

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:

- Congratulated Sudbury Public Schools and PlaySudbury on the 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, Historic 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 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 Commission on Disability 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.

05/17/22 SB Meeting - Documents & Exhibits

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

Attachments:

- 4.a Becoming a Certified Local Government 2022-01-14
- 4.b CLG Prog Guidelines-MA100400

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

Attachments:

- 5.a BOS-Goals-2021
- 5.b Sudbury SB Goal Setting - 2021 Dec 13
- 5.c Select Board Sustainability Climate Change Goal Deliverables DRAFT 04.05.22

6. Discussion and vote 2022 Select Board Liaison Assignments. (~15 min.)

Attachments:

- 6.a Copy of LIAISON LIST 2021-22

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

Attachments:

- 7.a Sudbury Town Forums

8. Review the Select Board Spring 2022 Newsletter articles and approve for distribution (~10 min)

Attachments:

- 8.a Sudbury Newsletter Spring 2022_SB
- 8.b SB Newsletter Previous Topics_03.09.22

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

Attachments:

- 9.a Press Release - ARPA
- 9.b ARPA Listening Session_v2

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

Attachments:

- 10.a ARTICLE 29
- 10.b May 16, 2022 SDEIC Letter to Select Board
- 10.c ARTICLE 58_ATM 2022

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

Attachments:

- 11.a SB_draft1_4.05.22B_min_for_review

13. Upcoming agenda items

Attachments:

13.a Upcoming items 05.17.22

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

Attachments:

14.a Public_works_proclamation_2022_signed

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

Attachments:

15.a Girl Scout Gold Ltr May2022

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

Attachments:

16.a Pastor Joel_proclamation

17. 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).

Attachments:

17.a RE_Award Adjustment_FY2022 Automated External Defibrillator Award

18. 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.

Attachments:

18.a ARPA Request 2