



SUDBURY SELECT BOARD
TUESDAY OCTOBER 25, 2022
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Interim Town Manager
			Reports from Select Board
			Public comments on items not on agenda
MISCELLANEOUS			
1.	7:15 PM	VOTE	Interview two candidates for appointment to the Sudbury Cultural Council. Following interviews, vote whether to appoint Renee Border, 75 Witherell Drive, and Anna Ryan, 54 Cider Mill Road, both for terms expiring 10/30/25.
2.	7:30 PM		Updates related to Eversource Transmission Line project. Eversource representatives in attendance will be Michael Hager, Project Manager; Miles Lang-Kennedy and Megan Aconfora, Project Services; Karen Newell, Community Relations.
3.	8:15 PM	VOTE	Vote to open a joint meeting with the Planning Board to discuss Master Plan.
4.		VOTE	Vote to close joint meeting with Planning Board and resume Select Board meeting.
5.		VOTE	Discussion and possible vote on proposed Housing Trust bylaw revisions.
6.		VOTE	Community Paradigm input and update on Town Manager Search. Bernard Lynch of Community Paradigm Associates to attend.
7.		VOTE	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.
8.		VOTE	Review and possibly vote to approve the Select Board 2023 meeting calendar.
9.			Vocational Education update.

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

Item #	Time	Action	Item
10.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 7/12/22 and 7/26/22.
11.			Public Comments (cont)
12.			Upcoming agenda items
CONSENT CALENDAR			
13.		<i>VOTE</i>	Vote to accept the resignation of Susan Rushfirth, 48 Harvard Drive, from the Diversity Equity and Inclusion Commission (DEI) and send a thank you letter for her service to the Town.
14.		<i>VOTE</i>	Vote to accept the resignation of Amy Wilson Sheldon, 123 Moore Road, from the Cultural Council and send a thank you letter for her service to the Town.
15.		<i>VOTE</i>	Vote to Grant a Special Permit to Sudbury Family Network to hold the "Witches Ride" on Sunday, October 30, 2022, from 4 PM through approximately 5 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.
16.		<i>VOTE</i>	Vote to approve contract execution by the Interim Town Manager for the Cisco Subscription Service Agreement in conjunction with ePlus Technology, Inc. relative to software maintenance for the Cisco VoIP telephone system with payments over a period of five years as requested by the Information Systems Technology Administrator.

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, October 25, 2022

MISCELLANEOUS (UNTIMED)

1: Interview candidates for Cultural Council

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Interview two candidates for appointment to the Sudbury Cultural Council. Following interviews, vote whether to appoint Renee Border, 75 Witherell Drive, and Anna Ryan, 54 Cider Mill Road, both for terms expiring 10/30/25.

Recommendations/Suggested Motion/Vote: Interview two candidates for appointment to the Sudbury Cultural Council. Following interviews, vote whether to appoint Renee Border, 75 Witherell Drive, and Anna Ryan, 54 Cider Mill Road, both for terms expiring 10/30/25.

Background Information:

Financial impact expected:

Approximate agenda time requested: 15 minutes

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

10/25/2022 7:00 PM

Cultural Council Members

Members

Name	Position	Address	Term	End Date	Appointed By
Ellen Gitelman	Chair	19 Raynor Rd	3	10/30/2023	Select Board
VACANCY	Member		3		Select Board
Claudia Brandon	Member	60 Balcom Rd	3	10/30/2023	Select Board
Erica O'Brien	Member	3 Country Village Ln	3	10/30/2023	Select Board
Diana Peters	Member	62 Maynard Rd	3	10/30/2023	Select Board
Martha Romanoff	Member	21 Pokonoket Ave	3	10/30/2023	Select Board
Bethany Shaw	Member	850 Boston Post Rd	3	10/30/2023	Select Board
Amy Wilson Sheldon	Member	123 Moore Rd	3	10/30/2022	Select Board

Attachment 1.a: Cultural Council Members (5530 : Interview candidates for Cultural Council)

TOWN OF SUDBURY

APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Cultural Council

Name: Renée Bordner

Address: 75 Wilmott Drive

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 10 years

Brief resume of background and pertinent experience:

I have a bachelors and masters degree in creative arts therapy. I have a passion for sharing and educating others about the arts

Municipal experience (if applicable):

Sudbury Commission on Disabilities

Educational background:

Bachelors and Masters of Education

Reason for your interest in serving:

I believe that I can assist in creating for awareness of this group and the arts for the greater good of Sudbury.

Times when you would be available (days, evenings, weekends): flexible

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

no

RB (Initial here that you have read, understand and agree to the following statement)

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

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Renée Bordner Date 10/3/22

Attachment 1.b: Bordner_redact (5530 : Interview candidates for Cultural Council)

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
 278 OLD SUDBURY ROAD
 SUDBURY, MA 01776

FAX: (978) 443-0756
 E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Sudbury Cultural Council

Name: Anna Ryan

Address: 54 Cider Mill Rd.

Email Address: [REDACTED]

Home phone:

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 1

Brief resume of background and pertinent experience:

I am an artist and art educator with a Masters in Art Education and over 20 years of teaching experience. I have had the honor of working with numerous age groups (toddler- senior) in a wide array of settings (classrooms, community centers, museums, libraries and more.) I am currently teaching at the Danforth Museum in Framingham, as well as ElderWell in Natick.

Municipal experience (if applicable):

Educational background:

BA, MA, Social Emotional Arts certified.

Reason for your interest in serving:

I recently began participating in public art projects as an artist and I would love to gain experience on the other side, supporting artists and the arts in Sudbury through grants.

Times when you would be available (days, evenings, weekends):

Evenings

Do you or any member of your family have any business dealings with the Town? If yes, please explain:
 No

AWR (Initial here that you have read, understand and agree to the following statement)

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

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Anna W. Ryan Date 8/24/22

Attachment 1.c: Ryan_redact (5530 : Interview candidates for Cultural Council)

From: [Ellen Gitelman](#)
To: [Select Board's Office](#)
Subject: Sudbury Cultural Council new member applications
Date: Monday, October 3, 2022 6:12:57 PM
Attachments: [Application-for-Appointment.pdf](#)
[ReneeBordnerSudburyCulturalCouncilApp.pdf](#)

Hi,

Renee Border and Anna Ryan have been unanimously approved as new members of the Sudbury Cultural Council. I have attached their applications.

When will the meeting take place to approve them?

Thanks.

Ellen Gitelman
Chair, Sudbury Cultural Council

Attachment1.d: Sudbury Cultural Council new member applications (5530 : Interview candidates for Cultural Council)

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**2: Updates related to Eversource transmission line project****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Updates related to Eversource Transmission Line project. Eversource representatives in attendance will be Michael Hager, Project Manager; Miles Lang-Kennedy and Megan Aconfora, Project Services; Karen Newell, Community Relations.

Recommendations/Suggested Motion/Vote: Updates related to Eversource Transmission Line project. Eversource representatives in attendance will be Michael Hager, Project Manager; Miles Lang-Kennedy and Megan Aconfora, Project Services; Karen Newell, Community Relations.

Background Information:

Financial impact expected:

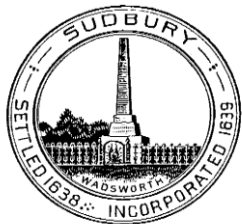
Approximate agenda time requested: 45 minutes

Representative(s) expected to attend meeting: Eversource representatives

Review:

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

10/25/2022 7:00 PM



TOWN OF SUDBURY
Office of the Interim Town Manager

Maryanne Bilodeau
Interim Town Manager

278 Old Sudbury Road
Sudbury, Massachusetts 01776
Tel: (978) 639-3385
Email: bilodeaum@sudbury.ma.us

To: Select Board
From: Maryanne Bilodeau
Re: Town Department/Sudbury Water District Updates Related to Eversource Transmission Line Project
Date: October 20, 2022

In preparation for the Eversource Transmission Line Project Update that is scheduled for the October 25th Select Board agenda, please see the following comments in regards to how departments are prepared as well as outstanding concerns they may have.

The Town Department Heads, Vin Roy from the Sudbury Water District, and Eversource representatives will be available at your meeting to answer questions.

Police Chief Scott Nix:

No updates to report.

Fire Chief John Whalen:

The issue at hand is that I feel that HAZMAT response is a specialty duty, Mr. Cutler thinks that HAZMAT is an outside detail because the Town gets reimbursed by the State.

The HAZMAT Contract with the State makes no mention that HAZMAT response are details and there is no mention in the Union Contract or side a side letter defining the pay.

I will check the timing on the date to see if it grievance meets the filing requirements.

Board of Health Director, Bill Murphy:

No updates. We have everything that we need at this time.

DPW Director Dan Nason:

No changes from my previous comments:

1. How the DPW is prepared for the project:
 - a. The DPW is expecting and will expedite the road opening / closing application.
2. Outstanding concerns:
 - a. Road opening /closure permits are required from the Public Works Department for the roadway crossings. The road crossings will come later on in the project schedule.

- b. Adequate notification (Message Boards) placed at road crossings at least a week before the work is scheduled to alert motorists and residents of the pending delays and detours. Any planned or proposed detour routes shall be reviewed and approved by the Public Works Director, Police Chief and Fire Chief to ensure they do not interfere with other Town construction projects or emergency response/access.
- c. Provide and distribute an updated Emergency Contact List with persons, name, title and a phone number where they can be reached 24/7.
- d. Ensure construction routes are disseminated to all truck drivers to ensure the pre-determined routes are followed and to eliminate truck traffic in neighborhoods.
- e. Any and all construction debris deposited along the roadways or damages caused by the construction vehicles and transportation of debris is the responsibility of Eversource and its contractor. The Public Works Department recommends a pre-construction video or survey is performed of all truck routes to document conditions prior to the commencement of activities.

Planning and Community Development Director, Adam Duchesneau:

Below are the items from the remaining permits which the Planning & Community Development Department believes still need to be completed before the Eversource/MCRT project can commence. However, the project team has submitted responses to most/all of these items, but our staff has not had time to review this submission to confirm everything as of the date of this email. As such, some of the items below may have been addressed by the project team, but our office still needs to confirm them.

Stormwater Management Permit

- II.C.2) The Project will disturb more than one acre of land and is therefore required to obtain coverage under the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) Construction General Permit. Draft Stormwater Pollution Prevention Plans (SWPPP) have been included in the application. The draft SWPPP includes recommended construction period pollution prevention and erosion and sedimentation controls. For each Project Phase, the final SWPPPs with all applicable attachments shall be submitted to the Board for review and approval prior to commencement of any work in connection with the Project. If a response is not received within 10 days of receipt, the Plan shall be deemed approved. All work on the Project Site shall be conducted in accordance with the requirements of those permits and plans. Any changes made to the SWPPP during the course of the project shall be submitted and approved by the Planning Board or its representative prior to implementation.
- II.C.8) An Illicit Discharge Compliance Statement, signed by the Owner, shall be submitted to the Planning Board.
- II.C.10) A Project Compliance Manual shall be submitted to the Planning Board for review and approval. The document shall include the requirements for compliance with the various permits for the Project, including this Decision and Conditions herein. If a response is not received from the Planning Board or its representative within 10 days of receipt, the Project Compliance Manual shall be deemed approved.
- II.C.11) The Applicant shall provide to the Planning Board copies of both the executed Memorandum of Understanding between Eversource and Department of Conservation and Recreation and the lease agreement between Eversource and the MBTA to ensure the obligations of the project are fulfilled.

Earth Removal Permit

8. A copy of the SWPPP will be prepared and submitted to the Town with documentation of receipt by the EPA.

13. The Applicant shall, at a minimum, perform additional chemical testing of soil and groundwater samples from the ROW and surrounding properties a minimum of four weeks prior to significant disturbance of the soil. This shall include, at a minimum, the following scope of sampling and testing:

- a. Performing chemical testing of in-situ shallow soil samples along the former track bed for the presence of total arsenic in Segment 3 of the project (defined herein as the residential, rural, undeveloped corridor located approximately between the Sudbury-Hudson border to near the northwest corner of the Meadow Walk Sudbury) at every approximately 500 linear feet prior to commencing excavation of soil, after the railroad ties are removed and the erosion controls are in place. This is anticipated to require approximate 30 total samples.
- b. Furthermore, at a minimum, testing of soil and/or groundwater shall be performed at seven (7) of the properties of potential environmental concern located in Sudbury where soil and/or groundwater testing was previously not performed on behalf of Eversource which are listed in the table entitled “Summary of Properties of Concern, MBTA ROW, Transmission Line Project, Sudbury to Hudson, Massachusetts” contained in a memorandum entitled “Summary of Hazardous Materials Assessment, Proposed Transmission Line Project, Sudbury to Hudson, Massachusetts prepared by VHB dated September 29, 2017.
 - i. The testing of soil and/or groundwater samples at each of these specific sites shall be performed for the constituents of concern within the proposed depth of excavation for the project.
- c. The results of all testing shall be submitted to the Board, along with all documentation prepared by their LSP, for its record.

15. At least two weeks prior to the loading and hauling of stockpiled soil to a licensed soil receiving facility, Eversource shall submit to the Board for its records the results of the chemical testing performed on the stockpiled soils along with all documentation prepared by their LSP and the soil receiving facility.

Public Communications Update from Leila Frank:

The Eversource Communication Team has been providing info as requested. In addition to the Project Updates page they had previously established, they’ve also created a Project Tracking Map. Once the project begins, they plan to update the web page on a weekly basis and the Google Map on a daily basis. Links to the web page and project map as well as email notification signup, the paper notice mailed to abutters and the Eversource contact info for those who have questions are all on the Town website’s [Eversource Page](#). We will continue to share information on that page as needed.

Conservation Coordinator, Lori Capone:

The Conservation Commission issued an Order of Condition on February 4, 2021 for the construction of the Eversource Underground Transmission Line followed by the installation of the Mass Central Rail Trail. The Applicant has been working since issuance of this Order to accomplish the pre-construction conditions contained within this Order. I provide the following status on these pre-construction requirements, what measures are being implemented to ensure the applicant meets the permit requirements, and outstanding matters and concerns.

Pre-Construction Condition Compliance Status:

The following are the pre-construction conditions placed on the project and the status of how these have been addressed. The specific condition language can be found in my August 24th project status update or in the Order of Conditions that can be found here:

<https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2021/02/Order-of-Conditions-Complete.pdf?version=55d3b8dccf17f4e46b7966844b279202>.

1. The executed Memorandum of Understanding between Eversource and the Department of Conservation and Recreation and the agreements between the Massachusetts Bay Transportation Authority and the Applicants, to ensure the obligations of the project are fulfilled, have been provided to the Town.
2. The applicant has developed a baseflow and baseline water quality plan and continues to conduct monthly testing and provide quarterly reports to obtain baseline conditions at the two Hop Brook Crossings and six tributary streams. Samples are taken at each location and are evaluated for temperature, dissolved oxygen, pH specific conductivity, oxygen reduction potential, chlorine, hardness, alkalinity, turbidity, and velocity. This data will be compared throughout construction to confirm that construction is not negatively impacting our Cold-Water Fisheries. These reports are posted to the Commission's project page at:
<https://sudbury.ma.us/conservationcommission/eversource-mass-central-rail-trail-notice-of-intent/>.
3. The applicant has hired SWCA to map the corridor for locations and densities of invasive species. I have walked to corridor with SWCA to confirm the accuracy of the mapping and determine areas that would be appropriate for 3.3 acres of invasive species management to mitigate for project impacts and will be used to ensure the project does not result in new introductions and expansions of invasive populations. This analysis resulted in the agreement to manage invasives species within the ROW but outside the limit of work of 3.64 acres. The invasive species management plan has been posted on the Commission's project page at: <https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/01/Invasive-Species-Management-Plan.pdf?version=1f6120cd16ca675848093164edb20cf1>.

The project has been conditioned to require vegetation removed from the site to be chipped directly into a truck and removed from the project site to prevent the spread of invasive seeds and plant material.

4. I have walked the corridor with the contractor and they have confirmed that the site will be accessed only from public ways.
5. I have walked the corridor with the contractor and they have confirmed that laydown areas shall be located predominantly outside resource areas subject to the Commission's jurisdiction, within the work limits.
6. Prior to the start of work, the Applicants must submit to the Division and the Commission, for review and approval, a signage plan for the shoulder and duct bank mowing areas, which must describe sensitive dates for the Eastern Box Turtle.

Status: This will be submitted prior to Phase II when the corridor will start to be managed via mowing. If there is lag time between phases I and II, the applicant has agreed that these areas will not be mown.

7. A Turtle Protection Plan was approved by the Division of Fisheries and Wildlife and is posted on the Commission's project webpage here: <https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-content/uploads/sites/273/2021/09/Approved-Turtle-Protection-Plan-August-2-2021.pdf?version=a72b389e16740db9ccb72c4773420743>.
8. The contract has been executed with Pare Corporation to serve as the Town's independent Environmental Monitor, paid for by the Applicant, to provide oversight for the following activities:
1. Review the erosion control barrier following installation but prior to any land disturbance and each year prior to vernal pool species migration. Conduct spot inspections of vernal pools during construction and/or review reports provided by the Applicant's Environmental Monitor to ensure no negative impact to vernal pools during construction.
 2. Be on site during initial tree removal and invasive species clearing activities, within the limit of work.
 3. Review and ensure appropriate reporting of all activities associated with construction scheduling, erosion control monitoring, compliance with the project's SWPPP, and environmental monitoring activities including ensuring adherence to time of year restrictions.
 4. Be on site during bridge platform installation and spot inspections during bridge construction.
 5. Be notified of all dewatering activities and be on site during dewatering in sensitive locations, i.e. whenever excavation is proposed within 50 feet of a wetland, or when extensive dewatering will be needed. Specific oversight locations will be determined with the contractor, prior to commencement of work.
 6. Review restoration/mitigation areas including being on site during the construction of the wetland replication area.
 7. Be on site to oversee excavation/construction activities over culverts and drainage structures.
 8. Be available to respond to emergency situations, should they arise.

I have walked the more critical locations with the Independent Monitor Team on September 14, 2022. These inspections will help supplement additional regular oversight provided by the Conservation Office.

In addition, the Applicant is required to ensure there is a qualified Environmental Monitor(s) on site at all times overseeing work that is subject to this Order. The Environmental Monitor(s) shall send weekly erosion control inspection reports and reports following any storm event of ½ inch of rain or greater, to the Conservation Commission. These reports will be closely monitored by the Town and its Environmental Monitor.

9. A Soil and Groundwater Management has been developed by Weston and Samson and approved by the Conservation Commission. This report is posted on the Commission's project webpage here: https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/02/S-H-SGMP-Update_FINAL-1.31.22.pdf?version=181090dcf006e6823e4175dee15cc0a1.
10. The applicant has submitted a report regarding the structural integrity of on-site culverts. The primary culvert that I have concerns with is the culvert that conveys Dudley Brook. The Town's Environmental Monitor will be on site when excavation and construction is occurring over culverts throughout construction. The structural integrity was raised during the Notice of Intent hearing

process. Should there be any impacts to culverts from the construction, work shall immediately cease in these areas until proper review and any additional permitting is obtained to repair and/or replace culvert and/or drainage structures. The analysis of these culverts is posted on the Commission's webpage here: <https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/08/Culvert-Inspection-August-2021.pdf?version=93e6761858b70afb117ac2f44c0eb77d>.

11. The applicant has provided an Environmental Compliance Manual which has been reviewed and approved by the Commission. This Manual is posted on the Commission's webpage here: <https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/08/Environmental-Compliance-Manual.pdf?version=4cbd8b0e8f0fd714f1351431d89b5397>.
12. The applicant has provided a construction schedule detailing construction sequencing, which has been posted to the project webpage here: <https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/10/Bond-EVS-Sudbury-to-Hudson-115kV-Schedule-Update-05-DD01Oct22-1.pdf?version=a7dc2e61b4de54702bfff757dfb0a815>. This schedule will be closely monitored by the Town and its Environmental Monitor to ensure work is being conducted in compliance with any restrictions and will be used to determine on-site inspections that will be required.
13. The Stormwater Pollution Prevention Plan was provided and reviewed by the Commission and has been posted to the Commission's project webpage as part of the Environmental Compliance Manual <https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/08/Environmental-Compliance-Manual.pdf?version=4cbd8b0e8f0fd714f1351431d89b5397>.
14. A signed illicit discharge statement has been provided to the Town.
15. I have walked the corridor with the applicant to review the survey located limit of work. The stakes keep getting removed by others and will need to be surveyed prior to work commencing.
16. Prior to any site disturbance, with the exception of the installation of the erosion control barrier, the Applicant shall schedule a pre-construction site visit with the Conservation Coordinator as least one week prior to commencement of work. At a minimum, those in attendance at this site visit should include the Applicant, construction supervisor, and Environmental Monitors involved in the project.

Status: This will be scheduled prior to commencement of work.

17. The applicant has evaluated and mapped the corridor for important habitat features, documenting the location of all important habitat features that will be removed (such as brush piles, snags, overhanging trees, logs within or near the water, large woody debris, etc.) to quantify the number of features removed and provide confirmation that work did not result in the loss of important wildlife habitat features. Brush, large woody debris, and logs shall be replaced within or near the water, generally in the location of where they were removed. Reports shall be provided to the Conservation Commission at least every six (6) months, for the life of the Order, documenting wildlife habitat removal and restoration efforts implemented, including monitoring of vernal pools. This evaluation has been posted on the Commission's webpage here:

https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/03/Sudbury_Wildlife-Features-Survey-Methods_MAR2022_FINAL_Compiled.pdf?version=0156c05dc68e25fb0917ebcf836e4008.

18. Tree/limb clearing shall be minimized to only that which is required to access the project site with equipment and to conduct the approved work. Equipment shall be chosen which minimizes required clearing to the maximum extent practicable. The Applicant shall retain as many limbs overhanging the limit of work as possible. Prior to tree felling, the Applicant shall walk the corridor with the Commission or its Agent to determine the extent of canopy that can be retained.

Status: I have walked the corridor with the construction team to review tree/limb clearing. We have identified trees that can be saved and trees that need to be removed but can be left as snags. Trees that are outside the limit of work, but overhang the limit of work will be limbed to no greater than 25 feet high, to maintain a substantial canopy over the constructed corridor. We will walk the corridor ahead of and during the tree clearing operation to ensure the clearing occurs in accordance with the approved plans.

19. The contractor shall provide detailed plans of the crane mat location and installation a minimum of one week prior to installation. All work and impacts associated with installation, removal, and stabilization of the crane areas shall be conducted in strict compliance with the Project Plans and Details and shall be reviewed and approved by the Commission and/or its Agent prior to installation and shall be installed under the supervision of the independent Environmental Monitor.

Status: This will be provided prior to commencement of this activity.

20. Dewatering activities shall be located as far as possible from wetland resource areas and shall be prohibited from discharging to Bordering Vegetated Wetlands, Isolated Vegetated Wetlands, Land Under Water Bodies and Waterways, or within the inner Riverfront Area. Dewatering may only occur in other upland resource areas provided adequate control measures are implemented and locations are identified by the contractor and review and approved by the Commission and/or its agent prior to implementation.

Status: I have walked the corridor with the applicant and identified dewatering activities needed at the vault locations. Additional locations will be identified during construction as needed and direct oversight will be provided in critical locations.

There are additional soil and groundwater management, environmental protection and mitigation conditions included in the August 24th status report that will remain in place throughout construction and for the long-term management of the corridor that are not reiterated in this report.

Additional Actions Taken:

1. An Administrative Approval to shift the proposed rail trail south of Boston Post Road to allow the retention of rail in front of the Tool House was approved by the Conservation Commission at their September 12th meeting.
2. The applicant has submitted a construction schedule for the project. This schedule is being reviewed by the Town and the Environmental Monitor for compliance with time-of-year restrictions and can

be viewed on the project webpage at:

<https://sudbury.ma.us/conservationcommission/wp-content/uploads/sites/273/2022/10/Bond-EVS-Sudbury-to-Hudson-115kV-Schedule-Update-05-DD01Oct22-1.pdf?version=a7dc2e61b4de54702bfff757dfb0a815>.

3. The updated SWPPP and Environmental Compliance Manual was received today. This is currently under review.
4. I have attended the environmental training developed for the construction team to confirm knowledge of conditions and expectations of the project, for environmental and cultural resources. This training was attended by representatives of Epsilon Associates (Environmental Compliance), SWCA Environmental Consultants (Invasive Species Manager), AECOM Technical Services (Endangered Turtle Specialist), Weston & Sampson (Soil and Groundwater Monitor), Bond (Contractor), ET&L (Environmental Compliance), Moosehead (Tree Removal Company), Commonwealth Heritage Group (Cultural Resource Consultant), and Eversource.
5. I have reviewed the staging and dewatering location plan and viewed the locations in the field. The applicant will be requesting a temporary exception for equipment staging for a piece of equipment associated with tree clearing for consideration at the October 31st Conservation Commission meeting. This request has not been received at the time of this memo.
6. The applicant will be submitting a request associated with snow management for consideration at the October 31st Conservation Commission. This request has not been received at the time of this memo.
7. I am meeting with the Eversource Communication Team, the Town of Marlboro, US Fish and Wildlife and the Sudbury Valley Trustees on trail connectivity during construction on October 24th.

Outstanding Actions:

1. Execution of the Army Corps Permit.
2. Approval from the Conservation Commission of the temporary staging location for tree removal equipment, anticipated to be presented at the October 31st Conservation Commission meeting.
3. Approval from the Conservation Commission for snow management strategies, anticipated to be presented at the October 31st Conservation Commission meeting.
4. Review and approval of initial invasives species removal strategy.
5. Revised engineered plans to install a shallower vault at the Dudley Brook crossing to maintain the integrity of the existing culvert and to shift the transmission line in a few areas to preserve trees.

Sudbury Water District Executive Director, Vincent Roy:

The District's outstanding issue for this project is the following:

The District is requesting that Eversource provide the District with a design plan for the replacement of water main at the four road crossings. Eversource needs to provide a detailed design plan for the replacement of asbestos cement water main at the road crossings. Eversource will be required to replace 25 feet of water main at each of the crossings with Class 52 Ductile Iron pipe of the same diameter as the original pipe. Expectations are to replace 10 feet of water main beyond the excavated 5-foot trench width for their underground utility. The anticipated time frame for this work is to begin next fall, September 2023. Eversource has stated that they will submit a plan to the District by February 2023.

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**3: Joint meeting with Planning Board****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Vote to open a joint meeting with the Planning Board to discuss Master Plan.

Recommendations/Suggested Motion/Vote:

Background Information:

attached master plan documents provided by Adam Duchesneau.

Scheduled start time 8:00 PM

Financial impact expected:

Approximate agenda time requested: 45 minutes

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

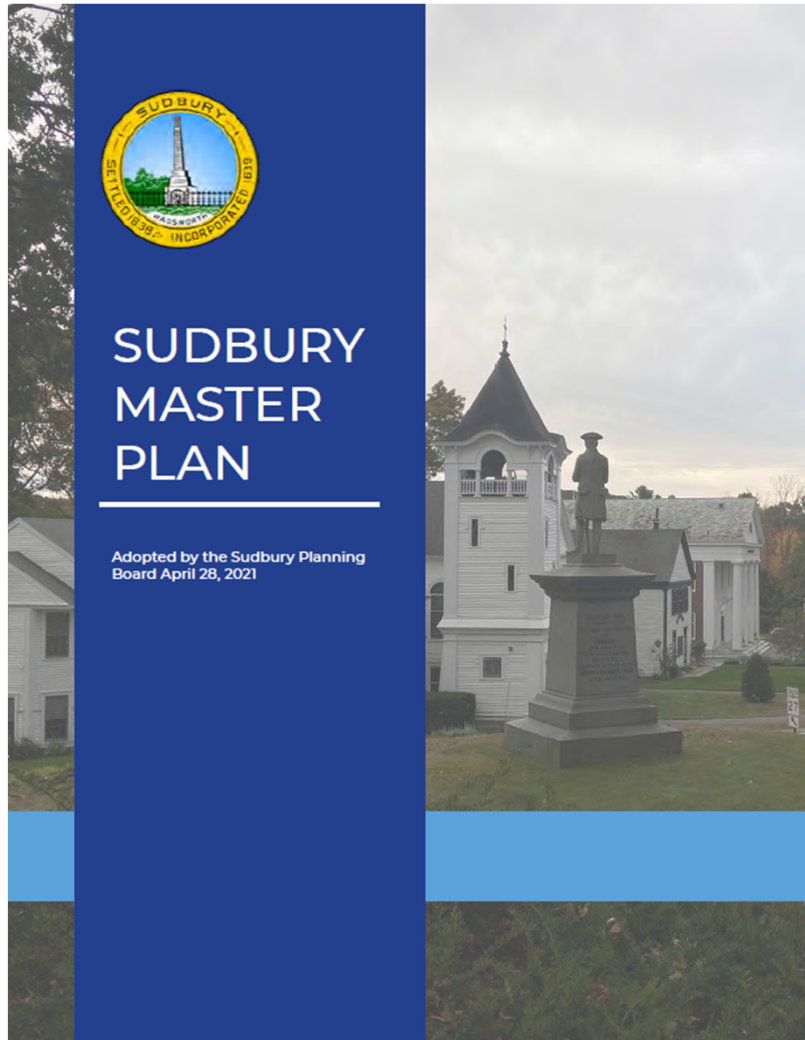
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

10/25/2022 7:00 PM



Master Plan Implementation Update for Select Board

October 25, 2022

Master Plan Action Items: Ongoing Work

- Action Item status updates itemized in Column G of Action Item Matrix (provided Excel sheet)

High Priority Items in Master Plan

“HIGH IMPACT” ACTION ITEMS

These actions or projects will have a major positive impact on the community as a whole and should remain a high priority for implementation.

- **Bruce Freeman Rail Trail Construction**
 - Bid process and contractor selection underway at MassDOT
 - Construction to begin late 2022 or early 2023
- **Comprehensive Wastewater Management Plan**
 - In progress
 - Grant recently awarded to create preliminary design documents of the Town’s first municipal Wastewater Treatment Facility and groundwater discharge

High Priority Items in Master Plan

“CRITICAL PATH” ACTION ITEMS

These serve as keystone projects. Without addressing these particular Action Items early in the implementation phase, other Action Items cannot be pursued or would suffer in some way.

- **Route 20 Corridor Visioning Study** ←
 - **Historic Preservation Plan**
 - Draft Plan completed in August 2022
 - Final Plan to be completed in October 2022
 - Addresses several additional items within the Implementation Plan
 - **Facilities Assessment and Maintenance Plan**
 - **Housing Strategy**
 - **Comprehensive Wastewater Management Plan**
 - In progress
- Critical Path Action Item required to address Route 20 actions

Planning Board High Priorities (1 of 3)

TOWN FACILITIES, SERVICES, AND INFRASTRUCTURE

- D.1. Develop a comprehensive Facilities Assessment and Maintenance Plan that includes a Capital Needs Assessment for every municipal building/**property**.
 - Identified as a Critical Path Action Item in Master Plan related to funding, ADA compliance, Livable Sudbury goals, and energy conservation

HISTORIC AND CULTURAL IDENTITY

- A.1. Create a Historic and Archaeological Working Group comprised of preservation organizations, Town boards, committees, and commissions, Town officials, and citizens whose mission is to advance the protection, preservation, and development of historical archaeological resources and town character.
 - Identified and reinforced by Historic Preservation Plan

Planning Board High Priorities (2 of 3)

HISTORIC AND CULTURAL IDENTITY

- A.3.a. Examine existing historic district policies: Determine the need to expand or reduce boundaries based on historic resources and the effect of these changes on area character. Define how historic district boundaries are drawn and if the 300-foot setback from the public right of way is an effective determinant of a boundary. Add provisions for landscape regulations.
- A.3.b. Examine the effectiveness of the Demolition Delay Bylaw to protect properties outside historic districts and lessen its impact on properties that have no historic value. Consider ways to update it.
- A.3.c. Consider establishing a Minimum Maintenance Bylaw or a Demolition by Neglect Bylaw to maintain historic properties and protect them from demolition.
 - All items are addressed within the Historic Preservation Plan
 - Next step is to examine revised bylaws for a future Town Meeting

Planning Board High Priorities (3 of 3)

ECONOMIC DEVELOPMENT

- A.1. (Find resources to) Hire an economic development planner tasked with managing projects specific to economic development and working on business retention, expansion, and outreach/relationship building. The economic development planner, through the Planning and Community Development Department, will lead the remaining actions under this goal.
 - \$35,000 of ARPA funds allocated to hire economic development consultant to accomplish several of the tasks identified in Master Plan, including assessing value of permanent economic development position

TRANSPORTATION & CONNECTIVITY

- B.4.a. Identify opportunities for shared driveways and other connections between adjacent commercial properties.
 - Key item related to goals of reducing congestion on Route 20
 - Planning Board continues to examine on case by case basis, but would like to explore at more macro level

Priorities Needing Select Board Assistance

TOWN FACILITIES, SERVICES, AND INFRASTRUCTURE

- D.1. Develop a comprehensive Facilities Assessment and Maintenance Plan that includes a Capital Needs Assessment for every municipal building

Potential Opportunities

MULTI-FAMILY ZONING REQUIREMENT FOR MBTA COMMUNITIES

- Studying potential compliance with this ordinance could address several Action Items and priorities in the Master Plan related to diversifying housing stock, affordable housing, and mixed-use development in specific locations *(example: Housing Items A & B, Economic Development Items C)*

TOWN MEETING APPROVED HIRING A SUSTAINABILITY DIRECTOR

- This aligns with Action Items related to Resiliency and other areas of focus. This position can spearhead actions focused on resiliency, carbon reduction, climate action plan, and sustainability *(example: Resiliency Items A-C, Town Facilities Items D)*

Select Board Priorities

- Priorities identified at October 24, 2022 Select Board meeting.....

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
			ROUTE 20 CORRIDOR			
			A. Sudbury will work to develop a strong vision for Route 20 redevelopment and remove barriers to achieve that vision.			
Route 20 Corridor	Critical Path Action & High Impact Project		A.1 Complete a Comprehensive Wastewater Management Study that includes recommendations.	DPW	Short-Term (within 5 years)	DPW continues to advance this, last met with the Select Board to discuss on July 12, 2022.
Route 20 Corridor			A.2 Fund and commission wastewater solution(s) for the Route 20 Corridor identified in the Comprehensive Wastewater Management Study (See above Action A.1).	DPW	Short-Term (within 5 years)	
Route 20 Corridor	Critical Path		A.3 Fund and commission a Visioning Study for the Route 20 Corridor that will provide detailed buildout visualizations of future development scenarios. Identify preferred elements from each scenario.	Planning & Community Development	Short-Term (within 5 years)	
Route 20 Corridor			A.4 Develop and adopt zoning for target areas on Route 20 that will allow developers to build environmentally sustainable, accessible, and attractive projects.	Planning & Community Development	Mid-Term (5-10 years)	
Route 20 Corridor			A.5 Revisit the Water Resource Protection Overlay District to determine whether this zoning tool is still functioning as intended. Revise the Zoning Bylaw as appropriate.	Planning & Community Development	Mid-Term (5-10 years)	
Route 20 Corridor		Housing	A.6 Ensure housing proposed within the Route 20 Corridor, either as standalone developments or part of a mix-used project, follow policies outlined in Housing .	Planning & Community Development	Ongoing	
Route 20 Corridor		Transportation and Connectivity	A.7 Continue to identify transportation improvement opportunities (policies, amenities, or new infrastructure) that connect Route 20 to other areas of Sudbury by means other than a car, such the proposed rail trails, walkway improvements, or shuttle services for commuters, seniors, and youth (See Transportation and Connectivity Policy B).	Planning & Community Development	Ongoing	The Bruce Freeman Rail Trail and Mass Central Rail Trail projects continue to advance and will be under construction in 2023. Topic is also discussed at Transportation Committee meetings.
Route 20 Corridor		Transportation and Connectivity	A.8 Use streetscape improvements to create a positive walking experience in the Route 20 Corridor, including sidewalk connections, banners, street trees, and burying utilities (See Transportation and Connectivity Policy B).	Planning & Community Development	Ongoing	
Route 20 Corridor			B. Identify ways to reduce congestion along Route 20 in order to connect the corridor with other key nodes in the community.			
Route 20 Corridor			B.1 Provide incentives for private commercial property owners on the Route 20 Corridor to incorporate site elements conducive to transit ridership. These could include interior circulation routes for shuttles and some dedicated parking spaces for shuttle riders.	Planning & Community Development	Short-Term (within 5 years)	
Route 20 Corridor			B.2 Evaluate the potential for using “back road,” “access road,” or other connectivity strategies to keep automobiles from re-entering Route 20 when unnecessary.	Planning & Community Development	Mid-Term (5-10 years)	
Route 20 Corridor			B.3 Use incentives or requirements for new development along the Route 20 Corridor that connect Route 20 to future rail trails in Sudbury in a way that enhances local and regional access. This may include leveraging public and private investments for new infrastructure.	Planning & Community Development	Ongoing	
Route 20 Corridor			B.4 Revisit the Route 20 commuter shuttle and other regional transit programs to determine if it is meeting commuter needs.	Transportation Committee	Ongoing	Topic is discussed and explored at Transportation Committee meetings. Senior Center Director stays in touch with the MWRTA regarding this topic.
Route 20 Corridor			B.5 Work with neighboring communities to manage and coordinate future development along Route 20 to minimize the impact of traffic on mobility.	Planning & Community Development	Mid-Term (5-10 years)	
			ECONOMIC DEVELOPMENT			
Economic Development			A. Sudbury will develop capacity to support economic development efforts, including taking an active approach to business attraction, retention, and expansion.			
Economic Development			A.1 Hire an economic development planner tasked with managing projects specific to economic development and working on business retention, expansion, and outreach/relationship building. The economic development planner, through the Planning and Community Development Department, will lead the remaining actions under this goal.	Town Manager	Short-Term (within 5 years)	PCD has been allocated \$35,000 of ARPA funding to hire an Economic Development Consultant. Discussions with the Planning Board indicate the best way to use the funding is to obtain a better handle on what the consultant sees as the potential economic impact of a permanent position. PCD staff is working to execute the usage of this funding.
Economic Development			A.2 Develop a comprehensive economic development strategy for the town.	Planning & Community Development	Short-Term (within 5 years)	
Economic Development			A.3 Develop incentives to attract the types of businesses that Sudbury residents currently leave town to patronize, particularly food service, entertainment, private recreation, and recreation-oriented retail.	Planning & Community Development	Short-Term (within 5 years)	
Economic Development			A.4 Survey existing businesses to understand issues and promote retention.	Planning & Community Development	Short-Term (within 5 years)	
Economic Development			A.5 Partner with private property owners, businesses, and other economic development stakeholders to develop modern flexible office and meeting space that supports existing and new professionals within the Town who may currently work from home.	Planning & Community Development	Mid-Term (5-10 years)	
Economic Development			A.6 Partner with private property owners, businesses, and other economic development stakeholders to develop a small-scale entrepreneurial/maker space to support light manufacturing/assembly businesses.	Planning & Community Development	Mid-Term (5-10 years)	
Economic Development			A.7 Work with local commercial real estate agents to assist existing businesses seeking to expand by helping locate appropriate space in Town.	Planning & Community Development	Ongoing	

Attachment3.b: Master Plan - Action Item Matrix for SB Update 221025 (5507 : Joint meeting with Planning Board)

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
Economic Development			A.8 Strengthen relationships with economic development stakeholders, such as the Sudbury Chamber of Commerce, to assist with capacity building for economic development efforts.	Planning & Community Development	Ongoing	
Economic Development			B. Sudbury will work with property owners and other stakeholders to ready sites for development or redevelopment.			
Economic Development		Route 20 Corridor	B.1 Work with local commercial real estate agents to promote sites in Sudbury for commercial development, especially redevelopment sites along the Route 20 corridor.	Planning & Community Development	Short-Term (within 5 years)	
Economic Development			B.2 Work with commercial property owners to modernize existing commercial spaces through façade programs, revolving loan funds, etc.	Planning & Community Development	Mid-Term (5-10 years)	
Economic Development			C. Sudbury will develop a strategy for its ongoing fiscal health.			
Economic Development			C.1 Develop strong fiscal strategies and policies that prioritize short- and long-term expenditures and balance costs against revenues.	Select Board	Short-Term (within 5 years)	
Economic Development		Route 20 Corridor	C.2 Modify zoning to promote the type and scale of development aligning with current retail and office market trends, including mixed-use buildings, walkability, connectivity, integration with housing options, etc. Consider using an overlay district to implement this regulatory change (See Route 20 Corridor).	Planning & Community Development	Mid-Term (5-10 years)	
			TRANSPORTATION & CONNECTIVITY			
Transportation and Connectivity			A. Sudbury will remain active in regional efforts to coordinate transportation planning across multiple municipalities.			
Transportation and Connectivity			A.1 Study the need for and establish park and ride locations.	Planning & Community Development	Short-Term (within 5 years)	Some analysis of this by the Transportation Committee and PCD's involvement in the Making the Connections initiative.
Transportation and Connectivity			A.2 Coordinate with the state, MassDOT, Metropolitan Area Planning Council (MAPC), Massachusetts Bay Transportation Authority (MBTA), MetroWest Regional Transit Authority (MWRTA), and adjacent towns to establish and enhance connections between key destinations.	Planning & Community Development	Ongoing	Transportation Committee and PCD are involved in these discussions when they arise
Transportation and Connectivity			A.3 Solicit support from legislators as needed to prioritize and implement regional connectivity projects.	Select Board	Ongoing	
Transportation and Connectivity			B. Sudbury will continue to identify, design, and install physical improvements to its roadway system in a way that increases public safety and pedestrian/bicycle mobility and ensures compliance with state and federal accessibility regulations.			
Transportation and Connectivity			B.1 Implement the projects in the Complete Streets (Phase II) Prioritization Plan. Coordinate and prioritize improvements that support other economic development and housing initiatives.	DPW	Short-Term (within 5 years)	DPW has obtained funding and is in the process of updating the Concord Road/Union Avenue/Old Lancaster Road intersection.
Transportation and Connectivity		Route 20 Corridor	B.2 Study traffic signal coordination opportunities along Route 20.	DPW	Short-Term (within 5 years)	
Transportation and Connectivity			B.3 Evaluate appropriate strategies that can reduce vehicular traffic volumes (transportation demand management) in preparation for future larger development proposals.	Planning & Community Development	Short-Term (within 5 years)	
Transportation and Connectivity			B.4 Explore access management strategies to reduce congestion and improve safety along major roadways, particularly commercial areas along Route 20, including, but not limited to:	Planning & Community Development		
Transportation and Connectivity			B.4.a Identify opportunities for shared driveways and other connections between adjacent commercial properties.	Planning & Community Development	Short-Term (within 5 years)	
Transportation and Connectivity			B.4.b Evaluate frontage or rear roads between multiple properties to create connectivity between adjacent commercial properties to better serve businesses with reduced driveways and road access points.	Planning & Community Development	Short-Term (within 5 years)	
Transportation and Connectivity			B.4.c Work with MassDOT to determine if syncing signalized intersections can improve traffic flow.	Planning & Community Development	Short-Term (within 5 years)	
Transportation and Connectivity			B.5 Prioritize streets for burying overhead utility lines and research state and federal funding opportunities.	Planning & Community Development	Mid-Term (5-10 years)	
Transportation and Connectivity			C. Sudbury will foster the continued creation of the Bruce Freeman Rail Trail (BFRT) and other walking and biking networks throughout Town.			
Transportation and Connectivity	High Impact Project		C.1 Complete the construction of Phase I of the BFRT.	Planning & Community Development	Short-Term (within 5 years)	Construction bids have been opened and the project is expected to break ground as early as December of 2022.
Transportation and Connectivity	High Impact Project		C.2 Conduct environmental studies, acquire required permits and approvals, prepare engineering designs and construction drawings, and construct the extension of the BFRT on the CSX corridor.	Planning & Community Development	Short-Term (within 5 years)	CPA funding was allocated for this work at the May 2022 Annual Town Meeting and Fuss & O'Neill has started gathering preliminary data in the corridor.
Transportation and Connectivity	High Impact Project		C.3 Work with Friends of the BFRT on signage and wayfinding, safe roadway crossings, features, and amenities for those with disabilities, and trail maintenance policies.	Planning & Community Development	Short-Term (within 5 years)	Discussions are underway. PCD Staff attended a recent Friends of BFRT meeting on this topic.
Transportation and Connectivity	High Impact Project		C.4 Pursue grants to fund trail connections.	Planning & Community Development	Ongoing	
Transportation and Connectivity			D. Sudbury will map key destination points within the community and will work to close gaps in the pedestrian and bicycle network accessing these destinations and creating and improving access for those with disabilities.			
Transportation and Connectivity			D.1 Work with community businesses and organizations to create marketing plans to attract rail trail users to visit local shops and amenities.	Planning & Community Development	Short-Term (within 5 years)	

Attachment3.b: Master Plan - Action Item Matrix for SB Update 221025 (5507 : Joint meeting with Planning Board)

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
Transportation and Connectivity		Route 20 Corridor	D.2 Create an inventory of destination points, including but not limited to civic institutions such as schools and libraries, commercial areas, recreational assets, and historical and cultural places in the community. Identify opportunities to connect destination points with an expanded walkway and bicycle network (See also Route 20 Corridor A.7).	Planning & Community Development	Short-Term (within 5 years)	
Transportation and Connectivity			D.3 Update the walkway inventory conducted in 2000 by the Sudbury Walkway Committee to include completed walkways. Identify locations of the existing network that are not accessible for those with disabilities. Along with outcomes from D.2, prioritize future walkway segments.	Planning & Community Development	Mid-Term (5-10 years)	
Transportation and Connectivity			D.4 Create an open dialogue with property owners with key frontage areas as a means of educating and engaging owners about benefits of closing gaps within the pedestrian and bicycle network.	Planning & Community Development	Mid-Term (5-10 years)	
Transportation and Connectivity			D.5 Explore the possibility of creating a toolkit that can be given to property owners located in frontage areas so that they may better understand some of the benefits of pedestrian infrastructure such as increased property values. Develop and implement an educational campaign with key stakeholders.	Planning & Community Development	Long-Term (more than 10 Years)	
Transportation and Connectivity			D.6 Pursue grant opportunities and funding available for the creation of walkways. Grant programs to pursue include but are not limited to Complete Streets Funding, Transportation Alternatives Program (TAP), Safe Routes to School, and others.	Planning & Community Development	Ongoing	
Transportation and Connectivity			E. Sudbury commits to be a community where people of all ages and abilities and financial means are able to get where they need to go locally and regionally without the use of personal automobiles.			
Transportation and Connectivity			E.1 Identify specific measures to address gaps in transportation services for persons with disabilities and identify funding sources required to ensure access.	Council on Aging & Commission on Disability	Short-Term (within 5 years)	Transportation Committee undertakes discussions about this as part of their overall initiative.
Transportation and Connectivity			E.2 Rethink the existing school busing cost structure to encourage bus use and discourage car drop-off/pick-up of students at Ephraim Curtis Middle School and local elementary schools. Also see Actions D.2 and D.3.	Sudbury Public Schools	Short-Term (within 5 years)	
Transportation and Connectivity			E.3 Manage parking resources and explore options for shared parking near trails.	Planning & Community Development	Mid-Term (5-10 years)	
Transportation and Connectivity			E.4 Continue to work with MAPC through its Making the Connections micro transit pilot project to identify and fill gaps in connectivity between modes and destinations.	Planning & Community Development	Ongoing	The Making the Connections initiative will be wrapping up by the end of 2022 with an analysis report provided Nelson Nygaard.
Transportation and Connectivity			E.5 Continue to coordinate with Sudbury Senior Center and Commission on Disability in the evaluation of its transportation services to ensure that needs of the entire community are being met and identify gaps in services. Identify opportunities to expand existing services for older residents and persons with disabilities and investigate new types of services such as ride-share programs. Identify funding sources required to ensure access.	Council on Aging	Ongoing	Work on this continues with the Senior Center and Commission on Disability being closely involved in Transportation Committee discussions.
Transportation and Connectivity			E.6 Coordinate with MWRTA and to expand service in Sudbury wherever possible.	Transportation Committee	Ongoing	Senior Center Director continues to stay in contact with the MWRTA to understand their different initiatives and relay Sudbury concerns.
Transportation and Connectivity		Housing	E.7 Ensure future housing development, particularly those with SHI units, include resources and access to existing local shuttle services, walking and bicycling amenities, and connections to regional transportation networks. Partner with the Sudbury Housing Authority and Sudbury Housing Trust in this effort.	Planning & Community Development	Ongoing	
			HISTORIC AND CULTURAL IDENTITY			
Historic and Cultural Identify			A. Sudbury will address historic preservation needs and emphasize collaboration among its local historic preservation groups and coordinate their efforts town-wide.			
Historic and Cultural Identify			A.1 Create a Historic and Archaeological Working Group comprised of preservation organizations, Town boards, committees, and commissions, Town officials, and citizens whose mission is to advance the protection, preservation, and development of historical archaeological resources and town character.	Planning & Community Development	Short-Term (within 5 years)	This item is very much discussed in the Historic Preservation Plan. It is called a Stewardship Working Group and is a recommended high priority.
Historic and Cultural Identify	Critical Path Action		A.2 Appropriate funding for and develop a town-wide Historic Preservation Plan with the involvement of stakeholders. Items addressed in the plan could include, but will not be limited to:	Historical Commission		CPA funding was allocated for this at the May 2021 Annual Town Meeting and the Historic Preservation Plan should be completed no later than early October 2022.
Historic and Cultural Identify	Critical Path Action		A.2.a Ongoing survey and study of non-documented and under- documented historic and archaeological resources and/or those not fully understood.	Historical Commission	Short-Term (within 5 years)	An inventory of over 100 properties was completed in the fall of 2021. The Historical Commissoin is applying for CPA funds for an ongoing program of inventory work and also for a study of Sudbury's Indigenous Cultural Landscape with an archaeological component.
Historic and Cultural Identify	Critical Path Action		A.1.b. A clear description of the responsibilities of each historic resource stakeholder in the community, including the Town boards, committees, and commissions, historic property owners (homeowners and businesses), and the Town.	Historical Commission	Short-Term (within 5 years)	
Historic and Cultural Identify	Critical Path Action		A.2.c. An assessment of needs and gaps in Sudbury’s historic preservation administrative capacity, funding, and infrastructure.	Historical Commission	Short-Term (within 5 years)	
Historic and Cultural Identify	Critical Path Action		A.2.d. An audit of existing historic preservation regulatory tools, how their effectiveness can be strengthened, and adopting new tools for preservation protections.	Historical Commission	Short-Term (within 5 years)	There is discussion/analysis of this in the Historic Preservation Plan
Historic and Cultural Identify	Critical Path Action		A.2.e. Identifying the appropriate situations for purchasing property, regulating property, and educating property owners to achieve historic preservation.	Historical Commission	Short-Term (within 5 years)	
Historic and Cultural Identify	Critical Path Action		A.2.f. Developing a Town Center Master Plan.	Historical Commission	Short-Term (within 5 years)	
Historic and Cultural Identify			A.3 Re-evaluate the purpose, scope, and adequacy of regulatory tools to protect Sudbury’s historical and cultural resources.	Historic Districts Commission		There is discussion/analysis of this in the Historic Preservation Plan

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
Historic and Cultural Identify			A.3.a Examine existing historic district policies: Determine the need to expand or reduce boundaries based on historic resources and the effect of these changes on area character. Define how historic district boundaries are drawn and if the 300-foot setback from the public right of way is an effective determinant of a boundary. Add provisions for landscape regulations.	Historic Districts Commission	Short-Term (within 5 years)	There is discussion/analysis of this in the Historic Preservation Plan
Historic and Cultural Identify			A.3.b Examine the effectiveness of the Demolition Delay Bylaw to protect properties outside historic districts and lessen its impact on properties that have no historic value. Consider ways to update it.	Historical Commission	Short-Term (within 5 years)	There is discussion/analysis of this in the Historic Preservation Plan
Historic and Cultural Identify			A.3.c Consider establishing a Minimum Maintenance Bylaw or a Demolition by Neglect Bylaw to maintain historic properties and protect them from demolition.	Historical Commission	Short-Term (within 5 years)	There is discussion/analysis of this in the Historic Preservation Plan
Historic and Cultural Identify			A.4 Develop a sophisticated and accessible platform for the Town’s historic and archaeological resources inventory that can be used to support local permit review and educate residents and property owners.	Planning & Community Development		
Historic and Cultural Identify			4.a. Create a complete digital inventory of historic structures, sites, landscapes, roads, and significant features (e.g. stone walls) throughout Sudbury.	Planning & Community Development	Long-Term (more than 10 Years)	
Historic and Cultural Identify			4.b. Identify and inventory historic structures, buildings, sites, and landmarks that have not been inventoried or those inventories which are out of date.	Planning & Community Development	Long-Term (more than 10 Years)	An inventory of over 100 properties was completed in the fall of 2021. The Historical Commission is applying for CPA funds for an ongoing program of inventory work.
Historic and Cultural Identify			4.c. Work with the Sudbury Historical Society and the Goodnow Library to include links historic photos of Sudbury with property addresses as part of the platform.	Planning & Community Development	Long-Term (more than 10 Years)	
Historic and Cultural Identify			4.d. Link with GIS data to better inform and shape the effectiveness of preservation and planning policies.	Planning & Community Development	Long-Term (more than 10 Years)	
Historic and Cultural Identify			B. Sudbury will continue to develop educational resources and materials related to historical and archaeological resources in the community.			
Historic and Cultural Identify			B.1 Develop a Historic Preservation Primer for all local boards, commissions, and committees that clearly describes the variety of historic preservation regulatory tools in the community, powers and limitations, and how they function together.	Historical Commission	Short-Term (within 5 years)	
Historic and Cultural Identify			B.2 Increase awareness and support among residents about the value and benefits of Historic Preservation tools protections. Consider an education campaign for local realtors, Chamber of Commerce, community leaders, and other stakeholders.	Historical Commission	Short-Term (within 5 years)	Some of this was accomplished through the two public forums that were held during the development of the Historic Preservation Plan.
Historic and Cultural Identify			B.3 Develop more robust resources for historic homeowners on what they can do with their homes/properties to maintain historic features and attributes, including a Historic Preservation Primer. Other resources may include a historic design library, better online resources on the the Town’s webpage, and public seminars on how to preserve historic homes (how to restore historic windows, historic property maintenance, etc.), to encourage more proactive maintenance and restoration of properties.	Historical Commission	Short-Term (within 5 years)	
Historic and Cultural Identify			B.4 Working in collaboration with the Historical Society, the Historical Commission, the Wayside Inn, the Sudbury Cultural Council, and other interested parties, develop materials focused on Sudbury’s historical resources to support the local tourist economy. This would include connections to the rail trails, incorporating historical railroad elements, and capitalizing on bicycle and pedestrian use to attract tourism.	Historical Commission	Short-Term (within 5 years)	This would be a function under the Stewardship Working Group and is fully discussed in the Historic Preservation Plan.
Historic and Cultural Identify			B.5 Create more descriptive and informative Historic Districts Design Guidelines. Review guidelines from other Massachusetts communities as a first step.	Historic Districts Commission	Short-Term (within 5 years)	CPA funds were allocated for this project at the May 2022 Annual Town Meeting to the HDC. Commission has had preliminary discussions as to how to advance this project.
Historic and Cultural Identify			C. Sudbury will continue to foster a vibrant local arts and culture network.			
Historic and Cultural Identify			C.1 Coordinate efforts between the Cultural Council, Sudbury Arts, and the Commission on Disability to increase access and offerings related to the arts for people with disabilities.	Commission on Disability	Short-Term (within 5 years)	
Historic and Cultural Identify			C.2 Encourage collaboration between local arts, cultural, historic organizations, and the local business community to create community-wide events and programming.	Town Manager	Short-Term (within 5 years)	
Historic and Cultural Identify			C.3 Continue to provide local artists and arts organizations with access to municipal facilities as appropriate to display art, hold classes, and publicize events.	Town Manager	Ongoing	
Historic and Cultural Identify			C.4 Work with Sudbury Public Schools and Lincoln-Sudbury Regional High School on special projects that engage students with local historic resources and cultural entities.	Cultural Council	Ongoing	
			NATURAL ENVIRONMENT			
Natural Environment			A. Sudbury will take proactive measures to protect the Town’s drinking water supply.			
Natural Environment		Route 20 Corridor	A.1 Revisit the Water Resource Protection Overlay District to determine whether this zoning tool is still functioning as intended. Revise the Zoning Bylaw as appropriate (see Route 20 Corridor).	Planning & Community Development	Mid-Term (5-10 years)	
Natural Environment			A.2 Review all local regulations that govern development above the aquifer (e.g., Zoning, Board of Health, Conservation, Subdivision) to ensure provisions protect water quality and allow for groundwater recharge to the greatest extent practicable.	Planning & Community Development	Long-Term (more than 10 Years)	
Natural Environment		Conservation and Recreation Land	A.3 Monitor lands within the aquifer for opportunities to implement conservation strategies, such as property acquisition and conservation restrictions. See Conservation and Recreation Land .	Conservation Commission	Ongoing	Conservation Coordinator continues to work towards completing outstanding Conservation Restrictions required by past Orders to permanently protect lands withi aquifers. The Conservation Coordinator has completed three, has two under state review, and has two more under development in the past year.

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
Natural Environment			A.4 Continue coordination with the Sudbury Water District as it plans for future investments.	Planning & Community Development	Ongoing	Periodic discussions between PCD and the Sudbury Water District continue to take place.
Natural Environment			B. Sudbury commits to implementing best management practices for stormwater management.			
Natural Environment			B.1 Identify opportunities to install green infrastructure on town properties in existing or planned infrastructure.	DPW	Short-Term (within 5 years)	
Natural Environment			B.2 Where appropriate, incorporate language into the Zoning Bylaws and Subdivision Rules and Regulations that limits the area of alteration on a site, protects steep slopes, and limits the removal of existing native vegetation or trees on a site. Encourage these best practices in cluster developments.	Planning & Community Development	Mid-Term (5-10 years)	
Natural Environment			B.3 Revise all local regulations (e.g., Zoning, Board of Health, Conservation, Subdivision) to allow the use of porous/pervious materials to take the place of traditional impervious cover <u>where appropriate</u> .	Planning & Community Development	Long-Term (more than 10 Years)	Definition of "impervious surface" was updated in the Stormwater Management Bylaw at the May 2022 Annual Town Meeting.
Natural Environment		Town Facilities, Services, and Infrastructure	B.4 Continue to support the implementation of the Town’s Stormwater Water Management Program Plan with adequate staffing, equipment, and financial resources (See Town Services, Facilities, and Infrastructure).	DPW	Ongoing	
Natural Environment			B.5 Prioritize green infrastructure to manage stormwater as part of future public and private projects and investments. Add language to Sudbury’s Stormwater Bylaw.	DPW	Ongoing	
Natural Environment			C. Sudbury commits to enhancing and maintaining the quality of surface water resources.			
Natural Environment		Conservation and Recreation Land	C.1 Monitor lands around ponds and waterways for opportunities to implement conservation strategies, such as property acquisition, conservation restrictions, and public education about the water quality impacts of fertilizer use, among other strategies (see Action E.2 below and Conservation and Recreation).	Ponds & Waterways Committee	Ongoing	
Natural Environment			C.2 Continue to implement strategies in the Ponds and Waterways Master Plan.	Ponds & Waterways Committee	Ongoing	
Natural Environment			C.3 Continue participation in regional planning and management efforts in the SuAsCo River watershed.	Planning & Community Development	Ongoing	
Natural Environment			D. Sudbury encourages polices and development standards that protect and improve the Town’s natural resources.			
Natural Environment			D.1 Require the use of low impact design standards for projects near sensitive environmental resources and encourage town wide as appropriate.	Planning & Community Development	Short-Term (within 5 years)	
Natural Environment			D.2 Evaluate the effectiveness of Sudbury’s Wetlands Bylaw and Regulations and revise as needed to best protect wetlands.	Conservation Commission	Mid-Term (5-10 years)	Conservation Office will be working on revised Regulations in the winter of 2022-2023
Natural Environment		Resiliency	D.4 Identify opportunities to restore the Town’s floodplain areas to natural states wherever possible (see Resiliency).	Planning & Community Development	Mid-Term (5-10 years)	
Natural Environment			D.5 Develop a forestry management plan to address publicly owned forested areas.	Conservation Commission	Mid-Term (5-10 years)	
Natural Environment			D.6. Develop a tree preservation bylaw that defines tree preservation standards and mitigation for public and private properties and establishes a tree warden or tree commission with enforcement powers and master planning responsibilities. Consider mitigation requirements such as a tree fund or tree bank.	Planning & Community Development	Mid-Term (5-10 years)	
Natural Environment		Conservation and Recreation Land	D.6 Monitor lands that support important wildlife habitat for opportunities to implement conservation strategies, such as property acquisition and conservation restrictions (See Conservation and Recreation).	Conservation Commission	Ongoing	The Conservation Coordinator continues to work towards completing outstanding Conservation Restrictions required by past Orders to permanently protect wildlife habitat. The Conservation Coordinator has completed three, has two under state review, and has two more under development in the past year. The Conservation Commission continues to work towards the creation of a pollinator meadow at Davis Farm. The Conservation Commission will be working with the Recreation Commission to help protect the Bobolink population at Davis Field.
Natural Environment			E. Sudbury will educate private property owners about the community-wide benefits of healthy natural resources on their land.			
Natural Environment			E.1 Promote land management programs for private property owners, including Chapter 61 programs.	Conservation Commission	Short-Term (within 5 years)	
Natural Environment			E.2 Continue to educate the public about how they can implement best practices for stormwater management on their properties. Examples include rain gardens, rain barrels, and reduced impervious surfaces.	Planning & Community Development	Short-Term (within 5 years)	
Natural Environment			E.3 Educate residents about the impacts of fertilizers and lawn chemicals on local waterways and promote the use of alternative environment-friendly options.	Conservation Commission	Short-Term (within 5 years)	
Natural Environment			E.4 Educate residents about the importance of tree cover and selective clearing of forested areas.	Conservation Commission	Short-Term (within 5 years)	
			CONSERVATION AND RECREATION LAND			

Attachment3.b: Master Plan - Action Item Matrix for SB Update 221025 (5507 : Joint meeting with Planning Board)

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
Conservation and Recreation Land			A. Sudbury will use existing plans to help address the conservation and recreation needs of the community.			
Conservation and Recreation Land			A.1 Support the implementation of the Open Space & Recreation Plan Action Plan. Ensure the plan takes a big-picture approach to the design and programming of the Town’s parks and open space resources.	Planning & Community Development	Ongoing	CPA funds were allocated for this project at the May 2022 Annual Town Meeting.
Conservation and Recreation Land		Natural Environment	A.2 Encourage and support on-going updates of conservation plans like Ponds and Waterways Master Plan and Land Management Plan for the Watersheds of the Sudbury Reservoirs.	Ponds & Waterways Committee	Ongoing	
Conservation and Recreation Land			A.3 Be proactive to ensure that outdoor areas, such as athletic fields and trails, are accessible to all residents and that accommodations are in place to make this possible, using federal and state ADA standards and universal design principles.	Park & Recreation Department	Ongoing	Phase I of the Feeley Field improvements (CPA funding) will be going out to bid Spring 2023 and will make improvements to the lower fields addressing ADA accessible issues.
Conservation and Recreation Land			B. Sudbury will continue to be proactive about identifying and prioritizing lands of interest for conservation.			
Conservation and Recreation Land			B.1 Continue the work of the Community Preservation Committee, the Sudbury Land Acquisition Review Committee, and regional partners like the Sudbury Valley Trustees.	Planning & Community Development	Ongoing	
Conservation and Recreation Land			B.2 Promote opportunities for public use as part of property acquisition to ensure community benefits and continued support of land acquisition initiatives.	Planning & Community Development	Ongoing	
Conservation and Recreation Land			B.3 Continue planning efforts to increase public conservation and recreational benefits of Sewataro and Broadacre properties.	Conservation Commission & Park and Recreation Dept	Ongoing	Conservation Coordinator worked with Camp Sewataro to develop an appropriate water quality program in the swimming and fishing ponds to allow continued use without causing negative impacts on the environment. The Conservation Coordinator will be working with residents to develop a community garden at Broadacres in the coming year.
Conservation and Recreation Land			C. Sudbury will work to increase programming to meet needs for organized activities.			
Conservation and Recreation Land			C.1 Make grading improvements to existing fields, such as Davis and Feeley Fields.	Park & Recreation Department	Short-Term (within 5 years)	Phase II of Feeley field improvements with grading and drainage will be addressed in this round. We are submitting a request for CPA funding this fall 2022.
Conservation and Recreation Land			C.2 Consider lighting to artificial turf fields to allow usage at night.	Park & Recreation Department	Short-Term (within 5 years)	The only Turf field under Park & Rec control is Cutting Turf. At this time we have no plans to light that field. We are in the process of doing a field assessment plan. The plan will allow for discussion with the user groups for planning for the future.
Conservation and Recreation Land			C.3 Ensure indoor and outdoor activities and programs for residents that are accessible and support the participation of those individuals living with disabilities.	Park & Recreation Department	Ongoing	The new Community Center will be online in a year or so which will allow for more program. The funding of these programs needs to be solved before a large plan can be implemented.
Conservation and Recreation Land			C.4 Continue implementation of the Athletic Fields Needs Assessment and Master Plan.	Park & Recreation Department	Ongoing	CPA funds were allocated for this project at the May 2022 Annual Town Meeting.
Conservation and Recreation Land			D. Sudbury recognizes the importance of communication between the Town and residents and will enhance the effort to inform people of conservation efforts.			
Conservation and Recreation Land			D.1 Develop public education materials that explain the local acquisition process and promote conservation efforts.	Planning & Community Development	Short-Term (within 5 years)	
Conservation and Recreation Land			D.2 Collaborate with the Land Acquisition Review Committee to improve acquisition process education in Sudbury.	Planning & Community Development	Short-Term (within 5 years)	
Conservation and Recreation Land			E. Sudbury will commit to enhancing connections between open space areas, parks, schools, and historic resources with residential areas for walking/biking, which will increase recreational opportunities and access to these resources.			
Conservation and Recreation Land	High Impact Project	Transportation and Connectivity	E.1 Support the completion of the BFRT and ensure accessibility in compliance with ADA regulations.	Bruce Freeman Rail Trail Design Task Force	Short-Term (within 5 years)	Construction bids have been opened and the project is expected to break ground as early as December of 2022.
Conservation and Recreation Land	High Impact Project	Transportation and Connectivity	E.2 Continue the expansion of the BFRT through the Town-owned CSX Corridor property (See Transportation and Connectivity Action C.2)	Planning & Community Development	Short-Term (within 5 years)	CPA funding was allocated for this work at the May 2022 Annual Town Meeting and Fuss & O'Neill has started gathering preliminary data in the corridor.
Conservation and Recreation Land		Transportation and Connectivity	E.3 Identify gaps and opportunities to link conservation and recreation resources, residential areas, schools, historic places, etc. by strategically expanding the existing network of walkways. (See Transportation and Connectivity).	Planning & Community Development	Mid-Term (5-10 years)	
Conservation and Recreation Land		Transportation and Connectivity	E.4 Continue to discuss the design of the proposed Mass Central Rail Trail with regional and state partners.	Select Board	Ongoing	Bi-Weekly meetings are being held with the project development team and the project should be under construction before the end of 2022.
Conservation and Recreation Land			F. Sudbury will work with local organizations like the Sudbury Senior Center and other town departments to connect residents with conservation areas in the community.			
Conservation and Recreation Land			F.1 Increase programming in conservation areas for all residents, particularly seniors, youth, and those living with disabilities.	Conservation Commission	Short-Term (within 5 years)	The Conservation Coordinator sponsored and led educational walks in conjunction with the Lincoln-Sudbury Adult Education Program.
Conservation and Recreation Land			F.2 Create more community gardens or similar amenities that are accessible to people of all abilities, include seating and gathering areas for the multi-generational experience.	Conservation Commission	Short-Term (within 5 years)	The Conservation Coordinator has worked to make improvements at the existing Lincoln Meadows Community Garden and is working on developing a second community garden at Broadacres.

Attachment3.b: Master Plan - Action Item Matrix for SB Update 221025 (5507 : Joint meeting with Planning Board)

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
Conservation and Recreation Land			F.3 Work with Sudbury Public Schools and Lincoln-Sudbury Regional High School to incorporate awareness and direct experience of conservation areas into arts, science, and history curricula.	Conservation Commission	Mid-Term (5-10 years)	
			TOWN FACILITIES, SERVICES, AND INFRASTRUCTURE			
Town Facilities, Services, and Infrastructure			A. Sudbury will plan for and implement changes to its services and facilities that anticipate the needs of an aging population consistent with <i>Livable Sudbury: A Community Needs Assessment</i> and the Americans with Disabilities Act.			
Town Facilities, Services, and Infrastructure			A.1 Convene a Livable Sudbury Working Group with leadership from the Council on Aging, Senior Center, and Livable Sudbury Ambassador, and representation from public safety (Police, Fire, EMA), Planning and Community Development, the Library, and the Commission on Disability among other municipal departments, to prioritize and implement the potential action items in <i>Livable Sudbury</i> . (Short term then Ongoing)	Council on Aging	Ongoing	
Town Facilities, Services, and Infrastructure			B. Sudbury will commit to research and, where appropriate, invest in technology that will enhance municipal services.			
Town Facilities, Services, and Infrastructure			B.1 Invest in upgrades to GIS data that will help visualize and, where applicable, analyze data for the Assessor’s Office, Planning and Community Development, the Department of Public Works, public safety, the Historical Commission, and others.	Select Board	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			B.2 Dedicate resources to exploring the coordination and implementation of new technology across multiple departments. Produce reports for each department on possible investments and returns.	Select Board	Mid-Term (5-10 years)	
Town Facilities, Services, and Infrastructure			B.3 Explore the possibility of using Asset Management software as part of planning for facilities maintenance and capital expenditures.	Facilities Department	Mid-Term (5-10 years)	
Town Facilities, Services, and Infrastructure			B.4 Continue to study the ongoing evolution of wireless technology and supporting infrastructure and dedicate funds to this type of study if needed. Revisit the Wireless Service Overlay District as necessary.	Planning Board	Mid-Term (5-10 years)	Planning Board and Select Board have engaged Isotope LLC to work on wireless services analysis and regulations.
Town Facilities, Services, and Infrastructure			C. Sudbury will commit resources to increasing revenue to the Town.			
Town Facilities, Services, and Infrastructure		Economic Development	C.1 Hire an economic development planner tasked with managing projects specific to economic development and working on business retention, expansion, and outreach/relationship building (See Economic Development).	Select Board	Short-Term (within 5 years)	PCD has been allocated \$35,000 of ARPA funding to hire an Economic Development Consultant. Discussions with the Planning Board indicate the best way to use the funding is to obtain a better handle on what the consultant sees as the potential economic impact of a permanent position. PCD staff is working to execute the usage of this funding.
Town Facilities, Services, and Infrastructure			C.2 Evaluate the most effective way to increase grant writing capacity for the Town and commit resources accordingly. This may or may not include additional staffing.	Select Board	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			D. Sudbury recognizes the value of well-planned maintenance and asset management programs and will weave these practices into the everyday provision of municipal services			
Town Facilities, Services, and Infrastructure	Critical Path Action		D.1 Develop a comprehensive Facilities Assessment and Maintenance Plan that includes a Capital Needs Assessment for every municipal building.	Facilities Department	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			D.2 Consider the development of a more formal Asset Management Program that emerges from the Facilities Assessment and Maintenance Plan.	Town Manager	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			D.3 Ensure the Facilities Assessment and Maintenance Plan addresses any state or federal compliance requirements (e.g., MS4 stormwater program).	Town Manager	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			D.4 Develop educational materials for the public that raise awareness of the need for maintenance related to municipal facilities.	Facilities Department	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			D.5 Develop sustainability goals for Town facilities, infrastructure, and operations.	All Departments, Town Manager	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			E. Sudbury is committed to be a community where people of all ages and abilities enjoy access to municipal services, facilities, and public discussion.			
Town Facilities, Services, and Infrastructure		Public Health and Social Wellbeing	E.1 Ensure all digital material developed by the Town and posted on its website is accessible to people with disabilities (See Public Health and Social Wellbeing Policy C).	Town Manager	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			E.2 As part of the Self Evaluation of Town facilities, properties, and services, develop a Transition Plan to meet the regulatory requirements outlined in ADA. Coordinate the Transition Plan with the State Historic Preservation Office and the State Architectural Review Board for all facilities located in the Town.	Facilities Department	Short-Term (within 5 years)	
Town Facilities, Services, and Infrastructure			E.3 Ensure the Town achieves and maintains compliance with Title II of ADA.	Town Manager	Ongoing	
			HOUSING			
Housing			A. Sudbury will actively pursue housing strategies that will diversify its housing stock in ways that are consistent with the character of existing districts.			
Housing			A.1 Prepare for future development proposals by identifying areas where middle housing (market-rate options that meet the demand for housing types other than single-family homes or larger multi-family complexes) could serve as a transition between mixed-use/multi-family developments and surrounding residential neighborhoods.	Planning & Community Development	Short-Term (within 5 years)	
Housing			A.2 Prepare for future development proposals by identifying larger developable parcels where middle housing types may be appropriate as part of a town-wide Housing Strategy to provide both home ownership and rental opportunities.	Planning & Community Development	Short-Term (within 5 years)	

Attachment3.b: Master Plan - Action Item Matrix for SB Update 221025 (5507 : Joint meeting with Planning Board)

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
Housing			A.3 Adopt new or revised zoning bylaws to enable development consistent with A.2 above.	Planning & Community Development	Mid-Term (5-10 years)	
Housing		Route 20 Corridor	A.4 Pursue regulatory changes (potentially an overlay district) and infrastructure investments that will allow for higher density housing within the Route 20 Corridor area (see Route 20 Corridor).	Planning & Community Development	Mid-Term (5-10 years)	
Housing			A.5 Ensure zoning allows or requires the inclusion of housing types that will be much more affordable than typical single-family homes in Sudbury. Where a new Housing Production Plan or Housing Strategy is developed, new development should be consistent with the strategies in that plan. Partner with the Sudbury Housing Authority and Sudbury Housing Trust in this effort.	Planning & Community Development	Mid-Term (5-10 years)	
Housing			B. Sudbury will continue to support a sophisticated local network of organizations committed to meeting local housing needs.			
Housing	Critical Path Action		B.1 Develop a town-wide Housing Strategy that will enable the Town to meet local needs and maintain its SHI stock above 10%. Ensure that the needs of those who require accommodations and accessible housing are addressed. Develop a Housing Strategy which would include active engagement of the Housing Trust, Sudbury Housing Authority, and Regional Housing Services Organization (RHSO).	Planning & Community Development	Short-Term (within 5 years)	
Housing			B.2 Provide resources for the continued training and education of municipal staff and board members on issues related to housing.	Planning & Community Development	Short-Term (within 5 years)	
Housing			B.3 Continue active support for and participation in the RHSO.	Planning & Community Development	Ongoing	PCD recently brought on a Community Preservation Coordinator who is staffing the Housing Trust and assisting the RHSO with various housing tasks.
			RESILIENCY			
Resiliency			A. Sudbury recognizes it is vulnerable to the impacts of natural hazards and climate change and will build capacity to be more resilient.			
Resiliency			A.1 Hire municipal resiliency staff that can work with multiple departments, boards, and committees to plan for and implement strategies that will build the Town’s resiliency to the impacts of natural hazards and climate change.	Town Manager	Short-Term (within 5 years)	Town Manager's Office has posted for a new Sustainability Coordinator Position.
Resiliency			A.2 Maintain the network of stakeholders that participated in the Municipal Vulnerability Preparedness (MVP) process to continue implementation of the workshop outcomes. Consider periodic update meetings to evaluate progress and revisit priorities as needed.	Planning & Community Development	Short-Term (within 5 years)	
Resiliency			A.3 Develop outreach programs and materials to educate residents and businesses about the efforts the Town is doing to be more resilient and how they can contribute and be a part of the process (see Natural Environment).	MVP Committee	Short-Term (within 5 years)	
Resiliency			A.4 Continue to pursue implementation funding from the MVP program to implement the MVP workshop outcomes. Research additional federal, state, and regional funding sources that can support these initiatives.	Planning & Community Development	Ongoing	
Resiliency			A.5 Continue to stay current on climate change data as it becomes available. Incorporate changes to address these new issues into local policies and regulations as appropriate, including the Hazard Mitigation Plan (HMP).	Planning & Community Development	Ongoing	
Resiliency		Conservation and Recreation Land	A.6 Monitor lands with natural resources, such as wetlands and others with flood storage capacity, for opportunities to implement conservation strategies, such as property acquisition and conservation restrictions (see Conservation and Recreation).	Conservation Commission	Ongoing	The Conservation Coordinator continues to work towards completing outstanding Conservation Restrictions required by past Orders to permanently protect wetlands. The Conservation Coordinator has completed three, has two under state review, and has two more under development in the past year.
Resiliency			B. Sudbury understands that the HMP is an important document to help it prepare for and recover from natural hazard events.			
Resiliency			B.1 Update the Sudbury HMP every five years to measure progress of its n plan’s goals, to update new goals into the plan and thereby remain eligible for Federal Emergency Management Agency (FEMA) funding.	Fire Chief	Ongoing	
Resiliency			B.2 Coordinate annual updates from the HMP Committee with annual updates from the Master Plan Implementation Committee.	Fire Chief	Ongoing	
Resiliency			C. Sudbury is committed to conserving energy and using renewable energy sources to reduce costs as well as its carbon footprint.			
Resiliency			C.1 Research and develop carbon and climate related goals and create a carbon reduction plan.	Planning & Community Development	Short-Term (within 5 years)	
Resiliency			C.2 Create informational mechanism(s) to connect businesses and residents with renewable energy resources. Examples include: a page on the Town’s website and developing and/or distributing pamphlets and informational materials available through regional and state entities, such as the Massachusetts Clean Energy Center.	Planning & Community Development	Mid-Term (5-10 years)	
Resiliency			C.3 Continue to upgrade Town facilities and buildings to improve the energy efficiency.	Facilities Department	Ongoing	
Resiliency			C.4 Continue to identify opportunities to install solar electric systems on Town properties.	Facilities Department	Ongoing	
Resiliency			D. While the impacts of the COVID-19 pandemic are still unknown, Sudbury recognizes the need to understand the current snapshot of the Town’s social and economic situation as a result, and plan for future public health events that impact its ability to deliver town services and will have social and economic effects on the community.			
Resiliency			D.1 Identify data that can help understand the impacts of the COVID-19 pandemic, including data the Town already collects and new data points needed.	Town Manager	Short-Term (within 5 years)	
Resiliency			D.2 Identify where the Town was successful in delivering Town services and functions and where gaps existed during the COVID-19 pandemic, and design plans to address these short falls.	Town Manager	Short-Term (within 5 years)	
Resiliency			D.3 Collaborate with neighboring communities and state and regional partners to collect and analyze data that will help measure the impacts of COVID-19 and develop policies to address future pandemics.	Town Manager	Short-Term (within 5 years)	

Attachment3.b: Master Plan - Action Item Matrix for SB Update 221025 (5507 : Joint meeting with Planning Board)

MP Chapter	Prioritization	Chapter Link	Action Item	Advocate	Timeframe	Action Updates
			PUBLIC HEALTH AND SOCIAL WELLBEING			
Public Health and Social Wellbeing			A. Sudbury will work to build capacity and support existing networks of municipal departments like the Department of Health and Board of Health that are working on public health issues, including opioid addiction, mental health, social isolation, dementia, etc.			
Public Health and Social Wellbeing			A.1 Increase staffing to support public health work and utilize volunteers in the community to assist with educating and serving residents.	Town Manager	Short-Term (within 5 years)	
Public Health and Social Wellbeing			A.2 Identify opportunities to work with neighboring communities and regional networks to share resources and information to address common public health issues.	Board of Health	Short-Term (within 5 years)	
Public Health and Social Wellbeing			B. Sudbury will consider social determinants and integrate health policies into other aspects of municipal planning decisions.			
Public Health and Social Wellbeing			B.1 Conduct community needs assessments to identify gaps in health and social services for current and future residents, particularly seniors, residents with disabilities, and low-income families and individuals. Use <i>Livable Sudbury</i> as a starting point to expand an assessment to other populations in the community.	Board of Health	Short-Term (within 5 years)	
Public Health and Social Wellbeing			B.2 From the outcomes of the community needs assessment, engage the community to prioritize strategies to address gaps and strengthen opportunities.	Board of Health	Short-Term (within 5 years)	
Public Health and Social Wellbeing			C. Sudbury will work to diversify and expand communication tools and strategies about public health issues and locally available services.			
Public Health and Social Wellbeing		Town Facilities, Services, and Infrastructure	C.1 Create integrated communication channels and ensure that municipal digital materials are accessible to people with disabilities (See Town Facilities, Services, and Infrastructure Policy E).	Town Manager	Short-Term (within 5 years)	
Public Health and Social Wellbeing			C.2 Collaborate with local organizations such as the Senior Center, the Commission on Disability, and the Town Social Worker to share/disseminate information with their constituents as well as the community in general.	Town Manager	Short-Term (within 5 years)	
Public Health and Social Wellbeing			D. Sudbury will work to connect public health resources with transportation options			
Public Health and Social Wellbeing		Transportation and Connectivity	D.1 Continue to support the Council on Aging/ Senior Center to enhance transportation services such as Sudbury Connect and FISH (see Transportation and Connectivity).	Council on Aging	Short-Term (within 5 years)	
Public Health and Social Wellbeing		Transportation and Connectivity	D.2 Include access to public health resources in the "Making the Connections" pilot study (see Transportation and Connectivity).	Planning & Community Development	Short-Term (within 5 years)	The Go Sudbury! Transportation Program offers free taxi rides for medical appointments for those who qualify for the program.
Public Health and Social Wellbeing			E. Sudbury will work to strengthen social and civic engagement to bring residents together.			
Public Health and Social Wellbeing			E.1 Evaluate such opportunities based on participation costs and consider including free events or costs based on a sliding scale.	Park & Recreation Department	Short-Term (within 5 years)	Funding of the Park and Recreation Department would need to be addressed as all of the programing is self funding so to offer free or lower cost could not be done at this time. A Free event was done this the Fall Fest was handle at Haskell Fields on 9/18/22 with over 1,000 folks came our for fun, music and booths. This project was funded by the "Sudbury Foundation Grant" thanks to them and volunteers this event could happen.
Public Health and Social Wellbeing			E.2 Explore ways to create an outdoor accessible community common space for residents to utilize for activities like outdoor picnic and summer concerts and events.	Park & Recreation Department	Mid-Term (5-10 years)	The New Community building may address a few of these issues but a Pavilion etc.... events space needs to be explored. A Haskell redo of bathrooms/and adding a pavilio may be an option.
Public Health and Social Wellbeing			E.3 Ensure civic participation, such as participation in Town Meeting and other Town-sponsored events for public input and engagement, continues to be accessible, inclusive, and equitable.	Select Board	Ongoing	
Public Health and Social Wellbeing			E.4 Continue to find opportunities through the Park and Recreation Department, Library, Senior Center, and local organizations to create family-friendly, all-ages, and all abilities community events year-round.	Relevant Departments	Ongoing	

Attachment3.b: Master Plan - Action Item Matrix for SB Update 221025 (5507 : Joint meeting with Planning Board)

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**4: Close joint meeting with PB****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close joint meeting with Planning Board and resume Select Board meeting.

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

10/25/2022 7:00 PM



SUDBURY SELECT BOARD

Tuesday, October 25, 2022

5

MISCELLANEOUS (UNTIMED)

5: Discussion on proposed Housing Trust bylaw revisions

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Discussion and possible vote on proposed Housing Trust bylaw revisions.

Recommendations/Suggested Motion/Vote:

Background Information:
attached documents

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

10/25/2022 7:00 PM

From: [Duchesneau, Adam](#)
To: [Golden, Patricia](#)
Cc: [Bilodeau, Maryanne](#)
Subject: RE: Reminder re Updates to Housing Trust Bylaw
Date: Thursday, September 29, 2022 10:46:21 AM
Attachments: [KP-#794875-v1-SUDB- Draft Warrant Article- Housing Trust Bylaw.DOCX](#)
[KP-#794918-v1-SUDB- Declaration of Trust vs New Bylaw.DOC](#)
[Housing Trust Minutes 220414.pdf](#)

Hello Patty,

Yes, the attached documents you sent over are consistent with what I have as the most recent documents.

I have also attached the Housing Trust minutes from April 14, 2022 where Housing Trust voted to recommend to the Select Board the approval of the new proposed local Housing Trust bylaw (attached documents) as drafted.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP (he/him/his)
 Director of Planning & Community Development
 Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776
 t 978-639-3398 | f 978-639-3314 | DuchesneauA@Sudbury.MA.us
www.sudbury.ma.us

From: Golden, Patricia <GoldenP@sudbury.ma.us>
Sent: Thursday, September 29, 2022 10:22 AM
To: Duchesneau, Adam <DuchesneauA@sudbury.ma.us>
Cc: Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>
Subject: RE: Reminder re Updates to Housing Trust Bylaw

Good morning Adam,

The Select Board plans to address this at their next meeting on 10/11.

Attached the latest documents we have from KP Law. I've been asked to provide the latest redline copy from Counsel.

Do you agree these are the most recent?

Thanks very much.

Patty Golden
 Senior Admin. Assistant to the Town Manager
 Town of Sudbury
 278 Old Sudbury Road
 Sudbury, MA 01776
 Ph: 978-639-3382
 Fax: 978-443-0756
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Office Hours:

Mon, Wed, Thur 8:30 am – 5:00 pm

Tues 8:30 am – 7:00 pm

Fri 8:30 am – 12:30 pm

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

From: Duchesneau, Adam

Sent: Wednesday, September 21, 2022 11:38 AM

To: Select Board <SelectBoard@sudbury.ma.us>

Cc: Town Manager <townmanager@sudbury.ma.us>

Subject: Reminder re Updates to Housing Trust Bylaw

Members of the Select Board,

At one of their recent past meetings, the members of the Housing Trust asked our office to remind your Board of the proposed amendments to the Housing Trust Bylaw (the Declaration of Trust) which were discussed back in the winter and spring of 2022. As you recall, these discussions involved not only the Select Board and Housing Trust, but also Town Counsel. The proposed amendments to the Declaration of Trust had been agreed upon by both the Select Board and the Housing Trust, but there was not enough time to advance them to the May 2022 Annual Town Meeting.

As we enter budget season and begin preparations for the May 2023 Annual Town Meeting, the Housing Trust members wanted our office to send a reminder about this so the matter could begin being tracked by your Board for the Annual Town Meeting in 2023.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP (he/him/his)

Director of Planning & Community Development

Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776

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**ARTICLE [1. AMEND GENERAL BYLAWS –
AFFORDABLE HOUSING TRUST BYLAW**

To see if the Town will vote to amend the Town of Sudbury General Bylaws to adopt the Sudbury Housing Trust Bylaw by inserting a new article XXVIII therein, as follows, or act on anything relative thereto.

SUDBURY HOUSING TRUST BYLAW

Pursuant to a vote on Article 33 of the 2006 Annual Town Meeting, the Town accepted the provisions of Massachusetts General Laws Chapter 44, Section 55C and authorized the establishment of a Housing Trust pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 55C.

SECTION 1. PURPOSE OF TRUST

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households.

SECTION 2. POWERS OF TRUSTEES

The Trustees shall have the following powers which shall be carried out in accordance with and in furtherance of the provisions of M.G.L. Chapter 44, Section 55C (Municipal Affordable Housing Trust Fund) as outlined below except that the Trustees shall have no ability to borrow money, or mortgage or pledge Trust assets, purchase, sell, lease, exchange, transfer or convey any interest in real property without prior approval of the Select Board:

- 1) to accept and receive real property, personal property or money, by gift, grant, contributions, devise, or transfer from any person, firm, corporation or other public entity or organization or tendered to the Trust in connection with provisions of any ordinance or by-law or any General Law or Special Act of the Commonwealth or any other source including money from M.G.L Chapter 44B (Community Preservation Act);
- 2) with Select Board approval from Trustee recommendation, to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- 3) to execute, acknowledge, and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;

- 4) with Select Board approval from Trustee recommendation, to borrow money on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral; to the extent of the Trust's assets, and subject to 2/3 vote at any Annual or Special Town Meeting for greater than the extent of the Trust's assets.
- 5) to construct, manage or improve real property; and to abandon any property which the Trustees determine not to be worth retaining;
- 6) with Select Board approval from Trustee recommendation, to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- 7) to hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate;
- 8) to become the lottery and monitoring agent for affordable housing and accept compensation for those services into the Fund;
- 9) to monitor the expiring use of any affordable housing in Sudbury;
- 10) to compensate Town employees for services provided as authorized by the Town Manager, including but not limited to dedicated staff to Trustees, engineering support for project specific activities, and other Town services, as requested by the Trustees to the Town Manager;
- 11) to employ advisors and agents, including but not limited to accountants, appraisers and lawyers as the Trustees deem necessary;
- 12) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- 13) to participate or join or form a partnership, corporation or any other legally organized entity to accomplish the purposes of this Trust and to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation, and any other corporation, person or entity;
- 14) to apportion receipts and charges between incomes and principal as the Trustees deem advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- 15) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Trustees may deem necessary and appropriate;
- 16) to carry property for accounting purposes other than acquisition date values;
- 17) to make distributions or divisions of principal in kind;

- 18) to extend the time for payment of any obligation to the Trust;
- 19) to establish criteria and/or qualifications for recipients and expenditures in accordance with Trust's stated purposes;
- 20) to compromise, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the Trustees may deem appropriate;

Notwithstanding anything to the contrary herein, Select Board approval shall be required for any of the following actions:

- a) to purchase real or personal property;
- a) to sell, lease, exchange, transfer or convey any personal, mixed, or real property; and
- b) to borrow money, or to mortgage or pledge Trust assets as collateral to the extent of the Trust's assets.

Notwithstanding anything to the contrary herein, the Trustees may not borrow, mortgage or pledge greater than the current Trust assets unless approved by the Select Board and by a 2/3 vote at any Annual or Special Town Meeting.

The Trustees shall have full power and authority, at any time and from time to time and without the necessity of applying to any court for leave to do so, to expend the 100% of the Trust funds, both principal and interest, to the extent that all funds hereunder may be expended if the Trustees deem such expenditure appropriate. All expenditures shall be made in conformance with the terms of this Trust and M.G.L. Chapter 44, Section 55C.

SECTION 3. ACTS OF TRUSTEES

A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.

SECTION 4. TREASURER/COLLECTOR AS CUSTODIAN

The Town of Sudbury Treasurer/Collector shall be the custodian of the Trust's funds and shall maintain separate accounts and records for said funds.

He or she shall invest the funds in the manner authorized by M.G.L Chapter 44, Section 55 (Public Funds on Deposit; Limitations; Investments,) Section 55A, (Liability of Depositor for Losses Due to Bankruptcy), Section 55B (Investment of Public Funds).

Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust.

Expenditures by the Trust shall be processed through the warrant but shall be controlled by the provisions of M.G.L. Chapter 44, Section 55C. The yearly approved budget, and any approved budget revisions will be recorded by the Town Treasurer/Collector.

As custodian, the Treasurer/Collector shall issue checks as directed by the Trustees.

In accordance with M.G.L. Chapter 44, Section 55C (Municipal Affordable Housing Trust Fund), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices. The Trust shall be audited as part of the Town audit.

SECTION 5. DURATION OF THE TRUST

This Trust shall continue so long as authorized under the Laws of the Commonwealth of Massachusetts. Notwithstanding the foregoing, The Trust may be terminated by a majority vote of the Town Meeting in accordance with M.G.L. Chapter 4, Section 4B, provided that an instrument of termination together with a certified copy of the Town Meeting vote are duly recorded with the Middlesex South District Registry of Deeds and the Land Court. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Select Board for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Select Board, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

SECTION 6. RECORDING

A Declaration of Trust and any amendments thereto shall be recorded with the Middlesex South District Registry of Deeds and the Land Court.

SECTION 7. AMENDMENTS

The Declaration of Trust may be amended from time to time except as to those provisions specifically required under M.G.L. Chapter 44, Section 55C, by an instrument in writing signed by all of the Trustees and approved at a meeting called for that purpose, and approved by the Select Board provided that in each case, a certificate of amendment has been recorded with the Middlesex South District Registry of Deeds and the Land Court.

SECTION 8. RECORD TO BE CONCLUSIVE, CERTIFICATE AS TO FACTS

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees as appears from instruments or certificates recorded with the Registry of Deeds and Land Registration Office to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that instruments of amendment pursuant to Section 7 and an instrument of termination pursuant to Section 5 hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees. Any

person dealing with the Trust property or the Trustees may always rely on a certificate signed by any person appearing from instruments or certificates so recorded to be Trustee hereunder as to the identity of the then current Trustees or as to the existence or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust.

DRAFT

(Declaration of Trust)

SUDBURY HOUSING TRUST

ARTICLE II PURPOSE OF TRUST

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households.

ARTICLE III POWERS OF TRUSTEES

The Trustees shall have the following powers which shall be carried out in accordance with and in furtherance of the provisions of M.G.L. Chapter 44, s 55C (Municipal Affordable Housing Trust Fund) as outlined below except that it shall have no ability to borrow money, or mortgage or pledge Trust assets, purchase, sell, lease, exchange, transfer or convey any interest in real property without prior approval of the Sudbury Board of Selectmen:

- 1) to accept and receive real property, personal property or money, by gift, grant, contributions, devise, or transfer from any person, firm, corporation or other public entity or organization or tendered to the Trust in connection with provisions of any ordinance or by-law or any General Law or Special Act of the Commonwealth or any other source including money from M.G.L Chapter 44B (Community Preservation);
- 2) with Board of Selectmen approval from Trustee recommendation, to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- 3) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- 4) with Board of Selectmen approval from Trustee recommendation, to borrow money on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral; to the extent of the Trust's assets, and subject to 2/3 vote at any Annual or Special Town Meeting for greater than the extent of the Trust's assets.
- 5) to construct, manage or improve real property; and to abandon any property which the Trustees determine not to be worth retaining;
- 6) with Board of Selectmen approval from Trustee recommendation, to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

Deleted: THIS DECLARATION OF TRUST is executed the fifteenth (15th) day of February, 2007 by Lawrence W O'Brien, member of the Board of Selectmen; Michael C. F Chairman of the Planning Board; Amy Lepak, Chairman, Community Housing Committee; and Christopher Morely : L. N. Reed, Co- Chairmen of the Community Preservation Committee, hereinafter called the Temporary Trustees, who serve in such capacity pursuant to the provisions of M.G.L 44, s 55C until the permanent Trustees are appointed pursuant Article IV hereunder. ¶

WHEREAS, The Town Meeting of Sudbury has authorized establishment of a Housing Trust pursuant to the provision M.G.L. Chapter 44, s 55C; and¶

WHEREAS, An Interim Trust was established on October to provide an interim mechanism for collecting funds and expenses in accordance with the purpose and intent of the legislation pending the adoption of final Trust documents;

WHEREAS, It is the intention of the Trustees, to establish comprehensive trust in accordance with the provisions of M Chapter 44, s 55C authorizing the establishment of thereof;

WHEREAS, All monies received by the Interim Trust shall transferred to this final Trust for all purposes relevant to the and the entire Housing Trust Fund (the Fund) shall be cons available for the purposes of accomplishing the mission of for the preservation and creation of affordable housing in the of Sudbury for the benefit of low and moderate income households. ¶

THEREFORE, in consideration of the agreements contained Trust, and the requirements of M.G.L. Chapter 44, s 55C, the Trustees hereby acknowledge and agree for themselves and successors in trust to hold the same, together with such other property and funds as may be added thereto, for the purposes in trust for the benefit of all of the Inhabitants of the Town Sudbury, in the manner and under the terms and conditions herein. ¶

ARTICLE I . TRUSTEES ¶

The Trustees shall be appointed in accordance with Article to replace the Temporary Trustees established and appointed first paragraph of this document. ¶

- 7) to hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate; and
- 8) to become the lottery and monitoring agent for affordable housing and accept compensation for those services into the Fund,
- 9) to monitor the expiring use of any affordable housing in Sudbury;
- 10) to compensate Town employees for services provided as authorized by the Town Manager, including but not limited to dedicated staff to Trustees, engineering support for project specific activities, and other Town services, as requested by the Trustees to the Town Manager;
- 11) to employ advisors and agents, including but not limited to accountants, appraisers and lawyers as the Trustees deem necessary;
- 12) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- 13) to participate or join or form a partnership, corporation or any other legally organized entity to accomplish the purposes of this Trust and to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation, and any other corporation, person or entity,
- 14) to apportion receipts and charges between incomes and principal as the Trustees deem advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- 15) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Trustees may deem necessary and appropriate;
- 16) to carry property for accounting purposes other than acquisition date values;
- 17) to make distributions or divisions of principal in kind;
- 18) to extend the time for payment of any obligation to the Trust,
- 19) to establish criteria and/or qualifications for recipients and expenditures in accordance with Trust's stated purposes;
- 20) to compromise, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the Trustees may deem appropriate;

Notwithstanding anything to the contrary herein, Board of Selectmen approval shall be required for any of the following actions:

- a) to purchase real or personal property;
- a) to sell, lease, exchange, transfer or convey any personal, mixed, or real property; and
- b) to borrow money, or to mortgage or pledge Trust assets as collateral to the extent of the Trust's assets.

Notwithstanding anything to the contrary herein, the Trustees may not borrow, mortgage or pledge greater than the current Trust assets unless approved by the Board of Selectmen and by a 2/3 vote at any Annual or Special Town Meeting.

The Trustees shall have full power and authority, at any time and from time to time and without the necessity of applying to any court for leave to do so, to expend the 100% of the Trust funds, both principal and interest, to the extent that all funds hereunder may be expended if the Trustees deem such expenditure appropriate. All expenditures shall be made in conformance with the terms of this Trust and M.G.L. Chapter 44, s 55C.

ARTICLE VI ACTS OF TRUSTEES

A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.

ARTICLE VII TREASURER/COLLECTOR AS CUSTODIAN

The Town of Sudbury Treasurer/Collector shall be the custodian of the Trust's funds and shall maintain separate accounts and records for said funds.

He or she shall invest the funds in the manner authorized by M.G.L Chapter 44, s 55 (Public Funds on Deposit; Limitations; Investments,) s 55A, (Liability of Depositor for Losses Due to Bankruptcy), s 55B (Investment of Public Funds).

Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust.

Expenditures by the Trust shall be processed through the warrant but shall be controlled by the provisions of M.G.L. Chapter 44, s.55C. The yearly approved budget, and any approved budget revisions will be recorded by the Town Treasurer/Collector.

As custodian, the Treasurer/Collector shall issue checks as directed by the Trustees.

In accordance with M.G.L. Chapter 44, s.55C (Municipal Affordable Housing Trust Fund), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices. The Trust shall be audited as part of the Town audit.

ARTICLE VIII DURATION OF THE TRUST

Deleted: ARTICLE IV APPOINTMENT AND TENURE OF TRUSTEES¶

There shall be a Board of Trustees consisting of not less than five (5) and not more than nine Trustees appointed by the Board of Selectmen. At least one of the Trustees shall be a member of the Board of Selectmen, who shall serve as the representative of the Board of Selectmen.¶

The Trustees shall be appointed for a two (2) year term, which shall end on April 30 of the expiration year or until such time as a successor is appointed, should said appointment be delayed. The initial Trustee appointments shall be for a term of one (1) year and may be re-appointed at the discretion of the Board of Selectmen. Trustees may be appointed for no more than five (5) consecutive terms.¶

In the event of a vacancy in the position of Trustee, the appointment shall be made in the same manner as the original appointment. All Trustees must be current residents of Sudbury upon initial appointment. Any Trustee who ceases to be a resident of the Town of Sudbury shall promptly provide a written notification of change in residence to the Trust and to the Town Clerk. Such Trustee may continue to serve with the approval of the remaining Trustees, and may be reappointed by the Board of Selectmen. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to serve as a Trustee hereunder before his/her term of office expires, a successor shall be appointed by the Board of Selectmen to fill such vacancy. provided that in each case the said appointment and acceptance of office by the Trustee so appointed is filed with the Town Clerk. Such appointment shall be required so long as there are five Trustees in office. Upon the appointment of any succeeding Trustee and the filing of such appointment the title to the Trust estate thereupon and without the necessity of any conveyance by the preceding Trustee jointly with the remaining Trustees shall vest in the succeeding Trustee jointly with the remaining Trustees.¶

ARTICLE V MEETINGS OF THE TRUSTEES¶

The Trust shall meet at least quarterly at such time and place as the Trustees shall determine. Special meetings may be called by the Chairperson or by any two (2) Trustees. Notice of any meeting of the Trust shall be filed with the Town Clerk and posted in accordance with the Open Meeting Law, M.G.L. Chapter 30A, s 23B and 23C.¶

A quorum of the Board of Trustees shall be the majority of the number of authorized Trustees.¶

The Trustees shall annually elect one (1) Trustee who shall serve as Chairperson of the Board of Selectmen to serve as Chairperson of the Board of Selectmen may establish sub-committees and/or ad hoc committees to carry out the purposes of the Trust. Chairpersons of the sub-committees may be selected by the members of the sub-committees.¶

If any Trustee is absent from five (5) consecutive regularly scheduled meetings of the Trust, except in the case of illness, the position shall be deemed vacant and shall be filled with a new appointment as set forth above.¶

This Trust shall continue so long as authorized under the Laws of the Commonwealth of Massachusetts. Notwithstanding the foregoing, The trust may be terminated by a majority vote of the Town Meeting in accordance with M.G.L. Chapter 4, s 4B, provided that an instrument of termination together with a certified copy of the Town Meeting vote are duly recorded with the Middlesex South District Registry of Deeds and the Land Court. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Board of Selectmen for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Board of Selectmen, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

ARTICLE X RECORDING

This Declaration of Trust shall be recorded with the Middlesex South District Registry of Deeds and the Land Court.

ARTICLE XI AMENDMENTS

The Declaration of Trust may be amended from time to time except as to those provisions specifically required under M.G.L. Chapter 44, s 5C, by an instrument in writing signed by all of the Trustees and approved at a meeting called for that purpose, and approved by the Board of Selectmen provided that in each case, a certificate of amendment has been recorded with the Middlesex South District Registry of Deeds and the Land Court.

ARTICLE XII RECORD TO BE CONCLUSIVE, CERTIFICATE AS TO FACTS

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees as appears from instruments or certificates recorded with the Registry of Deeds and Land Registration Office to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that instruments of amendment pursuant to Article XI and an instrument of termination pursuant to Article VIII hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees. Any person dealing with the Trust property or the Trustees may always rely on a certificate signed by any person appearing from instruments or certificates so recorded to be Trustee hereunder as to the identity of the then current Trustees or as to the existence or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust.

Deleted: ARTICLE IX CONSTRUCTION OF TERMS

In the construction hereof, whether or not so expressed, words in the singular or in the plural respectively include both the singular and plural, words denoting males include females and vice versa, and words denoting persons include individuals, firms, associations, corporations and trusts and corporations unless a contrary intention is to be inferred from or required by the subject matter or context. All the terms and provisions of the Trust herein contained shall take effect and be construed according to the laws of the Commonwealth of Massachusetts.

Reference to the Trustee shall mean the Trustee or Trustees, the time being hereunder.

Deleted: ARTICLE XIII TERMINATION OF INTERIM TRUST

The Interim Trust is hereby terminated and all assets and liabilities shall be transferred to the Trustees hereunder pursuant to the April 2006 vote of the Sudbury Annual Town Meeting M.G.L. Chapter 44, s 55C.

ARTICLE XIV TITLES

The titles to the various Articles herein are for convenience and are not to be considered part of said Articles nor shall they meaning or the language of any such article.

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IN WITNESS WHEREOF the said Trustees have hereunto set their hands and seals on the day and year first hereinabove set forth.

Lawrence W. O'Brien

Michael C. Fee

Amy Lepak

Christopher Morely

Tara L. N. Reed

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COMMONWEALTH OF MASSACHUSETTS

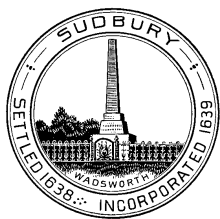
MIDDLESEX, SS. _____, 2007

On this _____ day of _____, 2007, before me undersigned notary public, personally appeared the above-named Lawrence W. O'Brien, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Jody A. Kablack, Notary Public
My commission expires January 22, 2010

COMMONWEALTH OF MASSACHUSETTS
MIDDLESEX, SS. _____, 2007

Deleted: My commission expires January 22, 2010



Town of Sudbury

Housing Trust

HousingTrust@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
www.sudbury.ma.us/housingtrust

MINUTES

APRIL 14, 2022 AT 8:00 AM

VIRTUAL MEETING

Housing Trust Members Present: Chair Cynthia Howe, Vice Chair John Riordan, Kelley Cronin, Janie Dretler, Carmine Gentile, and Karl Pops

Housing Trust Members Absent: Robert Hummel and Susan Scotti

Others Present: Director of Planning and Community Development Adam Duchesneau, Director of the Regional Housing Services Office (RHSSO) Liz Rust, and Liz Valenta from the Regional Housing Services Office

Ms. Howe called the meeting to order at 8:02 AM.

1. Minutes: Approve Meeting Minutes of March 10, 2022, if presented

Ms. Cronin made a motion to approve the minutes of March 10, 2022. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

2. Financial Update

- Vote to Ratify the FY22 February Transactions

Ms. Rust provided a brief overview of what the transactions entailed.

Ms. Cronin made a motion to ratify the FY22 February Transactions. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

At this time Ms. Rust left the meeting.

3. Sudbury Housing Trust – Draft Bylaw

Ms. Howe noted the Housing Trust needed to report back to the Select Board regarding the proposed new bylaw. She indicated the proposed new bylaw would simply be codifying the existing operational procedures of the Housing Trust.

At this time Ms. Rust returned to the meeting and indicated the proposed bylaw was needed to amend the powers for the Housing Trust listed in the state legislation.

Ms. Cronin made a motion to recommend to the Select Board the approval of the new proposed local Housing Trust bylaw as drafted. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

Ms. Rust stated the proposed bylaw would now move forward to a future Town Meeting for approval, if necessary.

Ms. Dretler requested the communication to the Select Board indicate the Housing Trust anticipated there would be no further changes to the proposed bylaw.

2. Financial Update

- Accept Lottery Contracts as Presented

Ms. Rust summarized the new and existing contract items the Housing Trust needed to accept.

Ms. Cronin made a motion to accept the lottery contracts as presented. Ms. Howe seconded the motion. Roll Call Vote: Ms. Howe – Aye, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

4. 67-73 Nobscot Road – Site Feasibility Analysis Update

Ms. Howe noted the intent of the discussion was to derive a goal/dream of how the Housing Trust would like to see the property developed before the upcoming joint meeting with the Sudbury Housing Authority.

Ms. Cronin indicated she felt a project financing feasibility consultant would be needed to determine whether ownership or rental units would be the best use for this property, and what mix of units was best for the site to make a development financially feasible.

Ms. Rust stated public financing would be available for a high-density rental unit project. She also noted that if a non-profit entity was going to develop the site with ownership units it would help bring down the overall construction costs.

There was then discussion regarding the potential for an ownership and rental unit development for the property.

Ms. Rust felt the key piece to understand was whether the dwelling units would be ownership, rental, or a mix of these types of units. She indicated one model would be for the Housing Trust to issue a Request for Proposals (RFP) for an entity to develop the land, then sell the land to the developer, and then have the units sold off to the Sudbury Housing Authority.

Mr. Gentile discussed an existing housing development in Somerville, Massachusetts where a developer had approached the Somerville Housing Authority with an interest to redevelop the site, which was owned by the Somerville Housing Authority, with numerous affordable housing units, but also wanted to construct a number of market rate dwelling units on the site as well.

There was then discussion regarding the need to have a financing consultant to analyze the site and determine whether a rental or ownership development at the property would be best, in terms of financing a project.

Amy Lepak from the Sudbury Housing Authority stated the Massachusetts Housing Partnership had indicated they were not supportive of a significant amount of housing at the site and preferred to pursue some type of congregate housing for the property.

Ms. Rust noted there had not been any affordable home ownership dwelling units created in Sudbury in a very long time and there were still only 37 of this type of unit within the town. She indicated the need for affordable homeownership dwelling units in Sudbury was greater than that for affordable rental dwelling units.

Ms. Dretler inquired about the Multi-Family Zoning Requirement for Massachusetts Bay Transportation Authority (MBTA) Communities and how the 67-73 Nobscot Road property might fit into this initiative.

Mr. Gentile advocated for maximizing the number of dwelling units which could be constructed at the property.

At this time Ms. Howe left the meeting and Mr. Riordan assumed duties as the Acting Chair.

5. Mortgage Assistance – Review Program Materials

Ms. Rust stated the Mortgage Assistance Program materials had been slightly updated with some comments from the Town Social Worker. She noted there had been discussion by the Housing Trust at past meetings regarding a requirement that program participants be up to date on their municipal tax payments before receiving assistance of these public funds.

Mr. Riordan stated he did not think this should be a requirement of the Mortgage Assistance Program. He pointed out that people who were up to date on their municipal tax payments were less likely to need this type of assistance and those who were behind on their tax payments were actually the very households that needed this type of financial assistance. Mr. Gentile agreed with Mr. Riordan's comments.

Ms. Dretler wondered how overdue a household's municipal tax payments could be for them to still possibly receive financial assistance. Ms. Rust noted the financial assistance would be one-time payment. Ms. Dretler stated she would be more comfortable with households having their municipal tax payments fully updated before receiving assistance from the program.

Ms. Dretler made a motion to keep the requirement that municipal tax payments be fully updated in order for Applicants to qualify for the Mortgage Assistance Program. The motion did not receive a second and Ms. Dretler withdrew her motion.

Ms. Cronin suggested a response line be included on the program application form which asked how updated a household's municipal taxes were when seeking assistance from the program.

Ms. Rust noted the Mortgage Assistance Program was being funded with a \$75,000 earmark from the state.

Ms. Dretler made a motion to approve the parameters of the Mortgage Assistance Program without the requirement that municipal tax payments be fully updated. Mr. Gentile seconded the motion. Roll Call Vote: Ms. Howe – Absent, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

6. Sudbury Rent Relief Program

○ Update on Phase 1 Initial Applications

Ms. Rust indicated 50 invoices were being processed each month for this program. She noted five applications had not been approved from the Phase I submission and they were being removed from consideration because there had not been any follow up from the Applicants regarding the missing pieces of their materials.

○ Update on American Rescue Plan Act (ARPA) Funds Request

Mr. Riordan stated the Housing Trust had renewed the original ARPA funding request to the Select Board since no funding had been awarded to the requests from the initial release of funds. He indicated he had provided comments to the Select Board at the ARPA funding listening session which had been held by the Select Board on March 24, 2022.

Ms. Dretler indicated the Select Board would be discussing the next round of ARPA funding at an upcoming meeting in the near future.

Pat Brown of 34 Whispering Pine Road inquired about the dwelling unit at 490 Dutton Road and wondered if it continued to count for Sudbury on the Town's Subsidized Housing Inventory (SHI). Ms. Rust stated the affordability restriction on the property was in perpetuity so the unit would continue to count towards the Town's SHI. She also indicated the dwelling unit was on a slow path to being re-inhabited by a new household.

Other or New Business

Sudbury Housing Trust
Minutes
April 14, 2022
Page 5 of 5

Mr. Pops inquired about the Small Grants Program and if any applications had been received. Ms. Rust indicated one application had been received and this matter would be placed on the May 12, 2022 meeting agenda.

Public Comment

There were no additional public comments.

At 9:36 AM, Mr. Gentile made a motion to adjourn the meeting. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Howe – Absent, Mr. Riordan – Aye, Ms. Cronin – Aye, Ms. Dretler – Aye, Mr. Gentile – Aye, and Mr. Pops – Aye.

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**6: Community paradigm input and update****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Community Paradigm input and update on Town Manager Search. Bernard Lynch of Community Paradigm Associates to attend.

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

10/25/2022 7:00 PM



MEMO

To: Sudbury Select Board
 From: Bernard Lynch *BL*
 Date: October 20, 2022
 Re: Town Manager Selection Process

We have reviewed the responses from the Board members to the process-related questions that we presented in an email to the Interim Town Manager on October 12th. Thank you to the Board members for the prompt and detailed responses that were forwarded to us. The three areas of inquiry related to the interview process options, opportunities and options for community participation, and dates of Board member availability to participate in the process.

Interview Process

As indicated in the email questions, communities have used three different methods of presenting interview questions:

1. Board members asking questions in a structured round-robin style with and without follow-up inquiries.
2. Board members asking questions with Community Paradigm asking follow-up questions as we deem necessary to help clarify issues and candidate experience.
3. Community Paradigm acting as a facilitator to create a greater sense of dialogue with candidates by asking lead questions on determined topics and Board members engaging through follow-up questions or probes.

Based upon the responses that we received, the majority of Board members prefer option #3. This method was largely implemented at the request of a Town with positive feedback about the benefits of more dynamic interaction and dialogue, and the opportunity for members to focus upon responses. Subsequently, other communities began requesting this approach which led us to offer it as an option when discussing the procedure for conducting interviews. However, it is important to note that this approach should allow for greater engagement through active interchange which depends upon Board members presenting follow-up inquiries as needed to draw out candidate skills, experience, and personality.

Community Participation

As noted in our proposal to the Town, we strongly believe in the value of engaging stakeholders from the community in the process and we are aware that this is highly valued by Sudbury. There are options for this participation ranging from informal meet and greet events and more structured Q & A forums that we would facilitate. Board members did prefer the structured forums and that it be conducted in a hybrid manner to allow for greater participation.

A benefit of the hybrid format would be the opportunity to see candidates have some direct interaction with members of the public and other community stakeholders, including staff and board and committee members. One comment received noted the value of having staff members be part of the process. These forums do provide an opportunity for such interaction.

Schedule

Based upon Board member responses, it seems the best day for interviews will be November 12th which is a Saturday. Based upon an expectation of four finalist candidates, we would recommend that there be two interviews in the morning, a break for lunch and reflection, and two interviews in the afternoon.

The two evenings that had a relatively high level of availability are November 7th and 9th. These would seem to be ideal evenings in which to schedule the Community Q&A sessions. We would recommend that there be two candidates each evening, at 6:30 and at 7:30, and that the meetings be hybrid and recorded to allow Board members to watch and rewatch as needed. As noted by one member in their response, the community forums could be seen as the opportunity for the public to participate while allowing the Board to evaluate the candidates' skills in interacting and addressing various community concerns.

The schedule would allow the Board to consider a possible vote of a new Town Manager during the week of November 14th.

Our plan is to present the names of the finalists to you on November 1st. At that time, we will also provide you with a draft of proposed interview topics, each with a sample lead question and possible probes or follow-ups. This timing will allow for any feedback and other lines of inquiry prior to the proposed interview date of November 12th.

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**7: 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 draft provided by member Dretler

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

10/25/2022 7:00 PM

TOWN OF SUDBURY

Select Board Mission Statement:

The Select Board, as the chief policy making body for the Town of Sudbury, Massachusetts, will maximize and ensure the quality of life and well-being of Sudbury residents, today and in the future. To accomplish this, the Select Board shall set strategic direction, **appoint, and oversee activities of certain boards, and hear appeals and resolve problems that have not been settled at other levels**, implement policies, and develop goals **that deliver the highest quality municipal services in a fiscally responsible and operationally responsive manner to the residents that it serves** and advance its values. The Select Board shall develop and implement policies and initiatives that value, include, and support the needs of all residents. The Select Board relies upon the Town Administration, volunteers, residents, and other stakeholders to implement the policies and initiatives while promoting an atmosphere of mutual respect, collaboration, and inclusion.

Select Board Values: *(supported by 4 or more members of the Board)*

Effective Governance and Communication

1. Protect and enhance the professionalism of the Town's staff, boards, and committees.
2. Foster respectful civic engagement; promote transparency and effective communications.
3. Protect and promote a climate of acceptance, equity, inclusion and belonging.

Town Services and Infrastructure

4. Encourage responsible long-term capital management and strategic planning to support, maintain, and enhance Town infrastructure and services.
5. Protect and enhance educational excellence.

Financial Management & Economic Resilience

6. Protect and enhance Sudbury's fiscal health and financial stability.

Open Space, Recreation & Historic Assets

7. Protect and enhance the unique sense of place offered by the Town.

Transportation, Mobility & Housing

8. Encourage and pursue a wide range of housing options that accommodate the diverse needs of individuals across age and socio-economic demographics.

Environmental Health & Wellness

9. Promote and enhance Sudbury's environmental resources.

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

Other suggested values – supported by 1-2 members

Effective Governance and Communication

- Serve and act in the best interests of the community.
- Promote volunteer opportunities in Town government.
- Recognize that it is responsible for the chief executive functions of the Town, while legislative powers are exercised by Town Meeting and chief administrative functions by the Town Manager.
- Ensure equitable access to Sudbury facilities, programs, information, and services.

Open Space, Recreation & Historic Assets

- Protect and promote Sudbury's rich history.

Transportation, Mobility & Housing

- Promote access to transportation options and advocate for bicycle and pedestrian alternative travel.

Other

- Promote and ensure health and safety within the community.
- Prioritize goals and actions as prescribed in the most recent Sudbury Master Plan.

Goal Categories:

Open Space, Recreation & Historic Assets
Financial Management & Economic Resilience
Effective Governance and Communication
Environmental Health & Wellness
Transportation, Mobility & Housing
Town Services and Infrastructure



SUDBURY SELECT BOARD

Tuesday, October 25, 2022

8

MISCELLANEOUS (UNTIMED)

8: Review/approve SB 2023 meeting calendar

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review and possibly vote to approve the Select Board 2023 meeting calendar.

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

10/25/2022 7:00 PM

TOWN OF SUDBURY Select Board Meeting Schedule

Meetings Commence at 7:00 PM (see Town website for updates)

2023 - DRAFT

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
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26	27	28				

MARCH						
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APRIL						
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30						

MAY						
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28	29	30	31			

JUNE						
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JULY						
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30	31					

AUGUST						
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SEPTEMBER						
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OCTOBER						
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29	30	31				

NOVEMBER						
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DECEMBER						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Yellow=SB Mtg

Blue=Holiday/other event

Jan. 2 New Year's Day (observed)

Jan. 16 MLK Day

Jan. 31 ATM Warrant closes

Feb. 20 President's Day

Feb. 20-24 School Vacation

Mar. 27 Annual Town Election

April 5 Passover begins

April 7 Good Friday

April 9 Easter

April 17 Patriot's Day

April 18-21 School Vacation

May 1-May 3, 8 Annual Town Mtg @LSRHS

May 30 Memorial Day

June 19 Juneteenth

July 4 Independence Day

Sept. 4 Labor Day

Sept. 16 Rosh Hashanah

Sept. 25 Yom Kippur

Oct. 9 Indigenous Peoples Day/Columbus Day

Nov. 11 Veterans Day

Nov. 23-24 Thanksgiving Holiday

Dec. 8-15 Hannukah

Dec. 25 Christmas

Dec. 25-Dec. 29 School Vacation

Dec. 31 New Year's Eve

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**9: Vocational Education update****REQUESTOR SECTION**

Date of request:

Requestor: Member Lisa Kouchakdjian

Formal Title: Vocational Education update.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/25/2022 7:00 PM

SOUTH MIDDLESEX TECHNICAL

750 WINTER STREET · FRAMINGHAM, MA 01702



REGIONAL VOCATIONAL SCHOOL DISTRICT

KEEFETECH.ORG · 508.416.2250 · FAX 508.416.2342

Jonathan Evans
Superintendent
jevans@jpkeefehs.org

Ed Burman
School Committee Chair
eburman@jpkeefehs.org

October 7, 2022

Sudbury Select Board
c/o Charlie Russo, Chair
Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776

Dear Sudbury Select Board,

I updated the full School Committee during our meeting last Monday about your request to engage for consideration in becoming a member community of the Keefe Regional Technical School District.

We have asked our Superintendent, Jon Evans, to serve as your primary contact as you seek information about our district. Superintendent Evans' contact information is provided on this letterhead.

Please contact Mr. Evans if you wish to receive additional information about our district.

Sincerely,

Ed Burman, Chair
Keefe Regional Technical
School Committee

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2022 OCT 12 A 9:05

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**10: 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 and 7/26/22.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 7/12/22 and 7/26/22.

Background Information:
attached drafts

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

10/25/2022 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 and Road Race

Board Member Roberts

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

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 2

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:

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 3

- 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

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 4

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

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 5

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 Marvanne 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 Marvanne 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 Marvanne 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

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 6

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

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 7

- 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.

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 8

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.

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 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.

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.

Moved down [1]: Chair Russo indicated there was 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 Manager Bilodeau commented about a possible Special Town Meeting if that educational matter was to be considered.¶

Moved (insertion) [1]

SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 9

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 continuing the commission. She inquired about associated funding and staff needs. She noted that it was confusing for former DEI members to say they were still members of DEI subcommittees even though they had resigned from the commission.

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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, as well as resources including the Sudbury Police, the Attorney General's Office – Civil Rights Division, and Sudbury for Racial and Social Justice. She thanked the DEI Commission for their input and assistance.

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Board Member Carty expressed concern with the July 13, 2022 "Sudbury Stands Against Hate" post on the Town website and in particular the statement "to advance our commitment to expanding social justice." He stated this board has never discussed social justice and questioned how we could be committed to expanding it. He also asked that if we use the term that we define it.

Deleted: stated the Statement was most appropriate thanked all involved. He expressed concern regarding "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.

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SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 10

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 questioned whether 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.

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SUDBURY SELECT BOARD
TUESDAY, JULY 12, 2022
PAGE 11

Board Member Carty joined the meeting.

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Public Comment

None

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¶

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, JULY 26, 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 7:02 P.M. via Zoom telecommunication mode.

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

Call to Order/Roll Call

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

Opening Remarks by Chair

- State Vote Acts passed to allow for mail-in voting
- Virtual meeting extension approved on July 17th to be granted until March 23, 2023 with focus on hybrid meetings
- July is Disability Pride Month
- Roadway projects and general Town construction; more information on Town website
- Sudbury Housing Trust is continuing with the Mortgage Assistance Program; information on Town website
- The Diversity, Equity & Inclusion (DEI) Commission is extending the “Lived Experience” through August

Reports from Interim Town Manager

- Construction taking place regarding drainage on Pratt’s Mill Road between Peakham and Dutton Roads
- SPS School Committee is seeking a new member; additional information on Town webpage with applications being accepted until 5:00 PM Tuesday, August 2
- Real Estate and Personal Property taxes due on Monday, August 1, 2022
- Fairbank Community Center ground breaking ceremony to take place Monday August 1 at 3:30 PM

Reports from Select Board

Vice-Chair Dretler:

- Extended her appreciation to the Sudbury Fire Department and other local fire departments for assisting with the six-alarm fire which occurred in Concord on Sunday night during very hot weather. A firefighter was taken to the hospital for heat exhaustion

Board Member Carty:

- SPS School Committee conducted an in-person meeting recently and will resume with full remote Zoom meetings until further notice
- Modifications to the Transportation Program will go into effect on August 1 increasing the eligible ride age from 50 years of age to 60 and over, capping the number of rides per ride, and slightly increasing the co-pays for Uber rides. Additional information can be found on the Town website

Board Member Roberts:

No Reports to share

Board Member Kouchakdjian:

- Saturday completed her Select Board Member training with the MA Municipal Association – great session and looking forward to additional professional training
- Watched the last Permanent Building Committee (PBC) meeting and congratulated the PBC members for all the work they have done regarding the Fairbank Community Center
- Thanked Chair Russo for recognizing the 32nd anniversary of The Americans with Disabilities Act. Thirty-two years ago today President George H. Bush passed the landmark legislation to advance the rights of persons living with disabilities in the United States. The Town of Sudbury voted twenty-nine years ago to establish the Commission on Disability. Referred to Town website for those who wish to learn more.

Public Comment

Resident Manish Sharma, 77 Colonial Road, thanked members for conducting a successful forum last week. He mentioned solar and wind considerations.

Resident Kay Bell, 348 Old Lancaster, stated she had just returned from a public event in Framingham regarding Commission of Disability dedication, with state officials including Gov. Baker, Lt. Gov. Polito and others. She noted much related work has been accomplished in Sudbury and thanked the community.

Discussion and possible vote whether to approve petition by Celco Partnership, d/b/a Verizon Wireless, for the installation of a small cell wireless antenna, and the necessary sustaining and protecting fixtures, on an unmarked utility pole on Boston Post Road, as shown on plans included herewith.

Present: Paula Foley, Verizon Representative; Stanley Usovicz, Verizon Representative; Michael Pattison, Celco Representative; Brian Riley, KP Law/Town Counsel

Ms. Foley summarized the petition to improve wireless signals in areas of Sudbury without ground equipment or disturbance.

Chair Russo mentioned that Fire Chief Whalen had questions about disturbance aspects. Ms. Foley stated there would be no interference with public safety frequencies.

Vice-Chair Dretler and Board Member Carty recommended that additional review was necessary before approving the petition; they expressed concern about abutters not being notified, and related zoning jurisdiction.

Attorney Riley queried about the wireless overlay districts, and if Planning would be required to grant a Special Permit.

Resident Dan Moye, 53 Highland Avenue, indicated his concern that this approval would grant provision to other wireless companies.

Resident and abutter Beverly Carlon, 53 Highland Avenue, stated she had been a Verizon customer over 30 years and never had issues with coverage in this area. She questioned the need for installation; she stressed that once Verizon installs, no other cable companies can be denied.

Board Member Kouchakdjian concurred that she never had problems with her service, and asked that Ms. Foley look at alternative areas in Town.

Resident Diana Warren, 32 Old Framingham Road, cautioned the Board to be very careful about approving such petitions. She stated that the provided information was "materially incomplete."

Resident Paul Bisson, 55 Highland Avenue, stated such installation would be very close to his home. He confirmed he had changed carriers several years ago and ended his contract with Verizon, and has no cable or wireless difficulties.

Resident Karen Brady, 648 Boston Post Road, stated the 341 pole sits a couple of feet from her property line, and was strongly opposed to such installation.

Resident Leslie Frodema, 32 Moran Circle, stated that as a nurse, the question of safety associated with such installations has increased in medical circles. She mentioned significant studies regarding health risks, DNA damage and mortality rates. She asked the Board to seriously consider the effects of such installation.

Board Member Kouchakdjian asked Ms. Frodema to forward related medical studies to the Select Board.

Board Member Roberts requested that Interim Town Manager Bilodeau contact an independent expert to help advise the Board. Ms. Bilodeau agreed to search for such an expert.

Attorney Riley agreed to provide the Board with additional zoning/bylaw information.

Chair Russo confirmed that consideration and inclusion of the topic would continue at an upcoming Select Board meeting.

Discussion and vote whether to approve petition by Cellco Partnership, d/b/a Verizon Wireless, for the installation of a small cell wireless antenna, and the necessary sustaining and protecting fixtures, on utility pole number #119S on Boston Post Road, as shown on plans included herewith

Chair Russo confirmed that continued consideration of the agenda item would take place.

Acknowledge and discuss Open Meeting Law Complaint against the Select Board, and Lisa Kouchakdjian, filed by Mr. John Baranowsky and dated July 15, 2022; review and discuss response to complaint; votes may be taken

Present: Town Counsel Brian Riley

Attorney Riley mentioned the complaint involving conversations outside of a Select Board agenda at the previous Select Board meeting. He confirmed that Attorney Brone of KP Law concluded in his letter to the Attorney General, there was no violations to the Open Meeting Law.

Board Members agreed there were no violations to the Open Meeting Laws.

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, Russ-aye

VOTED: To approve the letter drafted by Attorney Brone, and empower Chair Russo to make minor spelling changes and release the letter

Discussion on Diversity, Equity & Inclusion (DEI) Commission and possible vote to make it a permanent Commission

Board Members supported the DEI Commission becoming a permanent Commission.

Board Member Carty suggested staggering Commission membership terms. He noted the Commission was established by the Select Board and therefore the Commission serves as an advisory group to the Select Board. Board Member Carty commented that period Commission updates provided to the Select Board would be beneficial. Board Members were in agreement.

Vice-Chair Dretler stressed the importance of a Commission action plan at the 18-month anniversary of the Commission. She stressed the importance of Code of Conduct and Open Meeting Law training, and recommended a Select Board member act in an advisory capacity, and not a liaison.

Board Member Roberts presented DEI Commission Recommendations to the Select Board:

- Extend the Commission to permanent Commission status
- Appointing 13 members to the DEI Commission.
- The DEI Commission recommends quarterly updates be provided to the Select Board
- Five members to committee membership terms
- DEI Commission appoints Nuha E. Muntasser and Janine Taylor to work with the Select Board to redraft the DEI Mission Statement

Board Member Roberts offered to work with Ms. Muntasser and Ms. Taylor regarding the Mission Statement. Board Members agreed.

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

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

VOTED: That the Diversity, Equity & Inclusion (DEI) Commission be a permanent Commission, beginning December 1, 2022

Discussion and possible vote on whether to continue the use of chat & Q&A functions in Town committee Zoom meetings

Chair Russo stated that Town Counsel confirmed there was no problem with eliminating the chat and Q & A functions.

Board Members discussed aspects of the two functions.

Diana Warren commented that all methods affecting public engagement were important and recommended the Board vote to retain both functions.

Board Members concurred the possibility of eliminating chat and Q & A functions was being considered due to recent intolerable comments made via such functions.

Vice-Chair Dretler motioned to turn off the Chat feature with Select Board meetings until March 31, 2023. The motion was seconded by Board Member Kouchakdjian.

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

VOTED: To turn off the Chat feature with Select Board meetings until March 31, 2023

Board Member Carty motioned to disable the Q & A functionality. The motion was seconded by Board Member Kouchakdjian.

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

The motion was not passed.

Board Member Roberts stated that any Q&A must be read aloud.

Vote that the Select Board delegate the authority given to them in Section 13 of Chapter 92 of the Acts of 2022 to detail a sufficient number of police officers for each building that contains the polling places for one or more precincts at every election therein to preserve order and to protect the election officers and supervisors from interference with their duties and to aid in enforcing the laws relating to elections to the Chief of Police or a police department designee for all future elections

Present: Town Clerk Beth Klein

Ms. Klein explained that recent changes to voting law provided Select Board authority to choose the security details (assignment of number of Police officers). She noted that the Chief of Police could be designated by the Select Board to determine the number of Police Officers, with at least one officer at the voting sites.

Board Member Dretler asked about enforcement by Police and what that entails. Ms. Klein responded the handling of violations at the polling location should an individual not comply with regulations, a Police Officer would have the authority to remove the individual.

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

VOTED: To delegate the authority given to them in Section 13 of Chapter 92 of the Acts of 2022 to detail a sufficient number of police officers for each building that contains the polling places for one or more precincts at every election therein to preserve order and to protect the election officers and supervisors from interference with their duties and to aid in enforcing the laws relating to elections to the Chief of Police or a police department designee for all future elections.

Recess

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 recess for five minutes

Discussion on Town Manager Search Firm process and Select Board August and September meeting schedule

Interim Town Manager Bilodeau outlined next steps in the Town Manager Search Firm process. She recommended that each Select Board Member gather references from communities that have contracted with Municipal Resources, Inc. and Community Paradigm Associates.

Board Members discussed the Town Manager Search Firm schedule.

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

VOTED: To interview Municipal Resources, Inc. and Community Paradigm Associates representatives at the August 2, 2022 Select Board Meeting

Interim Town Manager Bilodeau confirmed that the Town Manager Search Firm would be selected at the August 3, 2022 Select Board Meeting.

Chair Russo acknowledged the Town Manager Search process was a month ahead when compared to the last time a Town Manager Search Firm was selected. He thanked Interim Town Manager Bilodeau and Senior Administrative Assistant to Town Manager Patty Golden for their tireless efforts.

Review the Select Board Summer 2022 Newsletter articles and approve for distribution

Board Member Roberts left the meeting at 10:57 PM.

Board Members discussed several minor editing aspects.

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

It was on motion 4-0; Carty-aye, Dretler-aye, Roberts-aye, Kouchakdjian-aye, Russo-aye

VOTED: To approve the Select Board Summer 2022 Newsletter articles for distribution, as edited.

Vote to review and possibly approve the open session minutes of 5/31/22

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 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To approve the open session minutes of 5/31/22, as edited

Public Comments (cont.)

None

Upcoming Agenda Items

Previously mentioned Town Manager Search Firm Selection dates

Consent Calendar

Vote to grant a special permit to Bikes Not Bombs to hold the “35th Annual Bike-A-Thon” on Sunday, Sunday September 11, 2022, from 11:00 A.M. through approximately 3:00 P.M., with a rain date of Sunday, September 27, 2022, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

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

It was on motion 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To grant a special permit to Bikes Not Bombs to hold the “35th Annual Bike-A-Thon” on Sunday, Sunday September 11, 2022, from 11:00 A.M. through approximately 3:00 P.M., with a rain date of Sunday, September 27, 2022, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a “Ride to Defeat ALS” bike ride on Sunday, September 18, 2022, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

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

It was on motion 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To grant a special permit to Myke Farricker, Committee Co-Chair, to hold a “Ride to Defeat ALS” bike ride on Sunday, September 18, 2022, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

To approve execution by the Interim Town Manager of a Charter Transportation Agreement between the Town and First Student, Inc. for Sudbury student transportation services to and from vocational schools for the period September 1, 2022 through June 23, 2023, with extensions as may be agreed by the parties.

Board Member Carty requested an update regarding the Charter Transportation Agreement. Interim Town Manager Bilodeau detailed that the Town of Sudbury would be partnering with the Town of Lincoln for use of a second school bus, which was budgeted for.

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 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To approve execution by the Interim Town Manager of a Charter Transportation Agreement between the Town and First Student, Inc. for Sudbury student transportation services to and from vocational schools for the period September 1, 2022 through June 23, 2023, with extensions as may be agreed by the parties.

That the Board vote to accept a deed to “Parcel A” being land off Brimstone Lane, to be held under the care, custody, management and control of the Conservation Commission, and to convey “Lot 8” being land off Brimstone Lane, both as shown on an Approval Not Required Plan dated April 8, 2022, and that the Chair be authorized to execute any documents or instruments necessary to effectuate the exchange of land.

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 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept a deed to “Parcel A” being land off Brimstone Lane, to be held under the care, custody, management and control of the Conservation Commission, and to convey “Lot 8” being land off Brimstone Lane, both as shown on an Approval Not Required Plan dated April 8, 2022, and that the Chair be authorized to execute any documents or instruments necessary to effectuate the exchange of land.

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 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting was adjourned at 11:04 PM.

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**11: 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

10/25/2022 7:00 PM



SUDBURY SELECT BOARD

Tuesday, October 25, 2022

MISCELLANEOUS (UNTIMED)**12: 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

10/25/2022 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Nov. 1	Discussion with Community Paradigm (Search Firm) on Town Manager Candidates
Nov. 15	Tax Classification – pre-briefing discussion with Director of Assessing Cynthia Gerry
	Serving Extensions – Thanksgiving and New Year’s Eve
	Thursday Garden Club- Bench Donation
	DEI interviews
Nov. 29	Annual Tax Classification Hearing
	DEI Commission interviews
	DEI Commission update
Dec. 6	Open 2023 Warrant and announce Annual Town Meeting for May 1-3, 2023 at LSRHS
Dec. 20	Annual License Renewals (Alcohol/Common Victualler)
Date to be determined	BFRT Advisory Task Force to meet with Select Board re: trail signage
	LS Agreement
	Remote Meeting Policy (Lisa K.)
	Interview candidate for Energy Committee
	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 Select Board meeting flow, process, efficiency, and decorum
	Discussion on potential ADA policy
	Discussion on Town Manager Task Requests
	SB self-evaluation process individually and collectively (Lisa K)
	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)
	Bi-monthly update from Eversource (Oct, Dec, Feb, Apr, June, Aug)
	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

Attachment 12.a: Upcoming items 10.25.22 (5478 : Upcoming agenda items)

	Subcommittee discussion (Executive)
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update on crosswalks (Chief Nix/Dan Nason)
	Update on traffic policy (Chief Nix)
	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, October 25, 2022

CONSENT CALENDAR ITEM**13: Accept resignation from DEI****REQUESTOR SECTION**

Date of request:

Requestor: Sue Rushfirth

Formal Title: Vote to accept the resignation of Susan Rushfirth, 48 Harvard Drive, from the Diversity Equity and Inclusion Commission (DEI) and send a thank you letter for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Susan Rushfirth, 48 Harvard Drive, from the Diversity Equity and Inclusion Commission (DEI) and send a thank you letter for her service to the Town.

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

10/25/2022 7:00 PM

DEI Members

Members

Name	Position	Address	Term	End Date	Appointed By
Nalini Luthra	Co-Chair	941 Concord Rd	1	11/30/2022	Select Board
Nuha Muntasser	Co-Chair	193 Dutton Rd	1	11/30/2022	Select Board
VACANCY	Member		1		Select Board
VACANCY	Member		1		Select Board
VACANCY	Member		1		Select Board
VACANCY	Member		1		Select Board
Stephanie Oliver	Member	17 Barton Dr	1	11/30/2022	Select Board
Susan Rushfirth	Member	48 Harvard Dr	1	11/30/2022	Select Board
Joanna Steffey	Member	5 Checkerberry Cir	1	11/30/2022	Select Board
Tanisha Tate	Member	50 Fairbank Cir (Fairbank Rd)	1	11/30/2022	Select Board
Janine Taylor	Member	386 Maynard Rd	1	11/30/2022	Select Board
Peng Zhou	Member	2 Meachen Rd	1	11/30/2022	Select Board
VACANCY	Staff		1		Select Board
Maryanne Bilodeau	Staff	278 Old Sudbury Road	1	05/31/2023	Select Board
Scott Nix	Staff	75 Hudson Rd	1	11/30/2022	Select Board

Attachment 13.a: DEI Members (5528 : Accept resignation from DEI)

From: [Sue Rushfirth](#)
To: [Select Board's Office](#)
Cc: [Diversity, Equity, and Inclusion Commission](#)
Subject: Resignation from DEI Commission
Date: Tuesday, October 11, 2022 11:44:49 AM

Dear members of the Select Board:

I am writing to inform you that I will not be reapplying to join the Sudbury Diversity Equity and Inclusion Commission in November. I have been honored to serve on this body during a challenging period, and I hope that I was able to add something to the discussions and the actions that the Commission has had and taken.

This is such important work, and I do not have the time to give it the focus it requires. I hope to continue along my own learning path, which will undoubtedly be a lifelong journey. Thank you for allowing me to work with such committed and well-intentioned people.

With my best wishes,

Sincerely,

Sue

--

Sue Rushfirth

(508) 265-8748

My pronouns: She/Her



**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

CONSENT CALENDAR ITEM**14: Accept resignation from Cultural Council****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Amy Wilson Sheldon, 123 Moore Road, from the Cultural Council and send a thank you letter for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Amy Wilson Sheldon, 123 Moore Road, from the Cultural Council and send a thank you letter for her service to the Town.

Background Information:
attached resignation email.

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

10/25/2022 7:00 PM

Cultural Council Members

Members

Name	Position	Address	Term	End Date	Appointed By
Ellen Gitelman	Chair	19 Raynor Rd	3	10/30/2023	Select Board
VACANCY	Member		3		Select Board
Claudia Brandon	Member	60 Balcom Rd	3	10/30/2023	Select Board
Erica O'Brien	Member	3 Country Village Ln	3	10/30/2023	Select Board
Diana Peters	Member	62 Maynard Rd	3	10/30/2023	Select Board
Martha Romanoff	Member	21 Pokonoket Ave	3	10/30/2023	Select Board
Bethany Shaw	Member	850 Boston Post Rd	3	10/30/2023	Select Board
Amy Wilson Sheldon	Member	123 Moore Rd	3	10/30/2022	Select Board

From: [Amy Wilson Sheldon](#)
To: [Golden, Patricia](#)
Cc: elleng@americangraphiti.com
Subject: resignation from Sudbury Cultural Council
Date: Wednesday, October 19, 2022 10:51:41 AM

Hi Patti,

My term on the Sudbury Cultural Council is coming to an end, so I just wanted to send a letter noting that I will not be re-joining for a second term due to time constraints.

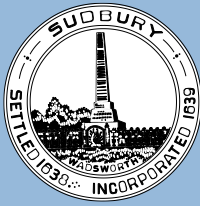
Thank you. It has been a pleasure to serve Sudbury this way! FYI, I got an auto-generated email from the Town yesterday that asked me to go in and indicate "yes" or "no" regarding extending my service. I did click no (or at least I think I did!), but a flurry of "thank you for choosing to serve!" emails ensued. I just wanted to confirm that I will not be able to serve again.

Thank you,
Amy Wilson Sheldon

--

Amy Wilson Sheldon
617.678.5175
[a lively read](#) / [MetroWest Readers Fest](#)
#ReadingIsRelevant

Attachment14.b: resignation from Sudbury Cultural Council (5535 : Accept resignation from Cultural Council)

**SUDBURY SELECT BOARD**

Tuesday, October 25, 2022

CONSENT CALENDAR ITEM**15: Witches Ride 2022****REQUESTOR SECTION**

Date of request:

Requestor: Maggie Hale, Sudbury Family Network

Formal Title: Vote to Grant a Special Permit to Sudbury Family Network to hold the "Witches Ride" on Sunday, October 30, 2022, from 4 PM through approximately 5 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to Sudbury Family Network to hold the "Witches Ride" on Sunday, October 30, 2022, from 4 PM through approximately 5 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

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
Leila S. Frank	Pending
Select Board	Pending
Select Board	Pending

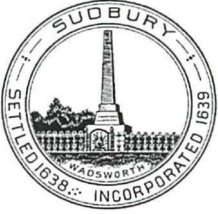
10/25/2022 7:00 PM

Witches Ride

Sunday, October 30, 2022

Department Feedback

Department	Staff	Date	Comments
Fire Department	Chief Whalen	10/18/22	The Fire Department has no issue with this event.
Highway Department	Dan Nason	10/18/22	The Public Works Department has no issues with this event assuming there are no resources (manpower, equipment or vehicles) needed from our team.
Park & Recreation	Dennis Mannone	10/19/22	We have no concerns
Police Department	Chief Nix	10/18/22	<p>Given the limited number of participants I would believe they would be good following the rules of the road, I think it should be fine. That said, if very young riders will participate that may increase my concern requesting they are monitored well. It may not need to be said as I hope parents would do so anyway, but sometimes a group dynamic may alter one's thinking.</p> <p><i>Applicant Response 10/19/22:</i> <i>This is an adult event, and I have added that on the application form. Kids are welcome to watch from the sidewalk.</i></p> <p>PD Confirmed no issues 10/20/22</p>



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 Sudbury Family Network

Event Name Witches Ride (For Adults, Moms, Caregivers) Children can watch from the sidewalks but not ride.

Organization Address 511 Peakham Rd, Sudbury, MA 01776

Name of contact person in charge Margaret Hale

Telephone Number(s) of contact _____ (cell) _____

Email address _____

Date of event 10/30/22 Rain Date -

Start time 4:00pm Ending time 5:00pm

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) Loop route attached.

Anticipated number of participants 20-30

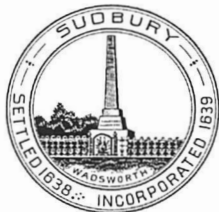
Assembly area (enclose written permission of owner if private property to be used for assembly) _____

Organization that proceeds will go to no proceeds this year - plan to in future

Any other important information _____

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] Date 10/19/22

**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)

Please submit completed application and materials to:

Office of Select Board

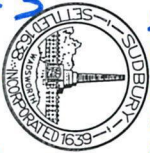
278 Old Sudbury Rd.

Sudbury, MA 01776

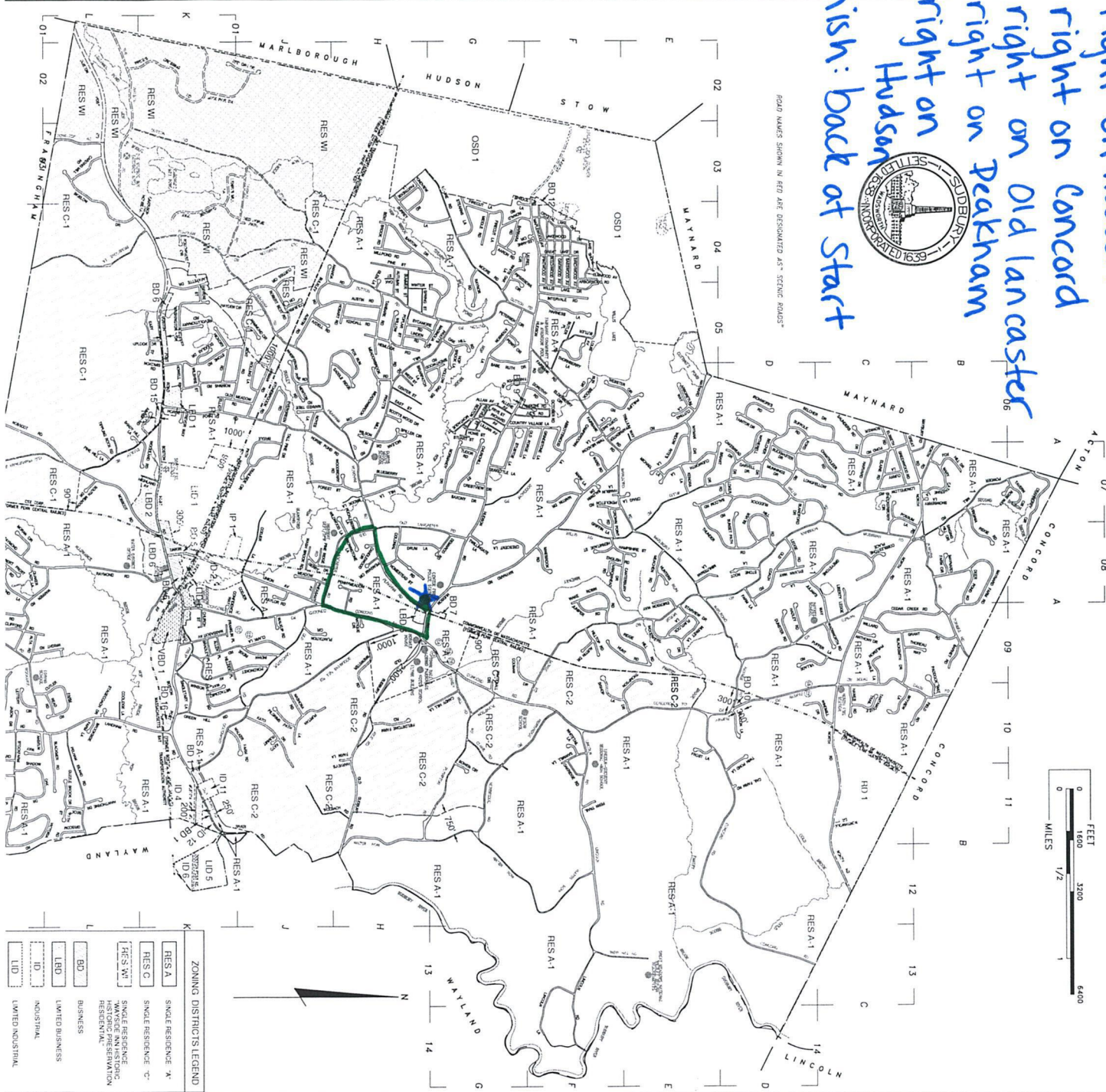
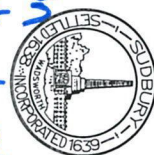
Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us

right on Hudson
right on Concord
right on Old Lancaster
right on Peckham
right on
Hudson



FINISH: back at start



ZONING DISTRICTS LEGEND	
RES A	SINGLE RESIDENCE "A"
RES C	SINGLE RESIDENCE "C"
RES W	SINGLE RESIDENCE "WATERSIDE HISTORIC DISTRICT PRESERVATION RESIDENTIAL"
BD	BUSINESS
LBO	LIMITED BUSINESS
ID	INDUSTRIAL
LID	LIMITED INDUSTRIAL

[illegible]



SUDBURY SELECT BOARD

Tuesday, October 25, 2022

CONSENT CALENDAR ITEM**16: Cisco/ePlus subscription renewal****REQUESTOR SECTION**

Date of request:

Requestor: Mark Thompson, Information Systems Technology Administrator

Formal Title: Vote to approve contract execution by the Interim Town Manager for the Cisco Subscription Service Agreement in conjunction with ePlus Technology, Inc. relative to software maintenance for the Cisco VoIP telephone system with payments over a period of five years as requested by the Information Systems Technology Administrator.

Recommendations/Suggested Motion/Vote: Vote to approve contract execution by the Interim Town Manager for the Cisco Subscription Service Agreement in conjunction with ePlus Technology, Inc. relative to software maintenance for the Cisco VoIP telephone system with payments over a period of five years as requested by the Information Systems Technology Administrator.

Background Information:

Each year the Town has contracted with Cisco/ePlus for SmartNet Software Maintenance for the Cisco VoIP Telephone System. The software maintenance includes software upgrades and telephone support for phone issues. This year Cisco has moved the Software Maintenance from SmartNet to a Flex Plan. The Flex Plan is a subscription service instead of the SmartNet maintenance service. We would still get the same coverage as the SmartNet plan, but since it's a subscription service we would not need to renew the agreement each year in order for the VoIP phone system to function. The current agreement is for \$16,698.80 each year for five years. This is \$1,135.10 less than last year's SmartNet invoice. The five year agreement will allow us to fix the cost for the Flex Plan and not be subject to any price increases over the five year period.

The Contractor is on the State bid list. *No contract is attached due to cyber security concerns.*

Financial impact expected: Budgeted each year. Lesser fee than previous with yearly payments in each of five years of \$16,698.80.

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office

Pending

Town Manager's Office
Town Counsel
Select Board
Select Board

Pending
Pending
Pending
Pending

10/25/2022 7:00 PM