



SUDBURY SELECT BOARD
TUESDAY SEPTEMBER 27, 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
			Public comments on items not on agenda
MISCELLANEOUS			
1.			Discussion on Sustainability Coordinator. Sandra Duran, Combined Facilities Director, to attend.
2.			Key Performance Indicators (KPI) quarterly update on major projects
3.		<i>VOTE</i>	Discussion and update on the Diversity, Equity & Inclusion (DEI) Commission, and possible vote on changes to the mission statement.
4.		<i>VOTE</i>	Review and possible vote to update and/or accept Sudbury's Board of Selectmen Statement of Mission and Values for Determining Goals, last updated 2005.
5.			Vocational education update
6.			Bruce Freeman Rail Trail "Community Summit" report back.
7.			Public Comments (cont)
8.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 7/12/22.
9.			Upcoming agenda items
CONSENT CALENDAR			
10.		<i>VOTE</i>	Vote to accept the resignation of Patricia Lewis, 32 Old Framingham Road, Unit 6, from the Council on Aging, and send a thank you letter for her service to the Town.

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
11.		<i>VOTE</i>	Vote to accept resignation of Peju Champion, 138 Peakham Road, from the Diversity, Equity and Inclusion Commission (DEIC) and send a thank you letter for her service to the Town.
12.		<i>VOTE</i>	Vote to accept resignation of Fred Taylor, 38 Cider Mill Road, from the Historic Districts Commission and send a thank you letter for his service to the Town.
13.		<i>VOTE</i>	Vote to accept resignation of Randi Korn, 21 Pine Ridge Road, from the Commission on Disability, and send a thank you letter for her service to the Town.
14.		<i>VOTE</i>	Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday November 19, 2022, from 10:00 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.
15.		<i>VOTE</i>	Vote to accept a \$300 donation from Lois Schiappa to the Sudbury Senior Center Donation Account as requested by Debra Galloway, Senior Center Director.
16.		<i>VOTE</i>	Discussion and possible vote on allocation and distribution of \$4000 of FY23 Discretionary Funds, as requested by the Town Social Worker.
17.		<i>VOTE / SIGN</i>	Vote to approve award of contract by the Interim Town Manager for payroll and related services to be contracted with Harper’s Payroll Services at the estimated cost amounts inclusive of implementation as set forth for the Town and Sudbury Public Schools in its proposal dated September 15, 2022; and further to execute any documents related thereto.

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



SUDBURY SELECT BOARD

Tuesday, September 27, 2022

1

MISCELLANEOUS (UNTIMED)

1: Discussion on Sustainability Coordinator

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Discussion on Sustainability Coordinator. Sandra Duran, Combined Facilities Director, to attend.

Recommendations/Suggested Motion/Vote: attached job description

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Sandra Duran, Combined Facilities Director

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

09/27/2022 7:00 PM

SUSTAINABILITY COORDINATOR

Position Purpose

The Sustainability Coordinator will support the development and implementation of actions, policy, and program decisions to ensure the Town of Sudbury is a leader among the Commonwealth in addressing environmental sustainability, including but not limited to: assistance to divisions in the development of resilience and adaptation strategies for the effects of a changing climate; the creation of departmental strategies, goals and benchmarks for mitigating carbon emissions in response to objectives and priorities set by the Town and the development and implementation of educational materials and programs that capitalize on the potential of the Town of Sudbury's public-facing sites and programs to raise awareness among our community about environmental sustainability. Reporting directly to the Facilities Director, the primary role of the Sustainability Coordinator will be to direct and coordinate Town sustainability actions including, but not limited to, resiliency and climate mitigation and adaptation actions called for in the Town's Master Plan, Hazard Mitigation Plan, and Municipal Vulnerability Preparedness Plan.

The Sustainability Coordinator will lead the development, planning, and implementation of initiatives to reduce the Town's ecological footprint, integrate sustainability and resiliency throughout town-wide operations, and protect the long-term well-being of the Town and its residents.

Supervision

Supervision Scope: Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to interpret guidelines, policies, procedures, and practices.

Supervision Received: Works under the direction of the Facilities Director, following department rules, regulations, and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Functions independently in directing and coordinating functional aspects of the position, referring to the Facilities Director on proposed revisions or exceptions to policies.

Supervision Given: Provides collaborative, functional guidance on Town sustainability initiatives to other Department staff and Town departments.

Work Environment

Work is performed in a typical municipal office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.

Operates all department computers and technologies, calculator, telephones and/or dispatching equipment, copier, facsimile machine, and all other standard office equipment. Some equipment may be specialized to a particular department.

Makes frequent contact with Town department staff, public officials, general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.

Has access to department related confidential information.

Errors could result in delay or loss of service and possible legal ramifications.

Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Coordinates the overall execution, mission, and efficacy of the Town's sustainability program.

Designs and implements *new* departmental sustainability strategies to address various environmental concerns including energy use, conservation, adaptation to climate change, reduction of pollution, recycling, and general education on sustainability and environmental science.

Works closely with various departments and coordinates with Facility Department to facilitate the future energy conservation projects throughout the Town buildings and K-8 Schools.

Plans and makes policy recommendations to address the impacts of climate change and how Town sites may become more resilient to them through adaptation interventions, preparedness, and recovery programs.

Coordinates educational and outreach initiatives related to sustainability, science, and climate change (such as educational materials, signage, and programming) with the Town's communications and marketing team and divisional leadership.

Ensures the Town's compliance with all sustainability-related directives, executive orders and policies of the Commonwealth.

Supports and participates in climate-related intra and interagency committees, working groups, task forces, etc., including working with the Energy and Sustainability Committee.

Take a lead role in preparing and publishing a written Climate Mobilization Action Plan (CMAP) for the Town that meets the standards in the Climate Emergency Declaration passed by Town Meeting within 12 months of the start date.

Address relevant sustainability, resiliency, and environmental Action Items as specified in the Master Plan.

Coordinate sustainability data collection efforts, including community-wide greenhouse gas inventory studies.

Take a lead role in establishing S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, and Time-bound) goals to annually assess and report on progress against key performance indicators to Town

officials and residents at Town Meeting and other public forums.

Facilitate strategic partnerships across all Town departments, Committees, and Boards to advance the Town's sustainability goals, including integration of climate consideration into Town planning processes, department operations, and decision-making.

Collaborate with and leverage the technical expertise and Town-specific knowledge of existing Town boards and committees, such as the Energy and Sustainability Committee.

Coordinate the overall execution, mission, and efficacy of the Town's sustainability program.

Partner with Town and School departments, residents, and the commercial sector to coordinate and implement energy efficiency, waste reduction, water conservation, clean transportation, greenhouse gas reduction, climate adaptation, and resiliency projects and programs.

Lead the process of obtaining grants and other funding resources to support sustainability goals from a broad portfolio of potential sources (local, state, or private), and coordinate efforts with Town staff and other partners to solicit funding.

Convene and lead an advisory team of municipal representatives and Town residents to advance the Climate Mobilization Action Plan, and serve as staff liaison to the broader community, including proactive community outreach, feedback solicitation, and engagement across communication channels (i.e., an official town website, in-person forums, social media, and newsletters).

Design and implement education, communication, and training programs for Town residents and employees related to the Town's sustainability goals and projects.

Perform other tasks as assigned by the Facilities Director.

Recommended Minimum Qualifications

Education, Training, and Experience:

Bachelor's or higher degree in environmental science, urban affairs/planning, sustainability studies, public administration/policy, physical sciences, sociology, engineering, business administration, or other relevant disciplines. Master's degree or higher preferred. At least 5 years of relevant work experience in independently managing complex projects from start to successful completion. Experience developing public education/communication programs related to sustainability, particularly the ability to effectively communicate technical/quantitative information to non-technical audiences.

A commitment to the highest standards of scientific integrity, transparency in decision-making, and fact-based public policy.

Must have a valid driver's license.

Must be CORI/SORI compliant.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of municipal, corporate, and/or academic sustainability program

management; experience in developing, implementing, and maintaining environmental management programs. Thorough knowledge of office procedures, practices, and terminology. Thorough knowledge of departmental operations. Working knowledge of municipal operations. Knowledge of the operation of computer software applications. Knowledge of Town bylaws, state and federal laws and regulations. Expert presentation and communications skills and a proven track record of public speaking and outreach. Excellent teamwork skills including relationship building and effective problem resolution; ability to guide towards outcomes while listening to and working closely with the general public, Town staff, and other stakeholders having diverse backgrounds and opinions.

Ability: Ability to communicate effectively and tactfully with staff, Town departments, officials, and the public. Ability to compose correspondence. Ability to work independently, while effectively handling a broad portfolio that includes both time-bound and ongoing projects and tasks with budget management considerations. Ability to recognize and resolve problems with minimal administrative intervention. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Analytical ability. Ability to maintain and manage records. Ability to work effectively and productively under time constraints to meet deadlines. Must be able to operate a personal computer and/or laptop, and display intermediate to advanced skill when using software programs for word processing, database, spreadsheets, and other software as required by the position.

Skill: Excellent customer service and interpersonal skills; ability to diffuse difficult situations and conflicts. Excellent written and oral communications skills. Strong organizational skills. Skill in identification and utilization of new information resources. Skill with numbers and budgets. Skill in all of the above listed tools and equipment.

Physical Requirements

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Operates a keyboard and calculator at an efficient speed. Regularly required to operate office objects, tools, or controls, and move paper, files and other common office objects. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details and numbers. Tasks require the ability to communicate orally. Some outside field work may be required.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)



MISCELLANEOUS (UNTIMED)

2: KPI update

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Key Performance Indicators (KPI) quarterly update on major projects

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM

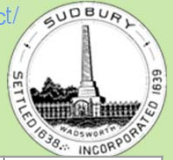
Update: 2022-09-15

*Sandra Duran,
Staff Project Lead*

Original Target	Current Target
2024	2024

Fairbank Community Center

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



Goal: Replacement of current building		
Risk		Controls (Options)
Secure OPM, take from feasibility to design phases	Low	<ul style="list-style-type: none"> ● RFQ clearly states deadline.
Final Design to Construction	Low	<ul style="list-style-type: none"> ● 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	\$31,332,000

Milestone	Original	Current <u>(Actual)</u>	Notes	Funding Source	Appropriated	Unspent	Contracts
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. Site mobilization was completed successfully. Drainage structures have been installed and foundation work has begun. During the excavation for the foundation soils containing construction debris and organics were found. Analysis and discussion regarding soils ability to be used on site are ongoing. Current forecasted project delay due to soil conditions is expected to be approximately 3 weeks, as of 9/15/22. Quantifies "owned" by the Town vs. those believed to be "contracted" per the GC appear to be different. Discussions regarding quantities are ongoing; however, the Contractor who does not agree with our understanding of what soil removal was already contracted has been directed to proceed under Protest. Pool closure at end of August enabled contractor to create temporary exits and the pool was able to open to the public as of September 10 th .	2020 ATM (passed Nov 2020 Ballot) Fund 3192	\$28,832,000	\$26,888,131	<u>OPM:</u> Compass Project Management & Samiotes Consultants, Inc. <u>Architect:</u> Bargmann Hendrie+Archetype, Inc. \$1,943,869 spent to date
				ARPA funds Fund 1846	\$400,000	\$304,931	Town and SWD agreement for water main work. \$95,069 spent to date
				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 in light of higher project bidding results
Demolition	2024						
Project Completion	2024						
				TOTAL	\$31,332,000	\$29,293,062	

Tracking Started: 2021-01-21

Tracking Started: 2021-01-21

Attachment2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-06-23

Sandra Duran,
Staff Project Lead

Original Target	Current Target
2024	2024

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


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	\$30,932,000

Milestone	Original	Current (Actual)	Notes	Funding Source	Appropriated	Unspent	Contracts
<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.	2020 ATM (passed Nov 2020 Ballot) Fund 3192	\$28,832,000	\$27,715,375.66	OPM: Compass Project Management & Samiotes Consultants, Inc. Architect: Bargmann Hendrie+Archetype, Inc. \$1,643,256.70 spent to date
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.	ARPA funds Fund 1846	\$400,000	\$400,000	Town and SWD agreement for water main work.
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.	2022ATM, Article 23 Fund 3192	\$200,000	\$200,000	Furniture, Fixtures, Equipment
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.	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 in light of higher project bidding results
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.				
				TOTAL	\$30,932,000	\$27,188,743.30	

Tracking Started: 2021-01-21

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-03-08

Bill Barletta,
Staff Project Lead

Original Target	Current Target
2024	2024

Fairbank Community Center

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


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	\$28,832,000

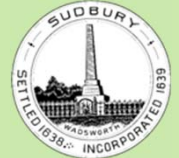
Milestone	Original	Current (Actual)	Notes	Funding Source	Appropriated	Unspent	Contracts
<ul style="list-style-type: none"> Interview and select OPM Architect / Designer Selection CMR Selection 	<ul style="list-style-type: none"> 2021-01-29 2021 FEB 2021 SUMMER 	Completed 2021 April	Compass. 14 RFQ proposals 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.	2020 Annual Town Meeting (passed Nov 2020 Ballot)	\$28,832,000	\$27,715,375.66	OPM: Compass Project Management & Samiotes Consultants, Inc. Architect: Bargmann Hendrie+Archetype, Inc. \$608,842 spent to date
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.	ARPA Funds - Fairbank Community Center - replacement water lines	\$400,000	\$	Town and SWD in an understanding to get this work completed.
Early Bid packages (if needed). Schematic Design and Design Development phases. Value engineering. Contractor Prequalification. ZBA, Design Review, and Planning Bd. Hearings.	2021 FALL		Early Bid Packages not needed. Schematic Design and 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 and in process of evaluation, to be complete in January 2022. The project is on schedule.	Furniture, Fixtures, Equipment	\$200,000		2022ATM, Article pending
Design, Approvals and Bid Preparation		Final in process March 2022	Planning Board and Variance approvals received. Final estimates only a fraction above prior estimates, minimal adjustment were needed to remain within budget. May ATM Warrant Articles submitted for Audio Visual Equipment, Furniture, Fixtures and Equipment.. These would be incorporated in the project at a subsequent point as construction can begin. Pool Filtration will be funded and contracted separately upon approval of a Facilities Department article by Town Meeting. All general and sub contractors have been prequalified by Prequalification Committee. All user input incorporated in the plans. Design completion for bidding is behind schedule. Mechanicals are of specific concern as they are a critical component. Compass is working with BH+A to recover schedule.	Audio/Visual equipment	\$300,000	\$	2022ATM, Article pending
Bidding	2022 Feb	2022 March		Released Contingency	\$2,070,045		\$103,697
Construction	2022 MAY - 2023 DEC		Construction to begin, duration of 20 months.	TOTAL	\$28,832,000	\$27,715,375.66	
Demolition	2024						
Project completion	2024						

Tracking Started: 2021-01-21

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-08-31

Law Office

Eversource Litigation<https://sudbury.ma.us/selectboard/category/spotlight/eversource/>**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	<ul style="list-style-type: none"> Track and reinforce processes and consult with Counsel on matters that may violate them

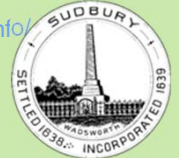
Original Plan	Current Budget
\$185,000	\$1,495,000

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	\$ 145,503.22	\$ 4,496.78
0011206/550121	ATM 5/21 Art 14	\$ 150,000.00	\$ -	\$ 150,000.00
Total Balance:		\$ 1,495,000.00	\$ 1,340,503.22	\$ 154,496.78

Tracking Started: 2021-02-09

Attachment2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-09-07

Adam Duchesneau,
Staff Project Lead**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.

Original Target	Current Target
2024	2024

Risk		Controls (Options)
FY22 State Funding at risk Final Design misses advertising deadline	Low	<ul style="list-style-type: none"> Final Design completed and Construction RFP was advertised Ongoing 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 additions if funds remain

Original Plan	Current Budget
\$1,171,967	\$1,958,417

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 - VHB 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 - VHB 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 Design
Final Design Contract Signed	2020-10-31	(2020-11-05)		2017 Town Meeting (for advancing design)	\$330,000	\$0	<ul style="list-style-type: none"> 25% Structural Jacobs (\$146,700) Leaves \$183,300 for 75/100% 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	25% Jacobs Amendment
100% Design Submitted to MassDOT	2021-10-25	(2022-1-18)	DONE.	2018 Special Town Meeting (for advancing design)	\$650,000	\$163,213.46	Fuss & O'Neill Design
Final Design Submitted to MassDOT	2021-12-15	(2022-05-17)	DONE.	2022 Town Meeting (for final design and construction oversight)	\$500,000	\$500,000	Fuss & O'Neill Design and Construction Oversight
MassDOT Advertises Construction RFP	2022-04-23	(2022-08-06)	DONE.				
Trail Complete	2024		MPO TIP Funding programmed for FY22. Estimate 2 year construction.	TOTAL	\$1,958,417	\$663,213.46	

Tracking Started: 2019-03-02

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-09-07

Adam Duchesneau,
Staff Project Lead**CSX Extension (Bruce Freeman Rail Trail Phase 3A) - Design and Construction****Goal:** Design and construction of the Bruce Freeman Rail Trail extension south of the intersection with the Mass Central Rail Trail.

Original Target	Current Target
2025	2025

Risk		Controls (Options)
MassTrails will only reimburse 80% of funds expended by June 30, 2023	Low	<ul style="list-style-type: none"> Spend \$300,000 on design and construction by June 30, 2023 Ongoing dialogue with MassTrails Grant Program

Original Plan	Current Budget
\$540,000	\$540,000

Milestone	Original	Current (Actual)	Notes
Topographic Survey Complete	2023-02-28		
Wetlands Delineation Complete	2023-02-28		
Alternatives Analysis	2023-03-31		
Concept Development	2023-04-30		
Design to Route 20/Boston Post Road (first ¼ mile) Finalized	2023-06-30		
Trail extension complete	2025		

Funding Source	Appropriated	Unspent	Contracts
2022 Town Meeting	\$300,000	\$300,000	Fuss & O'Neill Design
MassTrails Grant	\$240,000	\$240,000	Fuss & O'Neill Design
TOTAL	\$540,000	\$540,000	

Tracking Started: 2022-09-07

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-9-17-22

PBC
Project Lead**Town Hall Restoration/ Rehabilitation Design (2017 Town Meeting Article 31)****Goal: Upgrades, adjustments and repairs to increase utilization of Town resource within historic district**

Original Target	Current Target
2026?	2026?

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. 9/17/22 Update: Project still on Hold
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	

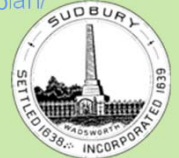
Tracking Started: 2017 Town Meeting

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-09-15

Town Manager, Human
Resources & Facilities
Staff Project Lead

ADA Self-Assessment & Transition Plan

<https://sudbury.ma.us/townmanager/2021/04/09/ada-evaluation-and-transition-plan/>


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

Original Target	Current Target
2026?	2026?

Risk	Controls (Options)
ADA non-compliant inventory of facilities and assets should be remedied as best as practicable.	<ul style="list-style-type: none"> Utilize Self-Assessment and Transition Plan files, along with feedback from others to identify mitigation strategies.

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

Milestone	Original	Current (Actual)	Notes
Recommendations and actions	March through June 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.
	July through September 2022		<p>An accessible path was created at the Noyes School correcting a significantly deteriorated path enabling students of all abilities to exit safely from the building.</p> <p>An accessible path was created at the Nixon School correcting an unstable deteriorated path that connects the school building to the playground.</p> <p>Accessible sinks and cabinets were installed in the Noyes School. Nixon School will receive handicap sinks in three classrooms and the Art room this fall to support two students who use wheelchairs.</p> <p>Haynes School will receive handicap sinks in a classroom, the art room and the music room to support a new student who will use a wheelchair beginning this fall.</p> <p>Meeting with COD Sub-committee on 9/23/22</p>
Project completion	2026?		

Funding Source	Appropriated	Unspent	Matters Addressed
2022 ATM, Article 32	\$200,000	\$200,000	\$20,000 has been used to create accessible routes at Nixon and Noyes Schools.
	\$	\$0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$200,000	\$200,000	

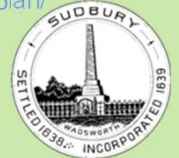
Tracking Started: 2021-04-09

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-06-23

Town Manager, Human
Resources & Facilities
Staff Project Lead

ADA Self-Assessment & Transition Plan

<https://sudbury.ma.us/townmanager/2021/04/09/ada-evaluation-and-transition-plan/>


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

Original Target	Current Target
2026?	2026?

Risk	Controls (Options)
ADA non-compliant inventory of facilities and assets should be remedied as best as practicable.	<ul style="list-style-type: none"> Utilize Self-Assessment and Transition Plan files, along with feedback from others to identify mitigation strategies.

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.
			See next slide 9/15/22
Project completion	2026?		

Funding Source	Appropriated	Unspent	Matters Addressed
2022 ATM, Article 32	\$200,000	\$200,000	\$20,000 has been used to create accessible routes at Nixon and Noyes Schools.
	\$	\$0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$200,000	\$200,000	

Tracking Started: 2021-04-09

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-09-01

Dan Nason,
Staff Project Lead

Comprehensive Wastewater Management Plan (CWMP) Updates

<https://sudbury.ma.us/dpw/cwmp/>


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

Original Target	Current Target
2021	2022

Risk		Controls (Options)
Public Outreach/Education & Gaining Support for CWMP and Future Town Meeting	Low	<ul style="list-style-type: none"> 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 will continue to seek grant/funding opportunities and will continue outreach with the public on 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 September anticipated completion. Final report is complete and will be filed with MEPA later this month.
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	\$1,300	Contract on Budget \$498,700 expended through August
	\$	\$0	
	\$	\$	
	\$	\$	
	\$	\$	
TOTAL	\$500,000	\$1,300	

Tracking Started: 2021-04-15

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-09-17

American Rescue Plan Act - ARPA<https://sudbury.ma.us/ARPA>**Select Board**

Original Target	Current Target
2024-2026	2026

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. ARPA Flashvote Results
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. Allocation decision-01/18/22, Listening Session-03/24/22, Allocation decision-05/28/22; another \$78,000 allocated for IT Hybrid Meetings
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	Expenditures
Town Allocation	\$2,057,260.44	\$0.00	\$2,041,000 allocated on/by 18 Jan 2022
County Allocation	\$3,817,753.34	\$387,013.78	\$3,447,000 allocated on 28 May 2022
	\$	\$309,013.78	\$78,000 allocated on 6/28/22
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$5,875,013.78	\$387,013.78	

Tracking Started: 2021-11-04

Attachment2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-09-15

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



Original Plan	Current Budget
\$ 4,300,000	\$ 6,249,100

Milestone	Original	Current (Actual)	Notes
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.
Bidding			Phase 1 Construction Documents completed April 2022. Estimated Project Cost - \$5,356,000. A bid viewing was held at Fire Station No. 2 on June 23, 2022. Bids are due on July 14, 2022 at 2:00pm. Original project scope bid out as "Base Bid" and three "Add Alternates" to maximize contract aware ability. Bids received July 14, 2022. Apparent low bidder was Construction Dynamics. Base Bid - \$4,427,000 Add Alternate 1 - \$17,500 Add Alternate 2 - \$58,000 Add Alternate 3 - \$22,000
Contracting			Notice of Award was provided to Construction Dynamics on August 17, 2022. Pre-Construction meeting is scheduled for September 14, 2022. ARPA funds were required to cover the gap in financing. Total Estimated Project Cost (including design, construction and construction administration) - \$6,061,500. Notice to Proceed was delivered to Construction Dynamics on September 15, 2022.
Project completion	2023		

Funding Source	Appropriated	Unspent	Contracts
Art. 16, ATM 2021	\$4,300,000	\$4,254,100	Total Spent to date in FY22 \$270,393.
Art 24, ATM 2022	\$995,000	\$995,000	
ARPA Reservation	\$1,000,000	\$1,000,000	Contract is \$4,524,500, including Base Bid and all 3 Add Alternates...
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$6,295,000	\$6,249,100	

Tracking Started: 2021 Town Meeting

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

Update: 2022-06-23

PBC / Facilities /
Fire Dept
Project Lead

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

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



Original Target	Current Target
2022	2023

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

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

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. Phase 1 Design Development completed January 2022. Estimated Project Cost \$5,223,000.
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.
Project completion	2022		

Funding Source	Appropriated	Unspent	Contracts
Art. 16, ATM 2021	\$4,300,000	\$4,254,100	Total Spent to date in FY22 \$270,393.
Art 24, ATM 2022	\$995,000	\$995,000	
ARPA Reservation	\$1,000,000	\$1,000,000	Contract is \$4,524,500, including Base Bid and all 3 Add Alternates...
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$6,295,000	\$6,249,100	

Tracking Started: 2021 Town Meeting

Attachment 2.a: KPI - updated 9-23-22 (5442 : KPI update)

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

MISCELLANEOUS (UNTIMED)**3: DEI Update****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Discussion and update on the Diversity, Equity & Inclusion (DEI) Commission, and possible vote on changes to the mission statement.

Recommendations/Suggested Motion/Vote:

Background Information:
attached mission statement

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM

TOWN OF SUDBURY
SUDBURY DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Original version approved by the Select Board; November 17, 2020

Amended: April 6, 2021, February 1, 2022

New version approved: xxxxxxxxxx
 (creation as ongoing Commission)

Final Draft (Edits by Jennifer Roberts/Janine Taylor with DEI Commission Feedback highlighted in yellow)

Mission:

The Select Board created the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to support diversity, and foster equity, inclusion and belonging for every member of the Sudbury community, respecting all aspects of individuals' identities. The Commission will also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to thirteen members and Advisory members.

The Commission shall make recommendations to the Sudbury Select Board on policies and programs to measure, promote, and increase diversity, equity, and inclusion (DEI) of Sudbury's historically disenfranchised populations. The Commission will offer programming and promote awareness of various DEI subjects to help identify and eliminate conscious or unconscious bias and prejudice, reject discrimination and build a more inclusive community where everyone feels a sense of belonging.

Goals:

1. The Commission will meet at least monthly and share a quarterly update with the Select Board which will then oversee the implementation of any recommended actions.

The Commission will focus on the following goals:

- a. Provide DEI training for members of the DEI Commission and other boards, committees and commissions, as desired.
- b. Gather first-hand experiences related to DEI from individuals who live, work, visit or learn in Sudbury.
- c. Solicit feedback and provide input to Town departments, boards, committees and commissions.
- d. Collaborate with groups focused on related matters.
- e. Facilitate DEI discussions and education forums for town residents. Identify ways to promote awareness, engagement, and community building around diverse experiences to create a more inclusive community. Partner with the Select Board and Town to identify DEI-related challenges and brainstorm solutions.

Membership:

The Sudbury Diversity, Equity, and Inclusion Commission shall be appointed by the Select Board according to The following list and will be reflective of the diversity of the Sudbury community. All appointments are staggered over three (3) years. Members may be reappointed when their terms are complete. The membership will be established through an open application process for all residents of the town. The Select Board's Office will notify all residents including faith communities, local civic organizations, town boards and

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committees, local media (print, digital and social media) and any other outlet that can help reach the broadest range of residents of the openings.

By May 31st of each year, the Commission shall elect leadership (a Chair and Vice-Chair or Co-Chairs, and a Clerk) from among its members. The Chair or Co-Chairs will schedule/run the meetings, be the designated communications link with the Select Board and Town Manager. Members may serve as communication liaisons to other Town committees, commissions, and boards.

Membership (voting members) will include:

- Sudbury resident(s), including Students or Parents of Students attending Sudbury schools.....(up to 13 members)
- Residents of color and individuals with diverse life experiences and non-traditional backgrounds are encouraged to apply.

Areas of expertise/experience for members may include but not limited to:

- Business representatives
- Education
- Parent or caregiver
- Student
- Human Resources
- Immigration law
- Medical and healthcare
- DEI practitioner
- Real estate/Affordable Housing
- Social Work

Advisory (non-voting members):

- Sudbury Police Chief or delegate from Sudbury Police Department (1)
- Town of Sudbury Town Manager or delegate (1)
- Sudbury Public School and/or Lincoln Sudbury Regional High School (2)
- One member nominated by the Sudbury Clergy Association (1)
- Commission on Disability Member (1)
- Select Board liaison (2)

The Commission consists of a group of Commission members and a small group of Advisory members.

Commission members are voting members and must be available and willing to attend most scheduled meetings. They may draw upon the expertise of Advisory members, who will be requested to attend meetings and/or discuss topics for which their expertise is needed. The Commission may internally select a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Commission for approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership.

Meetings will be open to the public, recorded, and will include community wide surveys and discussion groups.

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- Immigration law¶
- Medical and healthcare¶
- Minority affairsDEI practitioner¶
- Real estate/Affordable Housing¶
- Social Work

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Compliance with State and Local Laws and Town Policies

The members of the Sudbury Diversity, Equity, and Inclusion Commission are responsible for conducting their activities in a manner which [follows](#) all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect commission membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen Appointed Committee

The Town's Email Communication for Committee Members Policy

Anyone appointed to serve on a Town committee by the Select Board agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Commission by the Selectmen.

Use of the Town's Web site

The Commission will keep minutes of all meetings and post them on the Town's web site. The Commission will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

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TOWN OF SUDBURY

SUDBURY DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Original version approved by the Select Board: 11/17/20; Amended 04/06/21, 02/02/22

Latest version approved xx/xx/xx (creation as ongoing Commission)

Final Draft (Edits by Jennifer Roberts/Janine Taylor with DEI Commission Feedback). These redline edits are incorporated. Redlined edits in this document are Town Counsel feedback.

Mission:

The Select Board created the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to support diversity and foster equity, inclusion, and belonging for every member of the Sudbury community, respecting all aspects of individuals' identities. The Commission will also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to thirteen voting members and up to six non-voting Advisory members. The Commission shall make recommendations to the Sudbury Select Board on policies and programs to measure, promote, and increase diversity, equity, and inclusion (DEI) of Sudbury's historically disenfranchised populations. The Commission will offer programming and promote awareness of various DEI subjects to help identify and eliminate conscious or unconscious bias and prejudice, reject discrimination, and build a more inclusive community where everyone feels a sense of belonging.

Goals:

The Commission will meet at least monthly and share a quarterly update with the Select Board which will then oversee the implementation of any recommended actions.

The Commission will focus on the following goals:

- a. Provide DEI training for members of the DEI Commission and other boards, committees, and commissions, as desired.
- b. Gather first-hand experiences related to DEI from individuals who live, work, visit, or attend school in Sudbury.
- c. Solicit feedback and provide input to Town departments, boards, and committees.
- d. Collaborate with groups focused on DEI-related matters.
- e. Facilitate DEI discussions and education forums for town residents.
- f. Identify ways to promote awareness, engagement, and community building around diverse experiences to create a more inclusive community.
- g. Partner with the Select Board and Town to identify DEI-related challenges and brainstorm solutions.

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Membership

The Sudbury, Diversity, Equity, and Inclusion Commission shall be appointed by the Select Board according to the following list and will be reflective of the diversity of the Sudbury community. All appointments are staggered over three (3) years. Members may be reappointed when their terms are complete.

The membership will be established through an open application process for all residents of the town and students or parents of students who attend school in Sudbury. The Select Board's Office will notify all residents and students of membership openings, including faith communities, local civic organizations, Town boards, commissions, and committees, local media (print, digital, and social media) and any other outlet that can help reach the broadest range of residents and students.

By May 31st of each year, the voting members of the Commission shall elect leadership (a Chair and Vice-Chair or Co-Chairs and a Clerk) from among its voting members. The Chair or Co-Chairs will schedule/run meetings and be the designated communications link(s) with the Select Board and Town Manager. Voting members may serve as communication liaisons to other Town committees, commissions, and boards.

Membership (voting members) will include:

- Sudbury residents, including students or parents of students attending Sudbury schools. Students or parents of students attending Sudbury schools may be residents of other municipalities. (up to 13 members)
- Persons of color and individuals with diverse life experiences and non-traditional backgrounds are encouraged to apply.

Areas of expertise/experience for voting members may include but not be limited to:

- Business representatives
- Education
- Parent or caregiver
- Student
- Human Resources
- Immigration law
- Medical and Healthcare
- DEI practitioner
- Real estate/Affordable Housing
- Social Work

Advisory (non-voting members):

- Sudbury Police Chief or delegate from Sudbury Police Department.....(1)
- Town of Sudbury Town Manager or delegate.....(1)
- Sudbury Public School and/or Lincoln Sudbury Regional High School representative.....(1)
- One member nominated by the Sudbury Clergy Association.....(1)
- Commission on Disability Member.....(1)
- Select Board liaison.....(1)

The Commission consists of a group of voting members and a smaller group of Advisory members. Voting members must be available and willing to attend most scheduled meetings. They may draw upon the expertise of Advisory members, who will be requested to attend meetings and /or discuss topics for which their expertise is needed. Voting members may select a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Commission for

Commented [LSS1]: Do you want to limit eligibility specific grades?

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approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership.

Meetings will be open to the public, recorded, and will include community wide surveys and discussion groups.

Compliance with State and Local Laws and Town Policies

The members of the Sudbury Diversity, Equity, and Inclusion Commission are responsible for conducting their activities in a manner which follows all relevant state and local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect Commission membership. In particular, all appointments are subject to the following:

The Code of Conduct for Select Board Appointed Committees

The Town's Email Communication for Committee Members Policy

Anyone appointed to serve on a Town committee by the Select Board agrees that they will use the email communication in strict compliance with the Town of Sudbury's email policy and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Commission by the Select Board.

Use of the Town Website

The Commission will keep minutes of all meetings and post them on the Town's website. The Commission will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

Commented [LSS4]: What about other Commission materials?

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

MISCELLANEOUS (UNTIMED)**4: Update Select Board Mission Statement****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Review and possible vote to update and/or accept Sudbury's Board of Selectmen Statement of Mission and Values for Determining Goals, last updated 2005.

Recommendations/Suggested Motion/Vote:

Background Information:
attached redline edits from Board members

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM

[LISA K REDLINE EDITS](#)

TOWN OF SUDBURY

Select Board Mission Statement

As the Chief policy making body, the Mission of the Select Board is to maximize and ensure the safety and well-being of Sudbury residents. The Select Board shall implement policies and develop goals that advance its values. Policies the Select Board implements shall support all Sudbury residents being valued, respected and included. The Select Board relies upon the Administration of the Town, volunteers, staff, residents and other stakeholders to implement the policies to promote an atmosphere of mutual respect, collaboration and inclusion.

Select Board Values:

Protect and Enhance Sudbury's Financial Health,

Protect and Enhance Educational Excellence,

Protect Sudbury's environment by promoting sustainability,

Protect and Enhance the Professionalism of the Town's Staff, Boards and Committees

Enhance Relationships and Communications

Emphasize Long-Term Strategic Planning

Protect and Enhance the Unique Sense of Place offered by the Town

Protect and Promote a Climate of Acceptance and Inclusion,

Encourage Diversity of Housing Opportunities within the Community of Sudbury

First adopted by the Board of Selectmen May 10, 2000

Amended and reaffirmed by the Board of Selectmen, 5/23/02, 6/1/04, and 6/10/05

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Deleted: The Mission of the Town of Sudbury is to ensure the safety and well-being of the community, protect and enhance the financial health, educational excellence, and environmental quality of our Town by relying on the professionalism of our staff and volunteers, and use of long-term, strategic planning and enhanced communications in our governance. The Board is dedicated to protecting and enhancing the unique sense of place found in Sudbury and promoting and encouraging tolerance and diversity. The Board of Selectmen, as the chief policy making and governing body of the Town of Sudbury, will provide leadership for staff, volunteers, residents and other stakeholders in the Town by advancing goals, programs and decisions that are based on these values. ¶

Deleted: Ensure the Safety and Well-being of the Community

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Attachment 4.a: Mission Statement.LK (5495 : Update Select Board Mission Statement)

J DRETLE REDLINE EDITS

TOWN OF SUDBURY

Statement of Mission and Values for Determining Goals of the Select Board

The Mission of the Town of Sudbury is to ensure the safety and well-being of the community, to protect and enhance the financial health, education excellence, and environmental quality of our Town by relying on the professionalism of our staff and volunteers, and use of long-term, strategic planning and enhanced communications in our governance. The Board is dedicated to protecting and enhancing the unique sense of place found in Sudbury and protecting and encouraging diversity, equity and inclusion. The Select Board, as the chief policy making and governance body of the Town of Sudbury, will provide leadership for staff, volunteers, residents and other stakeholders in the Town by advancing goals, programs and decisions that are based on these values.

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Ensure the Safety and Well-being of the Community

Protect and Enhance the Financial Health of the Town

Protect and Enhance the Educational Excellence offered by the Town

Protect and Enhance the Environmental Quality of the Town

Protect and Enhance the Professionalism of the Town's Staff, Boards and Committees
Enhance Relationships and Communications

Emphasize Long-Term, Strategic Planning

Protect and Enhance the Unique Sense of Place offered by the Town

Protect and Enhance a Climate of Diversity, Equity and Inclusion within the Community of Sudbury

Deleted: Acceptance and Tolerance

Encourage Diversity of Housing Opportunities within the Community of Sudbury

First adopted by the Board of Selectmen May 10, 2000

Amended and reaffirmed by the Board of Selectmen, 5/23/02, 6/1/04, and 6/10/05

CRusso Edits:**TOWN OF SUDBURY****Statement of Mission and Values for Determining Goals of the Sudbury Select Board**

The Mission of the Sudbury Select Board is to provide leadership and management of the Town's human, physical, financial, and natural resources to deliver a high quality of life for Town residents, today and in the future.

The Select Board will work to understand and respond to the needs and values of residents, ensure the safety and well-being of the community, and protect and enhance the financial stability, educational excellence, and environmental health of our Town.

The Board is dedicated to protecting and enhancing the unique sense of place found in Sudbury, delivering high-quality services and amenities, and supporting inclusiveness and diversity. The Select Board, as the chief policy making and governing body of the Town of Sudbury, will provide community leadership for staff, volunteers, residents, and other stakeholders in the Town by advancing goals, programs, and decisions that are based on the following values:

- Adhering to ethical and professional standards
- Serving the best interests of the community as a whole
- Fostering respectful civic engagement
- Collaborating across staff, volunteer, resident, and other stakeholder groups
- Supporting sustainable solutions
- Enhancing communications and responsiveness
- Promoting efficiency, effectiveness, and accountability
- Encouraging continual improvement

First adopted by the Board of Selectmen May 10, 2000

Amended and reaffirmed by the Board of Selectmen, 5/23/02, 6/1/04, and 6/10/05

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Ensure the Safety and Well-being of the Comm ¶
Protect and Enhance the Financial Health of the ¶
Protect and Enhance the Educational Excellenc offered by the Town ¶
Protect and Enhance the Environmental Quality Town ¶
Protect and Enhance the Professionalism of the Staff, Boards and Committees Enhance Relatio and Communications ¶
Emphasize Long-Term, Strategic Planning ¶
Protect and Enhance the Unique Sense of Plac offered by the Town ¶
Protect and Enhance a Climate of Acceptance ¶
Tolerance within the Community of Sudbury ¶
Encourage Diversity of Housing Opportunities v the Community of Sudbury ¶

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DAN CARTY REDLINE EDITS

TOWN OF SUDBURY

Statement of Mission and Values for Determining Goals of the Select Board

The Mission of the Town of Sudbury is to ensure the safety and well-being of the community, to protect and enhance the financial health, education excellence, and environmental quality of our Town by relying on the professionalism of our staff and volunteers, and use of long-term, strategic planning and effective communications in our governance. The Board is dedicated to protecting and enhancing the unique sense of place found in Sudbury and protecting and encouraging tolerance and diversity. The Select Board, as the chief policy making and governance body of the Town of Sudbury, will provide leadership for staff, volunteers, residents and other stakeholders in the Town by advancing goals, programs and decisions that are based on these values.

Ensure the Safety and Well-being of the Community

Protect and Enhance the Financial Health of the Town

Protect and Enhance the Educational Excellence offered by the Town

Protect and Enhance the Environmental Quality of the Town

Protect and Enhance the Professionalism of the Town's Staff, Boards and Committees

(seems out of place – separate line or part of line above? If standalone I do not believe it merits its own line item given additional additions I have made below)

Promote and enhance volunteer opportunities in our community

Emphasize Long-Term, Strategic Planning for Sudbury

Protect and Enhance the Unique Sense of Place offered by the Town by preserving its small-town characteristics

Protect and promote the Town's rich history

Protect and Enhance a Climate of Acceptance and Tolerance within the Community of Sudbury

Ensure equitable access to Sudbury facilities, programs, information, and services

Pursue a wide range of housing options that accommodate the diverse needs of Sudbury residents at all stages of life

Prioritize goals and actions as prescribed in the most recent Sudbury Master Plan

Act in the best interest of Sudbury

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Deleted: Enhance Relationships and Communications

Deleted: Encourage Diversity of Housing Opportunities within the Community of Sud

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First adopted by the Board of Selectmen May 10, 2000

Amended and reaffirmed by the Board of Selectmen, 5/23/02, 6/1/04, and 6/10/05

J ROBERTS REDLINE EDITS

TOWN OF SUDBURY

Statement of Mission and Values for Determining Goals of the Select Board

The Mission of the Town of Sudbury is to ensure the safety and well-being of the community, to protect and enhance the financial health, education excellence, and environmental quality of our Town by relying on the professionalism of our staff and volunteers, and use of long-term, strategic planning and extensive communications in our governance. The Board is dedicated to preserving and expanding the unique sense of place found in Sudbury and fostering and encouraging acceptance and diversity. The Select Board, as the chief policy making and governance body of the Town of Sudbury, will provide leadership for staff, volunteers, residents and other stakeholders in the Town by advancing goals, programs, and decisions that are based on these values.

Deleted: Board of Selectmen

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Ensure the Safety and Well-being of the Community**Emphasize and Utilize Long-Term, Strategic Planning**

Encourage Diversity of Services and Housing Opportunities for individuals across age and socioeconomic demographics,

Moved (insertion) [1]

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Protect and Enhance the Financial Health of the Town**Implement and Encourage Responsible Long-term Capital Management and Planning****Protect and Enhance the Educational Excellence offered by the Town****Protect and Enhance the Environmental Quality and Sustainability of the Town**

Protect and Enhance the Professionalism of the Town's Staff, Boards, and Committees
Enhance Relationships and Communications

Protect and Enhance the Unique Sense of Place offered by the Town

Deleted: Emphasize Long-Term, Strategic Planning ¶

Protect and Enhance a Climate of Diversity, Equity, Inclusion, and Belonging for all within the Community of Sudbury

Deleted: Acceptance and Tolerance

Moved up [1]: Encourage Diversity of Housing Opportunities within the Community of Sudbury ¶

First adopted by the Board of Selectmen May 10, 2000

Amended and reaffirmed by the Board of Selectmen, 5/23/02, 6/1/04, and 6/10/05

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

MISCELLANEOUS (UNTIMED)**5: Vocational Education update****REQUESTOR SECTION**

Date of request:

Requestor: Member Lisa Kouchakdjian

Formal Title: Vocational education update

Recommendations/Suggested Motion/Vote:

Background Information:
attached draft letter to Medford

Financial impact expected:

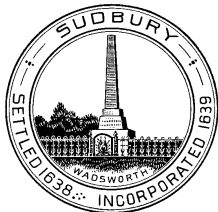
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM



Town of Sudbury

Select Board
www.sudbury.ma.us/selectboard

Flynn Building
 278 Old Sudbury Rd
 Sudbury, MA 01776-1843
 978-639-3381
 Fax: 978-443-0756
 Email: selectboard@sudbury.ma.us

September (), 2022

Chad Fallon
 Medford Vocational Technical High School
 489 Winthrop Street
 Medford, MA 02155

Dear Mr. Fallon:

The Town of Sudbury is in the process of determining options to become a member of a vocational education school. This letter serves as a formal request seeking to engage with Medford Vocational Technical High School for consideration of becoming a member.

Thank you for your consideration.

Sincerely,

The Sudbury Select Board,
 By its Chair,

Sudbury Select Board
 Charlie Russo, Chair
 Janie Dretler, Vice-Chair
 Dan Carty
 Lisa Kouchakdjian
 Jennifer Roberts

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

MISCELLANEOUS (UNTIMED)**6: BFRT Community Summit report****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Bruce Freeman Rail Trail "Community Summit" report back.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM



Friends of the Bruce Freeman Rail Trail

P.O. Box 1192
Concord, MA 01742
www.brucefreemanrailtrail.org

September 21, 2022

Dear Summit Participant,

Thank you for participating last Thursday to discuss uniformity of signage and rules on the Bruce Freeman Rail Trail. We made good progress. Below, please find our working draft of rules as decided upon by the group.

Board Members

Acton

Paul Malchodi
Joyce Reischutz

Carlisle

Glenn Reed

Chelmsford

Patrick Lewis

Concord

Carlene Hempel
Stuart Johnstone
Judy Perrin
Barbara Pike:
Membership

Framingham

Ed Kross

Lowell

Sharon Galpin

Sudbury

John McQueen
Chris Menge
Dick Williamson

Westford

Chris Barrett
Emily Teller:
Secretary

At-Large

Christine Corr:
Treasurer
Tom Michelman:
President

The new universal uniform rules are:

Yield to Pedestrians

Keep Right, Pass Left

Give Audible Signal When Passing

Do Not Block Trail

--

Wear Helmets

Leash Pets, Remove Waste

No Littering – Carry In, Carry Out

Respect Property Adjacent to the Trail

There were three ideas floated in terms of posting these rules:

- 1/ Have one sign on which all EIGHT rules are posted, along with a QR code for further information.
- 2/ Have one sign in which the first FOUR rules are posted on top of a sign, in larger print, and the last FOUR are in smaller print underneath.
- 3/ Have two different signs, one with the top FOUR rules posted frequently along the trail (to emphasize what's most important) and another sign with all EIGHT rules, but only at trailheads, kiosks and parking lots.

Communities would further agree to remove all other rule signage so that these uniform rules are what govern the trail. (We all agreed they are largely unenforceable.)

NEXT STEPS:

- 1/ Our hope is that you will present these in the coming 4-6 weeks to your decision-making boards/committees so we can act by spring. (Please let me know if you need help; I am happy to join you in those meetings.)
- 2/ Suggestions/recommendations for signage design would be the next step. We would likely recommend a variation on the current uniform signage, pictured below.
- 3/ The Friends of the Bruce Freeman Rail Trail will pay for production of all new signs and deliver those to whatever office would install them (public works, for example).

Please contact me (617-335-0580; carlenehempel@hotmail.com) with any questions or concerns. We will follow up with each community in the weeks ahead and hope to reconvene in the spring to discuss placement and other issues affecting the trail, such as ebikes and speed limits.

Thank you,

Carlene Hempel, on behalf of the Friends of the Bruce Freeman Rail Trail

Current sign as it appears on the trail.

Welcome to the **Bruce Freeman Rail Trail**



- Stop at ALL stop signs
- Bicyclists and skaters should yield to pedestrians
- Keep to the right; pass on the left
- Use an audible signal when passing
- Look before passing
- Bicyclists and skaters should wear safety helmets
- Keep pets on a short leash, remove droppings
- When stopping, do not block the trail
- No littering – carry in, carry out
- Respect property adjacent to the trail

In emergency, dial 911



Expected size approximately 18" x 24"



SUDBURY SELECT BOARD
Tuesday, September 27, 2022

MISCELLANEOUS (UNTIMED)

7: Public Comments (cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Public Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM



MISCELLANEOUS (UNTIMED)

8: Minutes Review

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Vote to review and possibly approve the open session minutes of 7/12/22.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 7/12/22.

Background Information:
attached draft

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM

SUDBURY SELECT BOARD

TUESDAY, JULY 12, 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, Interim Town Manager Maryanne Bilodeau

The statutory requirements as to notice having been compiled with, the meeting was convened at 5:30 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: Carty-present, Kouchakdjian-present, Roberts-present, Dretler-present, Russo-present

Opening Remarks by Chair

- Expected thunderstorms tonight – possible power loss preparations
- Updates on Town Website regarding mosquito spraying
- Summer schedule of Town Offices posted on the website
- COVID tests available for pickup today
- Thursday, July 13th Forum for Climate Change and Sustainability
- Potential that mandate for remote meetings shall expire on July 15th – planning to meet in person is the expectation for the Select Board
- Thanked Town Staff for statements made on the “Select Board Against Hate” website page
- Reminder there is a drought in the State and Sudbury Water District suggests water limitations as listed on the Town website

Reports from Interim Town Manager Bilodeau

- COVID test kits available at various Town locations as listed on the Town website
- Town website is including updated ARPA allocations
- Fairbank Community Center groundbreaking ceremony on Monday, August 1, 3:30 PM

Reports from Select Board

Board Member Carty

- Thanked the Chamber of Commerce and others for contribution to the 4th of July Parade

Board Member Roberts

- Hoped all had a good holiday week
- Looking forward to the Climate and Sustainability Forum on Thursday

Vice-Chair Dretler

- Great 4th of July Parade and race event

Board Member Kouchakdjian

- Hoped all were having a good summer

Public Comment

None

Bruce Freeman Rail Trail (BFRT) update by Beth Suedmeyer, Environmental Planner

Present: Beth Suedmeyer, Environmental Planner; Attorney Lee Smith, Town Counsel

Ms. Suedmeyer provided BFRT update and confirmed that the project advertising date is on schedule for August 6, 2022.

Ms. Suedmeyer confirmed that associated work regarding temporary easements was finalized last week.

Vote to enter into a lease with the Massachusetts Department of Transportation for the right of way known as the Lowell Secondary, USRA Line Code 4130, as presented, subject to final approval as to form by Town Counsel, for all purposes authorized therein for the Bruce Freeman Rail Trail project

Attorney Smith stated the lease was voted by the Select Board mid-December 2021. He added that MassDOT agreed to removal of snow from the BFRT per recommendation of Chair Russo.

Board discussion regarding the eminent domain topic took place.

Ms. Suedmeyer confirmed that all related permits had been received by MassDOT.

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

VOTED: To enter into a lease with the Massachusetts Department of Transportation for the right of way known as the Lowell Secondary, USRA Line Code 4130, as presented, subject to final approval as to form by Town Counsel, for all purposes authorized therein for the Bruce Freeman Rail Trail project

Vote to accept temporary easements in connection with the construction of the Bruce Freeman Rail Trail project and authorize payment therefor to the landowners thereof, and to authorize the Chair or Interim Town Manager to execute such acceptance of easements and any and all documents or instruments necessary therefor

Attorney Smith referenced the "Bruce Freeman Rail Trail Temporary Easements Summary," and provided detail regarding the five temporary easements. Attorney Smith acknowledged three easements donated by respective landowners, and Town payments made to the other two landowners in the amounts of \$200 and \$9,700.

Chair Russo acknowledged and thanked the participating landowners who provided easements for the BFRT project:

- 0 Union Avenue – Chiswick Park LLC & Paris Trust LLC
- Union Avenue – Laura B. McCarthy & All the Trustees of the CAS Trust
- 623 Peakham Road – Linda Louise Muri
- 29 Hudson Road – 29 Hudson Road LLC
- Haynes Road – Stephen & Joan Verrill

Board Member Carty inquired about Town easement payments made to the two landowners. Attorney Smith explained the easement amounts were based on property appraisals.

Board Member Roberts thanked the mentioned landowners for their contributions and consideration of the BFRT project for the betterment of Sudbury.

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

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

VOTED: To accept temporary easements in connection with the construction of the Bruce Freeman Rail Trail project and authorize payment therefor to the landowners thereof, and to authorize the Chair and/or Interim Town Manager to execute such acceptance of easements and any and all documents or instruments necessary therefor.

Vote to accept donations of temporary easements in connection with the construction of the Bruce Freeman Rail Trail project, and to authorize the Chair and/or Interim Town Manager to execute any and all documents or instruments necessary therefor

Attorney recognized the related form to be submitted by the Town.

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

VOTED: To accept donations of temporary easements in connection with the construction of the Bruce Freeman Rail Trail project, and to authorize the Chair and/or Interim Town Manager to execute any and all documents or instruments necessary therefor

Vote to enter into an agreement for “non-participatory items” with the Massachusetts Department of Transportation in connection with the construction of the Bruce Freeman Rail Trail project, subject to final approval as to form by Town Counsel, and to authorize the Interim Town Manager to execute any and all documents or instruments necessary therefor

Ms. Suedmeyer referred to the “Agreement Number: 11846” Between the Massachusetts Department of Transportation (“MassDOT”) and the Municipality of Sudbury (“Municipality”), which included sections:

- Division of Work
- Division of Expense
- Future Maintenance

Ms. Suedmeyer acknowledged that relatively minor Town Meeting requests were not included in the MassDOT Agreement such as underground work associated with utility connections for potential future charging stations at Broadacres Farm parking lot, and hydration stations piping. She noted that MassDOT was paying for the hydration station units but not covering the piping/connections. The Town would be responsible for related connections.

Board Member Roberts queried about other Town requests not covered in the MassDOT Agreement. Ms. Suedmeyer responded the proposed pavilion and bathroom at Broadacre Farm. She noted there may be change orders at a later time, or perhaps be considered by the Town independently and perhaps consider using funding as allocated at a previous Town Meeting. Ms. Suedmeyer noted that MassDOT requested that some of the proposed granite markers and artwork be removed from the project as well as the elimination of only one interpretive sign, one bike holder and one bench.

Board Member Carty asked what would happen to the funds allocated for the omitted items. Ms. Suedmeyer responded that such funding would be held as contingency funding, should the need arise; as the BFRT project advances, the Town could consider advancing those mentioned items without presenting again at Town Meeting.

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

VOTED: To enter into an agreement for “non-participatory items” with the Massachusetts Department of Transportation in connection with the construction of the Bruce Freeman Rail Trail project, subject to final approval as to form by Town Counsel, and to authorize the Interim Town Manager to execute any and all documents or instruments necessary therefor.

Vote to enter into a Traffic Control Agreement with the Massachusetts Department of Transportation for the traffic signalization at Hudson Road and Peakham Road in connection with the construction of the Bruce Freeman Rail Trail project, subject to final approval as to form by Town Counsel, and to authorize the Interim Town Manager to execute any and all documents or instruments necessary therefor

Ms. Suedmeyer summarized items regarding traffic control aspects in connection with the BFRT project. She noted that Police Chief Nix, Fire Chief Whalen and DPW Director Dan Nason approved the Traffic Control Agreement.

Resident Len Simon, 42 Meadowbrook Circle, commented the associated dollar amount had been cut off in the document copy. Ms. Suedmeyer confirmed the amount was \$16,786.00.

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, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To enter into a Traffic Control Agreement with the Massachusetts Department of Transportation for the traffic signalization at Hudson Road and Peakham Road in connection with the construction of the Bruce Freeman Rail Trail project, subject to final approval as to form by Town

Counsel, and to authorize the Interim Town Manager to execute any and all documents or instruments necessary therefor.

Consent Calendar

Vote to execute the Release of Easement on a portion of 24 Hudson Road

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, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To execute the Release of Easement on a portion of 24 Hudson Road.

Vote to authorize the following to close out paperwork process for CWMP SRF loan as requested by Dan Nason DPW Director: (1) Authorize the Town Manager's office as the Local Government Authority and to have Select Board Chair Russo sign the "Authority to File" document; (2) Authorize Maryanne Bilodeau, Interim Town Manager, as the "Certifying Authority to File" as the authorized representative of the Select Board to file applications, execute agreements, etc. as required for the loan. The "Certifying Authority to File" document shall be dated 7/12/2022 and certified by the Town Clerk as voted by the Select Board; (3) Authorize Maryanne Bilodeau to delegate authority to Daniel Nason, Director of Public Works, as the Local Government Unit (LGU) to process paperwork for the SRF loan and to have Maryanne Bilodeau sign the "Delegation of Authority" letter on Town Manger letterhead (with a date after the Town Clerk certification date on the "Certifying Authority to File" document above), subject to votes in the Public Hearing.

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, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To authorize the following to close out paperwork process for CWMP SRF loan as requested by Dan Nason DPW Director: (1) Authorize the Town Manager's office as the Local Government Authority and to have Select Board Chair Russo sign the "Authority to File" document; (2) Authorize Maryanne Bilodeau, Interim Town Manager, as the "Certifying Authority to File" as the authorized representative of the Select Board to file applications, execute agreements, etc. as required for the loan. The "Certifying Authority to File" document shall be dated 7/12/2022 and certified by the Town Clerk as voted by the Select Board; (3) Authorize Maryanne Bilodeau to delegate authority to Daniel Nason, Director of Public Works, as the Local Government Unit (LGU) to process paperwork for the SRF loan and to have Maryanne Bilodeau sign the "Delegation of Authority" letter on Town Manger letterhead (with a date after the Town Clerk certification date on the "Certifying Authority to File" document above), subject to votes in the Public Hearing.

Vote to accept two grant checks from the Sudbury Foundation: \$30,000 to hire consultant to assist with public art and signage project along Bruce Freeman Rail Trail; and \$7,720 to fund a Sudbury Park & Recreation summer concert and block party in August 2022. Said funds to be used at the discretion of the Environmental Planner and the Park & Recreation Director

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, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept two grant checks from the Sudbury Foundation: \$30,000 to hire consultant to assist with public art and signage project along Bruce Freeman Rail Trail; and \$7,720 to fund a Sudbury Park & Recreation summer concert and block party in August 2022. Said funds to be used at the discretion of the Environmental Planner and the Park & Recreation Director.

As the issuing authority for the Town, and according to the current CATV licenses, vote to authorize Chair to endorse letters to Verizon and Comcast requesting two free additional cable access channels, as requested by Jeff Winston, Cable Advisor

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, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: As the issuing authority for the Town, and according to the current CATV licenses, vote to authorize Chair to endorse letters to Verizon and Comcast requesting two free additional cable access channels, as requested by Jeff Winston, Cable Advisor.

Vote to review and possibly approve the open session minutes of 5/24/22

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

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

VOTED: To approve the open session minutes of 5/24/22, as amended.

Future Agenda Items

July 26:

- Town Manager search topic to be included future meetings until a Town Manager is hired – Chair Russo
- Civic project process for (Scouts, LS and SPS) – Board Member Carty

Future items:

- Master Plan Update – Sept 13th
- Select Board Goal Setting
- Board Retreat – value statement to help with goal setting meeting – Vice-Chair Dretler
- Town Manager Search updates
- Norms for the Select Board – Board Member Kouchakdjian - August 2020 meeting reference – Board Member Carty
- Appointment policy – Board Member Roberts
- Self-Evaluation process for Select Board (individually and collectively) - Board Member Kouchakdjian

- Citizens Forum to understand municipal government – Vice-Chair Dretler

Recess

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, Kouchakdjian-aye, Dretler-aye, Russo-aye

VOTED: That the Select Board Members recess and return to the meeting at 7:15 PM

Meeting resumed at 7:15 PM.

Vote to open Public Hearing for the purpose of updating the Town and public on the Draft Comprehensive Wastewater Management Plan (CWMP) per The Massachusetts Department of Environmental Protection (MassDEP) Bureau of Municipal Facilities Guide for the preparation of CWMPs

Present: Rosemary Blacquier and Jack Tuttle, Woodward and Curran; DPW Director Dan Nason

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, Kouchakdjian-aye, Dretler-aye, Russo-aye

VOTED: To open Public Hearing for the purpose of updating the Town and public on the Draft Comprehensive Wastewater Management Plan (CWMP) per The Massachusetts Department of Environmental Protection (MassDEP) Bureau of Municipal Facilities Guide for the preparation of CWMPs.

Ms. Blacquier provided an update to the Sudbury CWMP including topics concerning Study Areas Summary, Needs Areas Summary, Environmental Resources Summary, Draft Recommended Solutions, MEPA Filing, and Public Outreach Efforts.

Ms. Blacquier stressed the importance concerning drinking water on and around Raymond Road, and the securing of State grants.

Mr. Tuttle mentioned suggested treatment sites in Town, and detailed aspects regarding public outreach, and various funding sources to include ARPA funds.

Ms. Blacquier confirmed that she received comments from the MA Historical Commission noting that an archeological study would be included in the process.

Board Member Carty stressed that needs areas are selective and not reflective of the whole Town, but areas where drinking water is to be protected and the Rte. 20 commercial areas are of prime interest.

Board Member Roberts inquired about the total projected cost of the project. Mr. Tuttle confirmed that calculations were updated, but approximately \$30 million would be a likely cost for construction of a treatment plant with an additional \$30 million approximate cost for other related wastewater considerations including administrative/legal/construction-related aspects.

Mr. Nason confirmed the treatment site would be located on the DPW site.

Vice-Chair Dretler asked where additional space for associated staff would be located. Mr. Nason responded such a location would be reviewed with the rate impact study.

Resident Manish Sharma, 77 Colonial Road, asked about number of Town employees and requested an associated cost sheet. He asked about time associated with the project phases. Mr. Sharma recommended that additional documentation be accessible to the public. Mr. Nason confirmed that all data would be shared with the public and would be located on the Town website.

Vote to close CWMP public hearing, and open public hearing on Fall Town Meeting discussion

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

VOTED: To close CWMP public hearing, and open public hearing on Fall Town Meeting discussion.

Chair Russo indicated there was not a need to schedule a Fall Town Meeting at this time.

Board Member Kouchakdjian mentioned the possible consideration of vocational technical education choices and fiscal impact if a particular school was chosen. Interim Town Manager Bilodeau commented about a possible Special Town Meeting if that educational matter was to be considered.

Vote to open public hearing for discussion and vote whether there is a need for a Fall Town Meeting in accordance with Town Bylaw Article 1 Section 3

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

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

VOTED: To not hold at 2022 Fall Town Meeting in accordance with Town Bylaw Article 1 Section 3.

Vote to close public hearing regarding a need for a Fall Town Meeting in accordance with Town Bylaw Article 1 Section 3

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

VOTED: To close public hearing regarding a need for a Fall Town Meeting in accordance with Town Bylaw Article 1 Section 3.

DEI Commission conversation on potential extension of the Commission's term and training update

Present: Nuha Muntasser, Co-chair of DEI (Diversity, Equity and Inclusion Commission), 193 Dutton Road

Ms. Muntasser noted that the Commission requested extending the DEI term; noting that the role of improving awareness of racism, discrimination, and bigotry in Sudbury was needed. She stressed that additional work in this area was essential. Ms. Muntasser recommended the implementation of a DEI staff person.

Board Member Roberts acknowledged the need for continuation of the DEI Commission. Ms. Muntasser explained that three people are interested in joining the Commission, and three current members would be resigning.

Board Member Kouchakdjian stressed the importance of the work accomplished by DEI and confirmed that DEI should be a permanent Commission in Town.

Vice-Chair Dretler indicated her strong support of the DEI mission and inquired about associated funding and staff needs. She mentioned related subcommittees, noting that DEI Members could not automatically be included in DEI subcommittees.

Board Member Carty commented that individuals who were not official DEI Commission members could not vote. He noted the DEI Town website indicates there are 13 DEI members, and suggested that enrollment be updated. Board Member Carty indicated his support to extend membership terms and to stagger such membership so more residents can be involved.

Chair Russo agreed with the concept of staggering membership terms if the DEI Commission was made permanent. Ms. Muntasser commented that related DEI conversations indicate that a 10-member Commission was preferred, and agreed with a staggered membership.

Interim Town Manager Bilodeau commented that staff would reach out to the Commission regarding the finalized number of Commission Members.

Board Member Roberts commented that the DEI mission statement needed to be reworked, as it was originally started as a one-year Commission.

Chair Russo stated that funding for DEI training would be discussed at the next Select Board meeting.

Discussion and possible vote to create and release a statement related to recent Zoom bombing of a meeting and condemning any form of racism, discrimination, or intolerance

Chair Russo thanked Board Member Roberts for finalizing the statement related to the recent Zoom bombing of the Select Board meeting on June 28, 2022. Board Member Roberts presented aspects of the “Sudbury Select Board Statement regarding the June 28, 2022 Racist Zoom Bomb Incident.”

Board Member Roberts reviewed steps being taken to prevent such events from recurring, and thanked the DEI Commission for their input and assistance as well as resources including the Sudbury Police, the Attorney General’s Office - Civil Rights Division, and Sudbury for Racial and Social Justice.

Board Member Carty stated the Statement was most appropriate and thanked all involved. He expressed concern regarding the “social justice” term used.

Ms. Muntasser read the language which the DEI wanted included in the Statement: “Acknowledging that racism is a societal and global problem that requires continuous education.” Chair Russo added the DEI language to the Statement.

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, Dretler-aye, Carty-aye, Russo-aye

VOTED: To release a statement related to recent Zoom bombing of a meeting and condemning any form of racism, discrimination, or intolerance.

Eversource Transmission Line Update

Board Member Carty recused himself.

Chair Russo stated the agenda item was added to the agenda in response to resident comments. He confirmed that several Protect Sudbury members requested that the Board sign a petition regarding abandonment of the rail trail corridor, and requested that Board Members not sign the proposed USACE (United States Army Corps of Engineers) MOA (Memorandum of Agreement). Chair Russo added that much litigation related-funding had been provided by the Town of Sudbury in this effort. He confirmed that the Board had extensive guidance from Town Counsel.

Resident Ray Phillips, 40 Whispering Pine Road, and Protect Sudbury Member, expressed his disappointment in the Select Board's lack of action regarding this matter. He stressed that signing the presented petition would not obligate the Select Board.

Resident Richard Billig, 79 Robert Best Road, asked why Board Members were no longer considering the worth of the petition. Chair Russo responded the Board could not disclose specific guidance provided by Town Counsel and possible litigation. Mr. Billig indicated that several Board Members had changed their position regarding this matter.

Resident Dan DePompei, 35 Haynes Road, commented that the Federal Government had jurisdiction over a rail corridor right-of-way, which has not been determined to be abandoned.

Resident Nick Pernice, 55 Peakham Road, stated he would appreciate anything the Select Board could do to keep Eversource off of the right-of-way in consideration of proximity to drinking-water sources for the Town. He asked the Board to sign the petition. Chair Russo confirmed there were numerous conditions included in permit conditioning regarding toxic substances, etc.

Resident Dan Carty, 15 Stonebrook Road, and Select Board Member, mentioned an article from a 2021 "Patch" article and quoted a statement from Board Member Kouchakdjian: "I support the Eversource litigation to protect interest of the Community."

Mr. Phillips asked to hear each members stance regarding the Eversource project, adding that citizens deserve an answer.

Resident and Historical Commission Member Diana Warren, 32 Old Framingham Road, speaking as a concerned citizen and not a member of the Historical Commission, indicated there was a lack of confidence and trust in the current Select Board, and whatever could be done to advance trust by citizens would be appreciated. She emphasized the right-of-way impacts protection of historical resources. She thanked Board Member Roberts for her leadership regarding the letter to the USACE.

Board Member Carty joined the meeting.

Public Comment

None

Adjourn

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 10:03 PM.

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

MISCELLANEOUS (UNTIMED)**9: 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:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Oct. 11	SudburyTV annual update
	Transportation Committee with MPO update
	Sign State Election Warrant as requested by Town Clerk
	Review/approve 2023 SB meeting schedule
	Fall 2022 Select Board newsletter topic discussion
	Sewataro update
Nov. 15	Tax Classification – pre-briefing discussion with Director of Assessing Cynthia Gerry
Nov. 29	Annual Tax Classification Hearing (tentative)
Date to be determined	Joint meeting with Planning Board (Oct 11 or 25 – tentative)
	Master Plan Update (per Chair Russo)
	Discussion on whether to extend DEI commission (by 9/30/22)
	Housing trust bylaw
	Capital Process
	Citizen Leadership Forum (Govt and how it works)
	Climate Emergency declaration & sustainability director
	Discussion on Civics projects for SPS/LS/Scouts
	Discussion on potential Bike Track (student request)
	Discussion on Select Board meeting flow, process, efficiency, and decorum
	Discussion on potential ADA policy
	Discussion on Town Manager Task Requests
	SB Goal setting – Fall/October
	SB self-evaluation process individually and collectively (Lisa K)
	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 (Chair 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 (citizen request)
	Route 20 empty corner lot – former gas station
	Select Board Retreat (Vice Chair Dretler) and SB statements
	Sidewalks discussion
	Solar Panels
	Subcommittee discussion (Executive)
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update on crosswalks (Chief Nix/Dan Nason)

Attachment 9.a: Upcoming items 09.27.22 (5410 : Upcoming agenda items)

	Update on traffic policy (Chief Nix)	9.a
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training	
Standing Items for All Meetings	Select Board requests for future agenda items at end of meeting	
	Public Comments, continued (if necessary)	

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

CONSENT CALENDAR ITEM**10: COA resignation****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Patricia Lewis, 32 Old Framingham Road, Unit 6, from the Council on Aging, and send a thank you letter for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Patricia Lewis, 32 Old Framingham Road, Unit 6, from the Council on Aging, and send a thank you letter for her service to the Town.

Background Information:
attached letter

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM

-----Original Message-----

From: Patricia Lewis <lewispg@comcast.net>

Sent: Sunday, September 18, 2022 4:01 PM

To: Galloway, Debra <GallowayD@sudbury.ma.us>

Subject: Resignation from COA

Hi Debra,

This letter is to tell you that i am resigning from the Council on Aging as of now, Sept 18, 2022. I am moving to Boulder, Co in the next 1-2 months so that i can be closer to more of my family.

I have truly enjoyed being a member of the COA. This is an exceptionally exciting time with the new Senior Ctr in the process of being built. I think that you and your staff do a great job running the Senior Ctr! Also it is my impression that you and the members of the COA work together in a friendly, constructive way. I will miss Sudbury, my home for more than 5 decades, and working w you and others on the COA.

Best,
Pat Lewis

Sent from my iPhone

Attachment10.a: COA resignation Lewis (5474 : COA resignation)

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

CONSENT CALENDAR ITEM**11: DEIC resignation****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept resignation of Peju Champion, 138 Peakham Road, from the Diversity, Equity and Inclusion Commission (DEIC) and send a thank you letter for her service to the Town.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

09/27/2022 7:00 PM

From: [Peju Champion](#)
To: [Town Manager](#); [Town Clerk](#); [Diversity, Equity, and Inclusion Commission](#); [Select Board](#)
Date: Thursday, September 8, 2022 8:15:25 PM

Dear Select Board,

Thank you for the opportunity to serve on the DEI Commission during its inaugural year. It was an honor to serve our great town in this capacity.

Please accept this as my letter of resignation, effective immediately.

I wish the wonderful members of the Commission much continued success in the very challenging and important work that lies ahead.

All the best,
Adepeju G. Champion, M.D.

Attachment11.a: DEI resignation Champion (5462 : DEIC resignation)

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

CONSENT CALENDAR ITEM**12: HDC resignation****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept resignation of Fred Taylor, 38 Cider Mill Road, from the Historic Districts Commission and send a thank you letter for his service to the Town.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

09/27/2022 7:00 PM

From: Fred Taylor <fmrdm1@gmail.com>
Sent: Friday, September 9, 2022 11:10 AM
To: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>
Cc: Perry, Beth <PerryB@sudbury.ma.us>
Subject: Resignation

9/9/22

Hello Adam,

As I discussed with you on Wednesday, I am resigning my membership of the Historic Districts Commission at the end of my present term. If possible, I would like my last day to be December 31, 2022. If, however, you need me to reach a quorum or to complete any case as a voting member, I will gladly remain on the board for interim.

It has been a pleasure working with you and the Planning Department staff.

Fred Taylor

Attachment12.a: Fred Taylor HDC resignation (5461 : HDC resignation)

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

CONSENT CALENDAR ITEM**13: COD resignation****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept resignation of Randi Korn, 21 Pine Ridge Road, from the Commission on Disability, and send a thank you letter for her service to the Town.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

09/27/2022 7:00 PM

From: [Randi Korn](#)
To: [Select Board](#); kaybell@mail.com
Subject: resign my role on COD
Date: Monday, September 12, 2022 2:59:04 PM

Dear Select Board,

I am writing to officially resign my position on the Commission on Disability. While I have enjoyed this work and getting to know the wonderful members I have been recently promoted at work. Along with that promotion comes an additional 40 direct reports and 2 new units under my supervision.

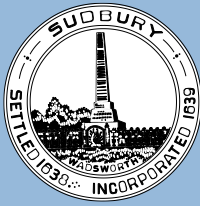
Additionally the meetings have moved to 7:30 pm to accommodate the rest of the committee which unfortunately does not work with my work schedule or my health issues.

Thank you for the great opportunity to be a member of this group.

With respect

Randi Korn

Attachment13.a: resign my role on COD (5464 : COD resignation)

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

CONSENT CALENDAR ITEM**14: SMILE Mass Gobble Wobble 2022****REQUESTOR SECTION**

Date of request:

Requestor: Susan Brown, SMILE Mass

Formal Title: Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday November 19, 2022, from 10:00 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.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday November 19, 2022, from 10:00 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.

Background Information:

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM

9/2/22

To Whom it May Concern:

Attached please find an application for SMILE Mass to host our Gobble Wobble 5K/10k/1.4 mile walk on the Saturday before Thanksgiving, November 19th.

SMILE Mass held this road race for 7 years before Covid. We took a 2 year hiatus during Covid and we are now ready to resume the race.

We always hire police detail and we will work with the police department to determine the appropriate number of police detail.

We have requested the rental of the Curtis Middle School Cafeteria for registration and congregation before the race starts.

I have asked our insurance agent for "additional" insured certificates and I will forward those to you ASAP. Are the insurance requirements still \$1,000,000/\$2,000,000? I could not find that information on line.

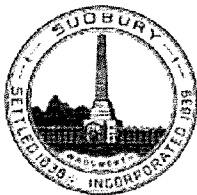
Please reach out to me with any questions.

Best,

Susan Brown

SMILE Mass

Attachment14.a: SMILE Mass Gobble Wobble Application 2022_SB (5451 : SMILE Mass Gobble Wobble 2022)



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: SBadmin@sudbury.ma.us

APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Select Board prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Town's cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Select Board approval. Processing begins after all required materials are received, so please plan accordingly.

Organization Name SMILE Mass
Event Name Gobble Wobble for SMILE Mass
Organization Address 66 Dudley Rd.
Name of contact person in charge Lotte Diomedes/Susan Brown
Telephone Number(s) of contact [REDACTED]
Email address info@smilemass.org
Date of event 11/19/2022 Rain Date none
Starting time 10:00am Ending time 12:00pm
Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) 5K and 10K map attached
Anticipated number of participants 150
Assembly area (enclose written permission of owner if private property to be used for assembly) Curtis Middle School Cafeteria has been requested
Organization that proceeds will go to SMILE Mass
Any other important information We always hire 2 - 3 police detail. We will work with the police for the appropriate number.

The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.

Signature of Applicant [Signature]
SUSAN G BROWN

Date 9/2/2022



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

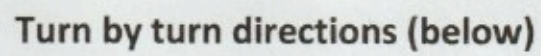
CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

- ☒ Application Form
- ☒ Map of Route
- ☐ Evidence of Certificate of Insurance (please see details above) *will forward ASAP*

Please submit completed application and materials to:

Office of Select Board
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756
Email: SBadmin@sudbury.ma.us



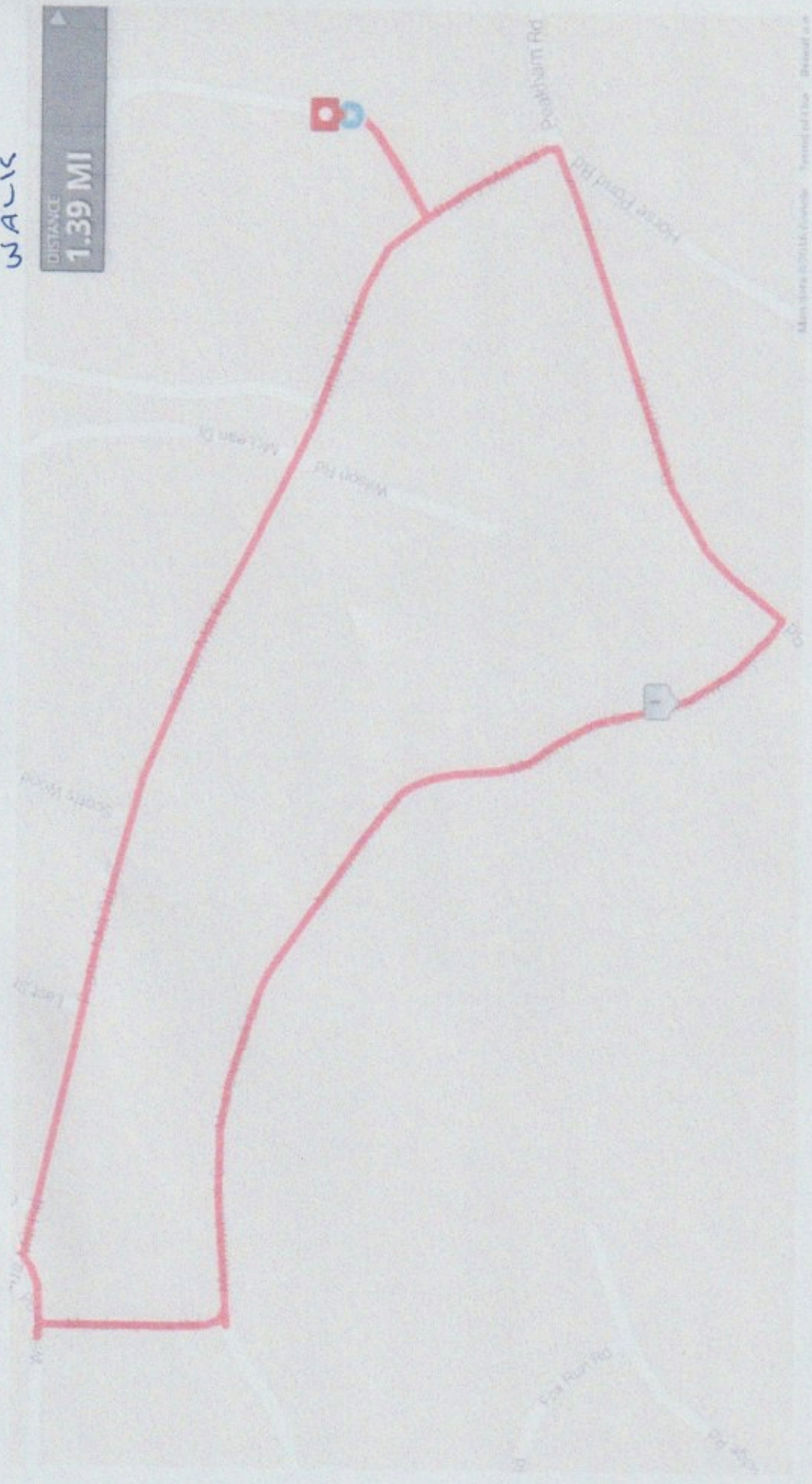
10K turn by turn directions

Leave Curtis middle school from the bus driveway
Turn right onto Pratt's Mill
Turn left onto Willow
Turn left onto Meadowbrook
Turn left onto Peakham
Turn left onto Pratt's Mill
Turn left onto Willow
Bear right staying on Willow
Turn left onto Hemlock
Turn right onto Tanbark
Turn left onto Austin
Turn right onto Peakham
Turn right onto Robert Best
(now backtrack to the middle school)
Turn left onto Peakham
Turn left onto Austin
Turn right onto Tanbark
Turn left onto Hemlock
Turn right onto Willow
Turn right onto Meadowbrook
Turn left onto Peakham
Turn left onto Pratt's Mill
Turn right into the bus driveway at the middle school



WALK

DISTANCE
1.39 MI



2022 SMILE Mass “Gobble Wobble”

Saturday, November 29, 2022

Department Feedback

Department	Staff	Date	Comments
Fire Department	Chief Whalen	9/7/22	The Fire Department has no issues with this event.
Highway Department	Dan Nason	9/6/22	The Public Works Department has no issues with this event assuming no personnel, vehicles or equipment are needed from the Department to support the event.
Park & Recreation	Dennis Mannone	9/7/22	No issues
Police Department	Chief Nix	9/7/22	In reference to the Gobble Wobble we are good with the logistics as has been done in the past events.

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

CONSENT CALENDAR ITEM**15: Accept \$300 donation Senior Center****REQUESTOR SECTION**

Date of request:

Requestor: Debra Galloway

Formal Title: Vote to accept a \$300 donation from Lois Schiappa to the Sudbury Senior Center Donation Account as requested by Debra Galloway, Senior Center Director.

Recommendations/Suggested Motion/Vote: Vote to accept a \$300 donation from Lois Schiappa to the Sudbury Senior Center Donation Account as requested by Debra Galloway, Senior Center Director.

Background Information:
attached memo

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM



Sudbury Senior Center
Council on Aging
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

September 12, 2022

TO: Sudbury Select Board

CC: Interim Town Manager Maryanne Bilodeau

FROM: Debra Galloway, Director, Sudbury Senior Center

RE: Donation to Sudbury Senior Center

The Sudbury Senior Center requests the Sudbury Select Board accept a generous donation from the Lois Schiappa in the amount of \$300.00 to the Sudbury Senior Center Donation Account.

Thank you.

Attachment 15.a: Memo to Select Board re donation 09 12 22 (5463 : Accept \$300 donation Senior Center)

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

MISCELLANEOUS (UNTIMED)**16: Discussion on Discretionary Funds****REQUESTOR SECTION**

Date of request:

Requestor: Bethany Hadvab Town Social Worker

Formal Title: Discussion and possible vote on allocation and distribution of \$4000 of FY23 Discretionary Funds, as requested by the Town Social Worker.

Recommendations/Suggested Motion/Vote: Discussion and possible vote on allocation and distribution of \$4000 of FY23 Discretionary Funds, as requested by the Town Social Worker.

Background Information:
attached provided by Bethany Hadvab, Town Social Worker.

Financial impact expected:

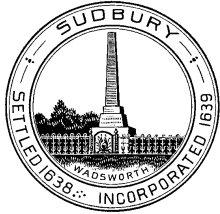
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

09/27/2022 7:00 PM



Town of Sudbury

Board of Health Social Work Office

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

Proposal for Discretionary Funds FY 2023

Tuesday, September 20, 2022

The Board of Health Social Work Office respectfully submits to the Select Board the following proposal for the use of Discretionary Funds for the 2023 FY.

1. Overview of the Funds:

- Please see Appendix A for documentation from the Finance Director regarding the stated purpose of the fund.
- For FY 2023 the Select Board as allocated \$4000 in Discretionary Funds. Please see attached.

2. Proposed use of funds:

- Housing insecurity and challenges paying utility bills are among the top concerns addressed by the Social Work Office. Many residents have exhausted other options for help with rent/utility payments, or do not have access to other relief programs, including: HOPEsudbury, St. Vincent de Paul, Rental Assistance to Families in Transition (RAFT), Emergency Rental and Mortgage Assistance (ERMA), and Emergency Rental Assistance Program (ERAP), and Sudbury Rental Relief Program (SRRP).
- The Social Work Office proposes that the FY 2023 discretionary funds are used to provide emergency rental or mortgage payments or utility payments for residents who are ineligible or unable to access the above listed safety net programs, allocating a maximum of \$500 per household. The Select Board approved this use of the funds for the 2021 and 2022 FYs as well.

Thank you for your consideration,

Bethany Hadvab, LICSW
Town Social Worker

Appendix A

Discretionary/Charity Fund

This fund, also sometimes known as the “Donation Fund” or “Ancient Fund”, comprises monies from the following sources:

- Will of Peter Noyes, 1697, and Will of Joshua Haynes, 1757, which together make up the so-called “Ancient Donation”
- Will of Jerusha Howe, 1842
- Will of Elisha Goodnow, 1849
- Will of Samuel D. Hunt, 1873
- Donation of George Goodnow accepted under Article 5 of the November 4, 1884 Town Meeting
- Will of Joanna Gleason, 1896
- M. L. Parmenter Fund, under terms of Will of Harry L. Parmenter, 1936, accepted by the April 21, 1949 Special Town Meeting
- Reinvested fund income and miscellaneous donations accepted from time to time by the Board of Selectmen.

Peter Noyes (1697) – Will bequeaths property, income from which “it yearly be at the Dispose of the Minister and ye Select men of ye Town of Sudbury for the use of the poor for ever ...”. The March 1728 Town Meeting authorized sale of property “An the produce of Said Sale be Let out to Interest on Good Security So that the Interest yearly be at the Dispose of the Ministers and Select men of Said Town to the Use of the poor of Said Town of Sudbury for Ever. The Security Given to the Said Selectmen for Said Sale to Run to them and their successors.”

Jerusha Howe (1842) – Will bequeaths \$1,000 “to be kept as a fund forever; and the interest shall be appropriated at the discretion of the Selectmen of said town to supply the industrious poor in the town with fuel.”

Elisha Goodnow (1849) – Will bequeaths \$4,000 “and direct that the sum shall be held by said town forever”; ¼ part of net income in each year “shall be applied from time to time as the same may be needed for the purchase of books for poor children attending the Public Schools of said town.”

Remaining income “shall be applied by the inhabitants or officers of said town from time to time in their discretion to and for the relief, assistance and support of the poor, sick and infirm in said town not supported by its almshouse in such manner as the said inhabitants or officers may deem best...”. Town Meetings of 1854 through 1869 authorized the Selectmen alone, or in combination with the School Committee, or the Overseers of the Poor in combination with the School Committee to distribute the

Discretionary Funds Proposal 9.20.22

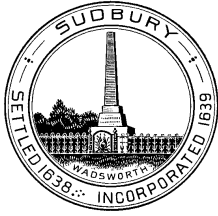
interest. After 1870 the funds (book and charity) were not separated by name in the Town Meeting votes and the committee authorized to distribute poor funds or charity funds were sometimes Selectmen, Overseers of Poor, or Assessors, sometimes combined with the School Committee for the funds on books and sometimes not.

Samuel D. Hunt (1873) – Will bequeaths \$1,000, “income to be distributed annually among the industrious poor residing in said town...”.

George Goodnow (1884) – The November 4, 1884, Town Meeting accepted a \$10,000 donation from George Goodnow, “... the income of which he desires to be used by the Selectmen of said Town for the time being to assist such citizens of the town who are not at the time receiving assistance as paupers but who may for any cause be in need of temporary private assistance.”

Joanna Gleason (1896) – Will bequeaths one-half of the remainder and residue of estate to the Town of Sudbury, amounting to \$1,192.27, “the principal ... to be kept safely invested and the income annually distributed by the Selectmen in their discretion among the needy inhabitants ...”.

Martha L. Parmenter (1936) – Will under Harry L. Parmenter bequeaths \$1,000 principal “... the Inhabitants of the town of Sudbury through its proper officer or officers shall hold the said fund in trust; shall invest and reinvest the same and pay over and use the income therefrom, from time to time, as aid to the poor and needy inhabitants of the said town of Sudbury.”



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: selectboard@sudbury.ma.us

September 16, 2022

Dennis Keohane
Finance Director
278 Old Sudbury Road
Sudbury, MA 01776

IN BOARD OF SUDBURY SELECTMEN

Meeting Date: September 13, 2022

Approve FY23 Trust spending limits

Present: Chair Charles G. Russo, Vice-chair Janie W. Dretler, Select Board Member Daniel E. Carty, Select Board Member Lisa V. Kouchakdjian, Select Board Member Jennifer S. Roberts, and Interim Town Manager Maryanne Bilodeau.

It was on motion unanimously

VOTED: Vote whether to accept the following expenditure limits for the Town Trust Funds for Fiscal Year 2023: Goodnow Library \$35,000; Rhodes Memorial \$600; Lydia Raymond \$100; Forrest Bradshaw \$100; Cheri-Anne Cavanaugh \$1,000; Raymond Scholarship \$1,000; Discretionary \$4,000; Sept. 11 Memorial \$2,000; Perpetual Care \$70,000, for a total of \$113,800, as requested by Dennis Keohane, Finance Director.

A True Copy Attest: _____

Maryanne Bilodeau

Maryanne Bilodeau
Interim Town Manager – Clerk

cc: E. Green, Director of Goodnow Library
B. Hadvab, Town Social Worker
C. Nihan, Town Accountant

Attachment 16.a: Proposal for Discretionary Funds FY 2023 (5381 : Discussion on Discretionary Funds)

**SUDBURY SELECT BOARD**

Tuesday, September 27, 2022

CONSENT CALENDAR ITEM**17: Harpers Payroll request****REQUESTOR SECTION**

Date of request:

Requestor: Dennis Keohane Finance Director

Formal Title: Vote to approve award of contract by the Interim Town Manager for payroll and related services to be contracted with Harper's Payroll Services at the estimated cost amounts inclusive of implementation as set forth for the Town and Sudbury Public Schools in its proposal dated September 15, 2022; and further to execute any documents related thereto.

Recommendations/Suggested Motion/Vote: Vote to approve award of contract by the Interim Town Manager for payroll and related services to be contracted with Harper's Payroll Services at the estimated cost amounts inclusive of implementation as set forth for the Town and Sudbury Public Schools in its proposal dated September 15, 2022; and further to execute any documents related thereto.

Background Information:

In past years the Town has provided all payroll services for both the Town and the Sudbury Public Schools (SPS). To facilitate the needs of the SPS and the Town pursuant to the Accounting Department's request and in coordination with the Sudbury Public Schools, an outside vendor was pursued to process the payroll and related services for each entity. The solicitation process was performed under M.G.L. and Harper's Payroll Services of Worcester, the lowest vendor applicant, has provided a proposal which meets the needs of the Town and which is acceptable to the Finance Director, the Town Accountant, and the SPS Director of Business and Human Resources.

Financial impact expected: The annual cost is based on the number of payrolls that are processed, but the annual estimate is approximately \$25,000 for the Sudbury Public Schools and \$15,000 for the Town (\$40,000 combined). As this will be implemented mid-year, the FY23 estimate is less than \$30,000 combined, which includes a one-time implementation and setup fee of \$3,000. These amounts will be paid from the SPS and Town operating budgets, respectively. No additional funding is being requested.

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending

Select Board
Select Board

Pending
Pending

09/27/2022 7:00 PM

HCM Services Proposal For



by



Thursday, September 15, 2022

George Vadoros
Sales Executive

Harpers Payroll Services

Founded in 1967, Harpers Payroll Services is a Worcester, Massachusetts based business service company, which specializes in payroll processing and other payroll-centric services and products. We are a privately held Massachusetts chartered company, which is profitable. Our customer base is on the order of thousands of client companies ranging in size from 1 to 4500 employees and is located primarily in Massachusetts and the surrounding Northeastern states. We are the largest independent payroll provider in the region based on check processing volume. We serve a very broad range of industrial segments including Manufacturing, Hospitality, Healthcare, Financial and Municipal markets. The core service which we provide is the preparation of client payrolls and the administration of the Payroll Tax liabilities. We process tax liability payments in all 50 states and hundreds of localities. In a typical year we will process 4.8 million payroll checks representing over \$5 billion in gross payroll.

Processing Environment

The operational environment of Harpers Payroll Services is well suited for payroll processing. Our building is constructed of two foot thick exterior walls and is surrounded by a 10 foot tall barbed wire fence. Windows that face the front of our property are constructed with shatter proof glass.

In addition to the physical structure of the building, our offices are monitored by electronic detection systems. These systems include motion sensors, point of entry alarms at doors and windows and sound detection. Alarms triggered by this system are reported to local police and a hierarchy of senior management.

Electric power is supplemented by an emergency generator system that is capable of supplying more than enough energy to satisfy three times the needs of Harpers Payroll Services. The generator is tested regularly and has a "return to service" rate of less than 8 seconds. The generator is powered by a Taylor DS150M3 Series diesel engine which produces 150KW of 120/208 Volt 3 Phase electricity. All essential systems are also equipped with UPS (uninterrupted power supply) units to protect against surge and the 8 second delay before the emergency system is fully operational.

Our office is also equipped with sleeping and sanitary areas to provide for overnight, emergency staffing. Showers and a full kitchen are available.

Harpers Payroll maintains a fully operational hot-site back up office. This hot-site office is located in a second undisclosed area outside of Worcester that is accessible by major roadways. The hot site performs an automated, highly encrypted synchronization with our primary office every two hours. This ensures that current data is always available in the case of a catastrophic building failure. This location is fully stocked with all current supplies, workstations, hardware and software to ensure that operations would be continued in the event that access to the primary office was unavailable. The hot site is tested on a regular basis to ensure continuation of services in case of a disaster.

The day to day operations of Harpers Payroll Services are conducted in accordance with our Policies and Procedures requirements. These Policies and Procedures are reviewed by an independent third party audit group under the Statement on Standards for Attestation Engagements No. 18: Service Organizations, commonly abbreviated as SSAE 18. The SSAE 18 audit that Harpers undergoes is a level II audit, one that involves significant testing of the control environment.

Philosophy

Our organization is structured to provide superior customer service, excellent payroll processing technology and competitive pricing. We believe in a hands-on approach to servicing our clients. This ideal is achieved by customized individual training, assigned customer service representatives, a live receptionist to direct phone calls and unlimited contact with all levels of our staff. Our commitment is to our customers and to provide them with a superior payroll product and an exceptional payroll experience.

Quote Details

Thursday, September 15, 2022

Town of Sudbury

Christine Nihan
278 Old Sudbury Road
Sudbury, MA 01776

Dear Christine,

Harpers Payroll Services is pleased to provide the enclosed price proposal for Town of Sudbury. For over 40 years, our mission has been to provide the best payroll software available backed up with quality, caring customer service, all with an eye toward saving our clients money. We look forward to beginning a successful and beneficial relationship with Town of Sudbury.

The attached proposal is a rollup of **2 individual entity quotes**.

The enclosed proposal is only valid for 30 days from the date set forth above. **If accepted, Harpers' pricing set forth herein will be guaranteed for no less than three years.** Upon successful review of the attached proposal, please sign and return via email or fax to: (508) 753-3014.

Sincerely,



George Vadoros
Harpers Payroll Services

Town of Sudbury
 Christine Nihan
 278 Old Sudbury Road
 Sudbury, MA 01776

Thursday, September 15, 2022

This page includes a rollup of estimated costs for 2 separate entities. Specific details for each individual entity will follow on the accompanying pages.

<i>Estimated Monthly Charges:</i>	\$2,665.20
<i>Estimated Annual Charges:</i>	\$39,482.40
<i>Total One Time Implementation Charges:</i>	\$3,000.00
<i>HR Benefits Administration Setup Costs:</i>	\$0.00

The foregoing rates, and the obligations of Harpers to perform the services more particularly set forth on **Exhibit A** attached to this price proposal, shall be subject to Client performing all of its obligations set forth on such Exhibit.

Accepted & Agreed by the Client: Town of Sudbury **Sales Quote By:** George Vadoros

By (Signature): _____ Date: _____

Name: _____ Title: _____

Attachment 17.a: Harpers Payroll Services Proposal (5465 : Harpers Payroll request)

Town of Sudbury
 Christine Nihan
 278 Old Sudbury Road
 Sudbury, MA 01776

Thursday, September 15, 2022

Payroll Monthly Processing Rates & Fees		Rate	Monthly Vol	Estimate
	Per Processing Charge	\$15.00	2.16	\$32.40
Employee Count Bi-Weekly:	250	\$1.15	2.16	\$621.00
	Per Direct Deposit Transfers	\$0.20	390	\$78.00
Tax Service Type: Full				
	Federal & First State ID	\$40.00	1	\$40.00
Delivery Service: Next Day Courier		\$15.00	2.16	\$32.40
Human Resource Options:				
	Employee Self Service	\$0.25	540	\$135.00
Annual Charges				
	W2's-1099M's To Be Processed (Min \$40 Charge)	\$5.00	250	\$1,250.00
	1094C / 1095C Forms Filing	\$5.00	250	\$1,250.00
Estimated Monthly Charges:				\$938.80
Estimated Annual Charges:				\$13,765.60
One Time Implementation Charges (Interface / Reports / File Design & Setup Fees etc.)				
File Design / Interfaces / Installs / Misc		Rate	Units	Estimate
	Installation / Setup Fee	\$1,000.00	1	\$1,000.00
Total One Time Implementation Charges:				\$1,000.00

Town of Sudbury - School

Christine Nihan
278 Old Sudbury Road
Sudbury, MA 01776

Thursday, September 15, 2022

Payroll Monthly Processing Rates & Fees		Rate	Monthly Vol	Estimate
	Per Processing Charge	\$15.00	2.16	\$32.40
Employee Count Bi-Weekly:	500	\$1.15	2.16	\$1,242.00
	Per Direct Deposit Transfers	\$0.20	910	\$182.00
Tax Service Type: Full				
	Federal & First State ID	\$0.00	1	\$0.00
Delivery Service will be - Pick Up - No Charge				
Human Resource Options:				
	Employee Self Service	\$0.25	1080	\$270.00
Annual Charges				
	W2's-1099M's To Be Processed (Min \$40 Charge)	\$5.00	500	\$2,500.00
	1094C / 1095C Forms Filing	\$5.00	500	\$2,500.00
Estimated Monthly Charges:				\$1,726.40
Estimated Annual Charges:				\$25,716.80
One Time Implementation Charges (Interface / Reports / File Design & Setup Fees etc.)				
File Design / Interfaces / Installs / Misc		Rate	Units	Estimate
	Installation / Setup Fee	\$2,000.00	1	\$2,000.00
Total One Time Implementation Charges:				\$2,000.00

Exhibit A

Scope of Services

Harpers Payroll Services agrees to provide payroll and related services to Client as set forth below, subject to Client performing all of its obligations as set forth below:

- **Processing and Delivering Client Payrolls**
 - Client is responsible for entering and maintaining employee payroll and demographic information within Harpers' payroll system.
 - Client is responsible for submitting the payroll information to Harpers at least 48 hours prior to the Client's payroll check date.
 - Client is responsible for having sufficient funds available to meet the payroll, tax, direct deposit and service fee liabilities one day prior to each check date.
 - Harpers will receive and process the Client payroll and next day deliver checks and reports to the Client.
 - Harpers will debit the appropriate Client bank account one day prior to the check date for:
 - Total Tax Liability
 - Direct Deposit Liability
 - Harpers Service Fee
 - In the event that sufficient funds are not available to meet Client's payroll, direct deposit, federal and state tax deposits, and service fee liabilities available at the time of debit, Harpers may, in its discretion, place Client's account on "Credit-Hold". If Harpers places Client's account on Credit Hold:
 - Harpers will not process additional payrolls.
 - Harpers may offset any of Client's funds on deposit against the outstanding returned items.
 - Harpers may stop payment on any "live" checks cut on behalf of Client.
 - Harpers may reverse any direct deposit/ACH payments made on behalf of Client.
- **Tax Administration and Filing**
 - Client is responsible for forwarding any Federal and State payroll tax related documents to Harpers in a timely manner.
 - Client is responsible for maintaining employee tax changes.
 - Harpers is responsible for timely Federal and State Payroll Tax Deposits and Filings with the appropriate agencies.
 - Harpers only assumes liability for late Federal or State Payroll Tax Deposits or Filings due solely to, and solely to the extent of, its own negligence.
 - Client agrees to sign all documentation needed to originate EFT or Fed wire transactions on Client's designated bank account and to execute any other documentation which Harpers determines are necessary or desirable for it to perform the foregoing Federal and State Payroll Tax responsibilities.
 - Client acknowledges and agrees that Client is responsible for the timely filing of employment tax returns and the timely payment of employment taxes for Client's employees, even if Client has authorized Harpers or any other a third party to file the returns and make the payments. Client understands that the Internal Revenue Service recommends that Client enroll in the U.S. Treasury Department's Electronic Federal Tax Payment System (EFTPS) to monitor its account and ensure that timely tax payments are being made on its behalf. Client may enroll in the EFTPS online at www.eftps.gov, or call (800) 555-4477 for an enrollment form. State tax authorities generally offer similar means to verify tax payments. Contact the appropriate State offices directly for details.
 - In the event that sufficient funds are not available to meet Client's Federal and State tax liabilities at the time of debit, Harpers may, in its discretion, place Client's account on "Non-Tax Status". If Harpers places Client's account on Non-Tax Status, Harpers shall have no further obligation to make Federal and State Payroll Tax Deposits and Filings with the appropriate agencies.
- **Direct Deposit Processing**
 - Client is responsible for accurately entering and maintaining employee direct deposit information, including without limitation: accurately entering/updating the ABA Routing Transit Number, Personal Employee Account number, Amount of Direct Deposit and Pre-note Date.
 - Harpers is responsible for originating the direct deposit transactions through ACH in a timely manner so that funds are available in individual accounts on the check date.
 - Client acknowledges that, in order to put into effect any Services which include ACH transactions, Client will be the Originator of the ACH transactions and will follow and be bound by the rules for ACH Originators as adopted from time to time by the National Automated Clearing House Association. Client agrees that it has assumed the responsibilities of an Originator under the ACH Rules and acknowledges that entries may not be initiated in violation of the laws of the United States.
- **Telephone and Internet Customer Support**
 - Harpers will provide on-going telephone support to Client Payroll Staff. Telephone Support is available Monday through Friday from 8:00 AM to 5:00 PM Eastern Standard Time.
 - Harpers will accept and respond to e-mails from Client Payroll staff in a timely manner.
 - At Client's request, Harpers can provide Web Conference support to help trouble shoot any problems or assist Client in answering any questions. Such support shall be available Monday through Friday from 8:00 AM to 5:00

PM Eastern Standard Time.

- **Conversion**
 - Harpers will convert all W-2 eligible current year employees, including terminations.
 - Client will provide a copy of all Quarterly Payroll Tax Returns for the current calendar year.
 - Client will provide a copy of the payroll bank account check for verification purposes.
 - Client will provide the signature of the company officer responsible for signing payroll checks so the signature may be generated on payroll checks.
 - Harpers will request a copy of the most recent Payroll Register (for testing purposes).
- **Implementation**
 - Following execution and delivery of this Price Proposal, a Harpers Implementation Specialist will perform a Client Analysis and set an Implementation Schedule. Upon review of Client's payroll needs, Harpers will make recommendations, discuss areas of change and implement Client's data into the Harpers system.
 - Harpers will be responsible for the accurate migration of data from the source and will test to ensure the data has transferred appropriately.
 - Harpers will conduct training sessions at mutually agreeable times.
 - Harpers and Client will perform a parallel payroll run before installation. Harpers will provide a parallel Payroll Register to Client for review.
 - Client will have the option of performing parallel payroll testing prior to the first check date.
 - Harpers will setup and convert specialized reports reasonably requested by Client.
- **Post-Implementation**
 - The Harpers Implementation team will troubleshoot and resolve any outstanding issues.
 - Upon successful conversion, the Harpers Implementation Specialist will transition Client's account to a dedicated Customer Service Representative who will manage Client's account on a day-to-day going-forward basis.
 - Harpers will provide training for new Payroll Staff members at no additional cost.

Performance Standards and Controls

- Harpers Payroll Services delivers the highest quality payroll and payroll related service to our clients. Each Harpers Customer Service Representative is required to:
 - Log phone calls and note the reason for the phone call.
 - Log any outstanding issue and resolution date or timeline.
 - Return phone calls within the same business day.
- Harpers Management reviews phone call history and outstanding issues on a daily basis. If an item remains open or unresolved beyond the stated deadline, the client is contacted by our service manager and given an explanation for the missed deadline.

Confidentiality

- Harpers and Client agree that during the setup, implementation and on-going service relationship that each party may disclose certain information to the other party including, but not limited to, payroll information, employee payroll records, business affairs, product plans, business strategies, finances, fee structures and other proprietary information. Such information individually and collectively constitutes "Confidential Information". All such Confidential Information shall remain the sole property of the disclosing party and the receiving party will have no interest or rights with respect thereto. Each party agrees to maintain the Confidential Information in trust and confidence except as required to perform its obligations hereunder to the same extent that it protects its own proprietary information, and further agrees to take all reasonable precautions to prevent any unauthorized disclosure of such information.

Termination

- Client may terminate services with Harpers upon written notice at any time. Upon termination of services, Client shall be solely responsible for payroll-related and tax filing obligations.
- Harpers agrees to file and deposit all taxes through the date of termination and return any tax monies held by Harpers for future payment.