



SUDBURY SELECT BOARD
TUESDAY MAY 17, 2022
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Citizen's comments on items not on agenda
MISCELLANEOUS			
1.			FY21 Audit Presentation by James Powers and Jessica Greene of Powers & Sullivan, LLC. (~30 min.)
2.		<i>VOTE</i>	Discussion and vote whether to approve the Town of Sudbury, through its Historical Commission and Historic Districts Commission, to become a Certified Local Government with the Massachusetts Historical Commission. In attendance will be Chris Hagger, SHC chair, Fred Taylor, HDC chair, and Jennifer Doherty, Local Government Programs Coordinator, Massachusetts Historical Commission. (~30 min.)
3.		<i>VOTE</i>	Discussion and possible vote on finalizing deliverables for Select Board 2022 Annual Goals. (~25 min.)
4.		<i>VOTE</i>	Discussion and vote 2022 Select Board Liaison Assignments. (~15 min.)
5.		<i>VOTE</i>	Discussion and possible vote on Town Forum topics, dates, and formats. (~30 min.)
6.		<i>VOTE</i>	Review the Select Board Spring 2022 Newsletter articles and approve for distribution (~10 min)
7.			American Rescue Plan Act Funds (ARPA) Listening Session debrief and next steps discussion (~15 min.)
8.			Annual Town Meeting recap and discussion of potential methods to improve the delivery of information to voters. (~30 min.)
9.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 4/5/22.

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
10.			Citizen's Comments (cont)
11.			Upcoming agenda items
CONSENT CALENDAR			
12.		<i>VOTE</i>	Vote to sign a Proclamation recognizing May 15-21, 2022 as National Public Works Week (NPWW).
13.		<i>VOTE / SIGN</i>	Vote to enter into the Town record and congratulate Carmela Silvia of Girl Scout Troop 72466 for having achieved the Girl Scout Gold Award.
14.		<i>VOTE / SIGN</i>	Vote to sign Proclamation for Reverend Joel Guillemette, Pastor of Sudbury United Methodist Church, on his upcoming retirement.
15.		<i>VOTE</i>	Vote to accept grant in the amount of \$1,484.33 for the purchase of an Automated External Defibrillator (AED). This grant was provided by The Office of Grants and Research (OGR) and The Executive Office of Public Safety and Homeland Security (EOPS).
16.		<i>VOTE</i>	Vote whether to reallocate ARPA funds of \$50,000 to extend employment of two part-time nurses beyond 6/30/22 to support the continued COVID response.
17.		<i>VOTE / SIGN</i>	Vote to accept the following easements executed on March 30, 2022, by property owners Pawel Sowinski and Monika Haack for property located at 78 Old Framingham Road (Parcel L07-0024) and shown on "Plan of Property Surveyed for the Town of Sudbury Old Framingham Road, Sudbury, Massachusetts" dated January 13, 2022, prepared by Jarvis Land Survey, Inc: Permanent Drainage Easement, 599 s.f.; Temporary Walkway Easement, 2,739 s.f.; Permanent Walkway Easement, 1,183 s.f., and Permanent Roadway Easement, 445 s.f.
18.		<i>VOTE / SIGN</i>	Vote to accept a permanent drainage easement (2,837 s.f.) executed on May 9, 2022, by property owner Audrey C. Murphy, Trustee of the Holly Realty Trust, for property located at 120 Nobscot Road (Parcel L07-0202) and shown on "Plan of Property Surveyed for the Town of Sudbury Old Framingham Road, Sudbury, Massachusetts" dated January 13, 2022, prepared by Jarvis Land Survey, Inc.

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

1: FY21 Audit Presentation

REQUESTOR SECTION

Date of request:

Requestor: Dennis Keohane

Formal Title: FY21 Audit Presentation by James Powers and Jessica Greene of Powers & Sullivan, LLC.
(~30 min.)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

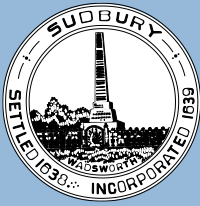
Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM



SUDBURY SELECT BOARD

Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)**2: Vote Certified Local Government status****REQUESTOR SECTION**

Date of request:

Requestor: Chris Hagger, SHC chair, and Fred Taylor, HDC chair

Formal Title: Discussion and vote whether to approve the Town of Sudbury, through its Historical Commission and Historic Districts Commission, to become a Certified Local Government with the Massachusetts Historical Commission. In attendance will be Chris Hagger, SHC chair, Fred Taylor, HDC chair, and Jennifer Doherty, Local Government Programs Coordinator, Massachusetts Historical Commission. (~30 min.)

Recommendations/Suggested Motion/Vote: Discussion and vote whether to approve the Town of Sudbury, through its Historical Commission and Historic Districts Commission, to become a Certified Local Government with the Massachusetts Historical Commission. In attendance will be Chris Hagger, SHC chair, Fred Taylor, HDC chair, and Jennifer Doherty, Local Government Programs Coordinator, Massachusetts Historical Commission. (~30 min.)

Background Information:

Becoming a CLG allows the MHC to provide financial and technical assistance to Sudbury for historic preservation. MHC must pass through 10% of their Federal funding to CLGs every year. There are only 27 CLG communities in MA to compete for this funding. Not every CLG community submits funding requests annually. Becoming a CLG would be very helpful if Sudbury plans to conduct several years of preservation work. Right now, Sudbury can only receive matching grants 2 years in a row from the MHC. Becoming a CLG also allows local involvement in the nomination of properties to be placed on the National Register of Historic Places. Sudbury meets all the CLG application requirements. Both the Sudbury HC and Sudbury HDC have voted unanimously to support the CLG application to the MHC.

Financial impact expected: There is not a membership or application fee which needs to be paid as part of becoming a Certified Local Government. Members of the Historical Commission and Historic Districts Commission will work with Town staff to meet the yearly annual reporting compliance measures. Becoming a Certified Local Government will improve the Town's access to state (MHC) level grant funds.

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

05/17/2022 7:00 PM

Becoming a Certified Local Government

APPENDIX A
CERTIFIED LOCAL GOVERNMENT APPLICATION

Part I

Town/City: _____
 Name of Chief Elected Official: _____
 Title: _____
 Address: _____
 Phone: _____

Name(s) of Local Historic District Chairperson(s): _____
 Address: _____
 Phone: _____

Name of Local Historical Commission Chairperson: _____
 Address: _____
 Phone: _____

Name of Certified Local Government Coordinator: _____
 Address: _____
 Phone: _____

Part II

Name(s) of Local Historic District(s): _____

For each Local Historic District please submit a copy of the ordinance or by-law.



Community: Framingham

CLG OPINION: ELIGIBILITY FOR NATIONAL REGIST

Date Received: 6/5/2020 Date Issued: _____ Date Reviewed: 6/10/2020
 Type: Individual Yes/No District (attach map indicating boundaries) Yes/No
 Property Name: Nobscot Union Chapel MHC Inv Form #: FRML6
 Prop. Address: 881 Edgell Road

Action	Honor <input type="checkbox"/> Yes/No <input type="checkbox"/> No	ITC <input type="checkbox"/> Yes/No <input type="checkbox"/> No	Grant <input type="checkbox"/> Yes/No <input type="checkbox"/> No	Other <input type="checkbox"/> Yes/No <input type="checkbox"/> No
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INDIVIDUAL PROPERTIES	DISTRICTS		
Eligible	Yes/No	Eligible	Yes/No
Eligible, also in a district	Yes/No	Ineligible	Yes/No
Eligible only in a district	Yes/No	More Information Needed	Yes/No
Ineligible	Yes/No		
More Information Needed	Yes/No		

CRITERIA: A-Yes/No Local-Yes/No B-Yes/No State-Yes/No C-Yes/No National-Yes/No D-Yes/No

STATEMENT OF SIGNIFICANCE BY: _____
 (Refer to criteria cited above in statement of significance. If more information is needed, use space to describe what needed to finish eligibility opinion.)
 The Framingham Historical Commission has determined that the Nobscot Union Chapel is individually eligible for the National Register of Historic Places under Criteria A and C with a local level of significance. The Commission initially reviewed the building at their August 14, 2019 meeting. After the chapel was moved in May and June, 2020, the Commission reviewed the building again at their June 10, 2020 meeting.
 Constructed in the 1880s, the Nobscot Union Chapel, commonly known as Nobscot Chapel, retains a high degree of integrity including its wood clapboard siding, diamond-pane wood casement windows, and large open chapel space inside. The chapel was constructed as a union chapel, available for use by any religious denomination in the village of Nobscot. The chapel continued in religious use into the 1950s; it was acquired by the City of Framingham via tax title in the 2010s.
 The chapel is perhaps the only remaining historic building in the village of Nobscot, which developed as a village with Framingham in the mid to late 19th century. The crossroads of Edgell and Water streets and Edmonds Road has been altered in the late 20th century with the construction of gas stations and commercial buildings, a result of the suburban development surrounding historic Nobscot village.
 In May and June, 2020, the chapel was moved from 780 Water Street, directly at the intersection, to 881 Edgell Road, then 1,00' south of its previous location. It retains the same orientation to the street, and is set back roughly the same distance as the original location.

Attachment 2.a: Becoming a Certified Local Government 2022-01-14 (5226 : Vote Certified



WILLIAM FRANCIS GALVIN
 SECRETARY OF THE COMMONWEALTH
 CHAIRMAN, MASSACHUSETTS HISTORICAL COMMISSION

Massachusetts Historical Commission
 Jennifer B. Doherty
 Local Government Programs Coordinator
 January 14, 2022

Introduction

- Thank you!
- Local Government Programs at MHC
- After the presentation

Today's Presentation

- What is a Certified Local Government
- Applying for and receiving certification
- Duties and benefits of a Certified Local Government

Questions and Answers

All items in purple text are clickable links

Boston received Survey & Planning Grant funds to list the Malcolm X – Ella Little Collins House on the National Register of Historic Places.



Historic Preservation in the US

Federal level – National Park Service, Department of the Interior

- Includes the Keeper of the Register
- Promulgate regulations and programs related to historic preservation
- Oversee Certified Local Government program
- Produce and update the Secretary of the Interior's Standards
 - For most projects, focus on Rehabilitation
 - New Guidelines on Sustainability (PDF)
- Provide a lot of guidance and technical briefs on historic preservation issues and treatments
 - Preservation Briefs
 - Preservation Tech Notes



THE SECRETARY
OF THE INTERIOR'S
STANDARDS FOR
REHABILITATION &

ILLUSTRATED
GUIDELINES ON
SUSTAINABILITY
FOR
REHABILITATING
HISTORIC
BUILDINGS



2.a

Attachment 2.a: Becoming a Certified Local Government 2022-01-14 (5226 : Vote Certified

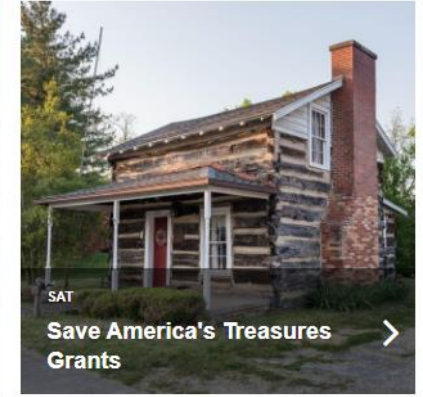
The Historic Preservation Fund

- Authorized with the National Historic Preservation Act of 1966
 - Funded for the first time in 1977
 - Currently reauthorized through 2023
- Not tax dollars!
 - Funded through oil and natural gas leases onshore and on the Outer Continental Shelf – yes, really!
- Congress authorizes funding that is then apportioned to states and tribal organizations

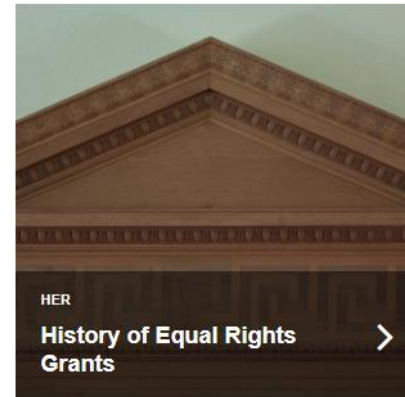
States must pass-through 10% of their total funding to CLGs annually



Grants to document, interpret, and preserve the sites and stories related to the African American struggle to gain equal rights



Funding for bricks and mortar work and/or conservation work on nationally significant artifacts and historic sites



Grants that aim to preserve sites related to the struggle of all people to achieve equal rights in America



Supporting state-owned resources related to the founding of the nation

Historic Preservation in the US

State level

- Massachusetts Historical Commission
- SHPO, state historic preservation office/officer

Federally-recognized tribes

- Tribal Historic Preservation Office/Officer

Local level

- Municipal Historical and Historic District commissions



2.a



Attachment 2.a: Becoming a Certified Local Government 2022-01-14 (5226 : Vote Certified

Certified Local Governments (CLGs)

The purposes of the CLG program are: (1) to ensure the broadest possible participation of local governments in the national historic preservation program while maintaining standards consistent with the National Historic Preservation Act, and the Secretary of the Interior's "Standards and Guidelines for Archeology and Historic Preservation;" (2) to enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the SHPO; and (3) to provide financial and technical assistance to further these purposes.

- Added to the National Historic Preservation Act in the 1980s
- Provides direct funding and technical assistance to local governments
- Delegates some powers from the federal and state government to the local government
- 2,073 CLGs throughout the United States

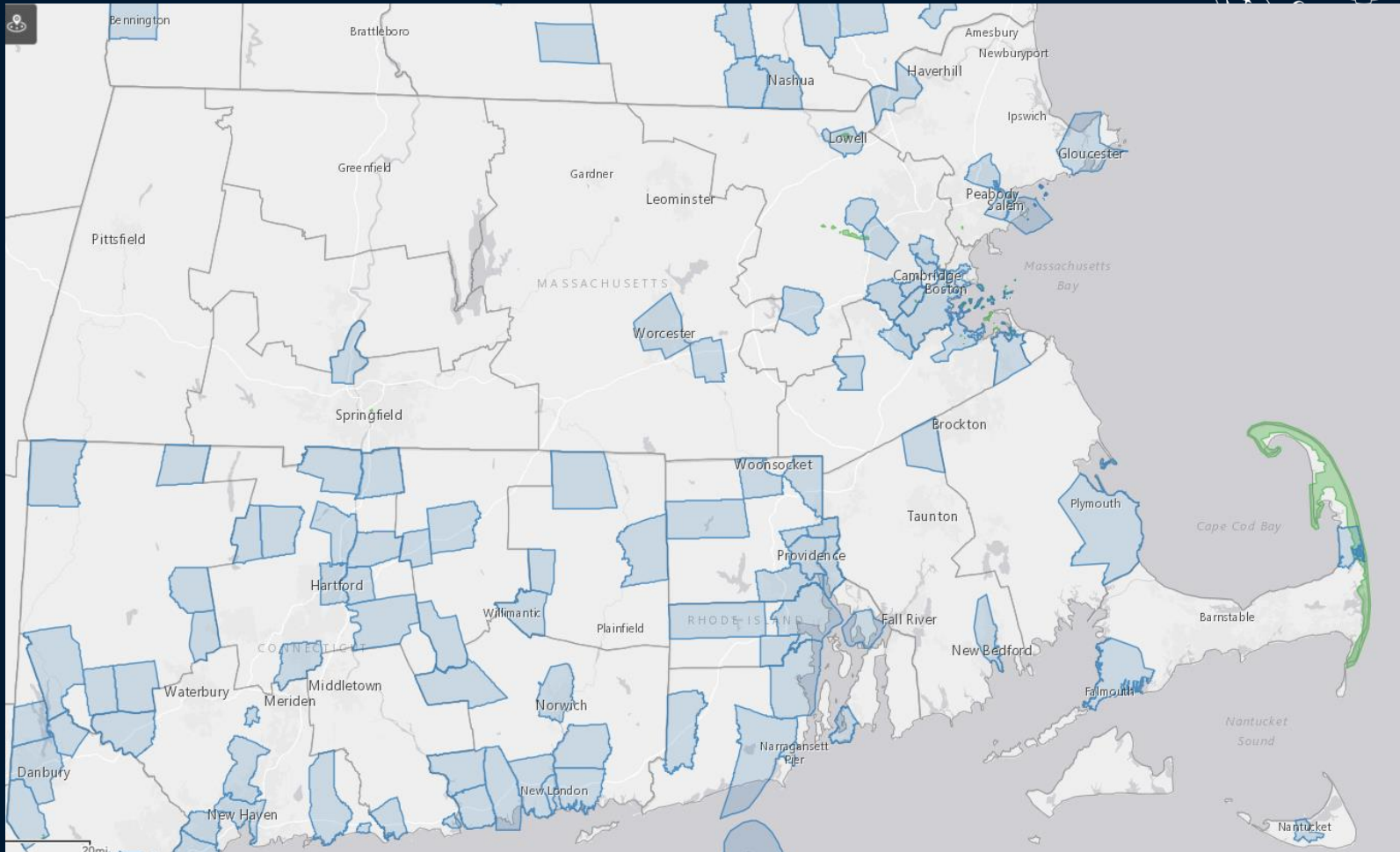


In 2018-2019 Salem used Survey & Planning Grant funds to update their inventory in South Salem.

Certified Local Governments (CLGs)



2.a



There are currently 27 CLGs in Massachusetts; the newest are Dedham and Nantucket. From the National Park Service's Gateway to Certified Local Governments, <https://arcg.is/1ijnb90>.

Attachment 2.a: Becoming a Certified Local Government 2022-01-14 (5226 : Vote Certified

Benefits of Becoming a CLG

- Survey & Planning Grant Funds
 - MHC must pass-through 10% of our federal funding to CLGs every year done through our S&P program
 - 27 communities vying for \$115,000 vs. 320 communities vying for \$300-350,000
 - Although not every CLG/community applies every year
 - Very good if you plan to do a phased survey or several years' worth of work



Medford is nearing the end of a multi-year, neighborhood-based comprehensive update to their survey, funded with Survey & Planning Grants.



Benefits of Becoming a CLG

- Local involvement in the National Register of Historic Places nomination process
 - All nominations begin with a CLG eligibility opinion
- Local involvement in review & compliance
 - Required state and federal historic resources review
- Technical assistance
 - CLG-only trainings, especially related to National Register work

In 2020, the Framingham Historical Commission evaluated a late 19th century chapel for National Register eligibility.

Community: Framingham

CLG OPINION: ELIGIBILITY FOR NATIONAL REGISTER

Date Received:	6/5/2020	Date Due:		Date Reviewed:	6/10/2020
Type:	Individual <input checked="" type="checkbox"/> Yes/No <input type="checkbox"/>	District (attach map indicating boundaries)		Yes/No <input type="checkbox"/>	
Property Name	Nobscot Union Chapel		MHC Inv Form #:	FRM.601	
Prop. Address	881 Edgell Road				

Action	Honor	Yes/No <input type="checkbox"/>	ITC	Yes/No <input checked="" type="checkbox"/>	Grant	Yes/No <input type="checkbox"/>	Other
	CLG initiated		Yes/No				

INDIVIDUAL PROPERTIES		DISTRICTS	
Eligible	Yes/No <input checked="" type="checkbox"/>	Eligible	Yes/No <input type="checkbox"/>
Eligible, also in a district	Yes/No <input type="checkbox"/>	Ineligible	Yes/No <input type="checkbox"/>
Eligible only in a district	Yes/No <input type="checkbox"/>	More information Needed	Yes/No <input type="checkbox"/>
Ineligible	Yes/No <input type="checkbox"/>		
More Information Needed	Yes/No <input type="checkbox"/>		

CRITERIA:	A-Yes/No <input checked="" type="checkbox"/>	B-Yes/No <input type="checkbox"/>	C-Yes/No <input checked="" type="checkbox"/>	D-Yes/No <input type="checkbox"/>
LEVEL:	Local-Yes/No <input checked="" type="checkbox"/>	State-Yes/No <input type="checkbox"/>	National-Yes/No <input type="checkbox"/>	

STATEMENT OF SIGNIFICANCE by: _____

(Refer to criteria cited above in statement of significance. If more information is needed, use space to describe what is needed to finish eligibility opinion)

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Constructed in the 1880s, the Nobscot Union Chapel, commonly known as Nobscot Chapel, retains a high degree of integrity, including its wood clapboard siding, diamond-pane wood casement windows, and large open chapel space inside. The chapel was constructed as a union chapel, available for use by any religious denomination in the village of Nobscot. The chapel continued in religious use into the 1990s; it was acquired by the City of Framingham via tax title in the 2010s.

The chapel is perhaps the only remaining historic building in the village of Nobscot, which developed as a village within Framingham in the mid to late 19th century. The crossroads of Edgell and Water streets and Edmands Road has been greatly altered in the late 20th century with the construction of gas stations and commercial buildings, a result of the suburban development surrounding historic Nobscot village.

In May and June, 2020, the chapel was moved from 780 Water Street, directly at the intersection, to 881 Edgell Road, less than 300' south of its previous location. It retains the same orientation to the street, and is set back roughly the same distance

Attachment 2.a: Becoming a Certified Local Government 2022-01-14 (5226 : Vote Certified

Becoming a CLG

Requirements to become a CLG, from the NHPA

1. Enforces appropriate State or local legislation for the designation and protection of historic property;
 - You must have a local historic district – 40C or Special Act
2. Has established an adequate and qualified historic preservation review commission by State or local legislation;
 - You have an Historical Commission and/or Historic District Commission
 - Members are knowledgeable about historic preservation
 - Will prepare a Memorandum of Understanding if you have multiple commissions
3. Maintains a system for the survey and inventory of historic property that furthers the purposes of chapter 3023;
 - You work to document your historic resources (inventory forms)
4. Provides for adequate public participation in the local historic preservation program, including the process of recommending properties for nomination to the National Register; and
 - You follow Open Meeting Law
5. Satisfactorily performs the responsibilities delegated to it under this division.
 - You meet the above requirements during triennial evaluations



Becoming a CLG



Your chief elected official submits a complete CLG application

- Provided by MHC
- Includes a description of commissioners, past preservation activities, signed assurances statement
- Includes a Memorandum of Agreement if you have multiple commissions

The MHC will review the application and notify the chief elected official within 45 days if the application meets certification requirements

- If it does not meet the requirements, we will tell you why

The MHC prepares a written certification agreement that is signed by the MHC and the chief elected official

The certification agreement is forwarded to the National Park Service for concurrence

- The date of NPS concurrence is the date of certification

Becoming a CLG



APPENDIX A
CERTIFIED LOCAL GOVERNMENT APPLICATION

Part I

Town/City: _____

Name of Chief Elected Official: _____

Title: _____

Address: _____

_____ Phone _____

Name(s) of Local Historic District Chairperson(s): _____

Address: _____

Phone: _____

Name of Local Historical Commission Chairperson: _____

Address: _____

_____ Phone: _____

Name of Certified Local Government Coordinator: _____

Address: _____

Phone: _____

Part II

Name(s) of Local Historic Districts(s): _____

For each Local Historic District please submit a copy of the ordinance or by-law.

First page – basic information

- Chief elected official = your Select Board Chair or Mayor
- HC and HDC chair information
- CLG Coordinator
 - Often a staff person, if you have one
 - Otherwise choose someone from your commission
 - Often the chair, sometimes the clerk
- Be sure to attach your historic district ordinance/bylaw

Becoming a CLG



Part III

A. Please list below the names of all current local historic district and historical commission members and alternates or associate members.

Historic District Commission

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Historical Commission

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Staff (if any): _____

For each of the members of the local historical and/or district commission listed above, submit resumes or letters outlining their demonstrated interest, competence or knowledge in historic preservation, and indicating which members are professionals in the fields of architecture, history, architectural history, planning, prehistoric archaeology, historic archaeology, folklore, cultural anthropology, conservation, landscape architecture or related disciplines. Also submit resumes or letters for professional support staff if applicable.

B. Describe the efforts the local government has made to insure, that to the extent available in the community, commission members have been appointed from the above disciplines.

Second page – commissioners

- List all your commissioners
- Provide resumes/letters stating qualifications to be on the commission
- Describe your efforts to appoint members who are knowledgeable

Becoming a CLG



Part IV

Please explain in a concise statement below the nature and extent of the community's preservation program. Describe the community's past achievements and future objectives in preservation. Indicate the ways in which you believe participation in the Certified Local Government program can assist your community in achieving long-term goals and completing proposed preservation projects.

Third page – what do you do? How will CLG status help with that?

- Past preservation efforts
 - Establishing a LHD, demolition delay, historic house markers, etc.
- Future preservation efforts
 - Want to prepare a preservation plan, do more survey, create new LHDs, etc.

Becoming a CLG



Part V

ASSURANCES

In consideration of and for the purpose of certification of the local government by the Department of the Interior, National Park Service, through the Massachusetts Historical Commission, _____ (hereafter called "local government") hereby agrees that it will comply with the following:

1. The local government will fulfill all the standards for certification pursuant to the Guidelines, Section II, Requirements for Certification of Local Government Programs.
2. In order to be eligible to receive a portion of the local share of the Historic Preservation Fund (HPF) allocation to Massachusetts, the certified local government shall:
 - (a) Maintain adequate Financial Management Systems which are:
 - in accordance with the Office of Management and Budget Circular A-102, revised, "Standards for Grantee Financial Management Systems."
 - auditable in accordance with the Single Audit process of OMB Circular A-133, and
 - periodically reviewed and evaluated by the SHPO in accordance with the Office of Management and Budget Circular A-102, revised "Standards for Grantee Financial Management Systems."
 - (b) adhere to all requirements of the HPF Grants Manual.
 - (c) adhere to any requirements mandated by Congress pertaining to the Historic Preservation Fund.
 - (d) not apply transferred monies as a matching share for any other federal grant.
3. Pursuant to the Guidelines, Section IV, PROCESS FOR MONITORING, EVALUATION AND DECERTIFICATION OF CERTIFIED LOCAL GOVERNMENTS, the certified local government shall:
 - (a) fully cooperate with the Massachusetts Historical Commission in its evaluation of the certified local government, and shall submit to the MHC office its annual reports, records of administration of funds allocated from the Historic Preservation Fund, and other documents as necessary, and
 - (b) upon notification by the MHC that the performance of the certified local government is not up to a satisfactory level, the certified local government shall implement improvements within a period of not less than 30 and not more than 120 calendar days, or the MHC shall recommend decertification of the local government to the Secretary of the Interior.

Becoming a CLG

MEMORANDUM OF UNDERSTANDING BETWEEN
THE
NANTUCKET HISTORIC DISTRICT COMMISSION
THE
NANTUCKET HISTORICAL COMMISSION
AND THE
MASSACHUSETTS HISTORICAL COMMISSION

This Memorandum of Understanding (MOU) is developed in accordance with the Guidelines for Implementation of Certified Local Government Programs. This MOU is necessary to implement the CLG requirements for public participation with separate historical commissions and district commissions. The MOU defines the responsibilities of the Certified Local Government in terms of the specific responsibilities of the Historic District Commission (HDC) and the Local Historical Commission (LHC).

As outlined in the Guidelines and the Certification Agreement, the basic responsibilities include: enforcement of local preservation legislation, maintenance of a historic preservation review commission, participation in the Massachusetts Historic Preservation Program, maintenance of a system for survey and inventory of historic properties, and adequate public participation in local preservation programs.

Traditionally, the enforcement of local preservation legislation by a qualified review commission has been the responsibility of the historic district commission. The historic district commission has administered matters relating to the National Historic Preservation Act. The historic district commission is responsible for carrying out the comprehensive community-wide survey. The two commissions can continue to perform their respective duties in accordance with the Guidelines.

However, in order to fulfill their function as a CLG, the two commissions must share responsibility for the provision of public participation in local preservation programs. The commissions must act jointly to coordinate their activities, and to provide information to the MHC. A CLG coordinator must be appointed to handle this communication.

The following is a list of the required responsibilities of the CLG coordinator and the HDC for the provision of public participation in local preservation programs.

Please place an "X" next to each item below, and describe any additional responsibilities of either commission:

RESPONSIBILITIES OF THE CLG COORDINATOR:

- 1. Attends MHC training sessions for CLGs.
- 2. Transmits National Register Nominations and CLG Reports to MHC.
- 3. Solicits recommendation of the chief elected official regarding potential nominations to the National Register.
- 4. Notifies chief elected official of vacancies on commissions.
- 5. Regularly attends meetings of both commissions.
- 6. Receives all minutes from both commissions.
- 7. Collects materials from each commission for Annual Report
- 8. Organizes the annual joint meeting of two commissions.
- Other _____

RESPONSIBILITIES OF THE HISTORIC DISTRICT COMMISSION:

- 1. Enforces local preservation legislation.
- 2. Holds meetings at regular intervals at least four times a year.
- 3. Properly notices and conducts meetings in accordance with the Open Meeting Law and the local preservation ordinance or bylaw.
- 4. Makes decisions in a public forum.
- 5. Maintains accurate minutes of all commission actions, which include criteria upon which decisions were made.
- 6. Holds annual joint meeting with Local Historical Commission to discuss respective responsibilities of HDC and LHC for local preservation program.

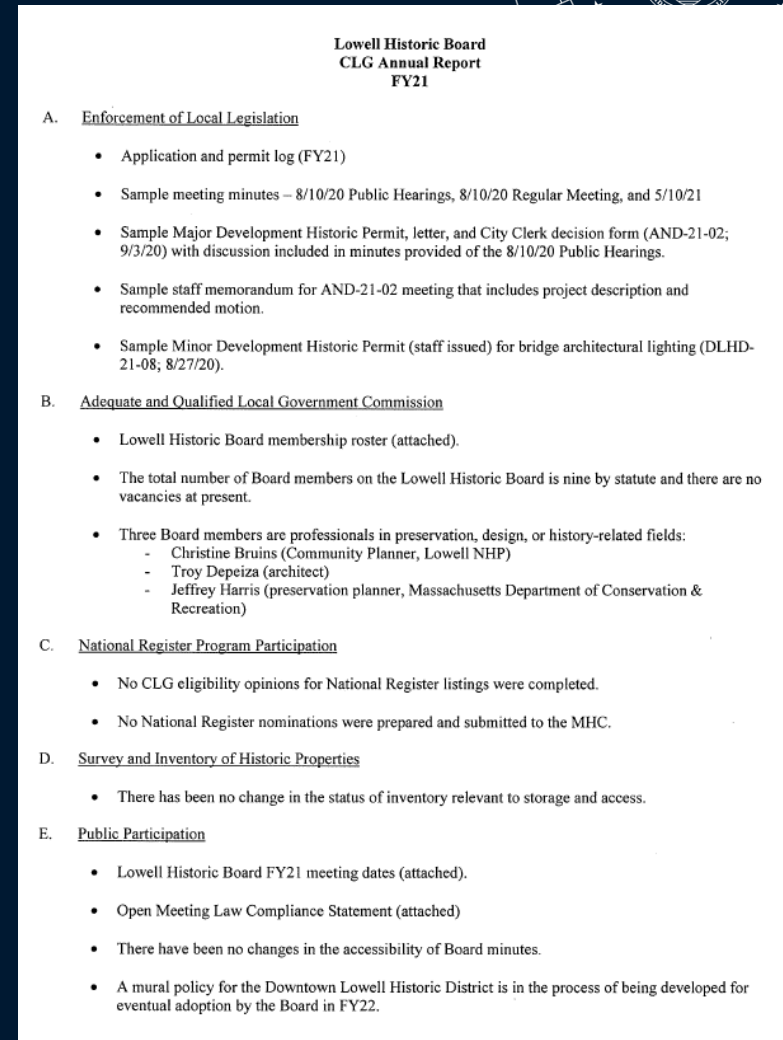
RESPONSIBILITIES OF HISTORICAL COMMISSION

- 1. Holds meetings at regular intervals at least four times a year.
- 2. Properly notices and conducts meetings in accordance with the Open Meeting Law

Being a CLG

Not much changes!

- Continue enforcing your local preservation regulations
- Provide a CLG eligibility opinion for properties requesting National Register listing
- Work with the MHC on historic resources review of projects
- Apply for Survey & Planning Grants
- Complete an Annual Report every year
 - Report on the current status of your commission
 - Note any National Register and survey activity
 - Sign a certification stating that you followed Open Meeting Law
- Larger triennial evaluation



Key Takeaways

- The CLG program deepens your participation in historic preservation efforts
- The CLG program provides for closer work between your local commission, the MHC, and the NPS
- CLGs receive dedicated funding through the Survey & Planning Grant program
- You must have a local historic district to apply for CLG status

Questions and Answers

Marblehead has received Survey & Planning Grants for several years, allowing the community to comprehensively update its historic resources inventory.



Attachment 2.a: Becoming a Certified Local Government 2022-01-14 (5226 : Vote Certified

Becoming a Certified Local Government

Thank you for coming!

For more information or additional questions:

Jennifer.Doherty@sec.state.ma.us

(617) 727-8470



WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
CHAIRMAN, MASSACHUSETTS HISTORICAL COMMISSION

Massachusetts Historical Commission
Jennifer B. Doherty
Local Government Programs Coordinator

Revised October, 2000

**GUIDELINES FOR IMPLEMENTATION
OF CERTIFIED LOCAL GOVERNMENT
PROGRAMS IN MASSACHUSETTS**

CONTENTS

- I. Introduction
- II. Requirements for Certification of Local Government Programs.
- III. Process for Certification of Local Governments.
- IV. Process for Monitoring, Evaluation and Decertification of Certified Local Governments.
- V. Transfer of Historic Preservation Funds to Certified Local Governments.
- VI. Certified Local Government Participation in the Massachusetts National Register Program.
- Appendix A: CLG Application
- Appendix B: Annual Report Outline
- Appendix C: CLG Evaluation

I. INTRODUCTION

The Certified Local Government Program is a federal, state and local government historic preservation partnership. The National Historic Preservation Act, as amended, (16 U.S.C. 470 et seq) is the federal statutory basis for the Certified Local Government Program.

The National Historic Preservation Act Amendments of 1980 initially authorized the creation of the Certified Local Government program, and 1992 amendments modified the requirements for the Certified Local Government Program. The purpose of this program is to provide for greater community participation in federal and state historic preservation programs. The Massachusetts Historical Commission administers this program, along with the U.S. Secretary of the Interior, and is responsible for the certification of local governments wishing to participate.

To become certified, a local government must demonstrate that it meets basic program requirements. This includes the establishment of a local historic preservation law, the appointment of a qualified historic preservation commission, the initiation or continuation of a program for the survey and inventory of local historic resources, and to provide for public participation in local historic preservation programs.

Certification offers local governments:

1. Eligibility to apply for a portion of the State's allocation of the Historic Preservation Fund (HPF), specifically earmarked for certified local governments.
2. A stronger role in the process of nominating properties to the National Register of Historic Places.
3. The opportunity for increased technical assistance from the Massachusetts Historical Commission, including training workshops specifically targeted to certified local governments.
4. Official acknowledgement of the local government's commitment to historic preservation.

II. REQUIREMENTS FOR CERTIFICATION OF LOCAL GOVERNMENT PROGRAMS

The federal law (National Historic Preservation Act, as amended) which established the certified local government program contains five broad standards, all of which must be met before the local government may be certified. The federal standards, where appropriate, are further defined and amplified below.

- A. Local government shall "enforce appropriate state or local legislation for the designation and protection of historic properties."
 1. The purpose of the local historic preservation law shall be clearly stated and should be substantially similar to the language of the purpose clause of the State enabling legislation, Historic Districts Act (Chapter 40C, Section 2) or the home rule landmark ordinances in Boston or Cambridge.
 2. The law shall meet the federal statutory definition for designation and protection.
 3. The process and criteria for district and/or landmark designation shall be in accordance with State enabling legislation (MGL Ch. 40C), or the provisions of home rule landmark ordinance or

by law.

4. The law shall establish a commission which shall have the authority to review and render a decision upon all proposed alterations, relocations, demolition or new construction within the boundaries designated by the law or which affects individual landmarks.

5. The criteria upon which a commission reviews proposals for alteration, new construction, and demolition shall be clearly set forth in the law and should be substantially similar to the language of the criteria clause of Chapter 40C, Section 7.

6. Decisions of the commission shall set forth the basis for decisions and shall be binding. Provision for enforcing decisions and a right to appeal must exist in the historic preservation or zoning laws.

7. The historic preservation law shall contain specific time limits within which the commission and the applicant shall act.

B. Local government shall "have established an adequate and qualified historic preservation review commission by State or local legislation."

1. Each certified local government shall have a commission with a minimum of five (5) members (except that those communities with less than approximately 5,000 population may have as few as three members of the commission).
2. All commission members shall have demonstrated special interest, competence, or knowledge in historic preservation. To the extent available in the community, members of the certified local government commission shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, conservation, landscape architecture or related disciplines. The local government must be able to demonstrate that a reasonable effort has been made to appoint qualified professionals from these disciplines. Other historic preservation related disciplines such as american studies, american civilization, or cultural geography are desirable for commission membership as well.

When a discipline is not represented in the Commission membership, the Commission shall seek expertise in this area when considering National Register nominations and other actions involving properties normally requiring evaluation by such a professional. When considering archaeological sites, Commissions may seek the assistance of the State Archaeologist.

3. The local appointing authority shall act within 60 days to fill vacancies with qualified persons. Notification of vacancies and the reasonable effort made to fill them shall be documented and available for MHC review.
4. In communities where separate historic district and local historical commissions exist, a memorandum of understanding shall be developed between the two commissions and in consultation with the MHC. That memorandum will identify the areas of activity to be delegated to each commission. Generally, the local historic district commission will continue to be responsible for the enforcement of local preservation legislation; the local historical commission will continue to administer matters relating to the National Register, and will be

responsible for implementing the comprehensive community-wide survey. Together, the Historical Commission and the Historic District Commission shall constitute the Certified Local Government Commission (CLGC).

5. The Commission shall participate in the Massachusetts National Register Program in accordance with Section VI of the Guidelines.
 6. The State Historic Preservation Officer, (SHPO) at his/her discretion and by mutual written agreement with the certified local government, may delegate further responsibilities to the certified local government commission.
 7. The certified local government shall participate in MHC training sessions designed to provide a working knowledge of the roles and operations of federal, state and local preservation programs.
 8. Responsibilities of certified local government commissions shall be complementary to and coordinated with those of the SHPO as enumerated in the National Historic Preservation Act of 1966 as amended, and in state and federal preservation standards, guidelines, and regulations.
- C. The local government "maintains a system for the survey and inventory of historic properties."
1. The certified local government commission shall begin or continue an MHC approved process to identify pre-historic and historic properties within the boundaries of the community.
 2. All inventory material shall be:
 - a. Compatible with the Massachusetts Inventory of Historic and Prehistoric Assets.
 - b. Accessible to the public, except that access to archaeological site locations shall be restricted.
 - c. Updated periodically.
 - d. Available to the public through duplicates at the MHC office.
 - e. Integrated with statewide comprehensive preservation planning.
 - f. Located in a secure place.
- D. Local governments shall "provide for adequate public participation in local historic preservation programs, including the process of recommending properties for nomination to the National Register."
1. All meetings of the certified local government commission shall adhere to the Open Meeting Law and encourage public reaction and comment on all activities. Commission meetings must occur at regular intervals at least four times a year or as needed to uphold official business.

2. Careful minutes of all actions of the certified local government commission including the reasons for making these decisions must be kept on file and available for public inspection.
 3. All decisions by the certified local government commission shall be made in a public forum and applicants shall be given written notification of decisions by the commission.
- E. Local governments shall "satisfactorily perform the responsibilities listed in points A-D above and those specifically delegated to it under the Act by the Massachusetts State Historic Preservation Officer," in accordance with the standards outlined in Appendix C.

III. PROCESS FOR CERTIFICATION OF LOCAL GOVERNMENTS

- A. The chief elected official of the local government shall request certification from the Massachusetts Historical Commission. The request for certification shall consist of:

The completed Certified Local Government Application (see Appendix A: CLG Application), including the Assurances form signed by the chief elected official of the local government, the legal instrument creating the commission and all other materials requested in the application form.

- B. The MHC will review the application to ensure that the local government meets the minimum requirements for certification.
- C. Within 45 calendar days of receipt of an adequately documented request, the MHC shall notify the chief local elected official as to whether or not the local government meets the requirements for certification. For any application not approved, the MHC will indicate why the local government does not meet the certification requirements. If the application is approved, the MHC will prepare a written certification agreement which specifies the duties delegated to the local government and transmit it to the local government for signature.
- D. The MHC shall notify the National Park Service of a request for certification with a copy of the signed certification agreement between the local government and the MHC and a signed review checklist. The effective date of certification is the date of NPS concurrence.
- E. Certification Agreements may be amended upon concurrence of the Massachusetts Historical Commission and the National Park Service.

IV. PROCESS FOR MONITORING, EVALUATION AND DECERTIFICATION OF CERTIFIED LOCAL GOVERNMENTS

- A. The MHC shall conduct ongoing monitoring of certified local governments to assure that each government continues to meet the requirements for certification and is satisfactorily performing its responsibilities. To facilitate this monitoring an annual report outlining the activities of the certified local government shall be submitted to the MHC for review. Annual reports shall include, but are not limited to, information relating to the enforcement of local preservation legislation; commission membership; survey activities; and participation in the National Register program. Specific requirements for the annual report are provided in Appendix B: Annual Report Outline.
- B. In addition to reviewing the annual reports submitted by certified local governments, the MHC shall conduct a formal evaluation of each certified local government's performance once every three (3) years. Information provided in annual reports shall form the basis of this evaluation, however additional information pertaining to records of the administration of any funds allocated from the Historic Preservation Fund (Survey and Planning Grants), and records pertaining to participation in the National Register program will also be utilized. The certified local government shall make this information available to the MHC. Certified local government performance shall be evaluated against the criteria outlined in Appendix C: CLG Evaluation. Within sixty (60) calendar days of MHC's receipt of the final CLG annual report for the evaluation period, the Certified Local Government shall receive written notice of the evaluation, and a copy of MHC's written evaluation

comments.

- C. If the MHC's review of annual reports, or periodic evaluation indicates that the certified local government no longer meets the requirements for certification or that the performance of a certified local government is not satisfactory, the MHC shall document that assessment and notify the local government in writing, what steps are necessary to bring its performance up to a satisfactory level. The certified local government shall have a period of up to 120 days to implement improvements. If the MHC determines that sufficient improvement has not occurred, the MHC shall recommend decertification of the local government to the NPS citing specific reasons for the recommendation. The certified local government shall receive written notice of such recommendation. The local government is decertified if the National Park Service concurs in writing with the SHPO's recommendation to decertify the CLG.
- D. Upon decertification the MHC may terminate financial assistance in accordance with the Historic Preservation Funds Grants Manual, Chapter 9, Section M.
- E. Certified local governments may petition the MHC to be decertified voluntarily and without prejudice. Upon receipt of a written decertification request, the MHC shall forward such request to the NPS for the Official Date of NPS Concurrence. The MHC shall inform the certified local government of the effective date of decertification.

V. TRANSFER OF HISTORIC PRESERVATION FUNDS TO CERTIFIED LOCAL GOVERNMENTS

- A. At least 10% of Massachusetts' annual allocation from the Historic Preservation Fund (HPF) shall be set aside for transfer to certified local governments. Any year in which Congress may appropriate more than \$65 million to the HPF, a different distribution formula will be in effect resulting in a proportionately larger share to certified local governments.
- B. All certified local governments in Massachusetts shall be eligible to apply for a share of the 10% HPF allocation on a 60/40 matching basis for HPF eligible historic preservation activities and projects, however the following guidelines shall apply:
 - 1. Application does not guarantee funding, as the MHC is not required to fund all eligible certified local governments.
 - 2. CLG funds are intended to supplement rather than substitute for existing local funds committed to historic preservation activities.
 - 3. The MHC shall make reasonable efforts to distribute funds among the maximum number of eligible local governments, and seek to ensure a reasonable distribution between urban and rural areas of the state, provided that each grant is sufficient to produce direct and measurable results.
 - 4. No certified local government shall receive a disproportionate share of the allocation.
 - 5. The MHC shall annually notify CLG's in writing of the availability of the 10% HPF allocation. This notification shall include the anticipated or actual amount of available funds, eligible activities, State funding priorities, criteria for selection, the procedure and schedule

for submitting funding requests, and a description of the necessary documentation for the request.

- C. Applications shall be reviewed against the MHC funding priorities established as part of the annual application. All proposals will be evaluated and selected by the MHC based on the following criteria:
1. Clearly stated and specific goals that are realistically attainable within the funding period.
 2. Demonstration of an understanding of state and local preservation planning goals and priorities, including efforts to advance the identification, evaluation and protection of historic and prehistoric properties significant in the Commonwealth's history and prehistory, and efforts to ensure maintenance of these properties. MHC preservation planning goals and priorities are outlined in two MHC publications: Cultural Resources in Massachusetts: A Model for Management and Massachusetts Historical Commission State Survey Project Regional Reports.
 3. Assurance of acceptable matching share (40%). Indirect costs may be charged as part of the certified local government grant only if the certified local government meets the requirements of the HPF Grants Manual. Unless the certified local government has a current indirect cost rate approved by a cognizant federal agency, only direct costs may be charged.
 4. The MHC will make available to the public, upon request, the rationale for funding selection and the amounts awarded.
- D. All local governments receiving a portion of the local share of the Massachusetts HPF allocation shall:
1. Be considered subgrantees of the State, and enter into a written grant agreement with the MHC.
 2. Maintain adequate financial management systems which are:
 - a. In accordance with the standards specified in the Office of Management and Budget Circular A-102, revised, "Standards for Grantee Financial Management Systems."
 - b. Auditable in accordance with the Single Audit Process of OMB Circular A-133.
 - c. Periodically reviewed and evaluated by MHC.
 3. Adhere to all requirements of the HPF Grants Manual.
 4. Adhere to any requirements mandated by congress pertaining to the use of Historic Preservation Funds.
 5. Not apply federal funds as a matching share unless in accordance with Chapter 14, Section L of the Historic Preservation Fund Grants Manual.

The Massachusetts Historical Commission is prepared to assist all certified local governments in developing and implementing financial management systems which meet the requirements listed above.

- E. All CLG activities funded by an HPF subgrant shall meet the Secretary of the Interior's "Standards for Archaeology and Historic Preservation."

VI. CERTIFIED LOCAL GOVERNMENT PARTICIPATION IN THE MASSACHUSETTS NATIONAL REGISTER PROGRAM

The certified local government shall be responsible for the review of all proposed National Register nominations within its jurisdiction. Specific responsibilities for participation in the National Register Program are outlined below:

1. Prior to beginning work on a nomination, the certified local government shall be responsible for conducting a preliminary evaluation of the resource to determine its eligibility for listing on the National Register. The MHC shall provide the certified local government with a "CLGC Opinion: Eligibility for National Register" form for this evaluation. This form shall be completed and forwarded to MHC.

NOTE: The only exception to the above policy is for properties which come under MHC's review through State or Federal Law. In such cases MHC staff will conduct an evaluation of eligibility and notify the certified local government of its actions.

2. Within 30 days of receipt of a completed eligibility opinion form, the MHC staff will review and comment on the opinion, either concurring or disagreeing with the CLGC opinion. The certified local government shall receive notification of this review.
3. Certified local governments shall have the option of proceeding with a nomination even if the MHC does not concur with the CLGC opinion of eligibility.
4. Upon receipt of a completed nomination, MHC staff shall review the document for technical completeness, but will not do any major revisions or editing. If such changes are necessary, the nomination shall be returned to the local certified government coordinator with MHC comments for revision.
5. After the nomination is deemed complete, it will be scheduled for consideration by the State Review Board. The MHC shall notify the owner, the applicable chief local elected official, and the local historic preservation commission, 60-120 days prior to a nomination's consideration by the State Review Board.
6. During the period prior to the State Review Board meeting the certified local government commission shall provide reasonable opportunity for public comment on the nomination by holding a public hearing, or by discussing the nomination at a regularly scheduled meeting held in compliance with the Massachusetts Open Meeting Law.
7. Within 60 days of notification of the State Review board meeting, the chief local elected official shall transmit his/her recommendation on the nomination to the MHC. The original CLGC opinion form shall serve as the report required by Federal CLG Program Guidelines, unless revised by the CLGC based on information identified during the public comment period.

8. After receipt of such recommendation, or if no such recommendation is received within 60 days, the MHC shall make the nomination pursuant to section 101(a) of the National Historic Preservation Act. The MHC may expedite such process with the concurrence of the certified local government and in accordance with federal guidelines.
9. If both the certified local government commission and the chief local elected official recommend that a property not be nominated to the National Register, the MHC shall take no further action, unless within thirty days of the receipt of such recommendation, an appeal is filed with the MHC. If such an appeal is filed, the MHC shall follow the procedures for making a nomination pursuant to section 101(a). Any report and recommendations made by the commission and the chief local elected official shall be included with any nomination submitted by the MHC to the Secretary.
10. The community's certified local government coordinator, or designee, shall be expected to present nominations at the State Review Board meeting.
11. Nominations reviewed by the MHC acting as the State Review Board, if approved by the certified local government, the MHC and the SHPO, shall be forwarded to the Keeper of the National Register in Washington, D.C.
12. Any appeal procedures promulgated by the National Park Service pertaining to local or state decisions shall be followed.

APPENDIX A
CERTIFIED LOCAL GOVERNMENT APPLICATION

Part I

Town/City: _____

Name of Chief Elected Official: _____

Title: _____

Address: _____

_____ Phone _____

Name(s) of Local Historic District Chairperson(s): _____

Address: _____

Phone: _____

Name of Local Historical Commission Chairperson: _____

Address: _____

_____ Phone: _____

Name of Certified Local Government Coordinator: _____

Address: _____

Phone: _____

Part II

Name(s) of Local Historic Districts(s): _____

For each Local Historic District please submit a copy of the ordinance or by-law.

Attachment 2.b: CLG Prog Guidelines-MA100400 (5226 : Vote Certified Local Government status)

Part III

A. Please list below the names of all current local historic district and historical commission members and alternates or associate members.

Historic District Commission

Historical Commission

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Staff (if any): _____

For each of the members of the local historical and/or district commission listed above, submit resumes or letters outlining their demonstrated interest, competence or knowledge in historic preservation, and indicating which members are professionals in the fields of **architecture, history, architectural history, planning, prehistoric archaeology, historic archaeology, folklore, cultural anthropology, conservation, landscape architecture or related disciplines**. Also submit resumes or letters for professional support staff if applicable.

B. Describe the efforts the local government has made to insure, that to the extent available in the community, commission members have been appointed from the above disciplines.

Part V**ASSURANCES**

In consideration of and for the purpose of certification of the local government by the Department of the Interior, National Park Service, through the Massachusetts Historical Commission, _____ (hereafter called "local government") hereby agrees that it will comply with the following:

1. The local government will fulfill all the standards for certification pursuant to the Guidelines, Section II, Requirements for Certification of Local Government Programs.
2. In order to be eligible to receive a portion of the local share of the Historic Preservation Fund (HPF) allocation to Massachusetts, the certified local government shall:
 - (a) Maintain adequate Financial Management Systems which are:
 - in accordance with the Office of Management and Budget Circular A-102, revised, "Standards for Grantee Financial Management Systems."
 - auditable in accordance with the Single Audit process of OMB Circular A-133, and
 - periodically reviewed and evaluated by the SHPO in accordance with the Office of Management and Budget Circular A-102, revised "Standards for Grantee Financial Management Systems."
 - (b) adhere to all requirements of the HPF Grants Manual.
 - (c) adhere to any requirements mandated by Congress pertaining to the Historic Preservation Fund.
 - (d) not apply transferred monies as a matching share for any other federal grant.
3. Pursuant to the Guidelines, Section IV, PROCESS FOR MONITORING, EVALUATION AND DECERTIFICATION OF CERTIFIED LOCAL GOVERNMENTS, the certified local government shall:
 - (a) fully cooperate with the Massachusetts Historical Commission in its evaluation of the certified local government, and shall submit to the MHC office its annual reports, records of administration of funds allocated from the Historic Preservation Fund, and other documents as necessary, and
 - (b) upon notification by the MHC that the performance of the certified local government is not up to a satisfactory level, the certified local government shall implement improvements within a period of not less than 30 and not more than 120 calendar days, or the MHC shall recommend decertification of the local government to the Secretary of the Interior.

4. Pursuant to the Guidelines, Section VI, CERTIFIED LOCAL GOVERNMENT PARTICIPATION IN THE MASSACHUSETTS NATIONAL REGISTER PROGRAM, the certified local government shall:

(a) comply with required schedules for: consideration of nominations to the National Register, and notification of the Massachusetts Historical Commission.

(b) conduct public meetings in accordance with the provisions of the Open Meeting Law (M.G.L. c. 30A, Section 11A, as amended by M.G.L. c. 372 of the Acts of 1978)

This Assurance is binding on the Applicant-Local Government, its successors, transferees, and assignees; the person or persons whose signature appears below are authorized to sign this Assurance on behalf of the Applicant-Local Government.

Dated	Applicant-Local Government
By	Chief Elected Official

Attachment2.b: CLG Prog Guidelines-MA100400 (5226 : Vote Certified Local Government status)

Part VI**Checklist:**

Please indicate that the required documents are attached by checking the following boxes:

- // 1. A completed Assurances form signed by the chief elected official.
- // 2. A copy of the local historic preservation by-law or ordinance;
- // 3. Resumes or letters for each of the members of the local historical and/or historic district commission, indicating professional qualifications where appropriate.
- // 4. Resumes for professional support staff if applicable.

Submittal:

The original typewritten copy of the CLG Application and all supplemental material should be sent to:

CLG Program Coordinator
 Preservation Planning Division
 Massachusetts Historical Commission
 220 Morrissey Boulevard
 Boston, MA 02125

NOTE: THIS IS AN APPLICATION FOR PARTICIPATION IN THE CLG PROGRAM. A LOCAL GOVERNMENT, ONCE CERTIFIED, MUST MAKE A SEPARATE APPLICATION TO THE MHC FOR CLG GRANT MONIES. PLEASE CONTACT THE MHC GRANTS DIVISION FOR MORE INFORMATION.

APPENDIX B

ANNUAL REPORT OUTLINE

As required under the Guidelines, (Section IV, Part A) each CLG shall submit an annual report to the MHC that documents its activities and adherence to CLG program requirements. The Annual Report shall cover the period of July 1-June 30. Annual Reports are due at the MHC office by July 31. The information included in the Annual Report will be used in part to answer the questions listed on APPENDIX C: CLG Evaluation used by MHC in its triennial evaluation of CLG performance.

The following outline requests basic information and statistics regarding CLG activities. The CLG should not be discouraged from supplying additional materials, highlighting particular activities, or expressing its concerns about the CLG program from the perspective of the local government.

A. Enforcement of Local Legislation

1. Provide a list of the cases reviewed by street address, for each property indicate:
 - 1) type of case (alteration, new construction, demolition)
 - 2) dates of: receipt of application, hearing, issuance of certificate.
 - 3) type of certificate issued.
2. Provide three (3) sample meeting minutes providing discussion pertaining to the cases reviewed above.
3. Provide one (1) sample of the written decision notification received by applicants.

B. Adequate and Qualified Local Government Commission

1. Provide updated resumes of Commissioners (provide only if updated), also provide resumes for all new commissioners.
2. Indicate total number of commissioners.
3. Indicate number of commissioners who are professionals in preservation related fields.
4. Indicate number and duration of commission vacancies, and efforts to fill them.
5. Indicate CLG training sessions or workshops attended.

C. National Register Program Participation

1. Provide list of properties, by street address, evaluated by the CLG for listing on the National Register.
2. Provide list of properties, by street address, for which nominations to the National Register were prepared and submitted to the MHC.

3. For each nomination prepared by the certified local government and reviewed, provide the date of public hearing, or regularly scheduled meeting at which the public had the opportunity to comment on the nomination.
4. Indicate how the commission obtained professional expertise in the review of nominations normally evaluated by a professional if such expertise is not represented on the commission.

D. Survey and Inventory of Historic Properties

1. Indicate the number of survey forms produced or updated by the certified local government commission.
2. Indicate specific geographic areas of the community, individual resources, or themes, which were targeted for survey work.
3. Indicate if there has been any change in the status of the inventory in terms of its organization, storage, accessibility, etc.

E. Public Participation

1. Provide list of dates of commission meetings.
2. Provide Open Meeting Law Compliance Statement (see attached), signed by the Chairperson of the certified local government commission.
3. Indicate if there has been any change in the accessibility of commission minutes.
4. Provide any new rules, procedures or guidelines adopted by the commission.

F. Funding of CLG Activities

1. Indicate if the certified local government commission received a budget appropriation from local funds.
2. Indicate whether or not the certified local government applied for and received funding from the MHC survey and planning grant program.
3. Indicate whether or not the certified local government applied for and received funding from other public or private grant programs.

OPEN MEETING LAW COMPLIANCE STATEMENT

1. All meetings of the CLGC have been open to the public.
2. A notice of the date, time and place of every meeting of the CLGC has been filed with the Clerk of the city or town in which the CLGC acts and a copy of such notice has been posted in the office of the Clerk on the principal bulletin board of each city or town at least 48 hours prior to the time of each meeting, excluding Sundays and legal holidays.
3. A record of every meeting, including executive sessions has been maintained by the CLGC, including the date, time, place, members present and actions taken at each meeting.
4. All executive sessions, if any, have been held in compliance with M.G.L. C. 39, Section 23B.
5. No chance meeting or social meeting has been used to circumvent the spirit or requirements of the Open Meeting Law or to discuss or act upon a matter over which the CLGC has supervision, control, jurisdiction, or advisory power.

Date

Chairperson, CLGC

APPENDIX C

CERTIFIED LOCAL GOVERNMENT EVALUATION

Certified Local Government _____

Date _____

The following checklist indicates the questions MHC will use during its periodic evaluation of the CLG's performance as per the CLG Guidelines and the Certification Agreement. The Annual Report will be used in part to answer these questions, however additional records pertaining to the administration of survey and planning grant projects, and participation in the National Register Program will also be utilized. In addition, meetings or a site visit by MHC staff may be arranged if necessary to clarify specific points of information.

I. Enforcement of local legislation:

REVIEW

- a. Did the CLGC consistently act within the time limits specified within the local preservation legislation? YES__ NO__
- b. Did the CLGC consistently make its decisions based on the criteria stated in the legislation? YES__ NO__
- c. During the period of evaluation were any recurrent problems noted in the administration and enforcement of the local legislation? YES__ NO__

PERFORMANCE

Comments: _____

Problems Identified: _____

Attachment 2.b: CLG Prog Guidelines-MA100400 (5226 : Vote Certified Local Government status)

Actions Necessary To Comply With Program Requirements: _____

2. Adequate and qualified certified local government commission:

REVIEW

- a. Did the CLGC maintain adequate professional representation on the commission? YES__ NO__
- b. Did the CLGC make a reasonable effort to fill commission vacancies with qualified professionals within 60 days of a vacancy occurring? YES__ NO__
- c. Did CLGC members participate in CLG training sessions or workshops? YES__ NO__
- d. When addressing issues not within the professional expertise of its members, did the commission seek outside assistance? YES__ NO__

PERFORMANCE

Comments: _____

Problems Identified: _____

Actions Necessary To Comply With Program Requirements: _____

3. Participation in the Massachusetts National Register Program:

REVIEW

- a. Did the CLGC evaluate the eligibility of properties for listing on the National Register? YES__ NO__
- b. Did the CLGC seek outside expertise when reviewing nominations normally evaluated by a professional when such expertise was not represented on the commission? YES__ NO__
- c. Were CLGC evaluation opinions complete, indicating the National Register criteria met by recommended properties? YES__ NO__
- d. With what percentage of the CLGC's evaluation decisions did the SHPO concur? (satisfactory performance = 75%) _____%
- e. Did the CLGC prepare National Register nomination(s) for submission to the Massachusetts Historical Commission? YES__ NO__
- f. Were CLGC NR nominations generally acceptable for MHC consideration with revisions? YES__ NO__
- g. Did the CLGC allow reasonable opportunity for public comment on the properties proposed for nomination? YES__ NO__
- h. Did the CLGC solicit the recommendations of the chief local elected official on the properties proposed for nominations? YES__ NO__
- i. Did the CLGC transmit its report and the recommendations of the chief local elected official to the MHC within 60 days of notice by the Massachusetts Historical Commission? YES__ NO__
- j. Did the CLGC present nominations to the State Review Board? YES__ NO__

Attachment 2.b: CLG Prog Guidelines-MA100400 (5226 : Vote Certified Local Government status)

PERFORMANCE

Comments: _____

Problems Identified: _____

Actions Necessary To Comply With Program Requirements: _____

4. System for the survey and inventory of historic properties:

REVIEW

- a. Did the CLGC begin or continue an MHC approved survey and inventory of historic properties? YES__ NO__
- b. Did the inventory continue to meet format and accessibility requirements? YES__ NO__
- c. Did the survey and inventory work undertaken coordinate with comprehensive preservation planning goals? YES__ NO__

PERFORMANCE

Comments: _____

Problems Identified: _____

Actions Necessary To Comply With Program Requirements: _____

5. Public participation in local historic preservation programs:

REVIEW

- a. Did the CLGC hold meetings at regular intervals at least 4 times a year or as needed to meet official business? YES__ NO__
- b. Did the CLGC adhere to the Open Meeting Law? YES__ NO__
- c. Did the CLGC encourage public reaction and comment on their activities? YES__ NO__
- d. Did the CLGC prepare minutes of all its actions? YES__ NO__
- e. Did the CLGC keep these minutes in a publically accessible location? YES__ NO__
- f. Did the minutes cite the criteria upon which decisions were made? YES__ NO__
- g. Did the CLGC make its decisions in a public forum? YES__ NO__
- h. Did applicants receive written notification of commission decisions? YES__ NO__

Attachment 2.b: CLG Prog Guidelines-MA100400 (5226 : Vote Certified Local Government status)

PERFORMANCE

Comments: _____

Problems Identified: _____

Actions Necessary To Comply With Program Requirements: _____

6. Funding of CLG Activities:

REVIEW

- a. Did the CLGC apply for funding from the MHC survey and planning grant program? YES__ NO__
- b. If survey and planning grant applications were made, did the proposed projects coordinate with the community's overall preservation planning goals? YES__ NO__
- c. If survey and planning grant funds were received were the projects completed, successfully and in accordance with program regulations? YES__ NO__

PERFORMANCE

Comments: _____

Problems Identified: _____

Actions Necessary to Comply With Program Requirements: _____

7. Compliance with CLG monitoring procedures:

REVIEW

a. Did the CLGC submit annual reports on time? YES__ NO__

b. Were annual reports complete? YES__ NO__

PERFORMANCE

Comments: _____

Problems Identified: _____

Actions Necessary to Comply With Program Requirements: _____

CERTIFICATION AGREEMENT
 BETWEEN
 THE COMMONWEALTH OF MASSACHUSETTS,
 BY AND THROUGH THE MASSACHUSETTS HISTORICAL COMMISSION
 AND THE
 TOWN OF _____

WHEREAS the Congress of the United States, in order to extend the state and federal preservation partnership to the local level, has required approved state historic preservation programs to cooperate with local governments in developing local historic preservation programs and establishing Certified Local Governments under Section 101 (c) of the National Historic Preservation Act of 1966, as amended (the Act); and

WHEREAS Certified Local Government (CLG) status provides communities with the opportunity to enhance the local government's role in preservation by formalizing and strengthening the local preservation program and its links with the Massachusetts Historical Commission (the Commission); and

WHEREAS the CLG will prepare and review National Register nominations for local approval prior to State Review Board consideration and will qualify to compete for at least 10% of the funds annually allocated to the Commission through the Historic Preservation Fund of the Department of the Interior (HPF) which the Commission is required to set aside for CLGs; and

WHEREAS the Commonwealth of Massachusetts by and through the Massachusetts Historical Commission has promulgated "Guidelines for Implementation of Certified Local Government Programs" (the Guidelines) and desire to assist the Town of _____ in becoming certified and to detail the specific responsibilities of _____ as a Certified Local Government; and

WHEREAS the Town of _____ desires to participate in the certified local government program by becoming a certified local government agency and thereby receive the benefits of participation in the designation of properties for nomination to the National Register and eligibility to apply to the State Historic Preservation Officer for matching funds;

NOW THEREFORE, in consideration of the mutual benefits derived herefrom, the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission, 220 Morrissey Boulevard, Boston, MA 02125 and the Town of _____ pursuant to the requirements of the Acts and 36 CFR Section 61.6(i), covenant and agree that the Town of _____ as a Certified Local Government, acknowledges and assumes the following responsibilities:

1. Enforce the local legislation adopted pursuant to M.G.L. Chapter 40C, or similar local legislation, for the designation and protection of historic properties in accordance with the Guidelines Part II.A, subparts 1-6 inclusive, and in accordance with rules and regulations which have been or may be promulgated by the Commission;
2. Enforce appropriate legislation of the Commonwealth, such as M.G.L. Chapter 40C, and rules and regulations which have been or may be promulgated by the Commission;
3. Establish and maintain, pursuant to laws of the Commonwealth or local law, an adequate and qualified historic preservation review commission composed of professional and lay members who have a demonstrated interest, competence or knowledge in historic preservation in accordance with Part II.B of the Guidelines, subparts 1-8 inclusive;
4. Maintain a system for the survey and inventory of historic properties pursuant to the guidelines and formats established by the Commission in accordance with Part II.C of the Guidelines, subparts 1-2 inclusive;
5. Participate in the National Register Program in Massachusetts through the preparation and review of National Register nominations prior to State Review Board consideration in accordance with the procedures and time schedules in Part VI of the Guidelines;
6. Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register, in accordance with the Open Meeting Law,

M.G.L. Chapter 39, Section 23A-23C, and Part II.D of the Guidelines, subparts 1-3 inclusive;

7. Keep such records as the Secretary of the Interior, the Commonwealth, the Commission or the State Historic Preservation Officer (SHPO) shall prescribe, including records which fully disclose the disposition by the Town of _____ of the proceeds of funds received, the total cost of the project or undertaking in connection with the funding, and the amount and nature of that portion of the cost of the project or undertaking supplied by other sources, and such other records as will facilitate an effective audit;

8. Maintain adequate financial management systems which meet federal, "Standards for Grantee Financial Management Systems", OMB Circular A-102, revised.

9. Maintain a financial system which is auditable for compliance with the Single Audit Process of OMB Circular A-133.

10. Adhere to all requirements of "HPF Grants Manual" which set forth administrative procedures and policies for Historic Preservation Fund (HPF) grants awarded by the Secretary of the Interior;

11. Adhere to any requirements mandated by Congress, the Commonwealth, the Commission or the SHPO regarding the use of funds from Historic Preservation Fund grants;

12. Not apply transferred HPF monies as a matching share for any other federal grant;

13. Participate in Commission training sessions designed to provide a working knowledge of the CLG's responsibilities under the Massachusetts National Register Program, and an understanding of the rules and operations of federal, state and local preservation programs, in accordance with Part II.B Subpart 7 of the Guidelines;

14. Fully cooperate with the Commission in its monitoring and evaluation of the CLG and submit to the Commission office the annual reports of the CLG, records of administration of funds allocated from the HPF, and other documents as necessary, in accordance with Part IV of the Guidelines;

15. Upon notification by the Commission that the performance of the CLG is not up to satisfactory level, implement improvements within 120 days or the Commission shall recommend decertification of the local government to the Secretary of the Interior, in accordance with Part IV.C of the Guidelines;

16. Satisfactorily perform the responsibilities designated to it under the Act and which have been or may be delegated to it by the Commonwealth, the Commission, or the SHPO; and

17. Adhere to all applicable provisions of the Guidelines.

Signed:

COMMONWEALTH OF MASSACHUSETTS

Date _____

Brona Simon
Executive Director
Massachusetts Historical Commission
State Historic Preservation Officer

Date _____

Chief Elected Local Official

Local Government

Attachment 2.b: CLG Prog Guidelines-MA100400 (5226 : Vote Certified Local Government status)



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

3: Finalize deliverables for SB 2022 annual goals

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Discussion and possible vote on finalizing deliverables for Select Board 2022 Annual Goals. (~25 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote on finalizing deliverables for Select Board 2022 Annual Goals. (~25 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested: 25 minutes

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM

BOS GOALS 2021						
Goal	Primary Category	Total Score	Priority Level	Board Liaison	Staff Liaison	2021 deliverable
Financial Policies and Capital Planning/ Funding	Financial Management & Economic Resilience	19	High	Roberts & Schineller	Town Manager/Treasurer	Complete rreview of DLS Report; Finalize and publish Financial Policies ; identify gaps; select, prioritize and implement Capital planning improvements; transparency/communicate to the public ; identify what we mean by capital; secure funding sources;
LS Regional Agreement and Assessment Process	Effective Governance and Communication	16	High	Carty	Town Manager	Map out issues and process; coordinate with stakeholders / Lincoln leadership and LSRHS School Committee; evaluate Agreement review increments; examine vocational education responsibilities; define the perceived problems; budget timeline alignment; draft updates of the Agreement
Upgrade Fire Station 2 (Rte 20)	Town Services and Infrastructure	14	High	Dretler & Roberts	Fire Chief/Facilities	Conduct a forum for information on the project; accommodate 3rd ambulance; Warrant Article at May 2021 Annual Town Meeting and Special Election (if needed);
Bruce Freeman Rail	Open Space, Recreation & Historic Assets	9	High	Dretler & Russo	Planning	Re-establish Rail Trail Task Force; bid out final design; keep consultant on advertising date for construction
Sewataro	Open Space, Recreation & Historic Assets	5	High	Schineller & Russo	Town Manager/Facilities/PRP	Increase public use (swimming summer weekends); safeguard property; update Agreement; examine / evaluate best uses for the property; discover revenue generating opportunities; define strategic vision, options and next steps; formulate evaluation team; compare data from other communities; increase documentation of activities and uses; consider tax exempt debt option (lease vs management agreement);
Expand (Normalize) and Fund Transportation Option	Transportation, Mobility & Housing	4	High	Carty	Planning/Treasurer	Evaluate additional options; future vision development / employment and oversight methodology; examine sustainment of operations and funding sources; determine transportation gaps; align with Master Plan intent; track trend data to discover efficiencies and distractions; develop community survey; add Town employee(s)
Master Plan Implementation (Driven by PB - Support from SB)	Effective Governance and Communication	4			Planning/Town Manager	
Diversity, Equity and Inclusion Commision (underway)	Effective Governance and Communication	2				
Vocational Education	Town Services and Infrastructure	1				
Eversource Ilitagation	Environmental Health & Wellness	1			Town Counsel	
Customer Services for Municipal Facilities	Effective Governance and Communication	0			Town Manager	
Enhance Website (More Self Service)	Effective Governance and Communication	0			IT	
Remote Work Place Support	Effective Governance and Communication	0			IT	
Development Project Mgt and Reporting System (KPI report)	Effective Governance and Communication	0			Town Manager	
House Keeping - including transparency, minutes website)	Effective Governance and Communication	0			Town Manager/Treasurer	
Update Policies and Procedures	Effective Governance and Communication	0			Town Manager	
3 year Calendar for BOS	Effective Governance and Communication	0			Town Manager/Selectmen Office	
Town Meeting - Increasing Engagement, Efficiency, and Participation	Effective Governance and Communication	0			Town Manager/Selectmen Office	
Increase Civic Leadership and Engaged Citizenry	Effective Governance and Communication	0				
Preventative Maintenance for Capital Assets	Financial Management & Economic Resilience	0			Facilities/Treasurer	
Customer Services for Municipal Facilities	Financial Management & Economic Resilience	0			All	
Facilities Inventory	Financial Management & Economic Resilience	0			Facilities	
Staffing Plan for Future	Financial Management & Economic Resilience	0			Town Manager	

Attachment 3.a: BOS-Goals-2021 (5212 : Finalize deliverables for SB 2022 annual goals)

BOS GOALS 2021						
Goal	Primary Category	Total Score	Priority Level	Board Liaison	Staff Liaison	2021 deliverable
Fairbank Comm Ctr	Town Services and Infrastructure	0			Town Manager/Facilities/Sr Center/PRP/Treasurer	
Sidewalks and Crosswalks Priorities	Town Services and Infrastructure	0			DPW/Planning	
Pavement Management Plan	Town Services and Infrastructure	0			DPW	
Roadway (bridges, culverts, drains)	Town Services and Infrastructure	0			DPW	
Emergency Management and Response	Town Services and Infrastructure	0			Town Manager/Fire Chief	
Age Friendly and Dementia Friendly	Town Services and Infrastructure	0			Sr Center	

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 stakeholders / Lincoln 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 Housing Services (neighboring towns) Regional Health/Flu Clinics (neighboring towns) Local Transportation (neighboring towns) Lincoln-Sudbury Regional HS Vocational Education (Assabet, Middlesex...) Special Education ("White House") Electricity Aggregation Sustainability Office (join with Natick?) Trash 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 Atkinson Pool (rent to other town teams) Equestrian (lease / rent Broadacres riding ring)		Town Manager							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			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 rreview of DLS Report; Finalize and publish Financial Policies; identify gaps; select, prioritize and implement Capital planning improvements; transparency/communicate to the public; identify what we mean by capital; secure funding sources;		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
TO CONSIDER											0
Infrastructure prioritization and planning relating to safety - sidewalks/crosswalks/signage	Town Services and Infrastructure			DPW/Police							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 & Housing			Planning							0
Housing Production Plan - complete	Transportation, Mobility & Housing			Planning							0
Open Space and Recreation Plan - update	Open Space, Recreation & Historic Assets			Planning							0

Attachment 3.b: Sudbury SB Goal Setting - 2021 Dec 13 (5212 : Finalize deliverables for SB 2022 annual

Pro-Active Public Health Initiatives	Environmental Health & Wellness			Health						0
Health Regulations - update	Environmental Health & Wellness			Health						0
More robust Public Health Resources	Environmental Health & Wellness			Health						0
Fairbanks Community Center	Town Services and Infrastructure			Town Manager/Facilities						0
Preventative Maintenance	Town Services and Infrastructure			Facilities						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 Communication			Veterans						0
Building personnel needs	Town Services and Infrastructure			Building						0
Website improvement and accessibility	Effective Governance and 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 Communication			Town Manager						0
Tourism promotion	Open Space, Recreation & Historic Assets			Town Manager						0
Anniversary planning	Open Space, Recreation & Historic Assets			Town Manager						0
Rt. 20 study/plan	Town Services and Infrastructure			Planning						0
Ensure impacted residents with conservation restrictions are provided prompt service	Effective Governance and Communication			Conservation						0
Livable Sudbury	Transportation, Mobility & Housing									0
Town Center Development	Transportation, Mobility & Housing			Planning						0
Support after-school programs	Open Space, Recreation & Historic Assets			Recreation						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.



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)
4: Vote 2022 Liaison Assignments

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Discussion and vote 2022 Select Board Liaison Assignments. (~15 min.)

Recommendations/Suggested Motion/Vote:

Background Information:
current list attached

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

05/17/2022 7:00 PM

**SUDBURY SELECT BOARD
LIAISON AND COMMITTEE ASSIGNMENTS
2021-2022**

Chair Roberts	Member Dretler	Member Carty	Vice-chair Russo	Member Schineller
Board of Health	Board of Health	Board of Assessors	Agricultural Commission	Energy Committee
Chamber of Commerce	Capital Improvement Advisory Committee (CIAC)	Goodnow Library Trustees	Conservation Committee	Finance Committee
Commission on Disability	Memorial Day Parade Committee	L-S Regional High School	Design Review Board	Historical Commission
Council on Aging	Traffic Safety Committee	Sudbury Public Schools	Earth Removal Board	Historical Districts Commission
Finance Committee	Permanent Building Committee	Sudbury Water District	Land Acquisition Review Committee	Permanent Building Committee
Sudbury Housing Authority	Park & Rec Commission		Medical Reserve Corp	Planning Board
Town Manager/Town Departments			Planning Board	Ponds and Waterways
Town Moderator			Zoning Board (ZBA)	
Lincoln Board of Selectmen			Cultural Council	
Town Historian			BFRT Advisory Task Force	

MEMBER OF COMMITTEE(S):

Community Preservation Committee (CPC)	M.A.G.I.C.	Budget Strategies Task Force	9/11 Memorial Garden Committee	Budget Strategies Task Force
	Sudbury Housing Trust	M.B.T.A.	Community Emergency Response Team (CERT)	Military Support Network
		Transportation Committee		

Attachment 4.a: Copy of LIAISON LIST 2021-22 (5235 : Vote 2022 Liaison Assignments)



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

5: Town Forum discussion

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Discussion and possible vote on Town Forum topics, dates, and formats. (~30 min.)

Recommendations/Suggested Motion/Vote:

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

05/17/2022 7:00 PM

Sudbury MA Town Forums List

Year	Topic	Date	Presenter	Location
2021	Master Plan	Thursday Oct. 21, 2021 7:00 p.m.	Horsley Witten Group / Planning	Virtual
2020	Fairbank Community Center	Wednesday August 26, 2020 7 p.m.	Select Board members	Virtual
2019	Broadacres design charrette	Thursday Nov. 21, 2019 6:30-9 p.m.	Wright Ostermeir Landscape Architects	Town Hall
2018	Melone Property Disposition	Tuesday Nov. 27, 2018 7:30-10:30 p.m.	Town Manager/Town Counsel, Planning & ZBA chairs	LSRHS
2018	Marijuana	Thursday April 26, 2018 7:00 p.m.	KP Law Police Chief	Town Hall
2017	Town Budget and various open topics	Saturday January 21, 2017 10 a.m.-12:30 p.m.	various	Town Hall
2017	Envision Melone	Tuesday October 3, 2017 7-9 p.m.	Various	Fairbank Community Center
2016	A New Community Center	Thursday April 14, 2016 10 a.m. & 7:30 p.m.	various	Fairbank Community Center
2015	Infrastructure, Development, Communication, open discussion	Monday November 9, 2015 6:30 – 9:30 p.m.	Town Manager	Goodnow Library
2014	Various	Thursday October 23, 2014 7:30 p.m.	various	Town Hall



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

6: Spring 2022 Select Board Newsletter Articles Approval

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Review the Select Board Spring 2022 Newsletter articles and approve for distribution (~10 min)

Recommendations/Suggested Motion/Vote:

Background Information:

Draft newsletter attached. One Select Board submission was received for this issue.

Financial impact expected:N/A

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM

FROM THE SELECT BOARD

Spring 2022

Town of Sudbury

Welcoming Lisa Kouchakjian to the Select Board

BY JANIE DRETHER, SELECT BOARD

Please join the Select Board in welcoming Lisa Kouchakjian as Sudbury's newest Select Board member. Lisa was elected to the Select Board at this year's Annual Town Election which was held on March 28, 2022. Lisa will be sworn into office at the conclusion of our Annual Town Meeting in early May.

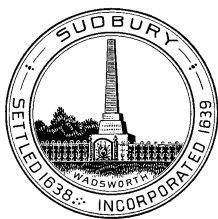
Lisa brings significant municipal experience as a former Sudbury Public School committee member for six years, a member of the Commission on Disability for four years, and a longtime member of the Sudbury SEPAC (Special Education Parent Advisory Council). She also served on the Community Resources Awareness Network (CRANE) and on the LSRHS SEPAC.

Lisa graduated from Mount Holyoke College with a major in Political Science and a minor in French. She went on to receive a law degree from Suffolk University Law School. Lisa was admitted to the Massachusetts Bar and practiced plaintiff's civil litigation with a focus on medical malpractice and personal injury. Later, she practiced insurance defense where she gained experience in mediation and negotiation.

Lisa moved to Sudbury in 1998. She and her husband Ara have four children who attend the Sudbury Public Schools and LSRHS. In her spare time, Lisa enjoys spending time with her family and friends. She also enjoys cooking and preparing traditional Armenian foods.

We are excited to have Lisa on the Select Board and look forward to serving with her.





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, 2022
To: Select Board
From: Leila Frank
Re: **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

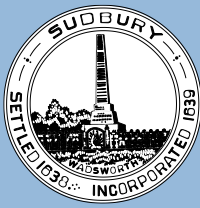
Transportation
9/11 Garden
HOPEsudbury
Financial Policy

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



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

7: ARPA Listening Session debrief and next steps

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: American Rescue Plan Act Funds (ARPA) Listening Session debrief and next steps discussion (~15 min.)

Recommendations/Suggested Motion/Vote: American Rescue Plan Act Funds (ARPA) Listening Session debrief and next steps discussion (~15 min.)

Background Information:

Financial impact expected:

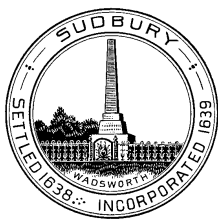
Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM



Town of Sudbury

Office of Select Board

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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.

Sudbury, MA – 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 [ARPA – Compiled Request Listing](#).

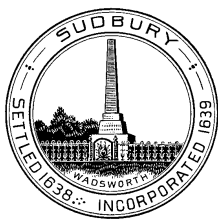
The Select Board has released \$2,041,000 of the available ARPA funds to address time sensitive matters as of January 18.

The approved items included:

Proposed Project	Cost Estimate
ARPA Consultant (Powers & Sullivan) <i>voted January 4, 2022</i>	\$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 [Time Sensitive Items Memo](#) and “2022 Jan 18 outcomes” tab of [ARPA – Compiled Request Listing](#) 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

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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 ARPA@sudbury.ma.us.

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 <https://Sudbury.ma.us/arpa>.

###

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)

email to ARPA@sudbury.ma.us

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
- Other

Thursday
March 24
7 PM – 9 PM

Watch on **SudburyTV**
Participate on **Zoom**

Zoom Link

[https://us02web.
zoom.us/j/85761138554](https://us02web.zoom.us/j/85761138554)

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>



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)
8: Annual Town Meeting recap discussion

REQUESTOR SECTION

Date of request:

Requestor: Member Dretler

Formal Title: Annual Town Meeting recap and discussion of potential methods to improve the delivery of information to voters. (~30 min.)

Recommendations/Suggested Motion/Vote:

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

05/17/2022 7:00 PM

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.

May 16, 2022

Dear Select Board Members:

My name is Nuha E. Muntasser, and I am the Co-Chair of the Diversity, Equity, and Inclusion Commission. Our commission's charge (in part) is to achieve equity, and foster inclusion for every member of our community.

With this in mind, the DEI commission wishes to express its profound concern with the recent Town Meeting held on May 2 – 4, 2022. The date, time and format of the meeting made access for many town residents challenging, if not impossible.

The Town Meeting was scheduled on a major religious holiday which left some residents and concerned voters to choose between their faith and their civic duty. Additionally, the current structure of the Town Meeting, spanning for more than two hours over three evenings, made it difficult for many residents to access the meeting and exercise their right to vote on matters that impact them and their families. Particularly impacted were parents of young children, the elderly and those living with disabilities.

In light of these challenges for many Sudbury residents, the DEI Commission urges the Select Board and the Town Manager to kindly consider the following recommendations to allow all Sudbury residents the opportunity to fulfill their civic duty:

1. The Select Board should consult various religious calendars as well as community members prior to scheduling important meetings and events;
2. Virtual options for meetings and new technologies for voting access should be considered to modernize the process of Town Meetings. In addition to livestreaming the event, the Select Board should offer the opportunity to submit questions and concerns in advance to be raised during the meeting as well as extend the voting period to allow individuals to mail in their votes; and
3. The Select Board should create a special commission to investigate the options for increased access through a process of speaking with other towns and surveying the community.

These recommendations will ensure that all Sudbury residents feel respected and included, as well as foster inclusion based on scheduling ease and accessibility for individuals with various communication challenges. It is essential to understand that taxpayers expect to have accessible means to participate in Town Meetings.

We are counting on your support, and we appreciate the time and effort the Select Board continues to put into promoting inclusion and increasing equity for all Sudbury residents and look forward to hearing from you on this important matter.

Thank you for your time, service, and consideration.

Respectfully,

Diversity, Equity, and Inclusion Commission

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;

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:

- 1) 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 community-wide 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.



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

9: Minutes Review

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Vote to review and possibly approve the open session minutes of 4/5/22.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 4/5/22.

Background Information:
attached draft minutes - To be sent

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

05/17/2022 7:00 PM

SUDBURY SELECT BOARD

TUESDAY, APRIL 5, 2022

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

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:03 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

Chair Roberts requested Select Board roll call: Russo-present, Dretler-present, Schineller-present, Carty-present, Roberts-present

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

Chair Roberts asked Town Manager Hayes if Staff comments had been resolved. Town Manager Hayes referenced the packet to affirm resolution of any Staff comments. He further noted that the Planning Board voted, and unanimously supported the article.

Chair Roberts moved in the words of the motion. Board Member Carty moved in the words of the Chair, with the edit of 353+/- feet to 453+/- feet. Board Member Dretler seconded the motion.

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

VOTED: 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

Opening remarks by Chair

- Sudbury celebrations/events commemorating Earth Day on April 22
- Sudbury Extended Day care challenges and possible options for Town parents

Reports from Town Manager

- Invited all to check Human Resources webpage for Sudbury job postings
- Recorded Town Meeting presentations are available on the Town website

Reports from Select Board

Board Member Dretler

- Many posted openings on Town Boards and Committees

Vice-Chair Russo

- Residents are seeking after school child care options, and Sudbury Public Schools are hiring for such coverage (primarily 3:00 pm to 5:30 pm)

Board Member Carty

- Tonight is last night for Sudbury and MA flags to be at half-staff in honor of Captain Ross Reynolds, US Marine Corp, of Leominster, MA; who passed during a NATO training exercise on 3/18/22
- Attended Sudbury Public School Committee meeting last night, included interesting discussion and presentation with school safety report; violence, mental health and bullying topics were included; Medicaid funds and possible related warrant article for future Town Meeting

Board Member Schineller

- Congratulations to newly elected officials, and thanked staff and election works for their help
- Reported insignificant results regarding meeting with United States Army Corp of Engineers earlier today when reviewing historical resources in the BFRT area
- Read the “Sudbury Land Acknowledgement,” as recommended by the Sudbury DEI Commission.

Citizen's comments on items not on agenda

None

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

Present: Michael Hershberg

Mr. Hershberg provided aspects of his related background, and land use experience. He expressed his interest in serving the ZBA and the ERB.

Board Member Dretler motioned to appoint Michael B. Hershberg, 5 Brooks Road, as a ZBA associate and ERB member for a term ending 5/31/23. Vice-Chair Russo seconded the motion.

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

VOTED: To appoint Michael B. Hershberg, 5 Brooks Road, as a ZBA associate and ERB member for a term ending 5/31/23

Transportation update by Select Board Member Carty

Present: Alice Sapienza, Transportation Board

Board Member Carty reviewed funding aspects of Warrant Article 14 - GO Sudbury! Taxi and Uber Transportation Programs for FY23.

He provided detail regarding “unique users” of the Go Sudbury! program

- 34 unique users of Uber transportation
- 50 unique users of taxis
- 7 unique users who use both Uber and Taxi transportation modes

Board Member Dretler asked what the \$100,000 request would be specifically used for. Board Member Carty responded to maintain current servicing.

Board Member Dretler opined about similar transportation services in other MA communities. Ms. Sapienza mentioned programs being used in Berkshire communities, Action, Maynard; and considered what a regional program might involve.

Chair Roberts suggested the Transportation Committee might send a letter regarding program recommendations to the State legislators. She also suggested a related mailing, for those who cannot be reached electronically. Ms. Sapienza agrees with such a mailing.

Board Member Carty commented that Uber and Taxi services are equally important, and the Taxi is particularly useful for those with disabilities.

Vice-Chair Russo indicated he was interested in learning more about grant opportunities, and liked the idea of gathering regional data.

Resident Kirsten Roopenian, 45 Harness Lane, noted that the transportation plan reminded her of the senior write-off program, and state participation would be very important, and stressed the need for outreach.

Discussion and possible vote regarding Sewataro/Liberty Ledge Property Manager/Camp Operator Agreement Negotiation Update

Present: Lee S. Smith, Town Counsel

Vice-Chair Russo provided update, including progress made with additional public access to the Camp, per the third proposed amendment to the Agreement.

Mr. Smith described communication received on Friday, April 1st from Mr. Brody giving his intention to extend the 5-year extension period.

Board Member Dretler suggested further clarity with Agreement language. Mr. Smith responded positively. He noted that the proposed increase in annual fee and dates of payment, were consistent with the amended agreement.

Mr. Brody addressed proposed plans for early registration for Sudbury residents, which had risen considerably; and from 2019 to 2022 the percentage has gone from 22% to 37%. He also provided detail regarding added public access, property security, national recognized consultants, and water testing measures.

Vice-Chair Russo suggested the Board continue the discussion at the next Board meeting on April 12, 2022. Board members were in agreement.

Related Public Comments

Resident Lisa Kouchakdjian, 30 Meadowbrook Circle, confirmed a resident told her that the disabled child could not be accommodated at Camp Sewataro. She noted that Title 2 of the Americans with Disabilities Act, offered related protection. Mr. Brody expressed his surprise and disbelief, and asked for the name of the disappointed resident, so he could reach out to hear in order to resolve the issue.

Resident Len Simon, 40 Meadowbrook Circle, recommended that an outside consultant/peer reviewer, not connected to the Town; examine the proposed Agreement before the Board voted.

Chair Roberts stated that resident comments via email or letters also be included as part of the record. Vice-Chair Russo read those resident comments received via e-mail:

Resident Stacy Munroe, 37 Greystone Lane, indicated her support of Sewataro contract and Sewataro management. She stressed that her kids do not attend the camp, but do use the camp. She confirmed a 5-year extension would provide the Town with necessary time to consider the future of Sewataro.

Resident Melissa Perla, 35 Shadow Oak Drive, said approving the Agreement extensive would be profitable for Town. Sewataro has already reaped benefits for the Town; almost a break-even on costs to the Town. Many businesses use the property as well as garden clubs and scouts, fishing, etc., and residents use the tennis courts and other features.

Resident Lisa West, 42 Hawes Road, indicated her support and stated Camp Sewataro provided revenue and Mr. Brody is an excellent partner and helps families in town; via Town activities and participation. This creates a huge step forward for the Town.

Resident Jen Stone, 35 Cantor Road, supports a 5-year extension of the camp. She noted benefits to the Town will get even better in the next five years. Great during pandemic, the Camp supported a food pantry and employed local residents and scholarships.

Discussion and possible vote on seeking an external cost estimate for the Sewataro Land Use Consultant Town Meeting article (#16)

Chair Roberts recommended that Charlie reach out to the Planning and Community Development Department before the April 26th meeting. This review is important when seeking information on the cost aspect in preparation for Town Meeting.

Chair Roberts acknowledged that Vice-Chair Russo and Town Manager Hayes would discuss this aspect further. Board Member Dretler encouraged a site walk or google walk through Sewataro.

Recess

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

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

VOTED: To recess for five minutes

The meeting resumed at 10:48 PM

Discussion on Town Manager 360-Degree Assessment and Town Manager 2022 Evaluation

Chair Roberts noted that the Town Manager's self-assessment will be presented at the April 26th meeting which reflects a month earlier when compared to the assessment last year.

Board Members provided comment regarding the 360-Degree Assessment, and plan to talk one-on-one regarding the tabulated results.

Town Manager Hayes indicated that he was grateful for comments, and that he would move forward with his self-assessment.

Discussion on 2022 Annual Town Meeting: logistics; order and consent calendar; positions on articles. Also vote to approve the Annual Town Meeting Warrant.

Board Member Carty stated he will provide the following Article presentations for Town Meeting: Article 9, Article 11, Article 12, and Article 14.

Resident Bob May will be presenting Article 1 - Hear Reports

Article 14 – GO Sudbury Taxi Uber Programs for FY23

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

It was on motion 1-4; Russo-aye, Dretler-no, Schineller-aye, Carty-aye, Roberts-aye

VOTED: To Support Article 14

Article 15 – Funding Operations for Passive Recreation Requirements of the Sewataro/Liberty Ledge Property

Board Members agreed to wait on Article 15.

Article 16 - Funding of Land use Consultant for the Sewataro/Liberty Ledge Property

Vice-Chair Russo would be reaching out to various departments.

Article 57 – Hire Land Use Consultant for Liberty Ledge/Sewataro Property

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

It was on motion 2-3; Dretler-aye, Russo-no, Carty-no, Schineller-no, Roberts-aye

VOTED: Not to support Article 57

Article 22 – Fairbank Community Center Audio-Visual Equipment Funding

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 2-3; Russo-aye, Carty-no, Schineller-no, Dretler-aye, Roberts-aye

VOTED: In support of Article 22

Article 23 – Fairbank Community Center Furniture, Fixtures, Equipment Funding (FF&E)

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 2-3; Carty-no, Schineller-no, Russo-aye, Dretler-aye, Roberts-aye

VOTED: To support Article 23

Article 29 – Amend the Process for Creating New Local Historic Districts.

Board Member Dretler suggested that Adam Duchesneau, Planning and Community Development Director, provide a memo of explanation, and the Board could vote at Town Meeting.

Article 32 - ADA Transition Plan Recommendation

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

It was on motion 1-4; Dretler-no, Carty-aye, Russo-aye, Schineller-aye, Roberts-aye

VOTED: To support Article 32

Article 47 – Community Preservation Act Fund – Bruce Freeman Rail Trail Design and Construction North of Mass Central Rail Trail

Vice-Chair Russo motioned that the Select Board support Article 47. Board Member Dretler seconded the motion.

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

VOTED: To support Article 47

Article 48 - Community Preservation Act Fund – Bruce Freeman Rail Trail Design and Construction South of Mass Central Rail Trail

Vice-Chair Russo motioned that the Select Board support Article 47. Board Member Dretler seconded the motion.

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

VOTED: To support Article 48

Article 49 – Community Preservation Act Fund - Historic Districts Commission Design Guidelines Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Schineller seconded the motion.

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

American Rescue Plan Act Funds (ARPA) Listening Session debrief and next steps discussion

Postponed discussion to a future meeting.

Discussion and possible vote on finalizing deliverables for Select Board 2022 Annual Goals

Postponed discussion to a future meeting.

Discussion and possible vote on Select Board Appointment Policy and related inquiry from Sudbury Historical Commission.

Postponed discussion to a future meeting.

Update on remote/hybrid/in-person meetings and survey to boards, committees, commissions, staff, and residents

Chair Roberts confirmed a related survey would be conducted in the next couple of weeks to determine the opinion regarding the remote experience.

Vote to review and possibly approve the open session minutes of 3/1/22 and 3/8/22

Postponed discussion to a future meeting.

Discuss topics to be assigned for Spring 2022 - Select Board Newsletter

- Vice-Chair Russo – Electronic Voting
- Board Member Schineller – Time on Select Board
- Board Member Dretler – Introduction of incoming Board Member
- Chair Roberts – Unknown at this time
- Board Member Carty – Unknown at this time

Citizen's Comments (cont.)

Resident and COD Chair Kay Bell, 348 Old Lancaster Road, noted the mentioned survey must be accessible for screen readers, and the Town must consider screen readers.

Resident Len Simon, commented about voting two-thirds quorum at Town Meeting regarding Article 15.

Upcoming Agenda Items

April 12

- Sewataro
- Agenda items postponed at this meeting

Sometime in May

- Transportation Commission

Consent Calendar**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**

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

VOTED: 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.

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

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

VOTED: 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.

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

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

VOTED: 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.

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

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

VOTED: 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.

Adjourn

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, Carty-aye, Dretler-aye. Russo-aye, Roberts-aye

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting ended at 12:09 AM Wednesday, April 6, 2022.

DRAFT



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

10: 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
Town Counsel	Pending
Jennifer Roberts	Pending
Select Board	Pending

05/17/2022 7:00 PM



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

MISCELLANEOUS (UNTIMED)

11: Upcoming agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
May 31	Discussion on extending Transportation Committee
June 14	2022 Annual Board & Committee Re-appointments
	Verizon Cable renewal license – public hearing
Date to be determined	By-law items to examine - Special Events & Demonstration Permits; Common Victualler License Holders (Related to Farm Act exemptions, citizen request); Nuisance/Blight Bylaw; Removal Authority of members from appointments
	Sudbury Housing Trust Bylaw
	Capital Process
	Citizen Leadership Forum
	Climate Emergency declaration & sustainability director
	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
	Investment Advisory Committee
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review (Member Russo)
	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)
	Peakham Road Speed Limits
	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 Meeting Article 29 actions
	Town-wide traffic assessment and improve traffic flow
	Update on crosswalks (Chief Nix/Dan Nason)
	Update on traffic policy (Chief Nix)
	Vocational Education discussion (Lisa K request)
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training
Standing Items for All Meetings	Select Board requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

CONSENT CALENDAR ITEM
12: Public Works Week proclamation

REQUESTOR SECTION

Date of request:

Requestor: Dan Nason, DPW Director

Formal Title: Vote to sign a Proclamation recognizing May 15-21, 2022 as National Public Works Week (NPWW).

Recommendations/Suggested Motion/Vote: Vote to sign a Proclamation recognizing May 15-21, 2022 as National Public Works Week (NPWW).

Background Information:
see attached

Financial impact expected:

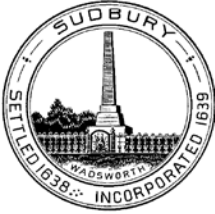
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM



TOWN OF SUDBURY

Office of Select Board
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843

National Public Works Week Proclamation May 15 – 21, 2022

“Ready and Resilient”

WHEREAS, public works professionals focus on infrastructure, facilities, emergency management and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well- being of the citizens of the Town of Sudbury; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Sudbury to gain knowledge of and to maintain ongoing interest and understanding of the importance of public works first responders and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, we, the Sudbury Select Board, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; we urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, we hereunto set our hands and the Seal of Sudbury, Massachusetts to be affixed this 17th day of May, 2022.

SELECT BOARD

Charles G. Russo

Charles G. Russo, Chair

Janie W. Dretler

Janie W. Dretler, Vice-chair

Daniel E. Carty

Daniel E. Carty

Lisa V. Kouchakdjian

Lisa V. Kouchakdjian

Jennifer S. Roberts

Jennifer S. Roberts



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

CONSENT CALENDAR ITEM
13: Girl Scout Gold award letter

REQUESTOR SECTION

Date of request:

Requestor: Scout leader Christine Garner

Formal Title: Vote to enter into the Town record and congratulate Carmela Silvia of Girl Scout Troop 72466 for having achieved the Girl Scout Gold Award.

Recommendations/Suggested Motion/Vote: Vote to enter into the Town record and congratulate Carmela Silvia of Girl Scout Troop 72466 for having achieved the Girl Scout Gold Award.

Background Information:

Financial impact expected:

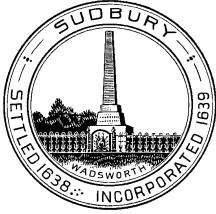
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM



Town of Sudbury

Select Board
www.sudbury.ma.us/selectboard

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

Email: selectboard@sudbury.ma.us

May 17, 2022

Ms. Carmela Silvia
 Girl Scout Troop 72466
 Sudbury, MA

Dear Carmela:

The Sudbury Select Board has entered in its official Town records its acknowledgment and congratulations to you on achieving the Girl Scout Gold Award. We understand this is Girl Scouting's highest award and that you join a select few who have been able to obtain this honor. Your community is proud of you!

Your dedication, hard work and perseverance in obtaining the Girl Scout Gold Award is worthy of special recognition and we, the Sudbury Select Board, are doing so by way of this letter.

Again, congratulations! We hope this is but one of many significant achievements throughout your life.

Very truly yours,

Charles G. Russo, Chair
 Select Board



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

CONSENT CALENDAR ITEM

14: Proclamation Rev Joel Guillemette retirement

REQUESTOR SECTION

Date of request:

Requestor: Victoria - SUMC

Formal Title: Vote to sign Proclamation for Reverend Joel Guillemette, Pastor of Sudbury United Methodist Church, on his upcoming retirement.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

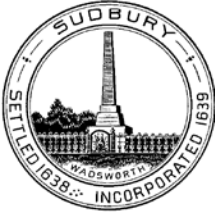
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

05/17/2022 7:00 PM



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843

PROCLAMATION

WHEREAS, Reverend Joel B. Guillemette has served as lead pastor at Sudbury United Methodist Church since 2006 and is retiring on June 12, 2022 from the profession of his ministry; and,

WHEREAS, Rev. Guillemette oversaw two, large cycles of planning and implementation at Sudbury UMC which grew the congregation and the building footprint of the church. He offered an open door to all citizens of Sudbury and its greater community by welcoming the archbishop of Boston and cardinal of the Catholic Church, Father Sean O'Malley, in 2014, to speak at Sudbury UMC; and,

WHEREAS, born in Lowell, Massachusetts, Rev. Guillemette attended Gordon College in Wenham, MA, and Duke University Divinity School, Durham, NC and served in ministry in Silk Hope, NC; Bath, Maine; and Concord, New Hampshire. Rev. Guillemette was an active member of the Sudbury Clergy Association and maintained relations with all types of faith communities. He was active with the Sudbury Police and Sudbury Fire Department on concerns over safety and citizen well-being; and,

WHEREAS, "Pastor Joel" created and supported outreach programs affecting Sudbury residents from food insecurity to mental and spiritual individual-health. His reach extended to the island nation of Dominica to help build new projects and offer support in times of disaster; he supported awareness of dental programs in Nicaragua and schools in Paraguay; and, therefore,

NOW, THEREFORE, BE IT RESOLVED, Reverend Joel B. Guillemette has served the community for 16 years by working for racial and social justice, by keeping doors open to all residents in need, and by offering inspiring messages and education to Sudbury residents. He departs with gratitude and a mark of impact upon Sudbury, Massachusetts.

IN WITNESS WHEREOF, we hereunto set our hands and the Seal of Sudbury, Massachusetts to be affixed this 17th day of May, 2022.

SELECT BOARD

Charles G. Russo

Charles G. Russo, Chair

Janie W. Dretler

Janie W. Dretler, Vice-chair

Daniel E. Carty

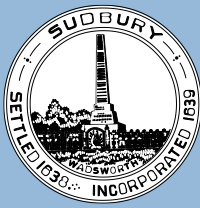
Daniel E. Carty

Lisa V. Kouchakdjian

Lisa V. Kouchakdjian

Jennifer S. Roberts

Jennifer S. Roberts



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

CONSENT CALENDAR ITEM

15: Accept grant for purchase of Automated External Defibrillator (AED)

REQUESTOR SECTION

Date of request:

Requestor: Fire Chief John Whalen

Formal Title: Vote to accept grant in the amount of \$1,484.33 for the purchase of an Automated External Defibrillator (AED). This grant was provided by The Office of Grants and Research (OGR) and The Executive Office of Public Safety and Homeland Security (EOPS).

Recommendations/Suggested Motion/Vote: Vote to accept grant in the amount of \$1,484.33 for the purchase of an Automated External Defibrillator (AED). This grant was provided by The Office of Grants and Research (OGR) and The Executive Office of Public Safety and Homeland Security (EOPS).

Background Information:
attached acceptance email

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

05/17/2022 7:00 PM

From: [Flynn, Elizabeth M. \(OGR\)](#)
To: [Hayes, Henry](#); [Whalen, John](#)
Subject: RE: Award Adjustment: FY2022 Automated External Defibrillator Award
Date: Thursday, April 21, 2022 1:54:03 PM

Good Afternoon Chief Whalen,

Upon processing of your award, our fiscal department discovered that the quote you provided in your application was actually for 3 AEDs and only funds for one AED is allowable with this grant. As a result, we will need to decrease your award from the \$2500 maximum award amount, to the cost for one AED per your quote, \$1,484.33

I apologize for any inconvenience. Your award for \$1484.33 is currently being processed. Please let me know if you have any questions.

Thank you,
Beth

Beth Flynn
Division Manager
Justice and Prevention Division

From: Flynn, Elizabeth M. (OGR)
Sent: Thursday, March 31, 2022 9:52 AM
To: 'HayesH@sudbury.ma.us' <HayesH@sudbury.ma.us>; DPH-OEMS-JWhalen <whalenj@sudbury.ma.us>
Subject: FY2022 Automated External Defibrillator Award Notification

Congratulations,

The Office of Grants and Research (OGR) is pleased to notify you that you have been approved to receive funding to purchase an Automated External Defibrillator (AED).

The Office of the Comptroller has determined that this award process will not require a Commonwealth Standard Contract Form to be executed, therefore these funds will be directly deposited into your municipality bank account. You may expect to see your award deposit within the next 3-4 weeks.

Please review the attached award letters which include additional information, including award amount. All AED's should be purchased and received on or before June 30, 2022, so it is suggested that you procure your AED as soon as possible in case you encounter shipping delays. Orders placed prior to the receipt of this email, will not be eligible for reimbursement with these funds.

AWARD ACCEPTANCE IS REQUIRED: To confirm receipt of this email and acceptance of this award, [please click here.](#)

Please note, OGR respectfully requests that your municipality refrain from issuing any press release at this time so that the Administration can issue a statewide press release first.

Please let me know if you have any questions.

Regards,
Beth

Beth Flynn

Division Manager

Justice and Prevention Division

Office of Grants and Research

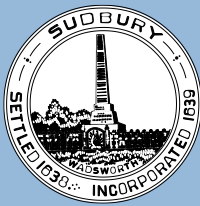
10 Park Plaza Suite 3720

Boston, MA 02116

P: 617-933-3547

C: 857-406-5602

[Click here](#) to subscribe to Grant Opportunity Email Notifications



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

CONSENT CALENDAR ITEM

16: Request for ARPA funds reallocation

REQUESTOR SECTION

Date of request:

Requestor: Bill Murphy Health Director

Formal Title: Vote whether to reallocate ARPA funds of \$50,000 to extend employment of two part-time nurses beyond 6/30/22 to support the continued COVID response.

Recommendations/Suggested Motion/Vote: Vote whether to reallocate ARPA funds of \$50,000 to extend employment of two part-time nurses beyond 6/30/22 to support the continued COVID response.

Background Information:
attached memo from Bill Murphy

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

05/17/2022 7:00 PM



Town of Sudbury

Board of Health

DPW Office Building
275 Old Lancaster Road
Sudbury, MA 01776
978 440-5479

MEMO

5/6/22

To: Select Board

From: Bill Murphy, Health Director *BM*

Re: ARPA Funds- Request for Reallocation

The Select Board, at the request of the Health Department, allocated \$50,000 of ARPA funding for the purchase of COVID test kits. We have since been awarded a grant from the MetroWest Foundation for \$50,000 for test kits. We have distributed over 2600 kits (5200 tests) to Sudbury residents, the majority to at-risk populations. We have \$23,000 remaining in the grant for future purchases of test kits.

Request: The Health Department requests the reallocation of the ARPA awarded \$50,000 for extending employment of two (2) part-time nurses beyond June 30th, 2022 to support the continued COVID response. The inability to forecast surges of COVID and the demands from these recent surges are the basis of this request.

I am available to discuss further if needed.



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

CONSENT CALENDAR ITEM

17: Easement 78 Old Framingham Road

REQUESTOR SECTION

Date of request:

Requestor: Bill O'Rourke, Deputy DPW Director

Formal Title: Vote to accept the following easements executed on March 30, 2022, by property owners Pawel Sowinski and Monika Haack for property located at 78 Old Framingham Road (Parcel L07-0024) and shown on "Plan of Property Surveyed for the Town of Sudbury Old Framingham Road, Sudbury, Massachusetts" dated January 13, 2022, prepared by Jarvis Land Survey, Inc: Permanent Drainage Easement, 599 s.f.; Temporary Walkway Easement, 2,739 s.f.; Permanent Walkway Easement, 1,183 s.f., and Permanent Roadway Easement, 445 s.f.

Recommendations/Suggested Motion/Vote: Vote to accept the following easements executed on March 30, 2022, by property owners Pawel Sowinski and Monika Haack for property located at 78 Old Framingham Road (Parcel L07-0024) and shown on "Plan of Property Surveyed for the Town of Sudbury Old Framingham Road, Sudbury, Massachusetts" dated January 13, 2022, prepared by Jarvis Land Survey, Inc: Permanent Drainage Easement, 599 s.f.; Temporary Walkway Easement, 2,739 s.f.; Permanent Walkway Easement, 1,183 s.f., and Permanent Roadway Easement, 445 s.f.

Background Information:

Pursuant to the vote under Article 45 of the 2022 Annual Town Meeting for the Old Framingham Road Walkway Extension Project both temporary and permanent easements are required from the property owners of 78 Old Framingham Road. (Plan in Warrant)

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

05/17/2022 7:00 PM



SUDBURY SELECT BOARD
Tuesday, May 17, 2022

CONSENT CALENDAR ITEM
18: Easement 120 Nobscot Road

REQUESTOR SECTION

Date of request:

Requestor: Bill O'Rourke Deputy DPW Director

Formal Title: Vote to accept a permanent drainage easement (2,837 s.f.) executed on May 9, 2022, by property owner Audrey C. Murphy, Trustee of the Holly Realty Trust, for property located at 120 Nobscot Road (Parcel L07-0202) and shown on "Plan of Property Surveyed for the Town of Sudbury Old Framingham Road, Sudbury, Massachusetts" dated January 13, 2022, prepared by Jarvis Land Survey, Inc.

Recommendations/Suggested Motion/Vote: Vote to accept a permanent drainage easement (2,837 s.f.) executed on May 9, 2022, by property owner Audrey C. Murphy, Trustee of the Holly Realty Trust, for property located at 120 Nobscot Road (Parcel L07-0202) and shown on "Plan of Property Surveyed for the Town of Sudbury Old Framingham Road, Sudbury, Massachusetts" dated January 13, 2022, prepared by Jarvis Land Survey, Inc.

Background Information:

Pursuant to the vote under Article 45 of the 2022 Annual Town Meeting for the Old Framingham Road Walkway Extension Project a drainage easement is required from the property owner of 120 Nobscot Road. (Plan in Warrant)

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

05/17/2022 7:00 PM