



SUDBURY SELECT BOARD
TUESDAY DECEMBER 13, 2022
6:30 PM, ZOOM

Item #	Time	Action	Item
	6:30 PM		CALL TO ORDER
EXECUTIVE SESSION			
1.		<i>VOTE</i>	Continue Executive Session to discuss strategy with respect to collective bargaining (Firefighters) if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3).
2.		<i>VOTE</i>	Vote to close Executive Session and resume Open Session.
	7:00 PM		Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments on items not on agenda
MISCELLANEOUS			
3.			Discussion with Paul Jahnige of the Department of Conservation and Recreation regarding Mass Central Rail Trail.
4.		<i>VOTE</i>	Interview candidate for Sudbury Housing Trust. Following Interview, vote whether to appoint Sarah R. Green Vaswani, 45 Great Lake Drive, to the Sudbury Housing Trust for a term ending 5/31/23.
5.		<i>VOTE</i>	Interview candidate for Sudbury Housing Trust. Following Interview, vote whether to appoint Jessica Cerullo Merrill, 14 Baswood Avenue, to the Sudbury Housing Trust for a term ending 5/31/23.
6.		<i>VOTE</i>	Interview candidate for CIAC. Following interview, vote whether to appoint Peter Iovanella, 258 Dutton Road, to the Capital Improvement Advisory Committee (CIAC) for a term expiring 5/31/25.
7.		<i>VOTE</i>	Interview candidate for the Historic Districts Commission (HDC). Following interview, vote whether to appoint Jordan Wachs, 22 King Philip Road, to the HDC for a term expiring 1/1/25.
8.			Discussion on ATM warrant articles regarding Sudbury Housing Trust, Transportation, and Small Wireless Facility

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
9.		<i>VOTE</i>	Goal setting discussion and update.
10.			Discussion on Town Counsel Evaluation process
11.		<i>VOTE</i>	Discussion and possible vote on Vocational Education letter
12.			Public Comments (cont)
13.			Upcoming agenda items
CONSENT CALENDAR			
14.		<i>VOTE</i>	Vote to accept the resignation of Historic Districts Commission (HDC) member Susanna Finn, 58 Hudson Road, effective 12/11/22, and send a letter of thanks for her service to the Town.

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



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

EXECUTIVE SESSION

1: Executive session CB Firefighters

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Continue Executive Session to discuss strategy with respect to collective bargaining (Firefighters) if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3).

Recommendations/Suggested Motion/Vote: Continue Executive Session to discuss strategy with respect to collective bargaining (Firefighters) if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3).

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

12/13/2022 6:30 PM



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

EXECUTIVE SESSION
2: Close Executive Session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Executive Session and resume Open Session.

Recommendations/Suggested Motion/Vote: Vote to close Executive Session and resume Open Session.

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

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SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

3: Discussion with DCR re: Mass Central Rail Trail

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Discussion with Paul Jahnige of the Department of Conservation and Recreation regarding Mass Central Rail Trail.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Paul Jahnige, Department of Conservation and Recreation

Review:

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

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SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

4: Interview Housing Trust candidate (Vaswani)

REQUESTOR SECTION

Date of request:

Requestor: Adam Duchesneau, Director of Planning & Community Development

Formal Title: Interview candidate for Sudbury Housing Trust. Following Interview, vote whether to appoint Sarah R. Green Vaswani, 45 Great Lake Drive, to the Sudbury Housing Trust for a term ending 5/31/23.

Recommendations/Suggested Motion/Vote: Interview candidate for Sudbury Housing Trust. Following Interview, vote whether to appoint Sarah R. Green Vaswani, 45 Great Lake Drive, to the Sudbury Housing Trust for a term ending 5/31/23.

Background Information:
attached application and recommendation from Sudbury Housing Trust.

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

12/13/2022 6:30 PM

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 Housing Trust

Name: Sarah R. Green Vaswani

Address: 45 Great Lake Drive, Sudbury MA 017 Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: 9.3

Brief resume of background and pertinent experience:
I am a former Resident Services Coordinator, with 18 years working with elders in low-income housing in Boston. RSC's work with tenants to enhance their lives through social services, health access, and educational resources. Additionally, I spent some time as a Property Manager, earning my CPO and LIHTC (both now expired.)

Municipal experience (if applicable):
None

Educational background:
BS Human Development, Wheelock College, 1995
Certificate in Aging Resources, Boston University School of Social Work
Certificate in Case Management, Boston University Center for Aging and Disability Research

Reason for your interest in serving:
The night before I became aware of this opening, my son had to interview me for a school project. He asked me what I thought were 3 important issues facing Sudbury. I replied that I thought Sudbury was a great town with a lot of opportunities for the people who live here, but that I was concerned that, because it's so expensive, not enough people are able to access what Sudbury has to offer. I said that it was important to me that people who aren't rich are able to live here too, because diversity in every form enhances the lives of people who experience it. When this opportunity came up the very next day, it seemed meant to be.

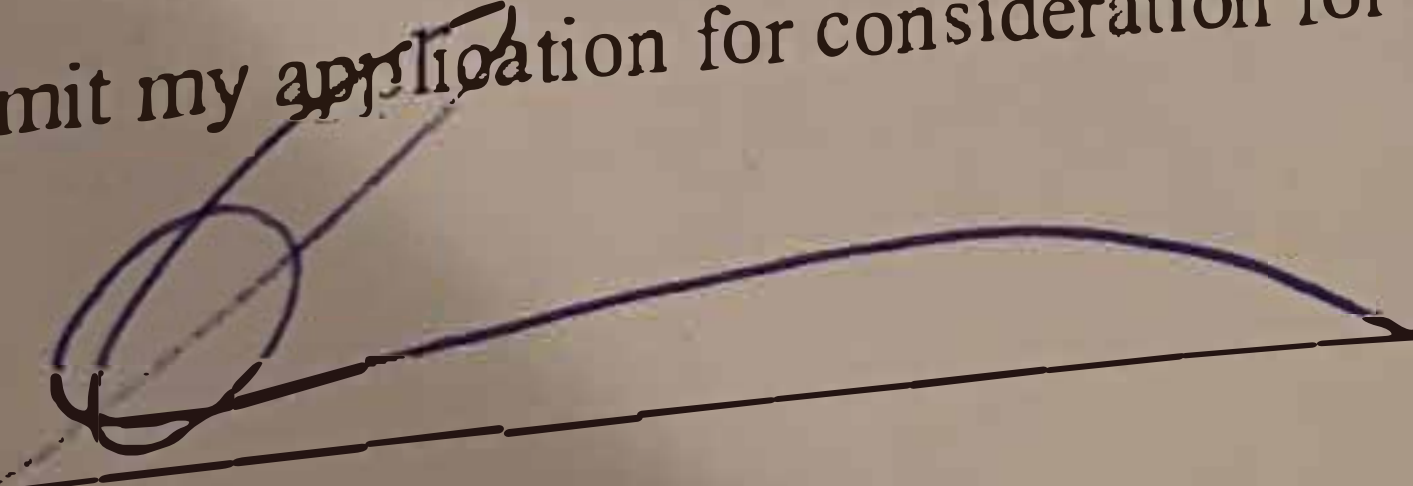
Times when you would be available (days, evenings, weekends):
Generally all times with advanced notice.

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

SRGV (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  Date 10/24/2022

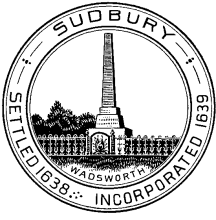
Attachment4.a: Sarah Green Vaswani Application 221024.redact (5618 - Interview Housing Trust candidate (Vaswani))

SARAH R. GREEN WASWANI
APPLICATION FOR SUDBURY HOUSING TRUST

This text was small and difficult to read on original application, and retyped below.

Reason for interest in serving:

The night before I became aware of this opening, my son had to interview me for a school project. He asked me what I thought were 3 important issues facing Sudbury. I replied that I thought Sudbury was a great town with a lot of opportunities for the people who live here, but that I was concerned that, because it's so expensive, not enough people are able to access what Sudbury has to offer. I said that it was important to me that people who aren't rich are able to live here too, because diversity in every form enhances the lives of people who experience it. When this opportunity came up the very next day, it seemed meant to be.



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

November 10, 2022

Mr. Russo, Chair
Select Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Sarah Green Vaswani Appointment to Sudbury Housing Trust

Dear Chair Russo,

At their meeting on November 10, 2022, the Sudbury Housing Trust voted unanimously, to recommend to the Select Board the appointment of Sarah Green Vaswani to the Sudbury Housing Trust.

Therefore, I am writing to recommend the Select Board appoint Ms. Green Vaswani to the Sudbury Housing Trust, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Sudbury Housing Trust,

Ryan Poteat
Community Preservation Coordinator

cc: Sudbury Housing Trust



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

5: Interview Housing Trust candidate (Merrill)

REQUESTOR SECTION

Date of request:

Requestor: Adam Duchesneau, Director of Planning & Community Development

Formal Title: Interview candidate for Sudbury Housing Trust. Following Interview, vote whether to appoint Jessica Cerullo Merrill, 14 Baswood Avenue, to the Sudbury Housing Trust for a term ending 5/31/23.

Recommendations/Suggested Motion/Vote: Interview candidate for Sudbury Housing Trust. Following Interview, vote whether to appoint Jessica Cerullo Merrill, 14 Basswood Avenue, to the Sudbury Housing Trust for a term ending 5/31/23.

Background Information:
attached application and recommendation from Sudbury Housing Trust.

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

12/13/2022 6:30 PM

From: Poteat, Ryan
Sent: Thursday, December 8, 2022 11:37 AM
To: Select Board <SelectBoard@sudbury.ma.us>
Cc: Sudbury Housing Trust <HousingTrust@sudbury.ma.us>; Jessica Cerullo Merrill <jessica.cerullo@gmail.com>
Subject: Jessica Cerullo Merrill appointment recommendation

Select Board Members,

At their meeting on December 8, 2022, the Sudbury Housing Trust voted unanimously, to recommend to the Select Board the appointment of Jessica Cerullo Merrill to the Sudbury Housing Trust.

Therefore, I am writing to recommend the Select Board appoint Jessica Cerullo Merrill to the Sudbury Housing Trust, and to request the Select Board consider this recommendation at their upcoming December 13, 2022 meeting along with Sarah Green Vaswani.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Sudbury Housing Trust,

Ryan Poteat (he/him/his)

Community Preservation Coordinator

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

t 978-639-3388 | f 978-639-3314 | PoteatR@Sudbury.MA.us

www.sudbury.ma.us

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: The Sudbury Housing Trust

Name: Jessica Cerullo Merrill

Address: 14 Basswood Avenue Email Address: _____

Home phone: n/a Work or Cell phone: _____

Years lived in Sudbury: four years

Brief resume of background and pertinent experience:

Advocacy professional with twelve years of experience engaging and elevating the voice of advocates, patients, and care partners to inform and impact medicines development. Demonstrated ability to initiate and build mutually beneficial relationships between the life sciences industry and patient advocacy organizations. Extensive advocacy experience supports my ability to engage Housing Trust committee members and other community stakeholders in a productive and respectful manner.

Municipal experience (if applicable):

None

Educational background:

Suffolk University, Master of Science in Ethics and Public Policy
Boston University, Bachelor of Science in Rehabilitation and Health Sciences

Reason for your interest in serving:

Opportunities to advance affordable housing in the Commonwealth and Sudbury specifically is a priority for me because I believe there is a strong role for government to meet the needs of the community that the private market will not address. I would appreciate the opportunity to both support work in Sudbury to ensure people and families are and remain housed as well as think about what would be the ideal role of the government to complement the private market to fill in the gaps. Finally, I see this as a social equity issue as people not being able to access housing in towns like Sudbury leaves them without access to high quality education and open space. I would like to use my voice to support this work.

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

Am able to make all times available when scheduling

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

No

JC (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 Jessica Cerullo Merrill Date 10.24.22



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

6: Interview CIAC candidate

REQUESTOR SECTION

Date of request:

Requestor: Susan Ciaffi, CIAC chair

Formal Title: Interview candidate for CIAC. Following interview, vote whether to appoint Peter Iovanella, 258 Dutton Road, to the Capital Improvement Advisory Committee (CIAC) for a term expiring 5/31/25.

Recommendations/Suggested Motion/Vote: Interview candidate for CIAC. Following interview, vote whether to appoint Peter Iovanella, 258 Dutton Road, to the Capital Improvement Advisory Committee (CIAC) for a term expiring 5/31/25.

Background Information:
attached application and recommendation 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

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Peter Iovanella

SUMMARY

Project executive with experience in light-industrial, life sciences, cultural, educational, commercial, hotel, and high-end residential construction management; adept at budget implementation, financial management, precise scheduling, consultant / trade coordination, and LEED processes

RELEVANT WORK EXPERIENCE

Gemini Arts Initiative (Powerhouse Workshop)

Brooklyn, NY

Project Executive

March 2020 – Present

- Lead and oversee development operations and guide team through day-to-day construction processes
- Manage the capital project budget through cost tracking and detailed reviews of consultant and CM expenses
- Utilize strong negotiating tactics to ensure project costs remain under budget
- Compose monthly payment draw packages and deliver updated cash flows for the Board of Directors' approval
- Coordinate all consultants during the construction administration phase of the project
- Aid in the resolution of on and off-site issues by working closely with all members of the project team
- Prepare award recommendations for subcontractor and consultant contracts, change orders, and add services
- Supervise all project filings and permits to ensure jurisdictional approvals are achieved in a timely manner
- Communicate directly with ConEdison and National Grid representatives to facilitate utility inspections and approvals
- Navigate environmental remediation requirements per EPA Superfund and NYS Brownfield Cleanup Program obligations which include waste classification, disposal facility approval, and exporting of hazardous soil and debris
- Oversee the reconstruction of the site's waterfront Gowanus Canal bulkhead by coordinating closely with EPA, archeologists, and contractors performing ongoing canal dredging/cleanup operations
- Establish positive relationships with nearby neighbors to negotiate favorable access agreements
- Analyze recently adopted Local Law 97 building emissions requirements and implement immediate action plans for heat recovery, solar energy, and wind turbine operations to minimize the building's future carbon footprint
- Coordinate with conservatists to develop and execute the protection and preservation of existing historic graffiti
- Orchestrate the purchasing, scheduling, installation, and commissioning of all new workshop equipment
- Assist in the development of a phased TCO logistics plan to deliver and install existing workshop equipment and FF&E to minimize profit loss during transition downtime
- Work closely with the end user to finalize their operations plan and ensure the construction project is designed and built to meet their expectations

Colliers International

New York, NY

Senior Project Manager

Jan 2020 – March 2020

Project Manager

June 2018 – Jan 2020

- Tracked all project financials through anticipated cost reports to ensure projects remained under budget
- Coordinated consultants during DDs, CDs, bidding and negotiating, and construction administration phases
- Issued consultant RFPs; developed scopes of work, leveled bids, and made final award recommendations to Ownership
- Negotiated subcontractor change orders and consultant add services to reach fair value for added scope
- Organized environmental remedial work for lead, asbestos, and VOCs/PCBs abatements
- Reviewed CM project schedules for accuracy and completeness to ensure attainable milestones
- Managed the preparation of all consultant contracts and oversaw insurance policy adherence
- Assisted in the financial closeout of 200 East 21st Street

Colliers International Projects:

- Powerhouse Workshop (light-industrial / cultural) 2018 to 2020 - \$143,000,000
 - Gemini Arts Initiative – 6 Floors – 175,000 SF
- NYU Tandon School of Engineering Laboratory Renovation (educational) 2019 to 2020 - \$19,000,000
 - New York University – 1 Floor – 18,000 SF
- 200 East 21st Street (high-end condos / retail) 2018 - \$80,000,000
 - Alfa Development – 21 Floors – 126,000 SF

Omnibuild Construction, Inc.

New York, NY

Assistant Project Manager

Jan 2015 – June 2018

- Oversaw entire construction process from pre-construction and design to closeout and turnover
- Issued RFPs and collected subcontractor proposals to finalize detailed budgets that met owner expectations
- Composed comprehensive trade scopes, leveled all proposals for completeness, and finalized trade buyout through contract negotiation to ensure project budget adherence

Attachment 6.a: CIAC_Iovanella_redact (5590 : Interview CIAC candidate)

Peter Iovanella

- Wrote and issued subcontracts and all exhibits thereto in addition to executing purchase and change orders
- Maintained and accurately tracked all anticipated costs, budget transfers, back charges, and general condition invoices
- Evaluated and approved monthly subcontract requisitions and assist in the preparation of CM general conditions billings
- Coordinated all stages of a project through the development of detailed scheduling and organized phasing / sequencing
- Managed all document control for each project such as submittals, RFIs, meeting minutes, permits, and daily reports
- Thoroughly reviewed all submittals and shop drawings to ensure compliance with contract documents
- Led weekly MEP coordination meetings to analyze potential trade hits and resolve anticipated problems
- Implemented LEED-specific processes such as indoor air quality plans, construction waste management reports, and precise reporting of submittals
- Worked closely with ICAP consultants and subcontractors to ensure compliance of NYC requirements

Omnibuild Construction, Inc. Projects:

- 140 West 28th Street, New York, NY (hotel) 2017 to 2018 – \$65,000,000
 - McSam Hotel Group – 46 Floors – 173,000 SF
- 140 West 24th Street, New York, NY (hotel) 2017 to 2018 – \$67,000,000
 - McSam Hotel Group – 45 Floors – 143,000 SF
- 29 Ryerson Street, Brooklyn, NY (commercial / office space) 2017 – \$35,000,000
 - Madison Reality Capital – 12 Floors – 280,000 SF
- 510 West 22nd Street, New York, NY (commercial / office space) 2015 to 2016 - \$72,000,000
 - Vornado & Albanese Organization – 11 Floors – 173,000 SF
- 172 Montague Street, Brooklyn, NY (residential / mixed use) 2015 - \$32,000,000
 - Bonjour Capital – 19 Floors – 65,500 SF

Dearborn Builders, Inc.

Point Pleasant, NJ

Project Administrator / Assistant Project Manager

Nov 2012 to Aug 2014

- Composed detailed budgets for existing client contracts and competitive bids for potential clients involving residential construction projects valued up to \$3 million
- Organized, planned, and scheduled demolition and raising of shore area residences after Hurricane Sandy, including coordination efforts with local authorities, insurance companies, and homeowners and adhering to demolition and flood zone raising regulations
- Oversaw subcontractors on multiple building sites, including monitoring for compliance with job specifications, projected timelines, and safety standards
- Implemented AutoCAD to design shop drawings, floor plans, and elevations

PRIOR WORK EXPERIENCE

Priami Capital

Commodity Futures Analyst

Staten Island, NY

June 2011 to Nov 2012

EDUCATION

New York University

Masters in Construction Management

New York, NY

2016

Vanderbilt University

Bachelor of Arts in Economics

Nashville, TN

2011

SKILLS, CERTIFICATIONS, & VOLUNTEER EXPERIENCE

- AutoCAD, Bluebeam Revu, Primavera 6, MS Project, Sage 100, Prolog, Submittal Exchange, Project Trek, Archinet
- OSHA 10 Hour
- Scaffold 4 Hour
- Winner of the 2015 HUD Innovation in Affordable Housing Student Design and Planning Competition
- Avid competitive squash player

Attachment6.a: CIAC_Iovanella_redact (5590 : Interview CIAC candidate)

Application Form

Profile

Peter _____ R _____ Iovanella _____
 First Name Middle Initial Last Name

 Email Address

258 Dutton Road _____
 Home Address Suite or Apt

Sudbury _____ MA _____ 01776 _____
 City State Postal Code

 Primary Phone Alternate Phone

Question applies to multiple boards

MAY 2022 TERM EXPIRATION STATUS: Do you wish to be REAPPOINTED

Yes No

Which Boards would you like to apply for?

Capital Improvement Advisory Committee: Submitted

Sudbury Residency

Years Lived in Sudbury

<1

Interests & Experiences

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

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

First and foremost, I'd like to get involved in the community. I really love living here and would like to maintain this town's wealth of history and natural beauty. More specifically, I am very interested in capital projects and improvements as my background related to this field.

Attachment6.a: CIAC_Iovanella_redact (5590 : Interview CIAC candidate)

Please describe your experience pertinent to this board/committee.

I have been in the construction / real estate industry for about 10 years now and have managed over \$500M worth of projects. Some of the types of projects I've been involved in are higher education, life sciences, manufacturing, office space, high-end condos, hotels, and several others that varied in size and height. I currently work as a senior project manager for a firm in Burlington, MA that provides construction consultation services to developers, universities, municipalities, international corporations, individual building owners, etc. Right now, I'm currently overseeing \$400M worth of projects in Boston, Cambridge, Worcester, Vancouver, and South Carolina. I have a ton of experience with budgeting, reviewing proposals, writing contracts, construction accounting, and understanding the technical aspects of a project.

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

In my current role, I am in constant communication with local municipality divisions like building departments, DEP, transportation, engineering, etc. More specifically, I have worked closely with towns like Sudbury in the past to file construction drawings, obtain permits, request inspections, etc.

What is your educational background?

Undergrad in economics from Vanderbilt University. Masters in construction management from NYU I have uploaded my resume but please be aware it's slightly out of date due to my recent relocation to Sudbury and starting a new position at my current company.

CSL Consulting

Employer

Senior Project Manager

Job Title

Peter Iovanella - Resume.pdf

Upload a Resume

Availability

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

- Weekday Evenings
 Weekends

Town Interest

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

No Also, I wasn't sure what this question was so I clicked on yes: MAY 2022 TERM EXPIRATION STATUS: Do you wish to be REAPPOINTED *

Signature Confirmation

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

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

I Agree

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

Peter Raymond Iovanella

Golden, Patricia

From: susan ciaffi <sciaffi@gmail.com>
Sent: Thursday, November 17, 2022 6:55 AM
To: Golden, Patricia
Subject: SB agenda

Hi Patty,

The CIAC met with Peter Iovanella last night. We want to recommend to the Select Board that he be appointed to the CIAC. Can you please tell me when he can next be put on the SB agenda? Do you get in touch with Peter, or should I? We would like him to be part of our committee prior to our next meeting on December 17th, if possible. Please let me know if you need any additional information from me.

Thank you,
Susan

Susan Asbedian-Ciaffi
CIAC, chair

Attachment6.b: Memo_recommendation_CIAC (5590 : Interview CIAC candidate)



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

7: Interview HDC candidate

REQUESTOR SECTION

Date of request:

Requestor: Adam Duchesneau

Formal Title: Interview candidate for the Historic Districts Commission (HDC). Following interview, vote whether to appoint Jordan Wachs, 22 King Philip Road, to the HDC for a term expiring 1/1/25.

Recommendations/Suggested Motion/Vote: Interview candidate for the Historic Districts Commission (HDC). Following interview, vote whether to appoint Jordan Wachs, 22 King Philip Road, to the HDC for a term expiring 1/1/25.

Background Information:
application and recommendation letter attached

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

12/13/2022 6:30 PM

**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: _____

Name: _____

Address: _____ Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: _____

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background:

Reason for your interest in serving:

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

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

_____ (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 _____  _____ Date _____

Attachment 7.a: Jordan Wachs HDC.redact (5630 : Interview HDC candidate)

To: The Select Board of the Town of Sudbury
From: Jordan Wachs

Re: Motivation for Application to Historic Districts Commission
Date: November 17th, 2022

I was raised living in a circa 1920 Federal-style home surrounded by meticulously maintained Victorian ‘painted ladies’ in a mill town in the Midwest. The appreciation this engrained in my younger self for the enjoyment and preservation of historic structures has stuck with me, and I’ve been fortunate to live in many older cities and locales over the years. While in college, I took a job in Hamburg, Germany (c. 800AD) where I lived on the Rathaus platz (town hall square) in the borough of Harburg. A few years later, my wife and I were able to move to Lausanne, Switzerland, for work; a town which dates to the 2nd century AD. We spent much of our time riding our bikes through the medieval towns and vineyards of the Swiss Riviera, taking every opportunity to learn about the local architecture and history ranging from the relatively obscure Baroque-style Kirche St. Sulpice (c. 1646) to the UNESCO-listed Fete de Vignerons (a wine grower’s festival believed to have begun in the Middle Ages), and the Chateau de Chillon, made famous worldwide as a literary inspiration for Mary Shelley’s novel Frankenstein. Having moved back to the States in 2019, my wife and I now consider ourselves proud caretakers of a beautiful 1830s Greek revival farmhouse in the King Philip historic district and spend time reading, among other things, collections of Longfellow (most recently the song of Hiawatha, and next the Tales from the Wayside Inn) to our one-year-old son.

Separate from my interests in history and culture, I believe strongly that communities are made better through the engagement and involvement of their citizens. While living in Boulder, Colorado, I served on my local homeowner’s association and spent about five years volunteering for the Rocky Mountain Rescue Group, a Search and Rescue organization contracted by the Boulder County Sheriff’s department. While serving in that group, I took part in over 200 rescues ranging from minor incidences of lost hikers to more involved activities requiring deep technical expertise in vertical rock rescue in the summer and helicopter-assisted over snow rescue of injured parties in avalanche terrain in the winter.

My wife and I intend to stay in Sudbury to raise our son, and both of us anticipate becoming involved in the local community. Please accept my cover letter and resume along with my application to the Sudbury Historic Districts Commission.

JORDAN WACHS

EDUCATION

- Massachusetts Institute of Technology (MIT)** Cambridge, MA - 2022
S.M., Engineering & Management – MIT School of Engineering & Sloan School of Management
 • Fellow, System Design and Management Program. Prof Certificate (Innovation & Technology)
- University of Colorado Boulder** Boulder, CO - 2017
M.Eng., Electrical Engineering - College of Engineering
 • Specialization in optical physics
- University of Wisconsin-Madison** Madison, WI - 2011
B.S. Engineering - College of Engineering & Letters and Sciences
 • Majors: Physics & Engineering Mechanics and Astronautics
- Harvard Business School – Grad. Study: Reimagining Capitalism: Business and Big Problems** Cambridge, MA - 2022
- École Polytechnique Fédérale de Lausanne (EPFL) - Graduate Study: Photonics** Lausanne, Switzerland - 2019
- Technische Universität Hamburg-Harburg – DAAD RISE Scholar** Hamburg, Germany - 2009

EXPERIENCE

- SpaceRake** Cambridge, MA
Director of Business Development 2022 – Present
- First full time hire at startup spinning out of MIT Aero/Astro
 - Responsible for business and architecture development for novel space-based laser communication system
- Charles Stark Draper Laboratory** Cambridge, MA
Program Manager - Assured Space and Advanced Technologies 2019 – 2022
- Product Management: Responsible for Ultrawide Field of View Telescope and Photonic (laser) Beam Steering (PBS). Built initial product platform plan for PBS and delivered to chief engineer to serve as template for future Draper products
 - Draper Space Business Dev't responsibility: DARPA and Space Dev't Agency (SDA). Established a technical collaboration between SDA technical director and USSF Space Warfighting Analysis Center NAVWAR division chief
 - Led working group to deepen MIT/Draper relationship. Follow-on working group included: Draper CEO, CTO, VPs, the MIT Media Lab Director and the Chair of the MIT Aero/Astro dept. Passed effort to CTO after successful kickoff
 - Supported head of corporate strategy on 10-year corporate and 5-year Space strategies (presented to Board, Fall '21)
 - Successful execution of multiple programs ranging from \$400k to \$12M for multiple internal and external customers.
 - Communicate frequently with executive and Board-level leadership through in-person presentations and mentoring
- Senior Scientist** 2019- 2020
- Contributed to lunar Visual Based Navigation (VBN) system development for NASA Artemis program
 - Helped lead a classified program through the COVID-19 pandemic by managing a team of up to 100+ individual contributors across several companies and 5 national laboratories as Deputy Program Manager
- École Polytechnique Fédérale de Lausanne (EPFL)** Lausanne, Switzerland
Physicist, Laboratory for Photonics and Quantum Measurements 2019
- Awarded Swiss National Science Foundation (SNSF) SPARK grant for high-risk, high-reward photonics research
- Ball Aerospace** Boulder, CO
Systems Engineer, Principal Investigator, and Subject Matter Expert 2012-2019
- James Webb Space Telescope: Optimized mirror segment placements on satellite; systems engineering for cryo-radiators
 - Asteroid Redirect Mission: Implemented Machine Vision algorithms for NASA robotic mission study
 - JPSS (NOAA-20): Propulsion engineer for launch and commissioning of the US Government's premier weather satellite
 - Ultrafast Applications Laboratory: Established first of its kind optical frequency comb (OFC) laboratory for aerospace applications. Notable inventions: Picometer-class measurement system for NASA LUVOIR (JWST successor) working group study, novel spacecraft interferometry for earth gravity measurements, picometer-class actuator for optical systems
 - NASA Innovative Advanced Concepts (NIAC): Led study of first of its kind space-based exoplanet imaging system
- Rockwell Collins** Cedar Rapids, IA
Systems Engineer 2011-2012
- Supported Rockwell Collins Proline Fusion avionics development for business jets

ADDITIONAL INFORMATION

Competencies: Product and Program Management, Strategy, Tech Roadmapping, LiDAR, Laser Comms, Sensing Systems

Technical: 5 patents and many invited talks, including at: NASA HQ, NASA Goddard, MIT, MIT-LL, and EPFL

Fellowships and awards:

- 2021 Space Generation Advisory Council Fusion Forum Delegate. Out-brief sent to United Nations COPUOS
- 2020 SDM Fellowship granted through MIT School of Engineering & Sloan School of management
- 2018 NIAC Fellowship granted through NASA Innovative Advanced Concepts program
- 2018 Rocky Mountain search and Rescue Group (RMRG) 'Right Place, Right Time' award for life-saving actions that furthered the public face of RMRG (Served on group as fielding member for ~5 years, responding to ~200 rescues)

Hobbies: Travel, ski mountaineering, rock climbing, cycling and, of course, the occasional beer drinking!



Town of Sudbury

Historic Districts Commission

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

HistoricDistricts@sudbury.ma.us

www.sudbury.ma.us/historicdistricts

December 5, 2022

Mr. Charlie Russo, Chair
Select Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Appointment of Jordan Wachs to the Historic Districts Commission

Dear Chair Russo,

At their meeting on December 1, 2022, the Historic Districts Commission voted unanimously, 5-0, to recommend the Select Board appoint Jordan Wachs to the Historic Districts Commission as a full member.

Therefore, I am writing to recommend the Select Board appoint Mr. Wachs to the Historic Districts Commission, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Historic Districts Commission,

Adam L. Duchesneau, AICP
Director of Planning & Community Development

cc: Historic Districts Commission

Attachment 7.b: Appointment Letter - Jordan Wachs 221205 (5630 : Interview HDC candidate)



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)
8: Discussion on ATM warrant articles

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discussion on ATM warrant articles regarding Sudbury Housing Trust, Transportation, and Small Wireless Facility

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

12/13/2022 6:30 PM

**ARTICLE [] . 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;

Deleted: ;

Deleted: .

- 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.

The Town Treasurer/Collector 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.

Deleted: He or she

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

Attachment 8.a: KP-#842405-v1-SUDB- Housing_Trust_By_Law_12-12-22 Draft (5608 : Discussion on ATM warrant articles)



SUDBURY SELECT BOARD

Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

9: Goal setting discussion and update

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Goal setting discussion and update.

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

12/13/2022 6:30 PM



EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
 JOHN W. MCCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
 UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
 Boston, MA 02125-3393
 P: 617.287.4824
 F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

MEMORANDUM

TO: Select Board, Town of Sudbury
 FROM: Mel Kleckner, Associate
 DATE: October 27, 2022
 RE: 2023 Prioritized Goals

Please find attached a table that lists all goals/projects considered by the Select Board at its recent goal setting session on October 24. The first page of this document represents those goals receiving at least one vote in the process.

The five highest scoring goals ranged from 16 points to 7 (out of a possible 25 points). Only the goal of *Investigating Vocational Education Access Options* received a vote from each Select Board member. The goals of **Expanding and Funding a Public Transportation Option** and **Conducting a Comprehensive ADA Plan** received three votes each. **Constructing the Bruce Freeman Rail Trail** and **Sustainability and Climate Change Initiatives** received two votes each. Ranked goals included most, but not all of the Board's Primary Goal Categories. Transportation, Mobility & Housing includes two goals while Effective Governance and Communication, Open Space, Recreation & Historic Assets, and Environmental Health & Wellness include one goal each. The categories of Town Services and Infrastructure and Financial Management & Economic Resilience are not represented among the top five ranked goals in 2023.

It is my understanding that the Select Board will review and confirm their top ranked goals at its meeting on November 1. There are certain goals that you may consider rewording or expanding to accommodate additional priorities. For example, the Vocational Access goal could address aspects of the LS Agreement, the Transportation Option could incorporate the Uber/Taxi Rides, etc.

It is essential that the Board and staff further refine aspects of these goals to meet the SMART Goal criteria. Specifically, this involves identifying key strategies, deliverables that are time bound and assignment of a member(s) of the Board and key staff to be responsible for ensuring attainment of the goal. These details will be continually updated and refined as necessary throughout the year to help meet the goal.

Finally, you have requested my objective review and recommendations of your goal setting process. In my experience, the Town of Sudbury is meeting and exceeding best management

practices as they relate to strategic goal setting. An annual process that adopts policy priorities and goals for the Board and community is a solid one that engages staff and requires discussion and compromise among Board members. I have two observations and suggestions for the future. It appeared at the goal setting session that there was some disconnect between the Board's Mission/Value Statements (including Primary Goal Categories) and the annual goal setting process. The annual goals must correspond to the Board's Mission/Values and the Primary Goal Categories that are established from them. Accordingly, I recommend that the Board complete its Mission/Value Statement process before adopting its annual goals, or at a minimum, each time the composition of the Board changes. Secondly, I strongly encourage that the permanent Town Manager and key department heads be more actively integrated into your mission and goals setting processes. Success in reaching goals is reliant on both policy leadership of the Board and engaged and effective professional management. In addition to the success this collaboration creates, there is an additional value in learning the respective priorities, challenges and communication styles among members of the Board and their staff leadership.

Thank you for the opportunity to work with you on this important project and to have exposure to the issues and opportunities in your outstanding community.

cc: Maryanne Bilodeau, Interim Town Manager

Goal	Primary Category	Lisa Kouchakdjian	Jen Roberts	Dan Carty	Charles Russo	Janie Dretler	Total Score	Rank
Investigation of Vocational Education Access options.	Effective Governance and Communication	5	3	3	2	3	16	1
Determine funding options for construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail.	Open Space, Recreation & Historic Assets		5			5	10	2
Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations.	Transportation, Mobility & Housing		1	4	3		8	3
Sustainability and Climate Change initiatives; including hiring a Sustainability Coordinator and creation of Climate Mobilization Action Plan.	Environmental Health & Wellness	3	4				7	4
Conduct a comprehensive ADA Plan	Transportation, Mobility & Housing	4	2		1		7	4
Revise and update the LS Agreement	Effective Governance and Communication			5			5	
Hiring and onboarding a new Town Manager prior to Annual Town Meeting	Effective Governance and Communication				5		5	
Incorporate Town Manager into the SB's visioning and goal setting process.	Effective Governance and Communication					4	4	
Tracking progress on Capital projects	Effective Governance and Communication				4		4	
Ongoing monitoring of Sewataro agreement to determine compliance. Evaluate future best use of Sewataro in coordination with ADA requirements	Open Space, Recreation & Historic Assets					2	2	
Complete Efficiency Analysis - regionalization/public/private/intermunicipal agreements.	Effective Governance and Communication			2			2	
Conduct space needs assessment for staff.	Town Services and Infrastructure	2					2	
Public Health Initiatives; MRC/CERT, Great Meadows Collaborative, etc	Environmental Health & Wellness			1			1	

Attachment 9.b: SB 2023 Goal Scoring 10-24-22 (5624 : Goal setting discussion and update)

Goal	Primary Category	Lisa Kouchakdjian	Jen Roberts	Dan Carty	Charles Russo	Janie Dretler	Total Score	Rank
Promote and Support Master Plan	Effective Governance and Communication	1					1	
Uber/Taxi Rides - Decision	Transportation, Mobility & Housing					1	1	

Attachment 9.b: SB 2023 Goal Scoring 10-24-22 (5624 : Goal setting discussion and update)

From: [Russo, Charlie](#)
To: [Golden, Patricia](#)
Subject: Re: Your input on annual goals
Date: Monday, December 12, 2022 12:51:20 PM

Let's start here:

- Request staff update the ADA Transition Plan to reflect current status and provide ongoing updates (track progress)
- Continue quarterly KPI updates to Select Board on ADA improvements (Short-term: track spending of \$200k from TM 2022 Article 32 to implement ADA Transition Plan recommendations. Long-term: continue tracking of projects as they occur)
- Submit a town-sponsored request for funding for ADA improvements at ATM 2023
- Plan funding sources for ADA project over next 5 years

thanks,
Charlie

Charlie Russo
Town of Sudbury Select Board Chair
russoc@sudbury.ma.us

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

From: [Dretler, Janie](#)
To: [Golden, Patricia](#)
Subject: Re: Your input on annual goals
Date: Monday, December 12, 2022 11:37:16 AM

Hi Patty,

Here are the deliverables for the BFRT Goal:

1. Bruce Freeman Rail Trail – Advance Construction of Phase 2D
 - Pre-Construction Meeting – Winter 2022/2023
 - Contractor NTP/Groundbreaking – March 2023
 - Construction 90% Complete (Full Beneficial Use) – Fall 2024
 - Complete Construction of Phase 2D – April of 2025
2. Design and Construction of Phase 3A (CSX to Route 20)
 - Finish Data Collection/Field Survey – December 31, 2022
 - **Project Concept Alternatives/Phasing Analysis – March 2023**
 - **Complete Design/Permitting of Quarter Mile Section to Route 20 – Summer 2023**
 - **Complete Construction of Quarter Mile Section to Route 20 – Summer 2024**

* Highlighted bullets are TBD

Janie Dretler
Sudbury Select Board
Pronouns: she/her/hers ([Why pronouns?](#))

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.

Goal

Primary Category

Deliverables/Steps

SMART Goals

Board Liaison Staff Liaisc

Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations.

Transportation, Mobility & Housing

Continue existing programs, identify possible future programs and determine financial sustainability options

- Meet with Transportation Committee at least twice in 2023 to receive Go Sudbury! program updates and deliver feedback and guidance as warranted
- Facilitate meeting prior to June 30, 2023 with Planning Board to discuss transportation related Master Plan implementation items and set 2024 goals for the same
- Prior to May 31, 2023, discuss extension of Transportation Committee and adjust membership as warranted
- Prior to 2024 Town Meeting encourage Town pursuit of transportation-related grants and external funding.
- Prior to FY2024 budget draft creation discuss possibility of hiring of transportation-oriented staff resource and associated budget impacts with Town Manager
- Facilitate meeting prior to June 30, 2023 with State Legislators to discuss Sudbury transportation challenges and goals and solicit input on how they can support the same
- Encourage and support the Transportation Committee in collaborating with CTPS/MPO in 2023 to evaluate the potential for a first stage of regional pilot transportation programs, with an emphasis on livability, transportation equity, and economic vitality, through the Regional Transit Service Planning technical assistance program.
- Related to above, in 2023 encourage and support Transportation Committee in working with MWRTA to advance regional transportation options and solutions

Dan Carty

Planning Director / Center Director

Attachment9.c: SB compiled annual goals (5624 : Goal setting discussion and update)

INSERT TOWN OF SUDBURY LOGO

SUDBURY SELECT BOARD GOALS 2022-2023

Vocational Education

The Select Board shall work to become a member of a Vocational education school. The Select Board will determine action steps and collaborate with the Town of Sudbury, Lincoln-Sudbury Regional High School and Sudbury Public Schools administrations as necessary. This work shall be completed by (Insert date).

Action Steps:

- The Select Board shall designate a member of the Board (or establish a Subcommittee) to research action steps associated with becoming a member of a vocational school.
- The Select Board designee (or Subcommittee) will communicate with vocational education schools and provide any information or documents regarding the process of becoming a member of a vocational school to the full Select Board for its consideration.
- The Select Board designee (or Subcommittee) shall regularly report to the full Select Board regarding its progress and make recommendations regarding revisions to this goal as necessary.

Lincoln-Sudbury Regional High School Regional Agreement

The Select Board shall work to revise and update the Lincoln-Sudbury Regional Agreement. The Select Board shall collaborate with the Town of Lincoln and the Lincoln-Sudbury Regional District School Committee (LSSC) regarding efforts to revise the Agreement. This work shall be completed by (Insert date).

Action Steps:

- The Select Board shall designate a member of the Board (or establish a Subcommittee) to determine action steps associated with updating the Agreement. The designee or Subcommittee shall communicate and collaborate with the Town of Lincoln and/or LSSC as necessary.**
- The Select Board designee or Subcommittee shall determine action steps in collaboration with the Town of Lincoln and LSSC towards revision of the Agreement and make a recommendation to the Select Board.**
- The Select Board designee or Subcommittee shall regularly report to the full Select Board and make recommendations regarding revisions to this goal as necessary.**

Select Board Goal on Addressing Climate Change and Supporting Sustainability Initiatives

2022-2023

Jennifer Roberts (Select Board liaison to goal)

In the past 1-2 years, the Select Board has supported sustainability measures including:

- scoping of the DPW solar roof project.
- advocating for State funding to enhance sustainability of Town capital projects (e.g. Fairbank Community Center) and for the hiring of a sustainability Town staff resource.
- encouraging and exploring electric/hybrid vehicles where possible such as Park & Recreation Department van.
- advocating for stringent State-wide opt-in building energy stretch codes.
- providing comments for State Interim 2030 Clean Energy and Climate Plan.

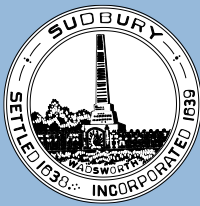
Through the Interim Town Manager, a plan was established for the hiring of a Sustainability Coordinator under the Facilities Department Director. Responsibilities include seeking grants and external funding for sustainability measures.

A Select Board majority supported the goals of Article 58, ATM 2022 Citizen Petition Declaration of a Climate Emergency.

Select Board goal liaison follows new and ongoing State sustainability and climate change legislation and applicability to Sudbury.

To focus on for goal moving forward:

- receive annual update from Energy & Sustainability Committee.
- be ongoing advocates for maximize energy efficiency of building projects.
- review goals and recommendations of the Hazard Mitigation and Municipal Vulnerability Preparedness Plans to understand and help advance next steps/prioritization (discussion point with Planning Board for Master Plan implementation?).
- review Article 58 Citizen Petition and seek to ensure Town's actions are aligning with Petition action steps (including ensuring there is a Town readout at 2023 ATM).
- Support successful hiring of new Sustainability Coordinator.



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)
10: Town Counsel Evaluation process

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Town Counsel Evaluation process

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

12/13/2022 6:30 PM

ARTICLE VII

LEGAL AFFAIRS

SECTION 1. The Selectmen shall appoint a member of the Bar in good standing to serve as Town Counsel from the date of his appointment and until his successor is appointed and enters upon the performance of his duties. The Selectmen may employ special counsel to assist the said Town Counsel.

SECTION 2. It shall be the duty of the Town Counsel to advise the Town in legal matters and to conduct all of the legal affairs of the Town.

SECTION 3. Except as otherwise specifically provided by the General Laws, the Selectmen shall be the agents of the Town to institute, prosecute and defend in the name of the Town, or otherwise, any and all claims, actions and proceedings to which the Town is a party or in which the interests of the Town are or may be involved.

SECTION 4. The Selectmen shall have the authority to settle at their discretion any action, suit or other proceeding to which the Town is a party or in which the interests of the Town are or may be involved provided funds are available therefor.

[STM 10/16/2017](#)

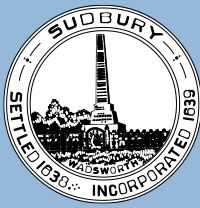
SECTION 5. SELECTION OF TOWN COUNSEL

- (a) At least every 36 months, at the time of appointment, the Board of Selectmen shall discuss the performance of Town Counsel in regular session, and determine whether it would be in the best interest of the town to issue a request for proposals for Town Counsel candidates. If the Board of Selectmen votes to request proposals for the position of Town Counsel, the following competitive review procedure shall be utilized.

The competitive review procedure for selecting a qualified legal service provider shall be as follows, in the sequence listed, and the Selectmen shall allow at least four months to complete the listed steps:

- i. Step 1. - The Selectmen shall request proposals from a minimum of three legal services providers. The request for proposals shall state the criteria by which candidates will be judged. Criteria shall include, but not limited to, qualifications, experience, and cost for providing services.
- ii. Step 2. - The Selectmen shall review all proposals in sufficient detail to judge whether they are sufficiently responsive to the selection criteria to merit a subsequent interview.
- iii. Step 3. - The Selectmen shall invite at least three responsive candidates to make oral presentations to the Selectmen in open session. Each candidate shall be allotted an equal length of time before the Selectmen.

- iv. Step 4. - After interviewing the responsive candidates and deliberating the merits of each responsive proposal, the Selectmen shall choose by majority vote the most responsive candidate for the succeeding term of Town Counsel and document the basis for the selection.
 - v. If the Selectmen do not approve of any of the candidates for Town Counsel among those interviewed, then the preceding four steps shall be repeated.
- (b) If the Selectmen are unable to complete the selection process specified in Paragraph (a) to reappoint or replace Town Counsel by the end of the incumbent Town Counsel's term, the Selectmen may extend the term of the incumbent Town Counsel or appoint a qualified interim Town Counsel, in either case for a period not to exceed 120 calendar days, to allow the Selectmen to complete the selection process. Such an extension or interim appointment may only occur once after an unsuccessful selection process.



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

11: Vocational Education letter

REQUESTOR SECTION

Date of request:

Requestor: Lisa K

Formal Title: Discussion and possible vote on Vocational Education letter

Recommendations/Suggested Motion/Vote:

Background Information:
draft attached provided by Lisa K.

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

12/13/2022 6:30 PM

INSERT TOWN OF SUDBURY LOGO

(INSERT DATE)

INSERT NAME AND ADDRESS
OF SCHOOL

RE: Town of Sudbury Interest in Membership

Dear ():

Please accept this letter as a follow up to our communications with your school regarding the Town of Sudbury's interest in potentially pursuing membership with your school. The Select Board has appointed Member Lisa Kouchakdjian to communicate with your school. As Ms. Kouchakdjian has shared with your school, the Town of Sudbury is considering available options.

We understand that your school may or may not be in a position to offer membership to the Town of Sudbury. We are reaching out to determine whether your school will be in a position to discuss membership with us that may impact this budget cycle as the Warrant for our Town Meeting opens on December 6, 2022. The Warrant closes on January 31, 2023. For this reason, we would like to know whether your school has made a decision on whether it can offer potential membership to the Town of Sudbury.

We appreciate your attention to this matter.

With gratitude,

The Sudbury Select Board,
By Its Chair,
Charlie Russo



SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

12: 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

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SUDBURY SELECT BOARD
Tuesday, December 13, 2022

MISCELLANEOUS (UNTIMED)

13: 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

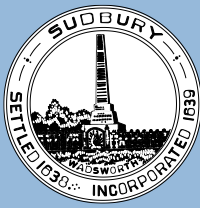
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POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Dec. 20	First Parish Lease/License
	Transportation Committee update
	CIAC candidate interview
	Energy Committee candidate interview
	Energy Committee update
	DEI Commission candidate interviews
	ARPA update
	Annual License Renewals (Alcohol/Common Victualler)
	Update with Eversource (7:45 PM requested)
	KPI update
	Small Cell Wireless Subcommittee update
	Sewataro Financials
	Eversource Pole Petition (no hearing reqd)
	BFRRT Advisory Task Force chair invited
Jan. 10, 2023	Financial condition of the Town
High priority items	Goal-setting update
	Energy Committee update/potential candidate interview
	Discussion on recent Board/Committee resignations (per Dan Carty)
	Town Counsel evaluation (before 12/31)
	MBTA communities discussion (with Planning Board)
	Friends of BFRT - change to a Town commission?
	Voc Ed update (Lisa K.)
	LS agreement
	Sewataro – looking ahead at Director’s plan for investments into improvements as per operator contract
	Mass Central Rail Trail/DCR
Date to be determined	Remote Meeting Policy (Lisa K.)
	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)
	Pets in cemeteries
	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)

Attachment 13.a: Upcoming items 12.13.22 (5612 : Upcoming agenda items)

	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update from Diversity, Equity and Inclusion Commission (DEI) (December, March, June, September)
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on Key Performance Indicators (KPIs) projects to track (December, March, June, September)
	Peakham Road Speed Limits (citizen request)
	Route 20 empty corner lot – former gas station
	Select Board Retreat (Vice Chair Dretler) and SB statements
	Sidewalks discussion
	Solar Panels
	Subcommittee discussion (Executive)
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update on crosswalks (Chief Nix/Dan Nason)
	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, December 13, 2022

CONSENT CALENDAR ITEM

14: Accept resignation of HDC member

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Historic Districts Commission (HDC) member Susanna Finn, 58 Hudson Road, effective 12/11/22, and send a letter of thanks for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Historic Districts Commission (HDC) member Susanna Finn, 58 Hudson Road, effective 12/11/22, and send a letter of thanks for her service to the Town.

Background Information:
resignation email attached

attached HDC resignation email

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

12/13/2022 6:30 PM

From: Susanna Finn <susannafinn@gmail.com <<mailto:susannafinn@gmail.com>>>
Sent: Tuesday, December 6, 2022 2:36 PM
To: Duchesneau, Adam <DuchesneauA@sudbury.ma.us <<mailto:DuchesneauA@sudbury.ma.us>>>;
Perry, Beth <PerryB@sudbury.ma.us <<mailto:PerryB@sudbury.ma.us>>>
Cc: Hobin, Carol <HobinC@sudbury.ma.us <<mailto:HobinC@sudbury.ma.us>>>; Klein, Beth
<KleinB@sudbury.ma.us <<mailto:KleinB@sudbury.ma.us>>>; Oldroyd, Dorothy
<OldroydD@sudbury.ma.us <<mailto:OldroydD@sudbury.ma.us>>>
Subject: Resignation from Historic Districts Commission

Dear Adam and Beth,

I am writing to officially resign from my position as Vice Chair and member of the Sudbury Historic Districts commission, effective December 11, 2022. I am moving to Stow, MA and will no longer be able to participate as I will not be a resident of Sudbury. I have very much enjoyed working with you both.

Thank you,
Susanna Finn

Attachment14.a: HDC resignation (5620 : Accept resignation of HDC member)