

## SUDBURY SELECT BOARD

TUESDAY, OCTOBER 25, 2022

(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

Present: Chair Charles Russo, Vice-Chair Janie Dretler, Select Board Member Daniel Carty, Select Board Member Lisa Kouchakdjian, Select Board Member Jen Roberts, Interim Town Manager Maryanne Bilodeau

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:02 PM via Zoom telecommunication mode.

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

### **Call to Order/Roll Call**

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

### **Opening Remarks by Chair**

- In consideration of election/voting reform laws, passage, voting is underway now until November 4, general election day is November 8; encouraged residents to check the Town website regarding dates and times of voting in Town.
- Disability Awareness Month hosted primarily by the Sudbury Council on Disability, the Goodnow Library, and Sudbury Public Schools - related Town events include: “Unlearning Ableism” presentation, available on SudburyTV; “Together We Play,” at the Goodnow Library was also a great event
- Recent fire at Cavicchio Greenhouses, Inc. – no one was injured; firefighters from several neighboring communities provided assistance as well as tankers from the Hanscom Air Force Base and other state unit; thanked the emergency responders for their assistance
- Wishes for a Happy Diwali
- Advised that everyone be safe on Halloween and have a good time

### **Reports from Interim Town Manager Bilodeau**

- Flu Shots available at the Goodnow Library, Thursday, November 3<sup>rd</sup> from 2:00 PM to 5:00 PM; high dose flu shots for the 65+ population not available
- Resident Real Estate Tax payments are due November 1.

### **Reports from Select Board**

#### **Vice-Chair Janie Dretler**

- Attended the “Shine a Light” vigil at the First Parish Church, Wayland in remembrance of victims of domestic violence last year; Representative Carmine Gentile and Police Chief Nix also in attendance
- Expressed deepest condolences to the Shaw family, in memory of the recent passing of Kevin Shaw, who contributed much to the Town of Sudbury
- BFRT construction contract was awarded to AA Will Corporation, construction schedule to be submitted and posted to the Town Website

Board Member Dan Carty

- Extended his condolences to the Shaw family, upon the passing of Kevin Shaw who was very involved with the Town
- Commended the Sudbury Fire Department for fighting the fire at Cavicchio Greenhouse, as well as efforts provided by neighboring towns
- Attended the “Together We Play” at the Goodnow Library; congratulated the COD and in particular Karen Jones for organizing the great event
- SPS meeting last night included safety update from Chief Nix, good review of the SMILE Program, introduced Leslie Smart, the new METCO Director; School budgeting plan was also presented
- Announced he would not be participating in agenda item #2 and asked the chair to move him to the participant section of the Zoom at the appropriate time

Board Member Jennifer Roberts

- Expressed deepest sympathies to the Shaw family; stated the Sudbury community is here for the family
- Attended the most insightful “Together We Play” event at the Goodnow Library, she thanked the COD, the Goodnow Library, the Sudbury Coop; she noted the informative “Unlearning Ableism” program will remain for viewing on SudburyTV for approximately three weeks
- Attended last night’s CPC (Community Preservation Committee) meeting; 13 applications were submitted, reflective of over \$3 million in requested funding (this year’s anticipated budget is approximately 1.7 million)

Board Member Lisa Kouchakdjian

- Extended Condolences to Shaw family and to all who loved and cared for Mr. Shaw
- Recognized Chair Russo and Interim Town Manager Bilodeau for their efforts in yesterday’s Select Board Goal Setting, she also thanked the Department Heads

**Public Comment**

None

**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**

Present: Sudbury Cultural Council Candidates Renee Border, Anna Ryan

Anna Ryan

Ms. Ryan explained she was an artist and an art teacher in the area.

Board Members thanked Ms. Ryan for her interest in becoming a Sudbury Cultural Council member.

Renee Border

Ms. Border explained she was an art and music therapist who worked with all age groups, and currently runs a music school in Town.

Board Members thanked Ms. Border for her interest in becoming a Sudbury Cultural Council member.

**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. (Consent Calendar – Agenda #14)**

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

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

VOTED: 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.

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, Roberts-aye, Kouchakdjian-aye, Carty-aye, Russo-aye

VOTED: To appoint Renee Border, 75 Witherell Drive, and Anna Ryan, 54 Cider Mill Road, to the Sudbury Cultural Council, for terms expiring 10/30/25.

**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**

Present: Vincent Roy, Executive Director Sudbury Water District; Fire Chief John Whalen; Lori Capone, Conservation Commission Coordinator; Dan Nason, DPW Director; Adam Duchesneau, Director of Planning and Community Development; Michael Hager, Eversource Project Manager; Miles Lang-Kennedy, Eversource Project Services; Megan Aconfora, Eversource Project Services; Karen Newell, Eversource Relations.

Chair Russo announced he was moving Board Member Carty to the participant section per his request.

Interim Town Manager Bilodeau noted the last Eversource update was presented to the Board on August 31, 2022. She added that Police Chief Scott Nix was away on business, and did not submit related comments/questions.

Mr. Roy confirmed he had requested the replacement of a water main in consideration of the existing intersection with utilities, and had spoken to Mr. Hager about this request. Mr. Roy detailed that Mr. Hager agreed that the mentioned watermain section would be replaced.

Fire Chief Whalen stated the Fire Department was ready for the Eversource project to commence.

Health Director William Murphy was not available, and had not submitted comments.

Mr. Nason confirmed his department was awaiting the commencement of the water main work as well as plans for construction routes, debris management, and pre-construction video. Mr. Hager explained the watermain process, noting that trench excavation work would take approximately two weeks to complete.

Vice-Chair Dretler asked if a traffic study had been included. Mr. Nason expressed concern regarding the school bus influence. Interim Town Manager Bilodeau stressed that every two weeks progress meetings would take place, which would include the presence of Chief Nix.

Mr. Duchesneau stated that a comprehensive stormwater management plan would be agreed upon, before any work could begin.

Ms. Capone mentioned the importance of tree and vegetation clearing, dewatering and snow removal preparations. She confirmed she had received a construction schedule last week, with plans to begin construction in Sudbury during the first week of November.

Chair Russo acknowledged that Select Board Office Information Officer, Leila Frank, was involved with communication aspects of the Eversource project.

**Public Comment**

None

**Vote to open a joint meeting with the Planning Board to discuss Master Plan**

Present: Planning and Community Development Director Adam Duchesneau, Planning Board Members: Chair Stephen Garvin, Vice-Chair Justin Finnicum, John Sugrue, Julie Perlman

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, Roberts-aye, Kouchakdjian-aye, Carty-aye, Russo-aye

VOTED: To open a joint meeting with the Planning Board to discuss Master Plan

Mr. Garvin called the Planning Board Meeting to order; Finnicum-present, Sugrue-present, Perlman-present, Garvin-present

Mr. Garvin highlighted aspects of the Master Plan Matrix.

Mr. Duchesneau presented the PowerPoint “Master Plan Implementation Update for the Select Board.”

Subjects including in the PowerPoint Presentation included:

- Detail regarding High Priority Items - BFRT, CWMP, MA Central Rail Trail extension
- “Critical Path” Action Items – Rte. 20 Corridor Vision Study, which presents a critical path to the plans regarding CWMP
- Historic Preservation Plan – to be completed soon – which presents a critical path with SHC (Sudbury Historical Commission), SHDC (Sudbury Historical Districts Commission), and the Sudbury Historical Society

Planning Board High Priorities/Master Plan listing was discussed, including:

- Development of a comprehensive facilities Assessment and Maintenance Plan
- Historic and Cultural Identity

- Economic Development planning; potential hiring of economic developer using some ARPA funds (\$35,000)
- Transportation and Connectivity aspects (shared driveways and sidewalks for commercial properties)

Planning Board Members and Mr. Duchesneau agreed that areas concerning Town facilities, services, and related infrastructure would require Select Board assistance.

Mr. Duchesneau emphasized that potential opportunities for the Town could be implemented with the Multi-Family Zoning Requirements for MBTA Communities, and the hiring of a Sustainability Director to be approved by Town Meeting.

Mr. Garvin recognized efforts made by the Select Board in coordination with the Master Plan. Chair Russo confirmed that much work had been done in Town to advance aspects of the Master Plan including BFRT, Transportation, Sustainability/Resiliency, ADA Accessibility; all high-priority Select Board goals.

Interim Town Manager Bilodeau acknowledged that the ADA Town facilities assessment had been completed recently, and suggested further assessment/planning wait until the new Town Manager was in place.

Board Member Roberts mentioned that the Select Board have a discussion with the Facilities Director in regard to a Space Needs Study. Town Manager Bilodeau agreed to consider an RFP at this time regarding the space needs assessment. Mr. Finnicum recommended speaking with peers from other area communities to consider such consultants.

Vice-Chair Dretler recommended that the Select Board and the Planning Board work in concert with goals mentioned in preparation for Town Meeting.

Mr. Duchesneau provided updates and timelines associated with the Multi-Family Zoning Requirements for MBTA Communities law. He provided options in association with compliance by end of 2024, and recommended the Town elect to choose the extension option.

#### **Vote to close joint meeting with Planning Board and resume Select Board meeting**

Mr. Garvin closed the Planning Board meeting.

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

VOTED: To close joint meeting with Planning Board and resume Select Board meeting

#### **Community Paradigm input and update on Town Manager Search**

Present: Bernard Lynch, Principal of CPA; Sharon Flaherty, Principal of CPA

Mr. Lynch confirmed the Town Manager Search was on schedule. He provided details regarding the Town Manager Interview process.

Chair Russo provided the Town Manager Selection schedule, as agreed to by the Board:

November 1 – Candidate information presented to the Select Board

November 7 & 9 – Candidate Forum/Community discussions, via Zoom, live streamed and recorded

November 12 – In-person interviews at Town Hall with the Select Board

November 15 – Potential date for announcing the new Town Manager

**Recess**

Board Member Roberts motioned to recess and return to the Select Board meeting at 9:59 PM. Board Member Kouchakdjian seconded the motion.

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

VOTED: To recess and return to the Select Board meeting at 9:59 PM

The Select Board Meeting resumed at 9:59 PM.

**Discussion and possible vote on proposed Housing Trust bylaw revisions**

Present: Adam Duchesneau, Planning and Community Development Director

After some related discussion, Board Members agreed to vote on the Housing Trust bylaw revisions at the November 1, 2022 Select Board Meeting.

**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**

Board Members reviewed the draft “Selectmen Statement of Mission and Values for Determining Goals,” as prepared by Vice-Chair Dretler. Review of the document took place.

Board Member Carty motioned to accept “Sudbury's Board of Selectmen Statement of Mission and Values for Determining Goals,” as edited. Board Member Kouchakdjian seconded the motion.

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

VOTED: To accept “Sudbury's Board of Selectmen Statement of Mission and Values for Determining Goals,” as edited

**Review and possibly vote to approve the Select Board 2023 meeting calendar**

Board Member Kouchakdjian motioned to approve the Select Board 2023 meeting calendar. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the Select Board 2023 meeting calendar

**Vocational Education update**

Board Member Kouchakdjian provided update, and detailed that on Friday, October 28, 2022 she would be meeting with Mr. Fallon at the Medford Public School – Vocational School. She asked if Select Board Members would agree with her scheduling a tour of the Keefe Vocational School as well. Members agreed such tours were fine.

**Vote to review and possibly approve the open session minutes of 7/12/22 and 7/26/22**

7/12/22

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

VOTED: To approve open session minutes of 7/12/22, as previously edited

7/26/22

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 5-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Roberts-aye, Russo-aye

VOTED: To approve open session minutes of 7/26/22, as edited.

**Public Comments (Cont.)**

None

**Upcoming Agenda Items**

11/1/22:

- Continue the Goal Setting Session
- Vote on Housing Trust By-law (continued from tonight's meeting)
- CPA to present Town Manager candidate review

11/15/22:

- Announce the new Town Manager at the beginning of the meeting
- Vote on Select Board Members to negotiate the Town Manager Contract
- Transportation Update

**CONSENT CALENDAR**

**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**

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

VOTED: 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

**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.**

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

VOTED: To Grant a Special Permit to Sudbury Family Network to hold the "Witches Ride" on Sunday, October 30, 2022, from 4:00 PM through approximately 5:00 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

**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**

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

VOTED: 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

**Adjourn**

Board Member Kouchakdjian motioned to adjourn the Select Board Meeting. Vice-Chair Dretler seconded the motion.

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

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting was adjourned at 11:07 PM.



## **10/25/22 SB Meeting - Documents & Exhibits**

1. 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.

### **Attachments:**

- 1.a Cultural Council Members
- 1.b Bordner\_redact
- 1.c Ryan\_redact
- 1.d Sudbury Cultural Council new member applications

2. 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.

### **Attachments:**

- 2.a Town Department and SWD Updates related to Eversource Transmission Line Project 10-20-22

3. Vote to open a joint meeting with the Planning Board to discuss Master Plan.

### **Attachments:**

- 3.a Master Plan Implementation Update for Select Board 221025
- 3.b Master Plan - Action Item Matrix for SB Update 221025

5. Discussion and possible vote on proposed Housing Trust bylaw revisions.

### **Attachments:**

- 5.a RE\_ Reminder re Updates to Housing Trust Bylaw\_att
- 5.b KP-#794875-v1-SUDB-\_Draft\_Warrant\_Article-\_Housing\_Trust\_Bylaw
- 5.c KP-#794918-v1-SUDB-\_Declaration\_of\_Trust\_vs\_\_New\_Bylaw
- 5.d Housing Trust Minutes 220414

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

### **Attachments:**

- 6.a Sudbury Process Memo

7. 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.

### **Attachments:**

- 7.a Draft SB Mission Statement and Values 101622

8. Review and possibly vote to approve the Select Board 2023 meeting calendar.

### **Attachments:**

- 8.a 2023 Select Board meeting schedule DRAFT

9. Vocational Education update.

### **Attachments:**

- 9.a South Middlesex Regional Vocation Technical School District\_request to join Keefe Regional Technical School District

**10.** Vote to review and possibly approve the open session minutes of 7/12/22 and 7/26/22.

**Attachments:**

- 10.a SB\_draft1\_7.12.22\_min\_EDITED
- 10.b SB\_draft1\_7.26.22\_min\_for\_review

**12.** Upcoming agenda items

**Attachments:**

- 12.a Upcoming items 10.25.22

**13.** 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.

**Attachments:**

- 13.a DEI Members
- 13.b Resignation from DEI Commission

**14.** 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.

**Attachments:**

- 14.a Cultural Council Members
- 14.b resignation from Sudbury Cultural Council

**15.** 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.

**Attachments:**

- 15.a Witches Ride Dept Feedback 2022
- 15.b Witches Ride 2022\_SB