

## SUDBURY SELECT BOARD

TUESDAY, MAY 31, 2022

(Meeting can be viewed at [www.sudburytv.org](http://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, Town Manager Henry Hayes, Jr.

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:11 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, Carty-present, Roberts-present, Dretler-present, Russo-present

### **Opening Remarks by Chair**

- Thanked all for participating in special Memorial Day events; Sudbury is one of few communities to continue the tradition of the great Memorial Day Parade
- Family Pride Day on June 11; attended Historical Preservation Public Forum on June 23, Mill Village Art Festival
- Water restrictions in force

### **Reports from Town Manager**

- Diversity, Equity and Inclusion (DEI) Commission “Sudbury Lived Experiences: Storytelling for Change
- The Spring 2022 Newsletter
- Historic Preservation Plan – Public Forum June 23 at 7:00 PM
- Camp Sewataro – “Sounds of Summer Concert on Thursday, June 16 from 4:00 PM to 8:00 PM
- Town Manager Hayes confirmed he was experiencing technical difficulties

### **Reports from Select Board**

Board Member Roberts:

- Attended Memorial Day events in Sudbury, representing a great Town commemoration
- Shared the web address for the DEI Commission “Lived Experience Program” survey, sharing experiences and policy changes

Vice-Chair Dreter:

- Announced tomorrow begins the first day of Pride month in June.
- MAGIC (Minuteman Advisory Group on Interlocal Coordination) Legislative lunch meeting
- Middle School and High School students working on their projects; Select Board received project plan from LSRHS students seeking to provide free feminine hygiene products
- Thanked all who helped with Memorial Day events

Board Member Carty:

- Acknowledged Senior Week at LSRHS and congratulated those graduating
- Asked that everyone be mindful of turtles crossing the street, especially near wetlands

Board Member Kouchakdjian had nothing further to report.

### **Citizen's Comments**

Resident Manish Sharma shared his end of school year congratulations to all Sudbury students, teachers and education staff.

### **Town Manager to introduce Sandra Duran, Combined Facilities Director, to the Select Board**

Present: Sandra Duran, Combined Facilities Director

Town Manager Hayes introduced Ms. Duran and welcomed her to Sudbury. Ms. Duran provided a summary of her related employment experience.

Board Members welcomed Ms. Duran.

### **Consent Calendar**

### **Vote to enter into the Town record and congratulate Walker Fryling, Andre Singer, Lucas Smith, and Daniel Vona of BSA Scout Troop 61 for having achieved the high honor of Eagle Scout**

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

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

VOTED: To enter into the Town record and congratulate Walker Fryling, Andre Singer, Lucas Smith, and Daniel Vona of BSA Scout Troop 61 for having achieved the high honor of Eagle Scout.

### **Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Monday, July 4, 2022 from 7:00 AM through approximately 12:00 PM, subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion**

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

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

VOTED: To Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Monday, July 4, 2022 from 7:00 AM through approximately 12:00 PM, subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.

**Solect - DPW Building Roof Solar Panels Project - costs inflation discussion with Energy and Sustainability Committee & Permanent Building Committee**

Chair Russo mentioned associated cost inflation, and noted that questions regarding utility and roofing needed further explanation. Town Manager Hayes confirmed the Town was not ready to move forward with the Solect solar panels project at this time.

**Discussion relative to the construction of the Fairbank Community Center and potential replenishment of funds**

Present: Jeff D'Amico, Compass Project Manager/Owners Representative; Dennis Keohane, Finance Director

Mr. D'Amico provided update regarding the breakdown of the \$1.6 funding regarding project financing/contingency aspect.

Mr. D'Amico reviewed various items from the document distributed to the Board Members:

- Current Budget Status
- Recent Fairbank finding approved recently at Town Meeting and kitchen equipment grant funding
- Contingency Needs
- Remaining Risks (movers, commissioning, furniture, fixtures & Equipment and Technology equipment purchases)

Board Member Kouchakdjian asked Mr. D'Amico about preferred recommendation for the Town. Mr. D'Amico responded the preference would be to fund an additional \$1.6 million as contingency funding.

Mr. Keohane recommended consideration of ARPA funding as a more immediate funding option, otherwise a Town Meeting vote, or sale of real estate might be considered. Board Member Carty commented that this use was in keeping with the spirit of ARPA. Vice-Chair Dretler stated that the Fairbank Building serves as an emergency center for the Town, which is in the spirit of ARPA funding. Board Member Roberts spoke of other likely ARPA-related purposing at the Fairbank Center including school infrastructure, Park & Recreation and COA (Council on Aging).

Mr. D'Amico addressed inflationary considerations and stressed that a Board vote taken at this meeting would allow the PBC (Permanent Building Committee) to navigate necessary decisions more immediately, and would advance better management of the project

Jennifer Pincus, PBC member, 25 Blueberry Lane, stated if the vote could take place within a couple of weeks it would help.

Board Member Kouchakdjian motioned to allot \$1.6 million dollars of ARPA funds for the Fairbank Center project. Vice-Chair Dretler seconded the motion.

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

VOTED: To allot \$1.6 million dollars of ARPA funds for the Fairbank Center project

Resident Manish Sharma suggested conducting related funding discussions with local banks and vendors in order to optimize many options for funding.

Mr. D'Amico stated that energy rebates were being explored.

Resident Scott Smigler suggested the Board review Finance Committee and CIAC (Capital Improvement Advisory Committee) comments on this matter.

**Discussion and vote whether to approve submittal of application to the Massachusetts One Stop Grant Program in the amount of \$250,000 for conceptual/preliminary wastewater design for Phase 1/1A Sewer Project of the Comprehensive Wastewater Management Program (CWMP)**

Present: Dan Nason, DPW Director, Rosemary Blacquir of Woodard & Curran

Mr. Nason provided detail regarding the Stop Grant Program and requested the Select Board endorse an application letter to apply for related grant funding in the amount of \$250,000. He explained that the grant funds would be allocated to hydrogeological studies at the Curtis Middle School, recognizance associated with wastewater treatment aspects in potentially historical areas, continued wastewater-related public outreach and community involvement planning.

Chair Russo asked about time limitations regarding the historical area studies now being performed as well as studies performed in 2006. Ms. Blacquir stated she would investigate those time considerations.

Board members agreed with seeking such funding via grants.

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

VOTED: To approve submittal of application to the Massachusetts One Stop Grant Program in the amount of \$250,000 for conceptual/preliminary wastewater design for Phase 1/1A Sewer Project of the Comprehensive Wastewater Management Program (CWMP), as requested by DPW Director Dan Nason.

**Discussion and vote American Rescue Plan Act (ARPA) funding requests**

Chair Russo noted that ARPA funding should be regarded as a living document, and not absolute.

Board Member Kouchakdjian suggested Board considerations regarding space needs assessment and vocational education needs that might arise.

Funding requests discussed by the Board included:

HOPEsudbury – Community Resource Fund - \$75,000

Resident and HOPEsudbury member Melissa Perla, 30 Pelham Road, confirmed that HOPEsudbury is an independent organization with funding via the Sudbury Health Department. She stressed that COVID times have seen unprecedented need and that HOPEsudbury fills a gap.

Police Department - Medical Equipment – One time - \$9,500

Sudbury Community Food Pantry COVID-19 Mitigation - \$100,000

Fire Department – Fire Station #2 living/office addition increased project costs – one-time - \$1,000,000

Sudbury Housing Trust – COVID Small Grant Program for deferred maintenance due to COVID loss of income – one-time - \$75,000

Sudbury Housing Trust – Housing – Mortgage Assistance Program – one-time - \$75,000

Police Department – Body Camera/Cruiser Camera Program – Ongoing - \$150,000

Planning & Community Development Department – Consultant/Economic Development Consultant – one-time - \$35,000

Commission on Disability - Information Systems – Website – Scan of all documents - \$35,000

Fire Department - Opioid Impacts Offset - \$12,500

Sudbury Housing Trust – Tenant Rental Assistance Program for residents impacted by COVID – one-time - \$125,000

Park & Recreation – Transit Passenger Van – one-time/on-going - \$100,000

Board Member Carty expressed concern regarding the request. Board Member Kouchakdjian stated that her support was contingent on the van being wheelchair accessible.

Town Manager Hayes confirmed that driving of the van would require very specialized training.

Board Members were in favor of the request, with exception of Board Member Carty.

DEI - Funds to hire a consultant/trainer to assist with development of the DEI Commissioner’s mission and action steps – one-time - \$15,000

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

It was on motion 5-0; Roberts-aye, Kouchakdjian-aye, Carty-aye, Dretler-aye, Russo-aye VOTED: To move forward with ARPA requests discussed, pending further information from Powers & Sullivan, LLC and Finance Director Dennis Keohane

### **Recess**

Board Member Kouchakdjian motioned the Board to recess for five minutes. Vice-Chair Dretler seconded the motion.

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

VOTED: To recess for five minutes

The meeting resumed at 10:17 PM

**Discussion and vote whether to extend Transportation Committee terms**

Select Board Member and Transportation Committee Chair Carty stated the Transportation Committee was requesting an extension of the Committee for another year, and making some minor modifications to the mission statement and change of membership.

Board Member Carty noted that DPW Director Dan Nason wanted to change his Committee membership status from member to advisory member.

Chair Russo suggested that the Transportation Board submit primary recommendations by the end of the summer. Board Member Carty confirmed he would present that request to the Committee members.

Board Member Kouchakdjian motioned to extend the Transportation Committee to May 31, 2023, incorporating edits to the Mission statement. Board Member Roberts seconded the motion.

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

VOTED: To extend the Transportation Committee to May 31, 2023, incorporating edits to the Mission statement

Board Member Roberts motioned to extend the membership terms of Transportation Committee members to May 31, 2023. Board Member Kouchakdjian seconded the motion.

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

VOTED: To extend the Transportation Committee to May 31, 2023, incorporating edits to the Mission statement

**Reorganization of Select Board subcommittees and discussion of liaisons when more than one**

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

VOTED: To release the opinion from Town Counsel Lee Smith regarding subcommittee formations and liaison assignments

Chair Russo read Attorney Smith's opinion aloud, highlighting two-member subcommittee formations, assignment of two Select Board liaisons to different boards, and acceptable hosting of Select Board Office Hours sessions.

Board Member Kouchakdjian suggested that members could direct further comments/questions to Open Government at (617) 963-2540.

Board Member Roberts motioned to appoint Board Member Lisa Kouchakdjian to the Select Board Policies/Procedures Subcommittee replacing former Select Board Member Bill Schineller. Member Dretler seconded. Vice-Chair Dretler seconded the motion.

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

VOTED: To appoint Board Member Lisa Kouchakdjian to the Select Board Policies/Procedures Subcommittee, replacing former Select Board Member Bill Schineller

Board Member Kouchakdjian motioned to disband the Camp Sewataro Select Board Subcommittee. Vice-Chair Dretler seconded the motion.

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

VOTED: To disband the Camp Sewataro Select Board Subcommittee

### **Town Forum protocol discussion**

Vice-Chair Dretler provided update regarding a Resiliency/Sustainability Town Forum as voted regarding Article 58 at Town Meeting. July 14, 2022 was presented as a possible date for the Town Forum. She mentioned Forum participation to include Fire Chief Whalen, Director of Planning and Community Development Adam Duchesneau, Environmental Planner Beth Suedmeyer, Lori Capone, Conservation Coordinator, and the possibility of the Energy and sustainability staff person from the Town of Acton.

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

Board Member Kouchakdjian confirmed that she would research the vocational education piece and provide an update to the Select Board.

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

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

VOTED: To approve the Motion to vote to approve the finalizing deliverables for Select Board 2022 Annual Goals, as discussed at this meeting.

Vice-Chair Dretler confirmed the deliverables would be included on the Town website tomorrow.

### **Vote to review and possibly approve the open session minutes of 4/5/22 and 4/26/22**

#### **4/5/22 Minutes**

Board Member Carty motioned to approve the 4/5/22 minutes, as amended. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the 4/5/22 minutes, as amended

#### **4/26/22 Minutes**

Board Member Carty motioned to approve the 4/26/22 minutes, as amended. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the 4/26/22 minutes, as amended

**Citizens Comments (cont.)**

There were no added comments.

**Upcoming agenda items:**

June 14

- Office Hours –July 14<sup>th</sup> at 12 Noon with Board Members Roberts and Kouchakdjian
- Board/Committee Reappointments
- Town Forum discussion
- ARPA discussion

Future agenda items:

- SudburyTV/Cable discussion with Jeff Winston
- Regional Housing
- Antisemitism Discussion
- KPI for construction projects coming up in the next 12 months
- Decision regarding Fall Town Meeting

**Adjourn**

Chair Russo motioned to adjourn open session and not return to open session, after meeting in executive session. Vice-Chair Dretler seconded the motion.

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

VOTED: To adjourn open session and not return to open session, after meeting and adjourning in executive session.

There being no further business, the meeting adjourned at 11:41 PM.



## **05/31/22 SB Documents & Exhibits**

1. Vote to enter executive session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Town Manager) pursuant to General Laws chapter 30A, §21(a)(paragraph 2).

**Attachments:**

1.a H Hayes Signed Contract 3-3-20

3. Town Manager to introduce Sandra Duran, Combined Facilities Director, to the Select Board.

**Attachments:**

3.a S\_Duran\_email

6. Discussion and vote American Rescue Plan Act (ARPA) funding requests. (~30 min.)

**Attachments:**

6.a ARPA - Sudbury compiled requests COMPILED

6.b ARPA Funds Status 5-24-2022

7. Discussion and vote whether to extend Transportation Committee terms.

**Attachments:**

7.a Sudbury-Transportation-Committee-Mission-Statement updated 05272022Dcarty

7.b Sudbury-Transportation-Committee-Mission-Statement

7.c Members » Sudbury Transportation Committee

8. Discussion and vote whether to approve submittal of application to the Massachusetts One Stop Grant Program in the amount of \$250,000 for conceptual/preliminary wastewater design for Phase 1/1A Sewer Project of the Comprehensive Wastewater Management Program (CWMP), as requested by DPW Director Dan Nason.

**Attachments:**

8.a Sudbury Select Board Authorization Letter\_Kennealy

9. Reorganization of Select Board subcommittees and discussion of liaisons when there are more than one.

**Attachments:**

9.a LIAISON LIST 2022-2023 Draft

10. Town Forum Protocol discussion

**Attachments:**

10.a Town Forum Bylaw

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

**Attachments:**

11.a BOS-Goals-2021

11.b Sudbury SB Goal Setting - 2021 Dec 13

11.c Select Board Sustainability\_Climate Change Goal Deliverables DRAFT 05.31.22

11.d SB 2022 Goals for ARPA and Sewataro

11.e FW\_Updated Goal Worksheet from 5\_17\_22

11.f Voc Tech Goal LISA

- 11.g SMART goals - Transportation
- 11.h Goal Setting SB 2022 Final 5-24-22 with SMART Goals added

12. Vote to review and possibly approve the open session minutes of 4/5/22 and 4/26/22.

**Attachments:**

- 12.a SB\_draft1\_4.05.22B\_min\_FINAL accepted edits
- 12.b SB\_draft1\_4.05.22B\_min\_FINAL with edits
- 12.c SB\_draft1\_4.26.22\_min\_for\_review

14. Upcoming agenda items

**Attachments:**

- 14.a Upcoming items 05.31.22

15. Vote to enter into the Town record and congratulate Walker Fryling, Andre Singer, Lucas Smith, and Daniel Vona of BSA Scout Troop 61 for having achieved the high honor of Eagle Scout.

**Attachments:**

- 15.a Fryling\_Walker\_Troop 61
- 15.b Singer\_Andre\_Troop 61
- 15.c Smith\_Lucas\_Troop 61
- 15.d Vona\_Daniel\_Troop 61

16. Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the “Sudbury July 4th Road Race” on Monday, July 4, 2022 from 7:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

**Attachments:**

- 16.a 4th of July Race Approvals 2022
- 16.b July 4th Road Race 2022 application\_SB
- 16.c July 4th Road Race Addendum