & Housing				0
Town Center Development	Transportation, Mobility & Housing	Plann	ing		0
	Open Space, Recreation &	Plann	ing		 0
Support after-school programs	Historic Assets	 Recre	ation		0
IDENTIFIED PRIORITIES					

DRAFT: Proposed Deliverables for Select Board Goal of Sustainability and Climate Change Initiatives

by Chair Roberts

- Overall, enhance Select Board focus on addressing climate change and supporting sustainability initiatives.
- Review goals and recommendations of the Hazard Mitigation and Municipal Vulnerability Preparedness Plans to understand and help advance next steps/prioritization.
- Support pursuit of sustainability measures such as municipal solar projects, enhancing energy efficiency in Town buildings, environmentally friendly transportation. etc.
- Schedule at least one annual Select Board update from the Energy & Sustainability Committee.
- For new building projects, establish goal of net zero/maximum energy efficiency wherever possible.
- Review and understand State legislation related to sustainability/climate change and requirements for Sudbury.
- Encourage Town pursuit of sustainability-related grants and external funding.
- Support hiring of sustainability-oriented staff resource.



MISCELLANEOUS (UNTIMED)

12: Discussion on SB appointment policy

<u>REQUESTOR SECTION</u> Date of request:

Requestor: Chair Roberts

Formal Title: Discussion and possible vote on Select Board Appointment Policy and related inquiry from Sudbury Historical Commission (~15 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote on Select Board Appointment Policy and related inquiry from Sudbury Historical Commission (~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
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

Attachment12.a: Appointments Policy Final 06.29.21 (5188 : Discussion on SB appointment policy)

(Amended 5/10/76, 8/23/99, 03/16/21, 06/29/21)

For positions appointed by the Select Board and the Town Manager

- 1. The expiration date for appointments is May 31st, or until their successors are appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L. Ch. 40C, expire January 1st.
 - Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L. Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
- 2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made or approved by the Board.
 - b. Notify incumbents and request their statements of interest in reappointment.
 - c. Notify the public, well in advance of the expiration of an appointed position's term, of the opportunity to apply for the positions.
 - d. Advertise open positions to the public for at least thirty days.
 - e. Actively seek volunteers for boards and committees.
 - f. Provide Chairpersons of boards and committees with names of candidates and request recommendations from pertinent boards or committees to fill vacancies.
 - g. Request recommendations from the chairpersons of the appropriate boards or committees for reappointments or filling of vacancies.
- 3. Interviews for potential appointees.
 - a. All potential appointees and re-appointees must apply.
 - b. Copies of applications shall be provided to the Select Board and chairpersons of respective board or committee prior to interview.
 - c. The Select Board should seek and acknowledge recommendations from the respective board or committee prior to interview.
 - d. The Select Board shall interview in open meeting the candidates for boards and committees.
 - e. As permitted by the Chair, the public, and any others that the Select Board wishes to include may attend the interviews and ask questions.
 - f. The Select board shall vote on all appointments.
 - g. Appointments should be based on merit and qualifications.
 - h. Whenever possible, the Board will seek to appoint members from varied backgrounds and fields of expertise to reflect the diversity of the community.
 - i. All appointee candidate applications shall be acknowledged.
- 4. Annual appointments shall be completed as soon as possible.
- 5. Existing members with expired terms may remain in their roles until positions are filled.
- 6. Updated lists of members will be maintained by the Town Manager's office.
- 7. Retiring members will receive letters of thanks from the Town for their service.
- 8. The Town retains the right to rescind appointments if deemed necessary.



MISCELLANEOUS (UNTIMED)

13: Discussion/vote on SB approach to remote/hybrid/in-person mtgs

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Update on remote/hybrid/in-person meetings and survey to boards, committees, commissions, staff, and residents (~10 min.)

Recommendations/Suggested Motion/Vote: Update on remote/hybrid/in-person meetings and survey to boards, committees, commissions, staff, and residents (~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
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending



MISCELLANEOUS (UNTIMED)

14: Minutes Review

<u>REQUESTOR SECTION</u> Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve the open session minutes of 3/1/22 and 3/8/22.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 3/1/22 and 3/8/22.

Background Information: attached draft minutes of 3/1/22, 3/8/22

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Pending
Pending
Pending
Pending
Pending

SUDBURY SELECT BOARD

TUESDAY, MARCH 1, 2022

(Meeting can be viewed at <u>www.sudburytv.org</u>)

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 L. Hayes, Jr.

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:09 PM 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, Dretler-present, Carty-present, Roberts-present

Opening Remarks by Chair

- ARPA Listening Session on March 24 at 7:00 PM, information on Town website
- Town Mask Mandate will change to Mask Advisory on March 7
- EEC guidelines for children 2 to 4 years
- IPCC (Intergovernmental Panel on Climate Change) released report confirming global concerns confirms Select Board goal for fighting climate change in the community

Reports from Town Manager

- Town Manager Office Hours on March 14th at 3:00 PM
- Excise Tax abatement information on Town website
- Municipal Remote Meeting schedule has been extended to July 15, 2022
- Town Election March 28, 2022
- Park & Recreation Aquatics at Atkinson Pool and Summer Camp Registration for 2022 now on Town website; go to <u>www.Sudburyrec.com</u>

Reports from Select Board

Vice-Chair Russo

- The Bruce Freeman Rail Trail project received a Stormwater Permit from the Planning Board and a Notice of Intent (NOI) Permit from the Conservation Commission.
- Sudbury native, Jared Nicholson, now the Mayor of Lynn
- Sudbury Historic Preservation community survey being circulated
- Ukraine situation; thankful for the democratic government in the US

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Board Member Carty

- March 15 Office Hours with he and Board Member Dretler at 12 Noon
- Good luck to Sudbury teams participating in State Tournament

Board Member Schineller:

- Mentioned Sudbury residents and colleagues at his workplace who are directly affected by attacks in Ukraine
- Sudbury Historic Commission upcoming meeting with the USACE (US Army Corp of Engineers) regarding the Eversource project permitting regarding historical preservation
- Read aloud the Sudbury Land Acknowledgement
- Cited the Pledge of Allegiance and asked Board Members to join him.

Board Member Dretler had no reports to share this evening.

Citizen's Comments on items not on agenda

No comments

<u>Vote to open public hearing on whether to approve petition of NStar Electric Company d/b/a/</u> <u>Eversource Energy and Verizon New England, Inc. for the purpose of obtaining a Grant of</u> <u>Location to install approximately 60± feet conduit at pole #78/142. This work is necessary to</u> <u>provide new electric service at #36 North Road (Cold Brook Crossing Development).</u>

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

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

VOTED: To immediately continue the public hearing on whether to approve petition of NStar Electric Company d/b/a/ Eversource Energy and Verizon New England, Inc. for the purpose of obtaining a Grant of Location to install approximately 60± feet conduit at pole #78/142. This work is necessary to provide new electric service at #36 North Road (Cold Brook Crossing Development), to March 8, 2022 at the next Select Board meeting via Zoom, at 7:15 PM.

Consent Calendar

<u>Vote to accept the resignation of Sandy Lasky from the Council on Aging (COA) effective 2/9/22,</u> and send a thank you letter for her years of service to the Town

Chair Roberts read in the words of the motion. Board Member Dretler read 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 accept the resignation of Sandy Lasky from the Council on Aging (COA) effective 2/9/22, and send a thank you letter for her years of service to the Town

Upcoming Agenda Items

March 8:

- Continuation of Eversource Energy and Verizon New England, Inc. hearing
- Review and take action on Warrant Articles
- CIAC presentation regarding Warrant Articles
- CPC Articles
- Sewataro Agreement Negotiations per Vice-Chair Russo
- Collective Bargaining Agreement/Executive Session per Board Member Dretler
- Board Meeting flow aspects per Board Member Carty
- Timeframe regarding resuming live Select Board meetings per Board Member Carty
- Discuss the membership/mission of the Select Board School District Administrative Subcommittee per Chair Roberts
- Update regarding aspects of LSRHS Agreement per Chair Roberts
- Annual Town Meeting Review per Board Member Carty
- Discussion on Town Counsel opinions regarding subcommittees and Town Manager hiring authority per Chair Roberts

March 22:

- Transportation Go Sudbury! Update per Board Member Carty
- Executive Session on Eversource Transportation Docket/MBTA matter per Board Member Schineller

Date to be Determined:

- DEI Update (sometime in April) per Board Member Carty
- KPI per Board Member Russo

Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement negotiation update

Vice-Chair Russo confirmed that he discussed several Agreement aspects with Sewataro Camp operator Scott Brody. He explained to the Board that he was awaiting related guidance from Town Counsel.

Vice-Chair Russo would expect to share additional information with the Board at the next Select Board meeting on March 8, 2022.

<u>Vote to open a joint meeting with the Planning Board to discuss Housing Choice/MA Bay</u> <u>Transportation Authority (MBTA) regulations</u>

Present: Adam Duchesneau, Direct of Planning and Community Development, Planning Board Members: Steve Garvin, Chair; Anuraj Shah, Julie Zelermyer Perlman, John Sugrue, Justin Finnicum

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

VOTED: Vote to open a joint meeting with the Planning Board to discuss Housing Choice/MA Bay Transportation Authority (MBTA) regulations

Mr. Garvin motioned to open in remote joint session. Roll call was taken: Finnicum-present, Sugruepresent, Shah-present, Perlman-present, Garvin-present

VOTED: To open in joint session

Mr. Duchesneau highlighted related aspects regarding MBTA Communities Guidelines, which he previously presented to the Select Board and the Planning Board. He reiterated that the deadline for approval was March 31, 2022.

Chair Roberts inquired about possible penalties associated with not submitting documentation by March 31, 2022. Mr. Duchesneau responded the primary penalties would reflect the Town being ineligible for particular grant opportunities, and DHCD aspects.

Mr. Garvin queried about local towns utilizing a Community Choice Grant. Board Member Dretler recognized that many local communities including Action, Chelmsford, and Framingham have applied for such grant funds.

Re-zoning aspects were mentioned.

Mr. Sugrue noted that proposed MBTA Housing Choice land coverage would meet the same requirements for those communities directly abutting the railroads, and those that are many miles away from the railroads; which is problematic.

Mr. Finnicum mentioned the possibility of unintended consequences, such as additional traffic and the train parking areas in Natick, Framingham, Concord or Weston would have to be enlarged to accommodate train passengers from other participating towns.

Board Member Schineller mentioned guaranteed parking for Sudbury residents at certain MBTA train stations. Board Member Dretler suggested possible shuttle services from towns such as Sudbury.

Vice-Chair Russo mentioned the sewer aspect in consideration of increased housing density. Board Member Carty agreed that an important consideration involves the fact that Sudbury is not a sewered community, which does not allow for density in housing.

Mr. Garvin suggested that towns with existing 40R zoning, such as Sudbury, should receive credit. Board Member Dretler agreed.

Mr. Duchesneau recommended the Planning Board would review comments made at this joint meeting, and would subsequently share those compiled considerations/comments with Select Board. Chair Roberts confirmed the Select Board Members would review that documentation at the March 22, 2022 Select Board meeting.

Vote to close joint meeting with Planning Board and resume Select Board meeting

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

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

VOTED: To close the joint meeting with the Planning Board and resume the Select Board meeting

At 8:34 P.M., Mr. Garvin closed the Planning Board meeting.

Comments

Christine Cosby of Eversource, sent communication that she was waiting at the Eversource public hearing earlier in the meeting, but due to technical difficulties, could not unmute herself during the Zoom. Board Member Dretler suggested that Ms. Cosby connect with Town Manager Hayes at the next Board meeting to ensure a Zoom connection.

Discussion and possible vote on citizen petition to reduce speed limit on Peakham Road (between Old Lancaster Road and Hudson Road)

Present: Chief Scott Nix, Attorney Brian Riley, KP Law; Gerry Borovick, Petitioner/Resident

Chair Roberts acknowledged the citizen petition to reduce the speed limit at Peakham Road to 25 mph.

Mr. Borovick, 384 Peakham Road, advocated for reducing the speed limit to 25 mph along a short section of Peakham Road. He confirmed he has lived on Peakham Road for 25+ years, and stated that speeding and related traffic has steadily increased. He added that many children walk on this roadway, from the Noyes School and the Curtis Middle School, as well as neighbors crossing the street to access their mailboxes. Mr. Borovick noted conditions can be worsened with sun glare. Mr. Borovick read several resident comments aloud.

Chair Roberts confirmed that Attorney Riley released legal opinion and related documents from Chief Nix.

Attorney Riley acknowledged in 2008, the Select Board adopted special speed regulations with DOT to ensure 25 mph sections on Peakham Road. He stated that speed regulation could be rescinded by the Board, and request a decreased speed limit which would require a certified traffic engineering study be submitted to MassDOT (Department of Transportation). Attorney Riley recommended that MassDOT be contacted before any rescinding action was considered as the speed limit could possibly be increased.

Chief Nix concurred that taking further action might actually increase the speed along Peakham Road. He cited some 25 more-recent accidents on Peakham Road and none of those accidents were related to speeding.

Vice-Chair Russo confirmed he had tested the route several times recently, and discovered the existing 25 mph speed limit actually encouraged other types of accidents.

Mr. Borovick recommended the Select Board consider having an engineering study to determine what the other reasons might be regarding the accident rate on Peakham Road.

Chair Roberts recommended that Attorney Riley explore this aspect further, and contact MassDOT. Attorney Riley agreed to contact MassDOT regarding thickly settled areas and possible applicability with that standard.

Recess

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

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

VOTED: To recess for five minutes, and resume the meeting at 9:45 PM

The Select Board meeting resumed at 9:45 PM.

Select Board FY23 budget presentation by Town Manager Hayes

Present: Finance Director Dennis Keohane, Assistant Town Manager Maryanne Bilodeau

Town Manager Hayes provided details regarding the PowerPoint presentation titled: "Town Budget Presentation Fiscal Year 2023," which highlighted:

- GFOA (Government Finance Officers' Associations) Budget standards being met with the proposed Town Budget for FY23
- Town Manager's Budget Total Revenues & Available Funds Budgeted at \$108,195,984 for FY22 and a proposed \$111,332,008 budgeted for FY23
- Total Operating Budget for FY22 at \$107,093,804, and proposed \$110,291,427 for FY23
- Change in LS Assessment for FY23 87.59% compared to 87.85% for TY22
- Budget Changes General Government
- Budget Changes Vocational Education
- Budget Changes Public Works
- Budget Changes Culture and Recreation
- Budget Changes Public Safety
- Budget Changes Town Wide-Operating and Transfers
- Budget Changes Employee Benefits
- Budget Changes OPEB Trust Contribution
- Budget Changes Debt
- Full Time Head Count at 181 for the last three years

Town Manager Hayes addressed related questions/comments from Board Members.

Resident Kevin Lahaise, 195 Horse Pond, requested explanation regarding combined facilities expense.

<u>Discussion on Lincoln-Sudbury Regional High School Agreement including update from Member</u> <u>Carty</u>

Board Member Carty provided update regarding the scheduling of another joint meeting with the Lincoln Select Board in regard to the Agreement. He indicated a LSRHS School subcommittee would likely be formed and approved at tonight's School Committee meeting.

Board Member Carty stated he would review the LS School Committee meeting on SudburyTV, and would report back to the Board at the next meeting.

<u>Discussion on membership and mission of the Select Board School District Administrative and</u> <u>Structural Options Subcommittee</u>

Chair Roberts asked if the Select Board School District Administrative and Structural Options Subcommittee was still relevant. Chair Roberts suggested changing the mission of the Subcommittee or disbanding it.

Vice-Chair Russo recommended that any action be postponed until after the Board has reviewed or received information regarding the concurrent LS School Committee meeting be covered tonight.

Chair Roberts recommended the Board would continue this topic at next week's Select Board meeting.

Board Member Dretler suggested that Structural Options Subcommittee minutes be reviewed by the Board. Board Member Carty stated he would check for the old Subcommittee minutes.

Resident and Commission on Disability (COD) Chair Kay Bell, 348 Old Lancaster Road, asked about possible increase in Town services.

<u>Possible vote and discussion on Town Counsel opinions requested by Select Board Member Carty</u> regarding subcommittees (and impact on liaison assignments) and Town hiring authority

Chair Roberts postponed the discussion to the next Select Board meeting.

Discussion and possible vote on comment letter for the Comprehensive Wastewater Management Project (CWMP) to the Massachusetts Environmental Policy Act (MEPA) Office

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

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

VOTED: To approve the comment letter for the Comprehensive Wastewater Management Project (CWMP) to the Massachusetts Environmental Policy Act (MEPA) Office.

Discussion on process for Town Manager appointments

Board Member Schineller, as liaison to the Sudbury Historical Commission, asked about the interview process for long-standing full-time Commissioners, and approved associate members who have been through the interview process previously. He also inquired about the process for those full-time Commissioners who wish to become associate members. Board Member Schineller commented that consistency would be important.

Vice-Chair Russo mentioned similar occurrences with Conservation Commission members.

Chair Roberts recommended that Board Member Schineller provide related background/specifics to the Board at next week's Board meeting. Board Member Schineller agreed to provide update at next week's Board meeting.

Board Member Schineller left the meeting due to an early morning schedule.

Review open session minutes of 1/10/22 and possibly vote to approve minutes

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 4-0; Russo-aye, Dretler-aye, Carty-aye, Roberts-aye

VOTED: To approve the open session minutes of 1/10/22, as edited

Citizen's Comments

No additional Citizen's Comments

<u>Adjourn</u>

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 4-0; Carty-aye, Dretler-aye, Russo-aye, Roberts-aye

VOTED: To adjourn the meeting

There being no further business, the meeting adjourned at 12:23 AM, Wednesday, March 2, 2022.

SUDBURY SELECT BOARD

TUESDAY, MARCH 8, 2022

(Meeting can be viewed at <u>www.sudburytv.org</u>)

Present: Chair Jennifer Roberts, Vice-Chair Charles Russo, Select Board Member Daniel Carty, Select Board Member William Schineller, Select Board Member Janie Dretler, Assistant Town Manager/HR Director Maryanne Bilodeau

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:09 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: Carty-present, Russo-present, Dretler-present, Schineller-present, Roberts-present

Opening remarks by Chair

- ARPA (American Rescue Plan Act) Listening Session to be held on March 24 opportunity for residents and others to present
- Attended Chamber of Commerce event with legislators and Town Manager Hayes; topics included funding aspects to help local businesses
- Mask Mandate no longer applicable in Sudbury currently Mask Advisory status

Reports from Town Manager

- Hazardous Waste Day scheduled for Saturday, April 9
- Political signs on Town property are not authorized in conversation with Town Counsel regarding political signage, etc. at the Transfer Station location

Reports from Select Board

Board Member Dretler

• No comments

Vice-Chair Russo

- Happy International Women's Day to all
- Thanked Town departments and staff for moving ahead with budget reviews/processes
- E-mails received by the Select Board regarding dangerous driving stressed keeping the Sudbury streets safe

Board Member Carty

- Select Board Office Hours on Tuesday, February 15th, with Board Member Dretler and himself
- Flags at half-staff in honor of State Trooper Tamara Bucci who died while on duty

14.b

- Regarding combined Facilities Director position, an MOU (Memorandum of Understanding) between the Town and the Sudbury Public Schools, which was discussed at the School Committee meeting last night
- LSRHS School Committee met to consider the LSRHS Agreement
- Transportation Committee information to present later in the meeting/upcoming agenda items

Board Member Schineller

- Spoke with Senator Eldridge who confirmed he would provide an earmark for a Sustainability Director for Sudbury, and would endorse Article 97 MA conservation lands
- He read the Sudbury Land Acknowledgement statement
- He led the Pledge of Allegiance to the flag

Citizen comments on items not on agenda

Resident Len Simon, 40 Meadowbrook Circle, opined if hiring a Sustainability Director would further preserve and protect the lands protected by the indigenous people.

Resident Henry Sorett, 58 Longfellow Road, requested Town budget and Town payroll be included on the Town website.

Vote to open public hearing on whether to approve petition of NStar Electric Company d/b/a/ Eversource Energy and Verizon New England, Inc. for the purpose of obtaining a Grant of Location to install approximately 60± feet conduit at pole #78/142. This work is necessary to provide new electric service at #36 North Road (Cold Brook Crossing Development).

Present: Christine Cosby, Eversource Representative; Chris Claussen, Developer - Cold Brook Crossing

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, Dretler-aye, Carty-aye, Roberts-aye

VOTED: To continue the public hearing on whether or not to approve the petition of NStar Electric Company d/b/a/ Eversource Energy and Verizon New England, Inc. for the purpose of obtaining a Grant of Location to install approximately 60± feet conduit at pole #78/142. This work is necessary to provide new electric service at #36 North Road (Cold Brook Crossing Development).

Ms. Cosby explained aspects involved in the Grant of Location request for provision of electric service at Cold Brook Crossing.

Ms. Dretler suggested that identifying language in the document as listed, pole numbering be corrected. Ms. Cosby acknowledged the oversight, and said it would be amended.

Vice-Chair Russo asked if the roadway would be closed during the installation process. Ms. Cosby responded the road would likely be closed for a day.

Board Member Dretler asked if service would be interrupted during installation. Ms. Cosby responded not.

Resident Hank Sorett, asked if boring underground could be an option to be less disruptive. Ms. Cosby stated she would explore the mentioned boring approach. Town Manager Hayes commented that he had no awareness of a boring proposal.

Chair Roberts read aloud the comments from Town Engineer Bill O'Rourke regarding Eversource permitting.

Chair Roberts motioned to withdraw her previous motion.

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

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

VOTED: To approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for the purposes of obtaining a Grant of Location to install approximately 60 (+)(-) feet of conduit at pole #78/142, as shown on plan dated September 28, 2021; to include the requirements as listed by Deputy Director Bill O'Rourke of the DPW Department, on page 21 of the 3/8/22 Select Board Packet.

Vote to close public hearing and resume Select Board meeting

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, Schineller-aye, Russo-aye, Dretler-aye, Roberts-aye

VOTED: To close public hearing and resume Select Board meeting.

<u>Report from Capital Improvement Advisory Committee (CIAC) on 2022 Annual Town Meeting capital</u> <u>articles. CIAC Chair Susan Ciaffi to update Select Board</u>

Present: Susan Ciaffi, CIAC Chair

Ms. Ciaffi presented an overview reflecting CIAC vote of Capital Items over \$100,000:

Articles 36, 37, 38, 41	DPW Rolling Stock Replacement	VOTED: 6-0
Article 25	SPS HVAC Repairs & Replacements	VOTED: 6-0
Article 26	Noyes Elementary School – Sinks	VOTED: 6-0
Article 27	LSRHS Fence Replacement	VOTED: 5-0-1
Article 35	Fire Station – Phase 1	VOTED: 5-0-1
Article 32	Atkinson Pool Filtration Systems	VOTED: 6-0
Article 42 (Ms. Ciaffi noted several memb	Town wide Drainage & Road Construction pers were not present at the second CIAC meeting	VOTED: 4-0

Article 47BFRT Design and Construction (North)VOTED: Tabled(Chair Roberts confirmed additional information will be presented at the April CPC meeting)

SUDBURY SELECT BOARD TUESDAY, MARCH 8, 2022 PAGE 4

Article 48BFRT Design and Construction (South)VOTED: 4-0Pending amended language (Ms. Ciaffi stated CIAC did not recommend the expenditure of \$125,000 to explorethe BFRT south of Route 20 prior to Framingham's commitment on the project)

Article 17	Fairbank Audi-Visual Equipment Funding	VOTED: 4-0
Article 18	Fairbank Fixtures, Equipment Funding	VOTED: 4-0
Article 45	Old Framingham Road/Nobscot Road Walk	VOTED: 3-0-1
Article 33 (Ms. Ciaffi stated CIAC choose	Architectural & Engineering House Doctor e to take no position at this time in consideration	VOTED: No vote of Facilities Director position)

Article 31	ADA Transition Plan Recommendati	on VOTED: 4-0

Resident and COD Chair Kay Bell, 348 Old Lancaster Road, mentioned that the COD was not included in discussions regarding Article 31 and wanted to hear more detail regarding the funding amount of \$200,000.

Resident Len Simon, 40 Meadowbrook Circle, questioned the voting results.

Chair Roberts confirmed the Board would get clarification on this aspect.

Vice-Chair Russo recommended that detailed funding calculations be examined regarding Article 31.

Discussion and possible vote on potential Select Board/Town actions to demonstrate support for the people of Ukraine during the invasion by Russia

Board Members discussed the current Ukraine situation and community support.

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

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

VOTED: To authorize Town Manager Hayes to procure lighting equipment to shine the lights of the Ukraine flag on Sudbury Town Hall.

<u>Possible vote and discussion on Town Counsel opinions requested by Select Board Member Carty</u> regarding subcommittees (and impact on Select Board assignments) and Town hiring authority

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

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

VOTED: To release Town Counsel opinion regarding subcommittees (and impact on Select Board assignments) and post on such opinion on Town website on 3/9/22.

Board Members discussed the liaison function as well as the open meeting laws in regard to subcommittee and the Select Board Office Hours meetings. Chair Roberts stated she would be consulting with the Town Manager on this aspect, and suggested guidance from Town Counsel.

Resident Len Simon recommended in the future when Town Counsel opinion is discussed, it should be made available to the public as well. Chair Roberts responded that such opinion must first be voted by the Select Board before release.

Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update and possible vote

Vice-Chair Russo confirmed that Town Staff was reviewing related aspects at this time, and more would be shared with the Select Board at the March 22nd meeting.

Vice-Chair Russo mentioned related areas discussed with Camp Operator Scott Brody:

- Time of Contract
- **Base Payment** •
- **Revenue Share** •
- **Public Access** •

Discussion on 2022 Annual Town Meeting: logistics; order and consent calendar; positions on articles

Town Manager Hayes stated that the 2022 Annual Town Meeting would be held at Lincoln-Sudbury Regional High School (LSRHS) indoors per current COVID trends commencing on Monday, May 2, 2022, 7:30 PM.

Chair Roberts recommended that Town Manager Hayes continue to communicate with the Health Department regarding the COVID conditions as May 2 gets closer.

Select Board Members discussed various Town Meeting Articles.

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

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

VOTED: To support Annual Town Meeting Articles 10, 11, 12, 13, 14, 27, 34, 36, 37, 38, 41, 42, 45, 50, 51,52, 53, 54, 55, and 56.

Board Members agreed on Article presentation assignments:

- Board Member Carty Article 14 Go Sudbury! Taxi and Uber Transportation Programs for FY23; • Article 11 – Stabilization Fund
- Board Member Dretler Article 18 Fairbank Community Center Furniture, Fixtures, Equipment Funding (FF&E)
- Chair Roberts Article 17 Fairbank Community Center Audio-Visual Equipment Funding
- Vice-Chair Russo Article 16 Funding of a Land Use Consultant for the Sewataro/Liberty Ledge • Property
- Board Member Schineller In Memoriam Resolution
- Town Manager Hayes Article 2 FY22 Budget Adjustments, Article 15 Funding of Operations for • Passive Recreation Requirements of the Sewataro/Liberty Ledge Property, Article 19 – 24 Hudson Road Release of Easement

Recess

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

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

VOTED: To take a five-minute recess and return at 10:33 PM

Discussion on Lincoln-Sudbury Regional High School Agreement including update from Member Carty

Board Member Carty confirmed that a subcommittee composed of three LSRHS School Committee members (Kevin Matthews from Sudbury) and two Lincoln members, met on March 1, the same night of the Select Board meeting. Board Member Carty indicated that the newly formed subcommittee would address the LSRHS Agreement, though the charge of the subcommittee appears not to be so clearly defined. He stated that he would reach out to that subcommittee.

Board Members agreed the subcommittee should be directed to documentation/information regarding best practices for MA regional school systems. Board Member Dretler suggested that the related letter from Lampke Law also be provided to the subcommittee. Board Member Carty agreed to send the Lampke Law Letter and to also send links regarding regional high school practices along to the subcommittee.

Resident Kevin LaHaise, 195 Horse Pond, noted he had read the Lampke letter, and expressed concern regarding mention of Sudbury or Lincoln withdrawing from the current regional school agreement.

Board Member Carty stressed no one was considering such withdrawal, and the Select Board was just trying to do the right thing and keep the LSRHS Agreement up-to-date.

<u>Discussion on membership and mission of the Select Board School District Administrative and Structural</u> <u>Options Subcommittee</u>

Chair Roberts opined if the Board would consider re-organizing the existing Select Board School District Administrative and Structural Options Subcommittee, and analyze the vocational education aspect as well; or officially disband the Subcommittee.

Board Member Dretler requested old minutes from the Select Board Subcommittee. Board Member Carty reiterated that because the other member of the Subcommittee had left the State, he did not have copies of the minutes, and suggested that IT be contacted.

Chair Roberts suggested the discussion continue to the Select Board meeting on March 22.

Discussion on 2022 Town Manager review process and timeline

Chair Roberts provided overview of the Town Manager review process. Board Members discussed aspects of the 360 evaluation reports.

Board Member Schineller motioned that nine (9) 360 Town Manager Evaluations (including superintendent's review) be performed in this review cycle. Board Member Carty seconded the motion.

It was on motion 3-2; Schineller-aye, Dretler-no, Russo-aye, Carty-aye, Roberts-no

PAGE 7

luations (including superintendent's review) be

VOTED: That nine (9) 360 Town Manager Evaluations (including superintendent's review) be performed in this review cycle.

Chair Roberts and Board Member Dretler preferred that additional 360 Evaluations be included in this review cycle.

Board Members refined several questions within the 360-evaluation document.

Discuss Community Preservation Committee 2022 Annual Town Meeting articles

Chair Roberts presented summary of the CPC Articles. She noted that the Finance Committee (FinCom) had questions regarding Article 49 – Community Preservation Act Fund – Historic Districts Commission Design Guidelines. Mr. Eric Poch, Chair of FinCom, indicated there was not an immediate need to address Article 49.

Board Members discussed various Town-owned assets such as the Town-owned clock housed at Parish Church, and insurance implications.

Discussion on Select Board approach to remote/hybrid/in-person meetings

Chair Roberts recommended that a more in-depth discussion take place at the next Select Board Meeting on March 22.

Discussion on American Rescue Plan Act (ARPA) funds and public Listening Session

Board discussion regarding the scheduled ARPA listening session took place.

Citizen's Comments (cont.)

Resident Manish Sharma, 77 Colonial Road, asked about an ARPA asset manager, and inquired how ARPA funds would be dispersed.

Town Manager Hayes confirmed that an asset manager was not established, and such allocated was under the direction of the Select Board.

Chair Roberts noted that \$4 million remained in the fund. She added that disbursement of such funding would take place in the summer.

Vote to review and possibly approve the open session minutes of 1/18/22, 1/24/22, and 2/1/22

January 18, 2022

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

VOTED: To approve open session minutes of 1/18/22, as edited

January 24, 2022

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

VOTED: To approve open session minutes of 1/24/22, as edited

February 1, 2022

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, Schineller-aye, Russo-aye, Dretler-aye, Roberts-aye

VOTED: To approve open session minutes of 2/1/22, as edited

Upcoming agenda items

March 22

- Town Meeting preparations and voting on Warrant Articles
- Sewataro Agreement Negotiations
- Hybrid Meeting Discussion
- MBTA Communities Letter
- Executive Session regarding Eversource

April 5

- Deadline for ATM Warrant approval
- Town Manager Evaluation

Consent Calendar

Vote to accept a \$105 donation from the Sudbury Historical Society to Sept 11 Memorial Garden Fund

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, Dretler-aye, Schineller-aye, Russo-aye, Roberts-aye

VOTED: To accept a \$105 donation from the Sudbury Historical Society to Sept. 11 Memorial Garden Fund

<u>Adjourn</u>

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, Dretler-aye, Schineller-aye, Roberts-aye

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting was adjourned at 12:12 a.m., Wednesday, March 9, 2022.



MISCELLANEOUS (UNTIMED) 15: Spring 2022 Select Board Newsletter Topic Discussion

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discuss topics to be assigned for Spring 2022 - Select Board newsletter. (~10 min).

Recommendations/Suggested Motion/Vote:

Background Information: List of previous topics 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
Jennifer Roberts	Pending
Select Board	Pending



Town of Sudbury

Office of Select Board

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

sbadmin@sudbury.ma.us

Date:March 9, 2022To:Select BoardFrom:Leila FrankRe:Spring 2022 Select Board Newsletter Topics

To help facilitate discussion of topics for the upcoming Select Board Newsletter, below is a list of topics from previous editions.

FEBRUARY 2022

Sewataro/Liberty Ledge Town Historian Goodnow Library Culverts Town Meeting

NOVEMBER 2021

ARPA CPA Master Plan

SEPTEMBER 2021

Transportation 9/11 Garden HOPEsudbury Financial Policy

JUNE 2021

Town Manager Henry Hayes, Jr. Diversity, Equity and Inclusion Fairbank Community Center Update Conservation Land Trails ADA Assessment & Transition Plan

SPRING 2022 NEWSLETTER DEADLINES

SB Meeting to Discuss Topic Assignments- Tuesday, April 5 Submission Deadline- Monday, April 25 SB Meeting Approval- Tuesday, May 17



MISCELLANEOUS (UNTIMED)

16: 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



MISCELLANEOUS (UNTIMED)

17: Upcoming agenda items

<u>REQUESTOR SECTION</u> Date of request:

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

MEETING/EVENT	DESCRIPTION
May 2-4, possible 9 th ,	Annual Town Meeting at LSRHS. Also plan for Select Board meeting each night (6:30 PM) prior
7:30 PM	to Town Meeting at 7:30 PM to finalize positions on articles or any Town Meeting action items
7.501141	
Date to be determined	By-law items to examine - Special Events & Demonstration Permits; Common Victualler Licens
	Holders (Related to Farm Act exemptions, citizen request); Nuisance/Blight Bylaw; Removal
	Authority of members from appointments
	Citizen Leadership Forum
	Discussion on Select Board meeting flow, process, efficiency, and decorum
	Discussion on potential ADA policy
	Discussion on Town Manager Task Requests
	Discussion on whether to extend DEI commission (by 9/30/22)
	Executive Session minutes to review/release
	Eversource
	Fairbank Community Center update (ongoing)
	Health/COVID-19 update
	Housing Trust Bylaw
	Investment Advisory Committee
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review (Vice-chair Russo)
	Member Carty Town Counsel Opinions: BFRT Easements, Hiring Ability according to Town
	Charter
	Member Russo request re: appointment process
	Quarterly review of approved Executive Session Minutes for possible release (February, May,
	August and November). Consider separate meeting solely for this purpose.
	Quarterly update from Diversity, Equity and Inclusion Commission (DEI) (December, March,
	June, September)
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on Key Performance Indicators (KPIs) projects to track (December, March,
	June, September)
	Route 20 empty corner lot – former gas station
	Sidewalks discussion
	Subcommittee discussion (Executive)
	Town Manager Goals and Evaluation process
	Town Manager Review and Timeline
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	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)

Attachment17.a: Upcoming items 04.05.22 (5135 : Upcoming agenda items)



CONSENT CALENDAR ITEM 18: Billiard Table License Renewal 2022

REQUESTOR SECTION

Date of request:

Requestor: James Wiegel, Finance Officer, American Legion Post 191

Formal Title: As the Licensing Authority for the Town of Sudbury, vote to renew a billiards table license for the American Legion Sudbury Post #191, Inc., John L. Poff, Manager, 676 Boston Post Road, through May 1, 2023.

Recommendations/Suggested Motion/Vote: As the Licensing Authority for the Town of Sudbury, vote to renew a billiards table license for the American Legion Sudbury Post #191, Inc., John L. Poff, Manager, 676 Boston Post Road, through May 1, 2023.

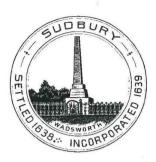
Background Information: Application and Police Department feedback attached.

Financial impact expected:\$25 license fee

Approximate agenda time requested:

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



RECEIVED WARD OF SELFCIMEN SUDBURY, MA

2022 MAR 10 A 11: 40

TOWN OF SUDBURY Select Board Office 278 Old Sudbury Road Sudbury, MA 01776 (978) 639-3381 SBadmin@sudbury.ma.us

APPLICATION FOR POOL TABLE LICENSE

Please complete the form below and return to the Select Board Office by **Tuesday**, **March 22**, **2022**.

Applicant name: _____ American Legion Sudbury Post 191

Address: ___676 Boston Post Road

Phone:

Email:

Business name: _____American Legion Post 191

Address: __676 Boston Post Road

Number of pool tables: _____1

Location (if different than above)

All Pool Table licenses expire May 1st and must be renewed annually.

X\$25 Application Fee made payable to Town of Sudbury

I hereby apply for a pool table license within the Town of Sudbury.

Applicant Signature:

Date: Z MAZZ

2022 American Legion Billiards Table Renewal Department Feedback

Police Department

From: Nix, Scott Sent: Monday, March 21, 2022 10:50 AM To: Frank, Leila Subject: RE: American Legion Pool Table Lic Renewal

Good morning,

We do not have an issue with renewal as outlined. We have not had any issues.

Respectfully,

Scott Nix Chief of Police



CONSENT CALENDAR ITEM

19: Accept resignation of Doug Frey from two committees

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Doug Frey, 74 Cutler Farm Road, as a member of the Commission on Disability and the Transportation Committee, effective 4/28/22, and to send a thank you letter for his service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Doug Frey, 74 Cutler Farm Road, as a member of the Commission on Disability and the Transportation Committee, effective 4/28/22, and to send a thank you letter for his service to the Town.

Background Information: attached resignation email. He served on both committees since 2019.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:	
Patty Golden	Pending
Henry L Hayes	Pending
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

Select Board,

The purpose of this email is to tender my resignation as a member of the Sudbury Commission on Disability (COD) and Transportation Committee, effective April 28th, 2022.

I've greatly enjoyed my time on these committees and have been impressed with the quality of individuals working to improve the town.

We are moving to Stow in May.

I expect that you will need to appoint a new member of the Commission on Disability (yet to be determined) to the Transportation Committee.

Please let me know if you have any questions. Thank you and good luck!

Doug Frey 74 Cutler Farm Road



CONSENT CALENDAR ITEM 20: Accept resignation of Vona Hill from DEI

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Vona Hill, 11 Kendra Lane, from the Diversity, Equity, and Inclusion Commission (DEI) and to send a letter of thanks for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Vona Hill, 11 Kendra Lane, from the Diversity, Equity, and Inclusion Commission (DEI) and to send a letter of thanks for her service to the Town.

Background Information: attached resignation email

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Pending
Pending
Pending
Pending
Pending



CONSENT CALENDAR ITEM

21: Accept Sudbury Foundation grant donation to Fire Dept

REQUESTOR SECTION

Date of request:

Requestor: Fire Dept

Formal Title: Vote to accept a grant from the Sudbury Foundation in the amount of \$21,000 to purchase a power stretcher for the Fire Department's third ambulance.

Recommendations/Suggested Motion/Vote: Vote to accept a grant from the Sudbury Foundation in the amount of \$21,000 to purchase a power stretcher for the Fire Department's third ambulance.

Background Information: attached

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Pending
Pending
Pending
Pending
Pending

Trustees Miner A. Crary Bill Spencer Jill M. Stansky Tracy L. Stewart Bank of America, N.A.

Trustee Emeritus Richard H. Davison

Staff Sonia Shah Executive Director Tricia Brunner Operations Manager March 22, 2022

RECEIVED DARD OF SELECTMEN SUDBURY, MA

2022 MAR 28 P 2: 15

Mr. Henry Hayes, Jr. Town Manager Town of Sudbury 278 Old Sudbury Road Sudbury, MA 01776

Dear Henry:

On behalf of the Sudbury Foundation, I am delighted to enclose a grant check for \$21,000 to purchase a power stretcher for the Fire Department's third ambulance.

Also enclosed is a grant acknowledgment form. Please sign and return one copy at your convenience.

As a condition of the grant award, the Sudbury Foundation requires a financial and programmatic report within one year of receipt of the grant check. For your reference, we have enclosed a grant report outline.

The trustees of the Foundation are pleased to support this project.

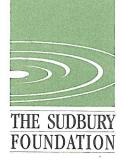
Best regards,

Shal

Sonia Shah Executive Director

cc: Fire Chief John Whalen

Enclosure



GRANT ACKNOWLEDGEMENT - ONE YEAR GRANT

Organization: Town of Sudbury Purpose: To purchase a pov

To purchase a power stretcher for the Fire Department's third ambulance.

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-	Total Grant Amount:	\$21,000	Length of Grant:	1-time
	Award Date:	March 7, 2022	Payment Date:	March 22, 2022

Conditions of a Sudbury Foundation grant:

- Grant funds will be used expressly for the purposes and objectives specified in the grant proposal.
- The Foundation should be notified immediately of significant changes in the management of the organization, the project manager or the project itself.
- The Foundation requires a financial statement and programmatic report describing the way in which the funds were spent and giving an appraisal of the results achieved.

Grant reports should be submitted to the Foundation upon completion of the project or within one year of receiving the grant award, whichever comes first. In some cases, the Foundation may request a Year Two report.

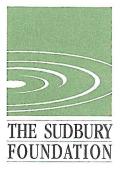
- It is understood that any portion of this grant not needed for the designated purpose will be repaid to the Foundation in a timely manner unless permission to do otherwise is expressly given by the Trustees.
- In all public statements, please acknowledge this grant as a gift from the Sudbury Foundation.

We hereby acknowledge receipt from the Sudbury Foundation of the grant described above and agree to the conditions set forth in this Grant Acknowledgement form.

* * *

Signature:

Print Name:	
Title:	· · · ·
Date:	
The executive director or board chair must sign this form. Please return the signe Foundation, 326 Concord Road, Sudbury, MA 01776. A second copy has been p	provided for your records.
BARANS	3/23/2022
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Outline for Sudbury Foundation Final Project Report

Your annual grant report helps to insure compliance and enables the Foundation to keep up with your organization's progress and activities. It is also an opportunity for you to reflect on the past year and to review and assess your own growth and development. It is not intended to be a burdensome task. Most reports can be presented well in 2-3 pages, plus attachments.

Please include:

1.) An accounting of all funds allocated to the project as well as a current operating budget.

2.) An appraisal of progress in achieving project goals and objectives as stated in the grant application, as well as unexpected difficulties, delays, opportunities, or benefits.

3.) Lessons Learned: What worked and what didn't? What would you do differently?

4.) Lessons Applied: How will this grant impact your future work? Are there programming or operational changes that might result from the project? Are there any follow-up activities anticipated or required?

5.) Special insights or experiences which might be useful to the Foundation in funding similar projects.

6.) If applicable, a brief assessment of the consultant you worked with. Please include contact information, the pros/cons of the consultation and whether you would recommend this consultant to others.

7.) A description of efforts to inform the community about the project.

8.) Any other pertinent information about the project you would like to include.