



SUDBURY SELECT BOARD
TUESDAY JUNE 28, 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.			LS student proposal discussion
2.		<i>VOTE</i>	Vote to appoint Interim Town Manager
3.			Project update from Town Manager Hayes
4.			Remote and hybrid meeting discussion.
5.		<i>VOTE</i>	ARPA and other funds reconciliation discussion
6.			Vocational technical school update
7.			Update on Status of Town Manager Search Firm RFP.
8.			Discuss topics to be assigned for Summer 2022 - Select Board newsletter. (~10 min).
9.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 5/17/22.
10.			Upcoming agenda items
11.			Citizen's Comments (cont)

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
CONSENT CALENDAR			
12.		<i>VOTE</i>	Vote to approve the FY23 amendment extending the contract between the MetroWest Regional Transit Authority and the Town of Sudbury to provide transportation services for elderly and disabled persons through the Council on Aging effective July 1, 2022, as requested by Debra Galloway, Senior Center Director, said Agreement to be executed by the Town Manager.
13.		<i>VOTE</i>	Vote to approve the FY23 contract between the Town on behalf of the Goodnow Library (Participant) and Minuteman Library Network, Inc. for the purchase, installation and maintenance of telecommunications equipment provided to the Goodnow Library for participation in the Network, effective July 1, 2022, as requested by the Goodnow Library Director, said Agreement to be executed by the Town Manager.
14.		<i>VOTE</i>	Vote to appoint Kathleen Precourt, 63 Harness Lane, to the Sept. 11 Memorial Garden Oversight Committee for a term expiring 5/31/25.

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SUDBURY SELECT BOARD

Tuesday, June 28, 2022

1

MISCELLANEOUS (UNTIMED)

1: LS student proposal

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: LS student proposal discussion

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
Select Board	Pending

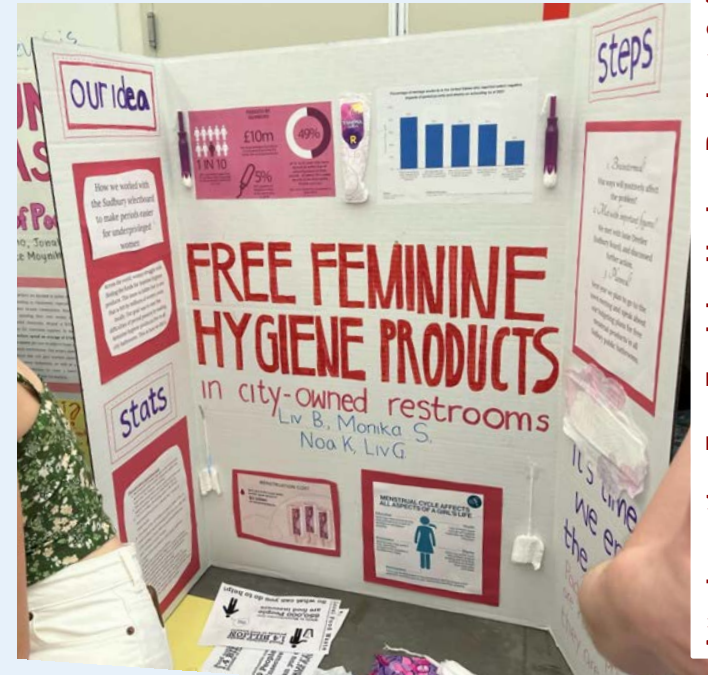
06/28/2022 7:00 PM

Free Feminine Hygiene Products

Presented by Olivia Gottlieb and Liv Bigelow

Introduction

- What we want to accomplish
 - Making feminine hygiene products free in Sudbury bathrooms
 - Changing the stigma around periods and addressing period poverty
- Free feminine hygiene products as our Civics Project
 - Civics Fair, 6/9
 - Interviews with our peers
- Goals for today
 - Listening to your feedback on how we can make our project a success



Attachment1.a: Free Feminine Hygiene Products2 (5323 : LS

Why This is an Issue

- Period poverty
 - People who menstruate that are unable to purchase their own menstrual products due to financial instability
 - Experienced by 500 million women worldwide
- Effects
 - Establishes a shameful stigma around menstruation and often pushes those suffering from period poverty to stay at home during their periods, which negatively affects school-age girls and women who live paycheck-to-paycheck
- Having access to necessary products
 - No matter if a woman suffers from period poverty, she should always have access to products at necessary times
 - Making these products free in public restrooms allows for all women to be comfortable while on the periods
- Being a leader in accomplishing this goal across Massachusetts
 - We hope that if we are able to accomplish our goal, we can encourage other cities and towns across the Commonwealth and even across the country to do the same

Brookline's Program

- In 2019 Brookline unanimously enacted a bill providing for free pads and tampons in “all restrooms for the general public including, but not limited to, Town Hall, the Public Health building, Public Safety building, public libraries, and recreational facilities”
- \$40,000 start-up purchase
 - Comprised of mostly the installation costs, which were done by city employees
- \$7,500 annually thereafter

Population of Brookline: 59,000

[Brookline Warrant Article](#), [Teen Vogue Article](#)

Implementing a Similar Program in Sudbury

- Include feminine hygiene products in buildings such as Town Hall, Fairbank Community Center, police and fire departments, Goodnow Library, etc.
 - Other ideas? Please give us your insight!
- Populations of Brookline vs. Sudbury
 - Fewer resources needed in Sudbury considering smaller population

Public Schools

- At L-S: the Students Together Empowering Women (STEW) Club acquired free pads and tampons in all L-S bathrooms
 - Reaching out to see how we can accomplish this at Curtis/elementary schools
- In Brookline: the School Committee was required to “adopt the by-law or a similar measure for it to be in effect in the Brookline public schools”
- MassNow: bill would provide free pads and tampons in schools, prisons, and homeless shelters across the Commonwealth

MassNow

Implementation

- We understand there are many logistical issues we need to work out!
 - What products?
 - Shipment?
 - Storage?
 - Installation of products?
 - Other? Please let us know!



1.a

Attachment1.a: Free Feminine Hygiene Products2 (5323 : LS

For Discussion

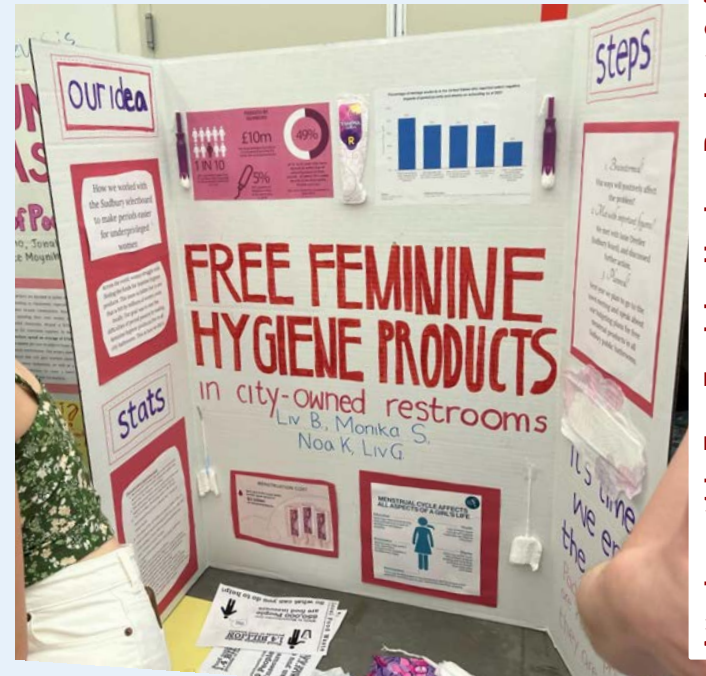
1. Suggestions
2. Who else should we talk to?
3. Recommendations for connections in Brookline
4. Select Board meeting
5. Questions?

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 - Installation of products?
 - Other? Please let us know!



1.b

Attachment1.b: Free Feminine Hygiene Products2 (5323 : LS

For Discussion

1. Suggestions
2. Who else should we talk to?
3. Recommendations for connections in Brookline
4. Select Board meeting
5. Questions?



SUDBURY SELECT BOARD

Tuesday, June 28, 2022

2

MISCELLANEOUS (UNTIMED)

2: Vote for Interim Town Manager

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to appoint Interim Town Manager

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
Select Board	Pending

06/28/2022 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, June 28, 2022

MISCELLANEOUS (UNTIMED)**3: Project update from Town Manager Hayes****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Project update from Town Manager Hayes

Recommendations/Suggested Motion/Vote:

Background Information:

Attached KPI spreadsheet

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden Pending

Henry L Hayes Pending

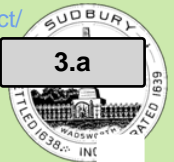
Town Counsel Pending

Select Board Pending

06/28/2022 7:00 PM

Fairbank Community Center

https://sudbury.ma.us/boardofselectmen/2018/06/13/fairbank_community_center_project/



3.a

Update: 2021-06-23

*Sandra Duran,
Staff Project Lead*

Original Target	Current Target
2024	2024

Goal: Replacement of current building			
Risk		Controls (Options)	
Secure OPM, take from feasibility to design phases	Low	● RFQ clearly states deadline.	
Final Design to Construction	Low	● This project has an aggressive timeline, delays on decisions may impact timeline and costs based on rates at any given time.	

Original Plan	Current Budget
\$28,832,000	\$30,910,000

Milestone	Original	Current (Actual)	Notes
<ul style="list-style-type: none"> Interview and select OPM Architect / Designer Selection CMR Selection 	<ul style="list-style-type: none"> 2021-01-29 2021 FEB 2021 SUMMER 	Completed 2021 April	Compass. 14 RFQ proposals rcv'd 2021 Jan 14 NLT 2 PM, Interviews 2021 Jan 28., BH+A.. 12 submissions, 3 interviews scheduled 2021 April 15.. Request for Qualifications 25 Feb. Design/Bid/ Build process selected over Construction Manager at Risk.
SD/DD/CD/100% CD	2021 JAN	In Process 2022 Mar	Geo Tech and Site Survey work complete. Schematic Design very nearly complete. 80% Design Development.
Early Bid packages (not needed). Schematic Design and Design Development phases. Value engineering. Contractor Prequalification. ZBA, Design Review, and Planning Bd. Hearings.	2021 FALL	2022 Jan	Schematic Design & Design Development estimates were over the approved construction costs. Users met with Project Team and Design Team to identify items that would be excluded from scope or funded separately. Budget is currently in line with approved costs, Prequal GC and Subcontractor RFQ's received.
Design, Approvals and Bid Preparation		March 2022	Planning Board and Variance approvals received. Final estimates only a fraction above prior estimates, minimal adjustment were needed to remain within budget. Design completion for bidding fell behind schedule. Mechanicals are of specific concern as they are a critical component. Compass is working with BH+A to recover schedule.
Bidding	2022 Feb	2022 March	April 22, 2022 Town received bids from all the required filed subcontractors bidders (FSB). FSB bid results came in on budget with the 80% Construction Document cost estimate that was completed in mid February 2022. Bidding process continued with General Contractor bidding phase. May 9, 2022 Town received bids from 3 General Contractors (GC). Lowest responsible bidder was Colantonio Inc., base bid \$25,546,000. If deduct bid alternates are accepted, low bidder remains Colantonio with a revised bid, \$25,308,000.
Construction	2022 MAY - 2023 DEC		Site mobilization will begin on June 28, 2022. Early activities will include installation of temporary fencing, tree and shrub removal and the delivery of the office trailer.
Demolition	2024		
Project completion	2024		

Funding Source	Appropriated	Unspent	Contracts
2020 ATM (passed Nov 2020 Ballot) Fund 3192	\$28,832,000	\$27,715,375.66	OPM: Compass Project Management & Samiotes Consultants, Inc. Arc Bargmann Hendrie+Archetype. \$1,643,256.70 spent to date
ARPA funds Fund 1846	\$400,000	\$400,000	Town and SWD agree to water main work.
2022ATM, Article 23 Fund 3192	\$200,000	\$200,000	Furniture, Fixtures, Equipment
2022ATM, Article 22 Fund 3192	\$300,000	\$300,000	Audio/Visual equipment
ARPA Funds Fund 1846	\$1,600,000	\$1,600,000	construction funding to provide contingency funds/other funding light of higher project bidding rates
Contingency			Released Contingency: \$2,070,045, \$103,697 remains
TOTAL	\$30,932,000	\$27,188,743.30	

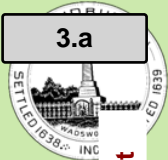
Packet Pg. 22

Tracking Started: 2021-01-21

Attachment 3.a: KPI - for meeting - 28 Jun 22 (5314 : Project

Eversource Litigation

<https://sudbury.ma.us/selectboard/category/spotlight/eversource/>



3.a

Goal: Seek the best and safest options for Sudbury with regard to utility expansion and related unintended consequences

Original Target	Current Target

Risk	Controls (Options)
Efforts or Eversource to advance beyond authorization	• Track and reinforce processes and consult with Counsel on matters that may violate them

Original Plan	Current Budget
\$185,000	\$1,495,000

Eversource Appropriations and Spending				
Acct #	Appropriation	Orig. Amt.	Spent	Balance
0011206/555016	STM 5/16 Art 2	\$ 185,000.00	\$ 185,000.00	\$ -
0011206/556018	ATM 5/17 Art 12	\$ 200,000.00	\$ 200,000.00	\$ -
	STM 10/17 Art 9	\$ 300,000.00	\$ 300,000.00	\$ -
	RFT-1, 12/12/17	\$ 200,000.00	\$ 200,000.00	\$ -
	RFT-2, 3/5/18	\$ 120,000.00	\$ 120,000.00	\$ -
	ATM 5/18 Art 12	\$ 115,000.00	\$ 115,000.00	\$ -
	ATM 5/19 Art 18	\$ 75,000.00	\$ 75,000.00	\$ -
0011206/550120	ATM 9/20 Art 15	\$ 150,000.00	\$ 145,349.22	\$ 4,650.78
0011206/550121	ATM 5/21 Art 14	\$ 150,000.00	\$ -	\$ 150,000.00
Total Balance:		\$ 1,495,000.00	\$ 1,340,349.22	\$ 154,650.78

Attachment 3.a: KPI - for meeting - 28 Jun 22 (5314 : Project

Beth Suedmeyer,
Staff Project Lead

Original Target	Current Target
2024	2024

Bruce Freeman Rail Trail (BFRT) Phase 2D <https://sudbury.ma.us/pcd/2017/10/01/bruce-freeman-rail-trail-update-info>

Goal: Create rail trail from Concord line south ending at Station Road.

Risk		Controls (Options)
FY22 State Funding at risk Final Design misses advertising deadline	Low	<ul style="list-style-type: none">Final Design on scheduleOngoing dialogue with Massachusetts Department of Transportation (MassDOT) re: schedule and progress
Final Design Funds may be insufficient to complete	Low	<ul style="list-style-type: none">Final Design Budget under Transportation Improvement Program (TIP).Town Meeting 2022, Community Preservation Act funds items not covered by MassDOT and additional trail accessories if funds remain

Original Design Plan	Current Budget
\$1,171,967	\$1,79

Milestone	Original	Current (Actual)	Notes	Funding Source	Appropriated	Unspent	Contracts
25% Design with Sketch Plans Submitted to MassDOT	2019-08-30	(2019-11-27)	DONE.	2014 Town Meeting (for 25%)	\$202,492	\$0	25% Design - Original
MassDOT Sketch Plans Reviewed and Design Public Hearing Scheduled	2019-11-15	(2020-06-22)	DONE. MassDOT didn't route sketch plans for review until late Jan 2020. Letter from BOS to MassDOT 2020-02-12. Covid. Last of Comment Resolution Meetings June 22, 2020.	Donation Friends of BFRT (for 25%)	\$58,700	\$0	25% Design - Original
MassDOT Design Public Hearing	2019-11-04	(2020-07-30)	DONE. July 16-30, 2020	Planning, DPW, Town Manager budgets	\$30,550	\$0	25% VHB Amendments
Final Design Request for Proposals released	2020-08-31	(2020-08-31)	DONE. Released with 9/25 deadline for responses.	2016 Town Meeting (75% design)	\$150,000	\$0	Fuss & O'Neill Final Design
Final Design Contract Signed	2020-10-31	(2020-11-05)		2017 Town Meeting (for advancing design)	\$330,000	\$0	25-75% design bridge design
75% Design Submitted to MassDOT	2021-04-08	(2021-05-12)	DONE. MassDOT comments on the submission received 2021-07-08. Comment resolution meeting held 2021-08-25.	Planning, DPW, Town Manager budgets	\$36,675	\$0	Bridge design
100% Design Submitted to MassDOT	2021-10-25	(2021-1-18)	DONE.	2018 Special Town Meeting (for advancing design)	\$650,000	\$163,213	Fuss & O'Neill Final Design
Final Design Submitted to MassDOT	2021-12-15	2021-05-17	DONE.	2022 Town Meeting (as needed for design and construction)	\$500,000	\$500,000	Non-participati construction ite contingency, a others TBD
MassDOT Advertises Construction RFP	2022-04-23	2021-07-16	FY22 funding requires advertising by the end of September 2022.				
Trail complete	2024		MPO TIP Funding programmed for FY22. Estimate 2 year construction.	TOTAL	\$1,958,417	\$663,213	



PBC
Project Lead

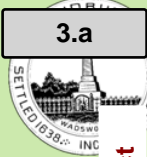
Original Target	Current Target
2026?	2026?

Town Hall Restoration/ Rehabilitation Design (2017 Town Meeting Article 31)

Goal: Upgrades, adjustments and repairs to increase utilization of Town resource within historic district

Risk	Controls (Options)
Determination of the plan's viability or need for change	<ul style="list-style-type: none">Review with PBC prior to proceeding with current intent
	<ul style="list-style-type: none">

Original Plan	Current Budget
\$ 600,000	\$ 600,000

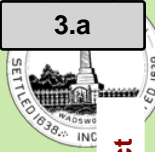


Milestone	Original	Current (Actual)	Notes
Preparing Design and Construction Documents and Associated Cost Estimates			Design documents are approximately 90% complete. Project undergoing review by Sudbury Historic Districts Commission, Sudbury Historical Commission and Sudbury Commission on Disability. Current design issues being considered by the Commissions include whether or not the Town Hall Front Entrance should remain accessible by all as part of the final design documents and the exterior configuration of the new rear entrance.
100% Design			Upon receipt of Certificate of Appropriateness from the Sudbury Historic Districts Commission, project design will be presented to Historical Commission, Commission on Disability and Sudbury Design Review Board for review and approval. Upon incorporating review comments from the above review agencies into the 100% design, the design will be presented to the Sudbury Planning Board for Site Plan Review.
100% Design			Project on hold due to COVID-related Sudbury Historic Districts Commission (HDC) public hearing issues. HDC Certificate of Appropriateness Application Hearing expected to convene in 2022.
Project completion	2026?		

Funding Source	Appropriated	Unspent	Contracts
CPC Funds, ATM 5/17 Art 31	\$600,000	\$191,867.23	Total Spent in FY21 \$1,386.00 Total Spent in prior fiscal years \$408,132.77
	\$	0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$600,000	\$191,867.23	

Attachment 3.a: KPI - for meeting - 28 Jun 22 (5314 : Project

ADA Self-Assessment & Transition Plan



Goal: Upgrades, adjustments and repairs to increase accessibility for Town resources

Risk	Controls (Options)
ADA non-compliant inventory of facilities and assets should be remedied as best as practicable.	● Utilize Self-Assessment and Transition Plan files, along with feedback from others to identify mitigation strategies.

Original Target	Current Target
2026?	2026?

Original Plan	Current Budget
\$0.00	\$200,000

Milestone	Original	Current (Actual)	Notes
Institute for Human Centered Design (IHCD) as consultant - evaluation	2020 SUMMER	2021 Feb	Finalizing. (5) public schools and 14 public buildings – including one (1) police station, three (3) fire stations, one (1) library, two (2) DPW facilities, two (2) historic buildings, one (1) transfer station and four (4) municipal buildings. The outdoor facility set includes 11 recreation facilities.
Community feedback	2021 Apr 14	2021 Apr 27	Finalizing. Expecting final report May/June 2021. Public meeting held 27 April 2021 with COD.
Final Reports		2021 Jul 22	Final report received 22 July 2021
36-60 month compliance and adjustment goal	INFO		If the work done in any 36-month period is greater than \$100,000, the “work being performed” is required to comply. In addition, an accessible entrance and an accessible toilet room, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided.
Transition Plan and mitigation actions	2021 Aug start	2021 Aug	IHCD reports/files will be utilized, priorities will be set based on staff input and COD feedback assessment. As we move throughout the process, all items will be tracked and made visible.
Recommendations and actions	March 2022		FY23 Warrant Article submitted for ADA Recommendations in the amount of \$200,000 to be included at Annual Town Meeting, May 2022. Met with each school principals regarding coordination of in house work on identified recommendations by teams or individual interested staff. Actions to be recorded in electronic format for tracking and reporting. Facilities staff enacting Recommendations related to doors, floor mats, movable obstructions and wall mounted obstructions. Meetings with community stakeholders have begun as of June 2022.
Project completion	2026?		

Funding Source	Appropriated	Unspent	Matters Addressed
2022 ATM, Article 32	\$200,000	\$200,000	
	\$	\$0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$200,000	\$200,000	

Attachment 3.a: KPI - for meeting - 28 Jun 22 (5314 : Project

Dan Nason,
Staff Project Lead

Original Target	Current Target
2021	2022

Goal: Completion of Town-wide Comprehensive Wastewater Management Plan and Environmental Impact Report

Risk		Controls (Options)
Public Outreach/Education & Gaining Support for CWMP and Future Town Meeting	Low	Public support has been mostly positive. Outreach/education efforts ramped up in January and February to bring the Project to the public for education and solicitation of comments is in place. The Town, with assistance from Woodard & Curran and a professional public relations firm (working through the SRF Loan Program) will hold a Public Hearing to update the public with the CWMP to build consensus before the Town brings a final CWMP to Town Meeting.

Original Plan	Current Budget
\$500,000	\$500,000



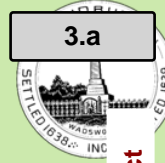
Milestone	Original	Current (Actual)	Notes
Assess existing conditions	2019 Sept	2020 Sept	Reviewed Study Areas Town-wide and updated Needs Areas; State Revolving Fund (SRF) Loan Application.
Update Flows & Loads & disposals options	2019 Nov	2020 Nov	Historical water use records utilized to determine current and build out flows. Hydrogeological investigations completed on several sites. Final discharge proposed at Curtis Middle School field.
Review & Update 2013 Report	2019 Nov	2021 Nov	2013 Report dealt with Route 20 only. This is updated and includes comprehensive review of entire Town, both existing and future conditions.
Public Participation	ONGOING	ONGOING	Due to continued COVID restrictions, outreach had been limited to webpage updates, Town internal meetings and Memorandums. Held multiple public outreach presentations in Jan and Feb 2022. July 12 th Public Hearing is scheduled.
Single Report Update	2020 SEPT	2022 Feb	Draft Recommended Plan submitted as supplemental information with MEPA filing. Coordination with MassDEP is on-going.
MEPA Filing	2020	2021 Dec	Filing submitted through the Massachusetts Environmental Policy Act (MEPA) Office to determine Final Recommended Plan Scope of Work. Secretary's Certificate received.
Report Update / SEIR	2021		2022 July anticipated completion. Final report is nearly complete and July 12 th Public Hearing is scheduled.
Project completion	2021	2022	

Funding Source	Appropriated	Unspent	Contracts
May 7, 2019 Annual Town Meeting – Article 23 –Comprehensive Wastewater Management Plan Impact Report	\$500,000	\$0	Executed contract with Woodard & Curran (W&C) 8/19/2019
2019 State Revolving Fund (SRF) Loan	\$500,000	\$2,700	Contract on Budget \$497,300 expended through May 27th
	\$	\$0	
	\$	\$	
	\$	\$	
	\$	\$	
TOTAL	\$500,000	\$2,700	

American Rescue Plan Act - ARPA

<https://sudbury.ma.us/ARPA>

3.a



Attachment 3.a: KPI - for meeting - 28 Jun 22 (5314 : Project

Update: 2022-06-23

Select Board

Goal: Utilize funding in accordance within the Federal guidelines		
Risk		Controls (Options)
Not utilizing the funds in timeline authorized	Low	<ul style="list-style-type: none"> The requests that come in will exceed the amount available to the Town
Funding items that an auditor deems inappropriate	Low	<ul style="list-style-type: none"> We will continue to watch the guidance and compare to the requested support

Original Budget	Current Budget
\$5,875,013	\$5,875,013

Milestone	Original	Current (Actual)	Notes
Conduct Community FlashVote Survey	2021 OCT 26-28	Completed	815 of 1321 potential participants. <u>ARPA Flashvote Results</u>
Web page establishment with survey for the public	2021 NOV	Completed 2021 Nov 3	https://sudbury.ma.us/ARPA
Town Survey	2021 NOV	2021 Nov 30	Town will be utilize a website to track and post relevant data associated with ARPA.
All final ARPA project submission	2021 DEC 31	2021 DEC 31	Staff and Committees, then list clean up and consolidation
Select Board Identify items to explore deeper / fund			Afterwards, an assessment of eligibility. All funds fall under the amount allowed to categorize as Lost Revenue. <u>Allocation decision-01/18/22, Listening Session-03/24/22, Allocation decision-05/28/22</u>
Funds obligated by December 31, 2024	2024 DEC 31		
Funds must be expended to cover obligations by December 31, 2026	2026 DEC 31		
Funding and Projects completion	2026		

Funding Source	Allocated	Unspent	Expenditure
Town Allocation	\$2,057,260.44	\$0.00	\$2,041,000 allocated on/b Jan 2022
County Allocation	\$3,817,753.34	\$387,013.78	\$3,447,000 allocated on 28 May 2022
	\$		
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$5,875,013.78	\$387,013.78	

Packet Pg. 28

Tracking Started: 2021-11-01

PBC / Facilities /
Fire Dept
Project Lead

Original Target	Current Target
2022	2023

Fire Station No. 2 Phase 1- Housing/Living/Office Building

Goal: Design and construction of housing, living, and office space to accommodate staffing increase

Risk	Controls (Options)
COVID-related cost escalation	<ul style="list-style-type: none">Periodic cost estimates during design to allow tracking of project scope vs. project budget
	<ul style="list-style-type: none">

Original Plan	Current Budget
\$ 4,300,000	\$ 4,300,000



3.a

Milestone	Original	Current (Actual)	Notes
Project Architect and Owner's Project Manager selected			Kaestle Boos Associates, Inc. (KBA) was selected and is under contract as of 8/4/21 as Project Architect. Construction Monitoring Services, Inc. (CMS) was selected and is under contract as of 10/1/21 as the Owner's Project Manager.
Schematic Design			Schematic design completed in conjunction with Fire Chief and project scope is essentially equal to original project scope developed during Feasibility Study . Schematic design cost estimate of Phase 1 is \$5.8M as compared to \$4.3M project budget.
Design Development			Continuing design development of Phase 1 in conjunction with Fire Chief Whalen. Objective is to obtain a more accurate construction cost estimate that will more accurately reflect the volatile COVID-related construction costs while designing the most cost-effective Phase 1 building that does not significantly detract from the overall project quality.
Construction Documents			Design development has progressed to 70% completion and includes design changes facilitating decreased construction costs. An article for additional funds based on current estimates will be presented at the ATM for additional funds related to increased costs related to COVID-19. A bid viewing was held at Fire Station No. 2 on June 23, 2022. Bids are due on July 14, 2022 at 2:00pm

Bidding

Funding Source	Appropriated	Unspent	Contracts
Art. 16, ATM 2021	\$4,300,000	\$4,254,100	Total Spent to date in FY22 \$45,900.
	\$	0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$4,300,000	\$4,254,100	

Attachment 3.a: KPI - for meeting - 28 Jun 22 (5314 : Project

**SUDBURY SELECT BOARD**

Tuesday, June 28, 2022

MISCELLANEOUS (UNTIMED)**4: Remote and hybrid meeting discussion****REQUESTOR SECTION**

Date of request:

Requestor: Member Roberts

Formal Title: Remote and hybrid meeting discussion.

Recommendations/Suggested Motion/Vote:

Background Information:

attached memos from IT Director Mark Thompson and Sudbury TV Director Lynn Puorro.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

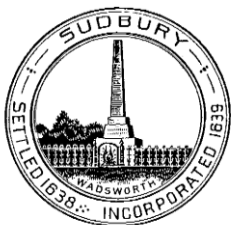
Patty Golden Pending

Henry L Hayes Pending

Town Counsel Pending

Select Board Pending

06/28/2022 7:00 PM



TOWN OF SUDBURY
Office of the Town Technology Department

Mark Thompson
 Technology Administrator
thompsonm@sudbury.ma.us

278 Old Sudbury Road
 Sudbury, Massachusetts 01776
 Tel: (978) 639-3307
 Fax: (978)443-1033

Date: June 23, 2022

To: Select Board

From: Mark Thompson, Technology Administrator

Subject: ARPA Funds Request – Hybrid Meeting Rooms

The information Systems Department requested \$78,000 in ARPA funds in order to outfit eight Town meeting room locations with the equipment necessary to have hybrid Zoom meetings.

The hybrid meeting equipment consists of a Video Conferencing Audio/Video Bar, Large Screen LED TV and a Conference Cart. Our Small/medium meeting rooms will use the Poly USB Video X50 conference bar with a 75" 4K TV that are mounted on the iRover2 cart. The larger meeting rooms will use the Poly USB Video X70 conference bar with a 85" 4K TV that are mounted on the iRover2 cart.

Attached are the specifications for the Poly USB Conference bars and the iRover cart. The availability of the Poly USB Conference bars is limited because of supply-chain issues. Valley Communications estimated the time of delivery for the X50 as October 2022 and the X70 November 2022.

Below is the cost to outfit each of the Town's meeting rooms

Location	Video Soundbar	VS Cost	Cart	Cart Cost	LED 4K TV	TV Cost	Total
DPW	Poly USB Video X50	3,000	iRover2	2,000	75" 4K	1,000	\$ 6,000
Flynn	Poly USB Video X50	3,000	iRover2	2,000	75" 4K	1,000	\$ 6,000
Park and Recreation	Poly USB Video X50	3,000	iRover2	2,000	75" 4K	1,000	\$ 6,000
Fire	Poly USB Video X70	7,000	iRover2	2,000	85" 4K	3,000	\$ 12,000
Library	Poly USB Video X70	7,000	iRover2	2,000	85" 4K	3,000	\$ 12,000
Police	Poly USB Video X70	7,000	iRover2	2,000	85" 4K	3,000	\$ 12,000
Senior Center	Poly USB Video X70	7,000	iRover2	2,000	85" 4K	3,000	\$ 12,000
Town Hall	Poly USB Video X70	7,000	iRover2	2,000	85" 4K	3,000	\$ 12,000
						Totals	\$ 78,000

If you have any questions, or need further information, please let me know.

From: Lynn Puorro <lynn@sudburytv.org>
Sent: Thursday, June 23, 2022 4:28 PM
To: Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>
Subject: Status of SudburyTV's Hybrid Capabilities

Hi Maryanne,

SudburyTV currently is able to do hybrid meetings at Town Hall. We have only done 1 hybrid meeting there (July 2021), and the system still needs finessing, but it worked. We have not begun planning for Silva or the Police Station where our other two systems are located. The systems in each space need to be assessed to determine what needs to be added. At minimum at least 2 dedicated computers will be required in each of the three locations, likely other equipment as well. Each of these three spaces are unique and as such have their own unique challenges.

Once all of those determinations are made, and any necessary equipment can be purchased, we can begin modifying the systems. Internal testing will be done followed by broader testing to include a mock hybrid meeting where we will attempt to recreate an actual hybrid meeting situation as close to reality as possible. Following testing, any necessary adjustments will be made, and possibly another round of testing before we would be ready for an actual hybrid meeting.

Lynn

Lynn Puorro
Executive Director
Sudbury Access Corporation
390 Lincoln Rd.
Sudbury, MA 01776
Ph: 978-443-9507
Fx: 978-579-6986
Em: lynn@sudburytv.org
Web: sudburytv.org

**SUDBURY SELECT BOARD**

Tuesday, June 28, 2022

MISCELLANEOUS (UNTIMED)**5: ARPA reconciliation****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: ARPA and other funds reconciliation discussion

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
Select Board	Pending

06/28/2022 7:00 PM

ARPA updates

Responses compiled by Charlie Russo, 06.10.2022

Police Dept	Police - Body Camera/Cruiser Camera Program	Ongoing	\$ 150,000.00	Question: A grant was received? How much / does that reduce the needed amount of ARPA funds? Question to Chief Nix. Will this be recurring cost? Annual?
<p>A grant for ~\$35,5000 has been received. Total cost for Body Camera/Cruiser Camera Program for Police Dept. is ~\$185,000, so the full ARAP funding is needed for a full roll out of this program. It would pay for equipment and 5 years of services/storage. Chief said he would make do with less equipment if Select Board subtracted the grant amount from the ARPA allocation.</p> <ul style="list-style-type: none"> - Phone conversation with Police Chief Nix 				
Planning & Community Development Department	Consultant - Economic Development Consultant	One-Time	\$35,000	Q: Still a current request? Could this be allocated in a later year (imminent need)? Is there bandwidth to manage this?
<p>This is still a current request and Planning Dept. expects it has the bandwidth to manage this. Request is consistent with Master Plan Economic Development Section Goal A.1.</p> <p>"The idea behind this \$35,000 request is to have a consultant come in to evaluate, at a high level, the economic situation in town (especially with everything that has happened with the pandemic); find out what actions/initiatives are currently being undertaken throughout the community; to assess what is going on and identify short comings; and determine what steps might or could be taken to work on business retention, expansion, and outreach/relationship building (if even viable)."</p> <ul style="list-style-type: none"> - Email with Town Planner Adam Duchesneau & Planning Board Chair Steve Garvin 				
Park & Recreation	Park & Rec - 2021 Ford Transit Passenger Van	One Time (On Going Expenses paid by Program fees)	\$100,000	Q: Would this be an wheelchair accessible van?
<p>Park & Rec had not initially planned on seeking an ADA accessible van but is exploring quotes. 12 passenger vans that are electric and wheelchair accessible exceed \$100k. Cost range is \$115k for 12 passenger/2 wheelchair/ gas power to \$230k for 12 passenger/2 wheelchair/electric, with a couple options in-between.</p> <p>We will be using the van to offer in the future after school programing to bring child from the Sudbury schools to the Community center building for programs. We would also be looking into a pilot program to offer an 5 day week afterschool program by picking up the kids at the schools for extended day programs. We would use the Van for teen events/programs and field trips as well.</p> <ul style="list-style-type: none"> - Email with Park & Rec Director Dennis Mannone 				
Fire Dept	Fire Station #2 living/office addition increased project costs	One-Time	\$1,000,000	Q: subject to checking for need.
<p>Chief Whalen hopes that Town Meeting provided all necessary additional funding. Bids have gone out, and responses are expected back the second week of July.</p> <ul style="list-style-type: none"> - Phone conversation with Fire Chief John Whalen 				

Town of Sudbury
ARPA Funds
June 14, 2022

Total Allotment:	5,875,013.78
Distributions Received as of 6/14/2022:	2,937,506.89
Final Distribution*	<u>2,937,506.89</u>
* Expected to be received after June 29, 2022	

Select Board Allocations (as of 6/14/2022):	
Project	Allocation
ARPA Consultant (Powers & Sullivan) <i>voted Jan. 4, 2022</i>	40,000.00
Additional Social Worker Services	170,000.00
Basic needs gift cards (Jail Diversion Prog., Senior Center, Social Work Dept)	20,000.00
Mental Health Counselor	166,000.00
Health - Nursing Services (re-purposed from COVID-19 test kits)	50,000.00
SPS: Summer academic program	620,000.00
SPS: Social and Emotional Learning	420,000.00
LSRHS: Ventilation system upgrades	100,000.00
Fairbank Community Center: Water line replacement	400,000.00
Fire: Equipment (stretcher, stair chair, CPR machine)	55,000.00
Fairbank Community Center construction funding to provide contingency funds/other funding in light of higher project bidding	1,600,000.00
HOPEsudbury Community Resource Fund	75,000.00
Police - Medical Equipment	9,500.00
Health - Sudbury Community Food Pantry COVID-19 mitigation	100,000.00
Fire Station #2 living/office addition increased project costs	1,000,000.00
Health - Funds to hire a consultant/trainers to assist with development of the DEI Commission’s mission and action steps.	15,000.00
Housing - COVID Small Grant Program for deferred maintenance due to COVID loss of income, available to homeowners and small	75,000.00

Attachment5.b: ARPA Funds Status 6-14-2022 (5309 : ARPA reconciliation)

Housing - Mortgage Assistance program (\$75k), providing two months of mortgage principal assistance; and	75,000.00
Police - Body Camera/Cruiser Camera Program	150,000.00
Consultant - Economic Development Consultant	35,000.00
Info Systems - Website - scan of all documents	35,000.00
Info Systems - Website - skilled web developer	40,000.00
Fire - Opioid impacts offset	12,500.00
Housing - Tenant rental assistance program for residents impacted by COVID (\$125k):	125,000.00
Park & Rec - 2021 Ford Transit Passenger Van	100,000.00
Total Allocated Projects (as of 6/14/2022)	<u>5,488,000.00</u>

Unalloctated (as of 6/14/2022)	387,013.78
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Allocated as of 6/14/2022	5,488,000.00
Expenditures as of 6/14/2022	28,474.62
Unexpended as of 6/14/2022	5,459,525.38

Town of Sudbury
MeadowWalk Mitigation Summary
June 14, 2022

	Allotment	FY16	FY17	FY18	FY19	FY20	FY21	FY22	6/14/2022 Total Expenditures	6/14/2022 Available
Revenue										
National Development - Mitigation Funds	2,495,000.00	-	195,000.00	2,050,000.00	-	250,000.00	-	-	2,495,000.00	-
National Development - Town Meeting Reimbursement	21,413.57	-	21,413.57						21,413.57	-
National Development - Outside Consultants	20,000.00	-	20,000.00						20,000.00	-
Total Revenue	2,536,413.57	-	236,413.57	2,050,000.00	-	250,000.00	-	-	2,536,413.57	-
Expenses - Town Meeting and Consultants										
Town Meeting	21,413.57	10,506.57	-	-	-	-	-	-	10,506.57	10,907.00
Outside Consultants	20,000.00	-	8,128.97	3,522.84	-	-	-	-	11,651.81	8,348.00
Total - Legal	41,413.57	10,506.57	8,128.97	3,522.84	-	-	-	-	22,158.38	19,255.00
Expenses - Mitigation										
Recreation Field Development	500,000.00	-	-	250,000.00	-	-	-	-	250,000.00	250,000.00
Public Safety										
Police	400,000.00	-	-	396,635.00	-	-	-	-	396,635.00	3,365.00
Fire	400,000.00	-	-	21,272.64	378,727.04	-	-	-	399,999.68	0.32
Building Department	50,000.00	-	-	12,738.75	25,436.25	3,180.00	5,512.50	-	46,867.50	3,132.50
Senior Center (Includes GO Sudbury! expenditures)	100,000.00	-	-	25,500.00	(4,500.00)	25,500.00	(3,665.62)	49,624.70	92,459.08	7,540.92
Technology										
Town	50,000.00	-	-	50,000.00	-	-			50,000.00	-
Sudbury Public Schools	400,000.00	-	-	-	45,424.90	299,652.33			345,077.23	54,922.77
Lincoln Sudbury Regional High School	400,000.00	-	-	-	-	-	396,612.16	-	396,612.16	3,387.84
Unallocated		-	-	-	-	-	-	-	-	-
Design of New Fire Station	80,000.00	-	-	71,600.00	-	985.00	-	-	72,585.00	7,415.00
Sidewalk from CVS to Nobscot Road	15,000.00	-	-	-	-	-	-	-	-	15,000.00
Comprehensive Permit or Other Municipal Purposes	100,000.00	-	-	-	-	-	-	-	-	100,000.00
Total - Mitigation	2,495,000.00	-	-	827,746.39	445,088.19	329,317.33	398,459.04	49,624.70	2,050,235.65	444,764.35
TOTAL EXPENDITURES	2,536,413.57	10,506.57	8,128.97	831,269.23	445,088.19	329,317.33	398,459.04	49,624.70	2,072,394.03	464,019.35

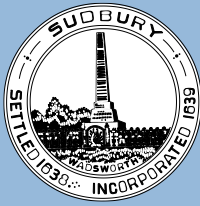
Town of Sudbury
 Quarry North Mitigation Funds
 June 14, 2022

Revenues	
Quarry North Mitigation Payment	\$ 1,000,000.00
Expenditures	
Legal Expenses, Permitting, and Administrative	\$ 30,152.63
Traffic Mitigation Expenditures	\$ 83,750.00
Building/Wiring Inspectors	\$ 1,062.50
Total Expenditures as of 6/14/2022	\$ 114,965.13
Fund Balance	
Fund Balance as of 6/14/2022	\$ 885,034.87

Committed			
<i>Project</i>	<i>Allocated</i>	<i>Expended</i>	<i>Remaining</i>
Intersections at Mossman Road and Dakin Road Design and Construction (10/20/2021)*	\$ 155,000.00	\$ 83,750.00	\$ 71,250.00
Building/Wiring Inspectors (12/21/2021)	\$ 32,000.00	\$ 1,062.50	\$ 30,937.50
Total Committed	\$ 187,000.00	\$ 84,812.50	\$ 102,187.50

Available	\$ 782,847.37
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* Select Board vote was for the "design and construction" of these intersections, however, the only amount discussed at the meeting was \$155,000 for the design of these intersections. If additional funds are intended to be allocated for the construction of these intersections, the total available amount (\$782,847.37) will be lower.

**SUDBURY SELECT BOARD**

Tuesday, June 28, 2022

MISCELLANEOUS (UNTIMED)**6: Vocational technical school update****REQUESTOR SECTION**

Date of request:

Requestor: Member Lisa Kouchakdjian

Formal Title: Vocational technical school update

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Patty Golden	Pending
Henry L Hayes	Pending
Town Counsel	Pending
Select Board	Pending

06/28/2022 7:00 PM

Town of Sudbury
Vocational Education Summary
2015-2022

School Year	Transportation	Tuition	Capital Fee	Total	Students	Transportation Cost/Student	Tuition Cost/Student	Capital Cost/Student	Total Cost/Student
2021-2022	80,396	250,862	20,691	351,949	11	7,309	22,806	1,881	31,995
2020-2021	70,200	204,435	23,178	297,813	14	5,014	14,602	1,656	21,272
2019-2020	81,273	521,423	26,972	629,668	13	6,252	40,109	2,075	48,436
2018-2019	83,016	346,090	32,320	461,426	10	8,302	34,609	3,232	46,143
2017-2018	63,286	492,805	34,972	591,064	14	4,520	35,200	2,498	42,219
2016-2017	-	530,352	93,591	623,943	9	-	58,928	10,399	69,327
2015-2016	-	590,225	104,157	694,382	9	-	65,581	11,573	77,154
Average/Year	54,025	419,456	47,983	521,464	11	4,485	38,834	4,759	48,078

Vocational Ed School	SCHOOL YEAR ENTROLLMENT						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Assabet	0	0	1	5	4	7	7
Minuteman	9	8	12	4	9	7	4
Nashoba Valley	0	1	1	1	0	0	0
TOTAL	9	9	14	10	13	14	11

50% ENROLLMENT - 34% CHAPTER 70 COMBINED EFFORT - 1% EACH MEMBER CAPITAL BASE CONTRIBUTION										
Member Districts	Enrollment Basis				Chapter 70 - Combined Effort Basis			Capital Base Contribution Basis		TOTAL
	4 Yr. Rolling Ave. Enrollment Debt/Capital Assessment	FY16 Debt/Capital Assessment Share	**Enrollment - 4 year rolling Average	Per Pupil Cost	Combined Effort Capital Assessment Share	Chapter 70 - Combined Effort	Per Pupil Cost	Capital Base Contribution	Per Pupil Cost	Capital Assessment
Acton	25.5	6.67%	\$33,344	\$1,308	4.29%	\$14,582	\$572	\$10,000	\$392	\$57,927
Arlington	135.25	35.37%	\$176,855	\$1,308	34.59%	\$117,614	\$870	\$10,000	\$74	\$304,469
Belmont	29	7.58%	\$37,921	\$1,308	8.22%	\$27,933	\$963	\$10,000	\$345	\$75,853
Bolton	9.75	2.55%	\$12,749	\$1,308	1.80%	\$6,126	\$628	\$10,000	\$1,026	\$28,875
Boxborough	4.5	1.18%	\$5,884	\$1,308	0.98%	\$3,315	\$737	\$10,000	\$2,222	\$19,200
Carlisle	8.5	2.22%	\$11,115	\$1,308	2.59%	\$8,816	\$1,037	\$10,000	\$1,176	\$29,931
Concord	10.25	2.68%	\$13,403	\$1,308	4.30%	\$14,608	\$1,425	\$10,000	\$976	\$38,011
Dover	2	0.52%	\$2,615	\$1,308	1.11%	\$3,759	\$1,880	\$10,000	\$5,000	\$16,375
Lancaster	29.75	7.78%	\$38,902	\$1,308	4.59%	\$15,620	\$525	\$10,000	\$336	\$64,522
Lexington	46.375	12.13%	\$60,641	\$1,308	13.17%	\$44,788	\$966	\$10,000	\$216	\$115,429
Lincoln	5.75	1.50%	\$7,519	\$1,308	3.06%	\$10,411	\$1,811	\$10,000	\$1,739	\$27,930
Needham	26.75	7.00%	\$34,979	\$1,308	8.31%	\$28,260	\$1,056	\$10,000	\$374	\$73,239
Stow	19.5	5.10%	\$25,499	\$1,308	3.59%	\$12,194	\$625	\$10,000	\$513	\$47,692
Sudbury	20.75	5.43%	\$27,133	\$1,308	4.86%	\$16,508	\$796	\$10,000	\$482	\$53,641
Wayland	5.25	1.37%	\$6,865	\$1,308	1.87%	\$6,363	\$1,212	\$10,000	\$1,905	\$23,228
Weston	3.5	0.92%	\$4,577	\$1,308	2.68%	\$9,101	\$2,600	\$10,000	\$2,857	\$23,678
Total	382.4	100.00%	\$500,000			\$340,000		\$160,000		\$1,000,000
			50%			34%		16%		

Capital Allocation					
Debt Service		Enrollment	Combined Effort	Capital Base Con.	
		50.0%	34.0%	16.0%	100.0%
Principal & Interest	\$1,000,000				
Total Debt Service	\$1,000,000	\$500,000	\$340,000	\$160,000	-

Per Community

Calculation Factor - Capital Base Contribution 1.00%

Enrollment- Based on 4 year Rolling Average					Min Of 1		
	Enrollment Count as of October 2015	Enrollment Count as of October 2014	Enrollment Count as of October 2013	Enrollment Count as of October 2012	Enrollment Based on 4 Year Rolling Average	Enrollment Based on 4 Year Rolling Average	Percent of Enrollment
Acton	31	26	25	20	25.5	25.5	6.67%
Arlington	117	146	153	125	135.3	135.3	35.37%
Belmont	26	29	30	31	29.0	29.0	7.58%
Bolton	9	10	11	9	9.8	9.8	2.55%
Boxborough	5	4	4	5	4.5	4.5	1.18%
Carlisle	5	8	12	9	8.5	8.5	2.22%
Concord	15	12	7	7	10.3	10.3	2.68%
Dover	2	3	1	2	2.0	2.0	0.52%
Lancaster	39	32	26	22	29.8	29.8	7.78%
Lexington	49.5	41.5	47	53	46.4	46.4	12.13%
Lincoln	10	4	5	4	5.8	5.8	1.50%
Needham	24	22	34	27	26.8	26.8	7.00%
Stow	13	18	22	25	19.5	19.5	5.10%
Sudbury	25	24	19	15	20.8	20.8	5.43%
Wayland	2	3	7.5	8.5	5.3	5.3	1.37%
Weston	4	3	4	3	3.5	3.5	0.92%
Total	376.5	385.5	407.5	365.5	382.4	382.4	100.00%

Calculation Factor - Ch. 70 Combined Effort Capital Allocation						
	Enrollment 4 year Rolling Average	FY16 Total Foundation Enrollment	MM Enrollment ÷ Community Foundation Enrollment	FY16 Total Combined Effort Yield	TOTAL - Combined Effort Yield @ Minuteman	Combined Effort Capital Assessment Share
Acton	25.5	4,742	0.54%	34,961,499	188,005	4.29%
Arlington	135.3	5,476	2.47%	61,393,360	1,516,335	34.59%
Belmont	29.0	4,186	0.69%	51,981,615	360,121	8.22%
Bolton	9.8	1,021	0.95%	8,270,398	78,978	1.80%
Boxborough	4.5	835	0.54%	7,931,428	42,744	0.98%
Carlisle	8.5	954	0.89%	12,756,643	113,660	2.59%
Concord	10.3	3,016	0.34%	55,415,833	188,333	4.30%
Dover	2.0	1,133	0.18%	27,457,742	48,469	1.11%
Lancaster	29.8	1,014	2.93%	6,863,926	201,382	4.59%
Lexington	46.4	6,894	0.67%	85,840,064	577,434	13.17%
Lincoln	5.8	887	0.65%	20,706,463	134,230	3.06%
Needham	26.8	5,389	0.50%	73,400,615	364,347	8.31%
Stow	19.5	1,308	1.49%	10,545,096	157,209	3.59%
Sudbury	20.8	4,166	0.50%	42,729,400	212,826	4.86%
Wayland	5.3	2,625	0.20%	41,019,010	82,038	1.87%
Weston	3.5	2,252	0.16%	75,498,814	117,338	2.68%
Total	382.4	45,898	13.70%	616,771,906	4,383,451	100.00%

FOOTNOTES:

Debt Service assumes annual payment of \$1,000,000 in Principal and Interest.

Four Year Rolling Average is based on Minuteman School District - High School enrollment only as of October 1st. Minimum of 1 students per member district.

Ch. 70 Combined Effort data was based on the FY16 Chapter 70 Aid and Net School Spending Requirements dated July 17, 2015.



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

December 27, 2019

Edward A. Bouquillon, Ed.D., Superintendent
Minuteman Regional Vocational-Technical School District
758 Marrett Road
Lexington, MA 02421-7313

Re: Amended Regional Agreement

Dear Dr. Bouquillon:

The Department of Elementary and Secondary Education (Department) has received an amended agreement from the Minuteman Regional Vocational-Technical School District (the district), reflecting the change in membership effectuated by the withdrawal of the Towns of Carlisle, Sudbury, Wayland, Lincoln, Boxborough and Weston, effective on July 1, 2017, and reflecting the withdrawal of the Town of Belmont (herein, Town), which will be effective on July 1, 2020. The Department has also received copies of:

- the Town's October 24, 2016 notice of withdrawal;
- the Belmont Town Clerk's certification of the Town's October 19, 2016 vote to withdraw from the district;
- the October 28, 2016 letter from the Minuteman regional school committee secretary to the Belmont Town Clerk acknowledging receipt of the notice of the Town's withdrawal;
- the October 28, 2016 notice you indicated was transmitted to the Town Clerks of all the member communities, informing them of the Town's withdrawal;
- agenda and minutes reflecting the Minuteman regional school committee's acknowledgement of the Town of Belmont's withdrawal, at its November 15, 2016 meeting; and
- a letter from you, certifying that a majority of the other member towns approved the Town of Belmont's withdrawal from the district, in accordance with the regional agreement.

Based on the Department's review of this documentation, I approve this most recent amendment to the Minuteman Regional Vocational-Technical School District Agreement. As noted, the effective date of the withdrawal of the Town of Belmont will be July 1, 2020 in accordance with the Town votes and 603 CMR 41.03.

My best wishes for continued success in all your future endeavors.

Sincerely,

Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

Attachment6.d: MinutemanRegionalAgreement-Amended12-27-2019 (5312 : Vocational technical school update)

c: Town Clerk, Town of Belmont

Robert O'Donnell, Director of School Finance, Department of Elementary and Secondary Education

Christine M. Lynch, Office of Regional Governance, Department of Elementary and Secondary Education

Michelle Griffin, Office of Regional Governance, Department of Elementary and Secondary Education

Amended: 1973, 1979, 1980, 2016, 2019

REGIONAL AGREEMENT

This Agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham and Stow, and hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The Regional School Committee, hereinafter sometimes referred to as "the Committee," shall consist of one member from each member city or town (the term "city" and the term "town" will hereinafter be referred to jointly as "community"). The members of the Committee shall be appointed as hereinafter provided. All members will serve until their respective successors are appointed and qualified.

(B) Staggering of Terms

The terms of office shall begin on July 1 and shall be for three years. In order to have approximately one third of the terms of office expire at the end of each year, the initial term of office of a Committee member representing a newly admitted community may be for shorter than three years, said determination to be made by vote of the Committee (or by lot, if there is more than one community being newly admitted at the same time).

(C) Appointing Authority

Members who have been appointed to the School Committee by their respective Town Moderators prior to the July 1 date on which this amended language becomes effective shall serve out the remaining one, two or three years of their term. Beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

(D) Subsequent Terms of Office

Just prior to the conclusion of the initial terms spoken of in the subsection (B) above, the Appointing Authority of the member community will appoint a member of the Regional School Committee to serve a three year term beginning on July 1.

(E) Vacancies

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

(F) Organization

At the first meeting of the Regional School Committee held after July 1, the Committee shall organize and choose a Chairman and a Vice-Chairman from among its membership and will choose

a Secretary, who may or may not be from among its membership.

(G) Power and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this Agreement, and such other additional powers and duties as are specified in Section 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(H) Weighted Voting

Each member of the Regional School Committee will exercise a weighted vote, rounded to the nearest hundredth of a percent, which will be calculated and established as of July 1 of each year as follows. The first half of the weighted vote for all of the member communities will be the same. (For example, if hypothetically there were 16 member communities, then the first half of each member's weighted vote will be $1/16$ of 50%, which would be 3.125%). The second half of each member community's weighted vote will be computed as follows. Based on the official October 1 student enrollment figures as determined by the Department of Elementary and Secondary Education ("DESE"), or its successor agency, a four year "rolling average" of the school's enrollment from member communities, using the most recent year's October 1 enrollment figures and those from the three preceding years, will be established. Using the same methodology, each member community's average percentage of student enrollment from all of the member communities for that period, rounded to the nearest hundredth of a percent, will be established and will be used as the second half of that member community's weighted vote to become effective on the following July 1. (For example, if over the four year period a member community supplied an average of 8.67% of the school's enrollment from all of the member communities, then, beginning on the following July 1 and extending for the next year, the second half of that member community's weighted vote would be 8.67% of 50%, which would be 4.335%). The two halves will then be added together, and rounded to the nearest hundredth of a percent, to establish that community's total weighted vote. (For example, using the hypotheticals expressed above in this paragraph, the hypothetical community's total weighted vote as of the July 1 in question would be 3.125% plus 4.335%, which would add to 7.46%). Assuming that a quorum as defined in subsection (I) below is present, and except for a vote to approve the annual budget, to incur debt, or to approve an amendment to this Agreement, a combined total of weighted votes amounting to over 50% of the weighted votes present shall constitute majority approval.

In order to approve the District's annual budget, a combined total of weighted votes equal to or exceeding 66.67% of the weighted vote of the entire Committee (i.e., not merely two thirds of the weighted vote of those present) shall be required.

In order to incur debt, a two-thirds ($2/3$) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required. In order to approve an amendment to this Agreement, a three-fourths ($3/4$) vote of all of the members of the Regional School Committee, without regard for the weight of the votes, shall be required.

(I) Quorum

A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting.

SECTION II TYPE OF REGIONAL SCHOOL DISTRICT

The regional district school shall be a technical and vocational high school consisting of grades nine through twelve, inclusive. The Committee is also hereby authorized to establish and maintain such kinds of education, acting as trustees therefore, as may be provided by communities under the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon, including courses beyond the secondary school level in accordance with the provisions of Section 37A of said Chapter 74.

SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL

The regional district school shall be located within the geographical limits of the District, or within a radius of 5 miles from the intersection of Route 2 and Bedford Road, which intersection is in the town of Lincoln, provided that if a community where the school is located ceases to be a district member, the school may continue to be located in that community.

SECTION IV APPORTIONMENT AND PAYMENT OF COSTS

(A) Classification of Costs

For the purpose of apportioning assessments levied by the District against the member communities, costs shall be divided into two categories: capital costs and operating costs.

(B) Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including without limitation the cost of original equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

(C) Operating Costs

Operating costs shall include all costs not included in capital costs as defined in subsection IV (B), but including interest on temporary notes issued by the District in anticipation of revenue.

(D) Apportionment of Capital Costs

1. The following method will be used for apportioning capital costs incurred prior to July 1, 2016:

After first deducting any other sources of revenue that are appropriately applied against capital

costs, capital costs shall be annually apportioned to the towns which were members of the District as of June 30, 2016 for the ensuing fiscal year in the following manner. Each member town's share of capital costs for each fiscal year shall be determined by computing the ratio which the town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all the member towns on the said date, except that if there is an enrollment of fewer than five pupils from any member town in the regional district school on said date, such member town shall be deemed to have an enrollment of five pupils in the regional district school. For the purpose of this subsection, in computing this apportionment the persons enrolled in courses or programs referred to in subsection IV (F) shall not be included.

2. The following method will be used for apportioning capital costs incurred on or after July 1, 2016:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs which are incurred on or after July 1, 2016 shall be apportioned to the member communities annually for the ensuing fiscal year in the following manner (for illustration purposes only, examples of these calculations appear in Appendix A.)

a. Fifty percent (50%) of the capital costs will be apportioned to each of the member communities by computing the ratio which that community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, except that if there were an enrollment of fewer than one (1) pupil from any member community in the regional district school on any of the four (4) most recent October 1 dates, such member community will be deemed to have had an enrollment of one (1) pupil in the regional district school on said date.

b. An additional one percent (1%) of these costs will be apportioned to each of the member communities regardless of student enrollment.

c. The balance of these costs will be apportioned by applying DESE's combined effort yield (a measure of a community's ability to pay for education using property values and household incomes) to the percentage of each community's students (as defined by foundation enrollment) that are enrolled at Minuteman. The specific calculation is as follows:

- Each member community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, including the one (1) pupil minimum spoken of in 2,a above, will be identified.
- This average regional enrollment figure for each member community will be compared to that community's most recent October 1 "foundation enrollment" figure (determined by DESE), and the percentage of that community's most recent foundation enrollment figure which is comprised of that town's average regional enrollment figure will be computed.
- This percentage amount will be multiplied by the lesser of the "combined effort yield" or 100% of the "foundation budget" (using the most recent "final" numbers determined by DESE) for that community, resulting in a number to be called "combined effort yield at Minuteman".
- The numbers representing each community's "combined effort yield at Minuteman" will be totaled, and each community's percentage of that total (this percentage to be called "combined effort capital assessment share") will be computed.

- Each community's "combined effort capital assessment share" will be used to calculate the apportionment of the capital costs under this paragraph. (An example of the calculations described in this paragraph is found in the chart headed "Calculation Factor – Ch. 70 Combined Effort Capital Allocation" appearing on page 2 of Appendix A.)

In the event that changes occur at the state level in either the terminology or the calculation formulas that lie behind the terms used in this paragraph, the Committee will use a calculation approach which replicates the apportionment outcomes that would result from this paragraph if the terms of this paragraph were applied as of the effective date of this Regional Agreement.

(E) Apportionment of Operating Costs

The District will utilize the statutory method in the apportionment of operating costs. Pursuant to this method, the District will deduct from operating costs the total of any revenue from Chapter 70 state aid, Chapter 71 Regional Transportation Reimbursement, and any other revenue as determined by the Regional School Committee. The balance of all operating costs, except those described in subsection IV,F below, shall be apportioned to each member community as follows. Each member community's share of operating costs will be the sum of the following: (a) the member's required local contribution to the District as determined by the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner"); (b) the member's share of that portion of the District's net school spending, as defined by G.L. chapter 70, section 2, that exceeds the total of the required local contributions for all of the members; and (c) the member's share of costs for transportation and all other expenditures (exclusive of capital costs as defined in subsection IV,(B) above) that are not included in the District's net school spending. A member's share of (b) and (c) above will be calculated by computing the ratio which that member's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to the total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures.

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year for any courses or programs which are offered by the District to persons other than secondary students attending the regular day regional vocational school. Each member community's share of such special operating costs shall be apportioned by identifying each member community's enrollment and/or participation rate in said courses or programs as compared to the overall enrollment and/or participation rate in said courses or programs. Normally said share shall be paid by the members as a special assessment in the fiscal year following the year of the course or program offering, although exceptions may be made whereby the payment will be made during the fiscal year of the course or program offering.

(G) Times of Payment of Apportioned Costs

Each member shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V(B), of the capital and operating costs. The annual share of each member community shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

September 1	25%
December 1	60%
March 1	75%
May 1	100%

(H) Apportionment of Costs to New Members

1. The share of operating costs which will be paid by a new member community will be determined consistent with subsection IV(E) except that, for purposes of calculating that community's four (4) year rolling average of pupil enrollment, the number of "out of district" students from that community which were enrolled in the regional district school during each of the applicable four (4) years will be regarded as that community's "pupil enrollment" during those years for purposes of this calculation.

2. The Regional School Committee, prior to the admittance of a new member community, will have the option of negotiating a phase in of the amount of capital costs which will be assessed to that new member community during the first three years of membership in the District. Beginning no later than the fourth year of membership and thereafter, however, the new member community will be assessed the full capital cost apportionment that will result from an application of subsection IV(D).

(I) Incurring of Debt

Other than short-term borrowing for cash-flow purposes, the incurring of debt for purposes expressed in G.L. Chapter 71, section 16(d), will require at least a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the votes. If such a margin exists, the Committee must seek authorization for incurring debt by following the approach set out in G.L. Chapter 71, section 16, subsection (d). If one or more member communities vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via Chapter 71, section 16, subsection (n). If and when subsection (n) is utilized, and if the incurring of debt is approved via subsection (n), the following option will be open to a member community if a majority of the registered voters voting on the question from that community voted to disapprove the incurring of debt in the subsection (n) election. Said community may seek to withdraw from the District consistent with the procedure in Section IX, and, if the notice of withdrawal is sent consistent with Section IX within sixty (60) days of the subsection (n) election, that community will not be responsible for a share of the debt service attributable to this new debt even if that community's withdrawal from the District is not approved by a majority of the member communities as required by Section IX, or even if the withdrawal of said community is disapproved by the Commissioner. Communities whose resident voters disapprove the incurring of the debt in the subsection (n) election but which do not give a notice of withdrawal consistent with Section IX will remain members of the District and will share in the debt service for the new debt consistent with the apportionment process in this Section IV.

SECTION V BUDGET

(A) Tentative Operating and Maintenance Budget

The Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such fiscal year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member communities. The said Committee shall mail a copy to the chairman of the Board of Selectmen and the Finance or Advisory Committee, if any, of each member town at least fifteen days prior to the date on which the final operating and maintenance budget is adopted by the Committee, said copy to be itemized in a fashion consistent with DESE's chart of accounts.

(B) Final Operating and Maintenance Budget

After conducting a public hearing consistent with G.L. Chapter 71, section 38M, the Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said adoption of the budget will require a combined total of weighted votes equal to or exceeding 66.7% of the weighted vote of the entire Regional School Committee (i.e., not merely two-thirds of the weighted vote of those present at the meeting). Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member community shall be certified by the district treasurer to the treasurer of such member community within thirty days from the dates on which the annual operating and maintenance budget is adopted by the Committee, and each such community shall, at the next annual town meeting or meeting of the city council, appropriate the amounts so certified. The annual Regional School District budget shall require approval by the local appropriating authorities of at least two-thirds (2/3) of the member communities consistent with G.L. Chapter 71, section 16B.

SECTION VI TRANSPORTATION

School transportation shall be provided by the regional school district and the cost thereof shall be apportioned to the member communities as an operating cost.

SECTION VII AMENDMENTS

(A) Limitation

This Agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the right of the District to procure the means for payment thereof, provided that nothing in the section shall prevent the admission of new communities to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member community (which shall be acted upon as provided in Section IX), may be initiated by a vote of at least three-fourths (3/4) of all of the members of the Regional School Committee, without regard for the weight of the votes, so long as the proposed amendment was discussed as an agenda item at no less than one prior Committee meeting. Alternatively, a proposal for amendment may be initiated by a petition signed by at least 10 per cent of the registered voters of any one of the member communities. In the latter case, said petition shall contain at the end thereof a certification by the Municipal Clerk of such member community as to the number of registered voters in said community according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said community

and said petition shall be presented to the secretary of the Committee. In either case, the Secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen, or City Council, of each of the member communities that a proposal to amend this Agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof, and the City Council in each member city shall vote on said proposed amendment within two months of its submittal by the Committee. Such amendment shall take effect upon its acceptance by all of the member communities, acceptance by each community to be by a majority vote at a town meeting in the case of a town, or by majority vote of the City Council in the case of a city, and after approval by the Commissioner.

(C) Approval by Commissioner

All amendments to this Agreement are subject to the approval of the Commissioner.

SECTION VIII ADMISSION OF NEW COMMUNITIES

By an amendment of this Agreement adopted under and in accordance with Section VII above, any other community or communities may be admitted to the regional school district. The effective date for the admission of each such new member shall be the July 1 following the adoption by the District of such an amendment, the acceptance by all of the existing members, and the approval by the Commissioner. All of the above approvals must be completed by December 31 for the new member to be admitted on the following July 1. Such admission also shall be subject to compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.

SECTION IX WITHDRAWAL

(A) Procedure

Consistent with 603 CMR 41.03(2) the withdrawal of a member community can occur only as of July 1 of a given fiscal year. A notice of desire to withdraw must be initiated by a two-thirds (2/3) vote of the legislative body of the member community, which must occur no less than three (3) years prior to the desired July 1 withdrawal date. The Municipal Clerk of the community seeking to withdraw must notify the Regional School Committee in writing within seven (7) days of the vote of the legislative body that the two-thirds (2/3) vote has occurred, and the receipt of the notice of withdrawal will be acknowledged in the minutes at a Regional School Committee meeting. Within seven (7) days of its receipt, the District's Clerk will notify in writing the Municipal Clerks of all of the member communities that a notice of withdrawal has been received. Once this notice of withdrawal is given, it may not be rescinded without the unanimous consent of the members of the Regional School Committee. The withdrawal of a community will be allowed only if it is approved by a majority of the other member communities. A failure of the legislative body of a member community to vote disapproval of a requested withdrawal within sixty (60) days of the notice of withdrawal being submitted to the Regional School Committee will constitute approval. During this three (3) year notice period, the departing member will continue to be responsible for the following:

1. Payment of its share of operating costs apportioned by way of subsection IV(E).
2. Payment of its share of capital costs apportioned by way of subsection IV(D), except that no apportionment for a withdrawing member will be made for a share of debt that was disapproved by

the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after said disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I). Similarly, no apportionment for a withdrawing member will be made for a share of any debt incurred after the member has given a notice of withdrawal.

3. The withdrawing community shall continue to have a right to appoint and be represented by its member on the School Committee will full voting authority until the date of final withdrawal, on which date the withdrawing community member's term shall end.

(B) Continuing Obligations After Withdrawal

A departing member shall have no right or claim to the assets of the District, and a departing member shall continue to be responsible, after withdrawal, for the following:

1. Payment of its share of capital costs incurred prior to withdrawal apportioned by way of subsection IV(D), provided that for purposes of this apportionment the withdrawn community's enrollment shall be deemed to be its enrollment determined pursuant to subsection IV(D) immediately prior to the date of its notice of intent to withdraw, except that:

a. no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after which disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I); and,

b. no apportionment for a withdrawing member will be made for a share of debt that was incurred by the District following receipt of the withdrawing member's notice of intent to withdraw, such notice having not been rescinded.

(C) Commissioner's Approval

Consistent with 603 CMR 41.03(2) the withdrawal of any member requires the approval of the Commissioner of Education, and all requisite approvals must be obtained no later than the December 31 preceding the July 1 effective date of withdrawal.

(D) Amendment to Agreement

The withdrawal of a member which occurs consistent with this Section will, upon its completion, constitute an amendment to the Regional Agreement, regardless of the fact that said amendment was not processed via the procedure contained in Article VII.

(E) Initial Procedure for Withdrawal

Consistent with 603 CMR 41.03(2), the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston may withdraw from the District effective on the first July 1 after the first December 1 following the Commissioner of Education's approval of the 2016 Amended Regional Agreement, all of the following requirements having been met by each departing member:

- (a) On or before March 1, 2016, voted by simple majority of its legislative body to confirm its commitment to withdraw from the District;
- (b) On or before March 1, 2016, voted to approve the 2016 Amended Regional Agreement;
- (c) Approval of the 2016 Amended Regional Agreement by the Commissioner of Education.

A vote by any member to adopt the 2016 Amended Regional Agreement shall also constitute

approval of the withdrawal of any or all of the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston from the District pursuant to the Initial Procedure for Withdrawal.

The terms of School Committee members representing communities which withdraw under this Initial Procedure for Withdrawal shall end on the withdrawal date of the community which the member represents. No such community shall have any right or claim onto the assets of the District. Such communities shall continue to be responsible for their respective shares of the District's indebtedness as of the withdrawal date, except that no community withdrawing under this Initial Procedure for Withdrawal shall be responsible for District debt incurred after December 10, 2015.

SECTION X TUITION STUDENTS

(A)

The Committee may accept for enrollment in the regional district school pupils from communities other than member communities on a tuition basis. Income received by the District from tuition pupils and not previously deducted from operating costs shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV to the member communities, provided that income identified as a contribution to capital costs shall be applied to the capital budget.

(B)

Subject to state law, and applicable regulations, effective June 30, 2018, it shall be the policy of the District to admit out-of-district students only based on tuitions and charges equal or greater than the District's similarly-calculated average per pupil cost for in-district communities as determined by the Committee. Exceptions to this policy may only be made by two-thirds weighted vote of the Committee. The provisions of this paragraph (B) shall not apply to incoming school choice students under M.G.L. c. 76, § 12B.

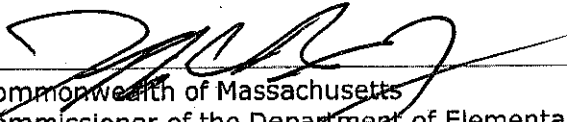
SECTION XI FISCAL YEAR

The fiscal year for the district shall run from July 1 to June 30.

SECTION XII SUBMISSION FOR APPROVAL

This Agreement shall be submitted for approval pursuant to the applicable provisions of Chapter 71 of the General Laws.

APPROVED:


Commonwealth of Massachusetts
Commissioner of the Department of Elementary
and Secondary Education

Dated



SUDBURY SELECT BOARD

Tuesday, June 28, 2022

7

MISCELLANEOUS (UNTIMED)

7: Update on Status of Town Manager Search Firm RFP

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Update on Status of Town Manager Search Firm RFP.

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
Select Board	Pending

06/28/2022 7:00 PM



DRAFT



SUDBURY SELECT BOARD

Tuesday, June 28, 2022

8

MISCELLANEOUS (UNTIMED)

8: Summer 2022 Select Board Newsletter Topic Discussion

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discuss topics to be assigned for Summer 2022 - Select Board newsletter. (~10 min).

Recommendations/Suggested Motion/Vote:

Background Information:

List of previous topics attached

Financial impact expected:N/A

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden Pending

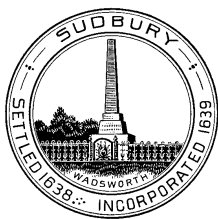
Henry L Hayes Pending

Jonathan Silverstein Pending

Jennifer Roberts Pending

Select Board Pending

06/28/2022 7:00 PM



Town of Sudbury

Office of Select Board

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

sbadmin@sudbury.ma.us

Date: June 22, 2022
To: Select Board
From: Leila Frank
Re: **Summer 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.

MAY 2022

New Select Board Member Lisa Kouchakdjian

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

SUMMER 2022 NEWSLETTER DEADLINES

SB Meeting to Discuss Topic Assignments- Tuesday, June 28
Submission Deadline- Monday, July 18
SB Meeting Approval- Tuesday, August 9



SUDBURY SELECT BOARD

Tuesday, June 28, 2022

9

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 5/17/22.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 5/17/22.

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

Select Board Pending

06/28/2022 7:00 PM

SUDBURY SELECT BOARD

TUESDAY, MAY 17, 2022

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

Present: Chair Charles Russo, Vice-Chair Janie Dretler, Select Board Member Daniel Carty, Select Board Member Lisa Kouchakdjian, Select Board Member Jennifer Roberts, Assistant Town Manager/Human Resources Director Maryanne Bilodeau

Also Present: Town Counsel Lee S. Smith

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:05 PM., via Zoom telecommunication mode.

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

Call to Order/Roll Call

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

Opening Remarks by Chair

- Recognition of first Select Board meeting as Chair
- New Combined Facilities Director, Sandra Duran, to join Town staff
- History Center at the Loring Parsonage to open on Friday
- “Sound of Summer” concert at Camp Sewataro
- Conservation Commission issued a Notice of Intent (NOI) for Camp Sewataro
- Sudbury Housing Trust announcing Mortgage Program

Opening Remarks by Town Manager

- Health Department Director Bill Murphy announced increased COVID incidents in Sudbury, and sent some 1,000 test kits to Sudbury schools; he encouraging masks be used indoors and recommended all continue to received COVID booster shots
- DPW currently working on street sweeping; requests no parking on Town streets during this time

Reports from Select Board

Vice-Chair Dretler:

- Extended thoughts to those Buffalo, NY residents affected by recent shootings and the security guard who was killed
- Concern regarding increasing COVID rate at Sudbury schools; asked all to wear masks

Board Member Carty:

- Opening of new playground at the Loring School
- Welcomed the new Combined Facilities Director

Board Member Roberts:

- Congratulated new appointments of Chair Russo and Vice-Chair Dretler to the Select Board
- Looking forward to discussing Select Board goals and liaison assignments
- Thanked DPW for efforts made with cleaning of Town streets, said her street looks good
- Young children and families most affected by increased COVID rate in Town; advised all to wear masks indoors
- Today the FDA approved COVID booster for 5 to 11-year-old children
- Memorial Day Parade on May 30th and several events at the Town cemeteries

Board Member Kouchakdjian had nothing to add.

Citizen's comments on items not on agenda

Resident Colin Warwick, 16 Maynard Farm Circle, detailed proposal to memorialize the 300th anniversary of the Town Center. He provided a brief chronological history of this Anniversary. He thanked Town Manager Hayes for approving placement of the Tricentennial banner at Town Hall.

Town Historian Jan Hardenbergh, 7 Tippling Rock Road, mentioned that tours of the historical Sudbury Center are being considered.

Resident Len Simon, 40 Meadowbrook Circle, recommended the Select Board introduce a code of ethics for all Town Boards, Commissions, Committees. He offered to provide outline for such a code of ethics.

FY21 Audit Presentation by James Powers and Jessica Greene of Powers & Sullivan, LLC

Present: James Powers of Powers & Sullivan, LLC; Finance Director Dennis Keohane

Mr. Powers provided the FY21 Audit presentation.

Mr. Powers reviewed the FY21 Audit, adding that the Town was in excellent financial condition with great leadership especially during the past difficult years.

Mr. Powers reviewed the Compliance Audit, Schedule of Expenditures and Federal Awards. He explained that ARPA funding would appear in next year's audit report.

Mr. Powers addressed questions/comments presented by the Select Board Members.

Mr. Powers highlighted various sections of the Compliance Audit, and reviewed sections to include: the Statistical Section (reflective of a ten-year history), the Retirement Section including Net Pension Liability and OPEB trust considerations.

Board Member Roberts inquired about the timing of the yearly audit. Mr. Keohane commented that the February/March timeframe was preferable.

Resident Manish Sharma, 77 Colonial Drive, asked about audits Powers has had in the last three years in Sudbury. He commented about potential opportunity for the Town in the next three years. Mr. Powers said such audits were based on historic data and there were no significant deficiency findings. Mr. Powers confirmed that his firm did not provide forecasting.

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.

Present: Sudbury Historical Commission (SHC) Chair Chris Hagger, 233 Nobscot Road; Sudbury Historic Districts Commission (SHDC) Chair Fred Taylor, 38 Cider Mill Road; Jennifer Doherty, Local Government Programs Coordinator, Massachusetts Historical Commission; Sudbury Historical Commission Alternate Chris Durall, 14 Hayden Circle

Mr. Hagger presented the “Becoming a Certified Local Government” PowerPoint document, originated by Jennifer Doherty, Local Government Programs Coordinator, Massachusetts Historical Commission; and William Francis Galvin, Secretary of the Commonwealth – Chairman, Massachusetts Historical Commission, dated January 14, 2022.

Mr. Hagger acknowledged Certified Local Government Program provided funding to local governments, and was navigated by the National Parks Services via US Department of the Interior. He stated there were only 27 certified local governments within the State, and 10% of such funding is provided to the Certified Local Governments. He noted that a Certified Local Government can apply for grant funding every year, unlike other community historical commissions/committees in the State.

Mr. Hagger noted that SHC member Chris Durall, had offered to help Planning and Community Development Director Adam Duchesneau with the related application process.

Ms. Doherty confirmed a certified coordinator would be assigned, and detailed related requirements. She stated a MOA (Memorandum of Agreement) would be created between the SHC and the SHDC.

Board Member Kouchakdjian maintained the historic value of Sudbury was very important, and happy to hear there would be no changes to Town processes. Board Members agreed the program sounded great.

Mr. Durall agreed to assume the role of certified coordinator, stressing the grant would complement CPC funds.

Board Member Roberts motioned 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. Board Member Carty seconded the motion.

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

VOTED: 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.

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

Chair Russo recommended endorsing the sustainability goals as recently included. Board Members were in agreement.

Board Member Kouchakdjian explained the SMART goal-setting approach, where one person drafts the related goals/deliverables; and brings the draft to the Board for review. Board Member Kouchakdjian offered to utilize the SMART process and bring her deliverable/goal draft to the Board for review.

Board Member Roberts presented her “Proposed Deliverables for Select Board Goal of *Sustainability and Climate Change Initiatives*” draft for Board review.

Goals #1 through #6 were assigned to Board Members:

- | | |
|--|-------------------|
| • Sustainability and Climate Change Initiatives | Jen Roberts |
| • Advance to Construction Phase – Bruce Freeman Rail Trail | Janie Dretler |
| • Expand (Normalize) and Fund Transportation Option | Dan Carty |
| • Refine Issues/research/make decisions re: LS Regional and Assessment Process/Vocational Education Access | Lisa Kouchakdjian |
| • Plan and Support ARPA Funding Spending | Charles Russo |
| • Evaluate Current State and Best use of Sewataro | Charles Russo |

Board Members agreed to submit perspective goal/deliverable drafts by Tuesday, May 23 for final review at the May 31 Select Board meeting.

Discussion and vote 2022 Select Board Liaison Assignments

Chair Russo suggested updating the Board liaison assignments in consideration of restructuring of the Select Board.

Board Members agreed on liaison assignments:

Chair Russo:

Zoning Board of Appeals, Planning Board (lead), Finance Committee, Ponds & Waterways, Design Review Board, Earth Removal, Land Acquisition Review Committee, Medical Reserve Corp, Cultural Council, Town Manager/Town Departments, Town Moderator, Lincoln Board of Selectmen, Town Historian, Agricultural Commission, Community Preservation Committee (CPC)

Vice-Chair Dretler:

Board of Health, Capital Improvement Advisory Committee (CIAC), BFRT Advisory Task Force, Memorial Day Parade Committee, Park & Recreation Commission, Sudbury Public Schools, Memorial Day Parade Committee, M.A.G.I.C., Sudbury Housing Trust (lead),

Member Carty:

Board of Assessors, Goodnow Library Trustees, Planning Board, Transportation Committee, Sudbury Public Schools (lead), Sudbury Water District, M.B.T.A.

Member Roberts:

Finance Committee, Energy and Sustainability Committee, Board of Health (lead), Diversity, Inclusion and Equity, Chamber of Commerce, Commission on Disability, Council on Aging, Community Preservation Committee (CPC)

Member Kouchakdjian:

L-S Regional High School, Conservation Commission, Permanent Building Committee, Sudbury Housing Authority, Historical Commission, Historical Districts Commission, Military Support Network

Chair Russo read in the words of the motion. Member Roberts moved in the words of the Chair. Member Kouchakdjian seconded the motion.

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

VOTED: To approve the “Sudbury Select Board Liaison and Committee Assignments 2022-2023, as edited this evening; subject to verification from Town Counsel regarding two-member liaison assignments

Mr. Manish Sharma, 77 Colonial Road asked Assistant Town Manager Bilodeau if she could contact the State regarding the auditor’s report. He added the Town should get a full financial picture with the goal of reducing taxes in Town.

Discussion and possible vote on Town Forum topics, dates, and formats

Vice-Chair Dretler acknowledged that two Town Forums could be considered.

Board Members discussed possible Forum topics.

Vice-Chair Dretler acknowledged that the Town sustainability directive included that a related public hearing take place within 90 days of approval.

Vice-Chair Dretler confirmed she would further research the Sustainability topic for a Town Forum. Assistant Town Manager Bilodeau commented that October might be a preferred time to schedule the Forum.

Vice-Chair Dretler recommended the Forum topic be discussed at the July 26th Select Board meeting.

Review the Select Board Spring 2022 Newsletter Articles and approve for distribution

Board reviewed the Lisa Kouchakdjian Newsletter Article, as written by Vice-Chair Dretler.

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

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

VOTED: To approve the Select Board Spring 2022 Newsletter Article and approve for distribution

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

Chair Russo commented about the ARPA framework moving forward, and suggested the Board consolidate the existing list and members rank ARPA items and submit that ranking to staff.

Related group discussion took place.

Chair Russo stated the ARPA consolidation listing would be discussed at the May 31 Select Board meeting.

Annual Town Meeting recap and discussion of potential methods to improve the delivery of information to voters

Chair Russo explained a letter had been received from the DEI (Diversity, Equity, Inclusion) Commission regarding Town Meeting being scheduled on a religious holiday.

Board Members discussed various aspects to consider for upcoming Town Meetings:

Vice-Chair Dretler Janie suggested improved Town Meeting engagement, via expanded advertising, related information to be posted on multiple on-line options/social media. She recommended that prospective dates for future Town Meetings be more fully explored.

Board Member Kouchakdjian noted she had reviewed the DEI meeting, stressing that Town Meeting scheduling was not intentional, and suggested the Town consider all holidays when scheduling future Town Meetings and related Town events. She noted that this presents an opportunity to learn, and suggested updating Town calendars to reflect such holidays.

Board Member Carty acknowledged that the Town operates by following Bylaws and could possibly delay scheduling for 7 days, and carefully review holidays or consider changing the Bylaws for Town Meeting scheduling.

Chair Russo commented that the Town of Westford recently established a scheduling committee to address this aspect. He suggested the Board continue consideration of the topic.

Board Member Roberts recommended that a subcommittee or task force might handle this issue, and put forth a calendar to present to the Board well before the scheduling of a Town Meeting.

DEI Co-Chair Nuha E. Muntasser, 193 Dutton Road, acknowledged that the Town Meeting scheduling was not intentional, and this presents a learning opportunity to allow all residents to be present at the Town Meeting. She read aloud the May 2nd DEI statement, and urged the Town to consult religious calendars. She suggested that virtual Town Meetings become practice, as well as extending the voting period.

Ms. Muntasser confirmed she had contacted a representative at the State House regarding this issue.

Resident and Chair of COA Kay Bell, 348 Old Lancaster Road, spoke as individual who was involved with helping with preparation of Annual Town Meeting. She stated that everyone did everything they could, and DEI has brought forth an educational opportunity. Ms. Bell encouraged that the term of the DEI Commission be extended, adding that direct democracy typifies Sudbury and goes back to its historical beginnings.

Recess

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

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

VOTED: To recess for five minutes

The Select Board meeting resumed at 11:18 PM

Vote to review and possibly approve open session minutes of 4/5/22

Chair Russo acknowledged there were several edits, and confirmed he would review the minutes and bring them back to the Board for review/approval.

Citizen's Comments (cont.)

None

Upcoming agenda items

May 31

- Vote on extension of Transportation Committee
- ARPA List Consolidation
- Select Board Goals Review/Guidance from Town Counsel
- Fairbank Discussion
- Climate/Energy Items
- Remote Meeting Update – Board Member Roberts mentioned sending letter to legislators
- Re-organization of Subcommittees

Future Agenda Items

- Solar Panels
- Executive Session review

Consent Calendar

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

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

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

VOTED: To sign a Proclamation recognizing May 15-21, 2022 as National Public Works Week (NPWW)

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

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

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

VOTED: To enter into the Town record and congratulate Carmela Silvia of Girl Scout Troop 72466 for having achieved the Girl Scout Gold Award.

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

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

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

VOTED: To sign Proclamation for Reverend Joel Guillemette, Pastor of Sudbury United Methodist Church, on his upcoming retirement.

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).

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

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

VOTED: 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).

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

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

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

VOTED: 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.

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.

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

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

VOTED: 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.

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.

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

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

VOTED: 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.

Adjourn

Vice-Chair Dretler motioned to adjourn the Select Board Meeting. Board Member Roberts seconded the motion.

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

VOTED: To adjourn the Select Board meeting

Being there was no further business, the meeting adjourned at 11:40 PM.



SUDBURY SELECT BOARD

Tuesday, June 28, 2022

MISCELLANEOUS (UNTIMED)**10: 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
Select Board	Pending

06/28/2022 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
July 12	Public Hearing to present CWMP update by DPW Director Dan Nason and Rosemary Blacquier of Woodard and Curran
	Public Hearing discuss possible fall Town Meeting
July 14, 7:00-9:00 PM	Town Forum (via Zoom): Climate Change and Sustainability in Sudbury
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
	Comprehensive Wastewater Management Plan (CWMP) update – public hearing
	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
	Select Board Retreat (Member Dretler)
	Sidewalks discussion
	Solar Panels
	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)

Attachment 10.a: Upcoming items 06.28.22 (5302 : Upcoming agenda items)

	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training	10.a
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, June 28, 2022

MISCELLANEOUS (UNTIMED)**11: 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
Select Board	Pending

06/28/2022 7:00 PM



SUDBURY SELECT BOARD

Tuesday, June 28, 2022

CONSENT CALENDAR ITEM**12: Approve FY23 MWRTA amendment contract extension****REQUESTOR SECTION**

Date of request:

Requestor: Debra Galloway, Senior Center Director

Formal Title: Vote to approve the FY23 amendment extending the contract between the MetroWest Regional Transit Authority and the Town of Sudbury to provide transportation services for elderly and disabled persons through the Council on Aging effective July 1, 2022, as requested by Debra Galloway, Senior Center Director, said Agreement to be executed by the Town Manager.

Recommendations/Suggested Motion/Vote: Vote to approve the FY23 amendment extending the contract between the MetroWest Regional Transit Authority and the Town of Sudbury to provide transportation services for elderly and disabled persons through the Council on Aging effective July 1, 2022, as requested by Debra Galloway, Senior Center Director, said Agreement to be executed by the Town Manager.

Background Information:

Financial impact expected:\$135,000 (not to exceed) payment by Metrowest Regional Transit Authority to Town

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

06/28/2022 7:00 PM



METROWEST REGIONAL TRANSIT AUTHORITY
Public Transportation System

15 Blandin Avenue, Framingham, MA 01702
Ph. (508) 935 2222 ■ Fax (508) 935 2225 ■ www.mwrta.com

CONTRACT EXTENSION
BY AND BETWEEN
THE TOWN OF SUDBURY
AND
THE METROWEST REGIONAL TRANSIT AUTHORITY

THIS AGREEMENT is made this 1st day of July 2022 by and between the TOWN OF SUDBURY, MA, a municipal corporation hereinafter referred to as the "TOWN" and the METROWEST REGIONAL TRANSIT AUTHORITY ("MWRTA"), a body politic and corporate and political subdivision of the Commonwealth of Massachusetts, hereinafter referred to as the "RTA."

The TOWN and the MWRTA agree to extend the contract for elderly and disabled transportation services, between the parties dated June 12, 2013 and last amended on July 1, 2015, for one additional year, through June 30, 2023.

The terms and conditions of said contract in the amount of \$135,000.00 are hereby ratified and affirmed.

IN WITNESS WHEREOF the parties hereto have caused this extension to be executed by their duly authorized officers on the day and year first written above.

MetroWest Regional Transit Authority
By:

Town of SUDBURY
By:

Edward J. Carr, Administrator

Dated: _____

Approved as to form:

General Counsel

Dated: _____

Dated: _____

Approved as to form:

Town Counsel

Dated: _____



SUDBURY SELECT BOARD

Tuesday, June 28, 2022

CONSENT CALENDAR ITEM**13: Approve FY23 contract with Minuteman Library Network**REQUESTOR SECTION

Date of request:

Requestor: Esme Green, Goodnow Library Director

Formal Title: Vote to approve the FY23 contract between the Town on behalf of the Goodnow Library (Participant) and Minuteman Library Network, Inc. for the purchase, installation and maintenance of telecommunications equipment provided to the Goodnow Library for participation in the Network, effective July 1, 2022, as requested by the Goodnow Library Director, said Agreement to be executed by the Town Manager.

Recommendations/Suggested Motion/Vote: Vote to approve the FY23 contract between the Town on behalf of the Goodnow Library (Participant) and Minuteman Library Network, Inc. for the purchase, installation and maintenance of telecommunications equipment provided to the Goodnow Library for participation in the Network, effective July 1, 2022, as requested by the Goodnow Library Director, said Agreement to be executed by the Town Manager.

Background Information:

This contract continues services provided under previous agreements for purchase and maintenance of telecommunications equipment for participating libraries in the Minuteman Library Network

Financial impact expected: Budgeted share of Network costs: \$68,167

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

06/28/2022 7:00 PM

AGREEMENT

Agreement made as of this 1st day of July, 2022, by and between the Board of Sudbury's **Goodnow Library** ("PARTICIPANT"), and Minuteman Library Network, Incorporated ("MINUTEMAN"), a Massachusetts non-profit corporation which is a multi-type library cooperative. In consideration of the undertakings of the Goodnow Library as PARTICIPANT (sometimes hereinafter called a "Participating Library") and MINUTEMAN, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the undersigned, it is herein agreed by PARTICIPANT and MINUTEMAN as follows:

1. MINUTEMAN shall provide for the purchase, installation, and maintenance of hardware and software, to be located either at the MLN Central Site, 10 Strathmore Road, Natick, Massachusetts 01760 (hereinafter called "CENTRAL SITE"), or at cloud server locations approved by the Board of Directors.
2. Minuteman shall purchase, install, and maintain at each library and branches telecommunications equipment as may be necessary for a library's participation in the automated network system. Participating Libraries shall be responsible for insuring all telecommunication equipment provided by Minuteman in their buildings. Participating libraries shall purchase their own computers, scanners and other devices needed to operate the MINUTEMAN system. Libraries will support and maintain hardware and operating systems at adequate levels required for connection to the MINUTEMAN system. Participating libraries shall purchase their own labels, library cards, and such other supplies as may be necessary for participation in the MINUTEMAN system. Supplies purchased under this paragraph for use with the MINUTEMAN system shall meet all specifications as shall be established under the operating rules of MINUTEMAN.
3. MINUTEMAN shall provide computer and office facilities, personnel and operating services necessary to run the Network. MINUTEMAN shall use its best efforts to make the system available to the Participating Libraries whenever any participant is scheduled to use the system.

MINUTEMAN shall not be held responsible or liable for time lost during periods of routine system maintenance, equipment or system failure, except that it shall do everything reasonably within its power to ensure that problems are corrected as soon as possible. MINUTEMAN shall use its best efforts to cause copies to be made of all software and files daily and to make appropriate arrangements to store said software and files safely at least once per week.

4. MINUTEMAN shall annually make a determination of Network costs to be shared by Participating Libraries during the next fiscal year, which shall run from July 1 until June 30 of the following calendar year. These costs will represent the total amount to be assessed by shared formula and the total to be assessed as Digital Content.
5. All Participating Libraries shall share in the annual Network operating costs, as delineated in the following three components:
 - a. Costs assessed by formula. The total costs to be assessed by formula are increased by 5% (the amount to be credited for Resource Sharing), and then allocated to each library by the following percentages:
 - Acquisitions - 28.5% of the assessment total is divided among each member using the average number of items added by the PARTICIPANT in the last three fiscal years as a percentage of the total added
 - FTE - 2% - using the numbers reported to the Massachusetts Board of Library Commissioners on the ARIS report for the last complete fiscal year or the numbers reported to Minuteman by participants who do not file the ARIS.
 - Population - 2% - using data from the MA Department of Revenue or as reported by academic libraries for their school population.
 - Simultaneous user sessions - 17.5% - The maximum count of Simultaneous User Licenses as requested by PARTICIPANT. PARTICIPANT reserves 14 simultaneous users, which reflect number of staff connections to the Integrated Library System-Sierra for the period ending June 30, 2023.
 - Circulation - 18.3% - using the average number of circulations in the last three fiscal years
 - Shared equally - 31.7% - dividing the percentage by the number of members at time of budget approval. (41 for FY2023)
 - 5% resource sharing credit – credited based on the percentage of items PARTICIPANT sent out to other member libraries via network transfer.
 - b. Costs for Digital Content. The network shall annually set a digital content budget which shall be assessed to members as follows:
 - \$500 per PARTICIPANT
 - The remainder of the budget shared by PARTICIPANT'S percentage of the total usage of the network shared collection in the previous fiscal year.
 - c. Telecommunications. The direct cost for MINUTEMAN to provide data lines for Internet Access needed for access to MLN Servers or other resources is assessed to PARTICIPANT.

6. Participating Libraries may withdraw from the MINUTEMAN system by terminating membership in MINUTEMAN in accordance with the MINUTEMAN bylaws. All costs and other charges due to MINUTEMAN shall be computed and paid up to the official date of termination.

Participating Libraries retain ownership of their database records and may receive copies in machine-readable form. MINUTEMAN shall make available, upon written request, a suitable copy of the patron and bibliographic entries of the requesting member in the common shared database. The requesting member shall pay all costs incurred by MINUTEMAN in the recovery, copying and transmittal of those records.

Libraries which withdraw from MINUTEMAN forego all monetary interest in Minuteman assets, including Central Site hardware or software, at the time of termination, notwithstanding any provision for general dissolution of the Corporation as provided by the Minuteman bylaws.

7. MINUTEMAN agrees to protect the confidentiality of circulation and patron records, and further agrees not to make such records available outside of the MINUTEMAN system except if such records are subpoenaed by a governmental authority or with the consent of the Participating Library or Libraries contributing the records. Nothing in this paragraph shall be construed to prohibit MINUTEMAN from contracting with other parties to perform record-processing or data conversion, nor shall this paragraph prohibit MINUTEMAN from merging or interfacing its database with any other for the purpose of providing better library service.

Participating Libraries agree to maintain the confidentiality of system software, together with all materials and knowledge related thereto, and agrees not to disclose the system software in any form to any person or entity other than to employees of the Participating Library having a need to obtain such disclosure in the ordinary course of their employment. Participating Libraries agree to maintain confidentiality of all patron records and transactions, including names, addresses, contact information, and borrowing history, except if such records are subpoenaed by a governmental authority.

8. The obligations of Participating Libraries hereunder with regard to the expenditure of money in each fiscal year shall be subject to and contingent upon the availability of appropriated funds through either Town Meeting or City Council action, Reserve Fund Transfer, or other funding procedure. The MINUTEMAN budget shall be presented and approved not later than the January Membership meeting preceding the July 1st fiscal year commencement. Payment and signed Network Agreement of any Participating Library hereunder shall be due August 1st of the fiscal year for which services are provided. Failure of a Participating Library to return the signed Network Agreement and to make full payment by September 29, 2022 without

adequate explanation to the Board of Directors will result in the loss of training and consulting privileges until both are received. Payment and Network Agreement more than 90 days (October 31) late without prior approval of the Board of Directors will be cause for termination of services and potentially, termination of membership to the Participating Library.

9. PARTICIPANT'S share of Network costs for the period ending June 30, 2023, as determined under paragraph 5 is:

a. Costs assessed by formula:	\$	<u>42503</u>
b. Digital Content:	\$	<u>24344</u>
c. Telecommunications:	\$	<u>1320</u>
Total:	\$	<u>68167</u>

10. Locations where PARTICIPANT will deploy core ILS software provided by MINUTEMAN that accesses patron data and circulation functions are to be listed here, with an indication of whether MINUTEMAN has agreed to supply telecommunications equipment and/or data connections to the location.

Main Library: Goodnow Library
 Address: 21 Concord Road
 Sudbury, MA 01776

Data Line provided by MINUTEMAN? Yes
 Router provided by MINUTEMAN? Yes
 Switch(es) provided by MINUTEMAN? No Number: 0

Branch Libraries: None
 Branch Library Equipment:

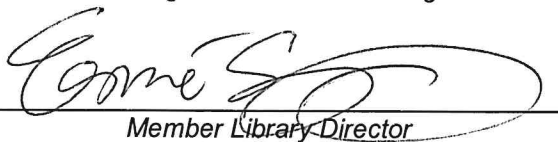
11. Nothing in this Agreement shall be construed as creating any liability on the part of any party hereto for any defect or failure in services or equipment owned, operated or provided by MINUTEMAN or the Participating Library.
12. The Participant agrees to the bylaws of MINUTEMAN and the obligations and responsibilities stated therein, including but not limited to; regular attendance at all Membership meetings and full participation in resource sharing. The Board of Directors will review situations in which a Participating Library fails to meet these obligations and requirements, and will recommend appropriate action to Membership.
13. This Agreement embodies the entire understanding and agreement between parties, and no inducement, promise, term, condition or obligation is made or entered into by either party if not set forth herein or incorporated herein by reference. The

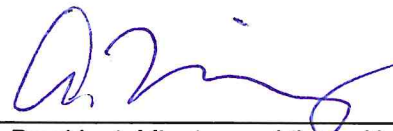
Agreement may be amended by an instrument signed by both parties and no other mode of amendment shall be effective.

14. This Agreement must be signed and returned to the Minuteman Library Network, 10 Strathmore Road, Natick, MA 01760, by August 1, 2022.

WITNESS our respective hands and seals as of this 1st day of July, 2022.

Authorized Signature for Network Agreement


Member Library Director



President, Minuteman Library Network, Inc.


Library Trustee/Dean

**SUDBURY SELECT BOARD**

Tuesday, June 28, 2022

CONSENT CALENDAR ITEM**14: Sept 11 Memorial Garden Committee appointment****REQUESTOR SECTION**

Date of request:

Requestor: Beth Farrell, Committee Chair

Formal Title: Vote to appoint Kathleen Precourt, 63 Harness Lane, to the Sept. 11 Memorial Garden Oversight Committee for a term expiring 5/31/25.

Recommendations/Suggested Motion/Vote: Vote to appoint Kathleen Precourt, 63 Harness Lane, to the Sept. 11 Memorial Garden Oversight Committee for a term expiring 5/31/25.

Background Information:

Attached application and recommendation from committee.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

06/28/2022 7:00 PM

Application Form**Profile**

Kathleen

First Name

Precourt

Middle Initial

Last Name

Email Address

63 Harness Lane

Home Address

Suite or Apt

Sudbury

City

MA

State

01776

Postal Code

Primary Phone

Alternate Phone

Question applies to multiple boards

MAY 2022 TERM EXPIRATION STATUS: Do you wish to be REAPPOINTED☐ Yes ☒ No**Which Boards would you like to apply for?**

Board of Registrars: Appointed

Sudbury Residency**# Years Lived in Sudbury**

30

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

September 11th Memorial Garden

Please describe your experience pertinent to this board/committee.

Care about the memory of 9-11, knew Cora Holland, a gardener, married to the stone guy

Do you have previous municipal experience? If so, in what capacity have you served?

FnCom, School Committee, Original Town Manager Committee

What is your educational background?

Unv of Maine

Retired ☺

Employer

Job Title

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

Town Interest

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

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

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

☒ I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

Kathleen Precourt

From: Beth Farrell <kmfarrell313@earthlink.net>
Sent: Monday, June 20, 2022 7:35 AM
To: Town Clerk <clerk@sudbury.ma.us>
Cc: Hayes, Henry <HayesH@sudbury.ma.us>; Beth V Farrell <kmfarrell313@earthlink.com>; Goodrich, Rachel <rgoodrich1@comcast.net>; Heather Halsey <halseyh@mac.com>; Steve Holland <sholland@ltcg.com>; connie Marotta <camarotta@verizon.net>; Newman, Kathy <newmanteddy@comcast.net>; Kirsten Roopenian <kdagne1@aol.com>; kprecourt@gmail.com
Subject: Committee Appointment Recommendation

Good morning. I'm not sure who the appropriate recipient is for this, but wanted to make the Town aware that the September 11th Memorial Garden Committee met last Thursday morning. At that meeting, members were able to speak with Kathy Precourt, who applied for our vacant position. The Committee voted unanimously to recommend to appoint Ms. Precourt to the Committee immediately.

Thank you so much for you assistance with this.

Beth Farrell
Chairperson
September 11th Memorial Garden Committee

Attachment 14.b: Sept 11 appt email (5332 : Sept 11 Memorial Garden Committee appointment)