

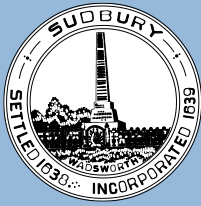
SUDBURY SELECT BOARD  
TUESDAY JANUARY 24, 2023  
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Interim Town Manager
			Reports from Select Board
			Public comments on items not on agenda
<b>MISCELLANEOUS</b>			
1.			Update on Sewataro Financials and Infrastructure/ADA improvement plans. Camp Operator Scott Brody to attend.
2.			Solar Panels discussion - potential Town Meeting articles. Rami Alwam, chair of the Energy and Sustainability Committee, to attend.
3.		<i>VOTE</i>	Discussion/Vote on Select Board Transportation Goal and Funding for FY24, to include a possible warrant article. Adam Duchesneau, Director of Planning & Community Development, to attend.
4.		<i>VOTE</i>	Discussion on potential 2023 Annual Town Meeting Articles to be submitted by the Select Board, and also authorize the Interim Town Manager to submit articles on behalf of the Select Board. Topics could include reversion of the Eversource litigation money, additional funding requests for audio/visual equipment for the Fairbank Community Center, status of check out bag legislation (Article 56 of 9/20/20 ATM), and other warrant article requests.
5.			Follow up discussion from Select Board's 1/23 meeting with School Committee
6.			Vocational Education discussion. Member Kouchakdjian to lead discussion.
7.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 9/27/22 and 11/1/22.
8.			Public Comments (cont)
9.			Upcoming agenda items

*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
<b>CONSENT CALENDAR</b>			
10.		<i>VOTE</i>	Vote to approve Small Wireless Subcommittee minutes of 11/16/22 and 12/5/22.
11.		<i>VOTE</i>	Vote to accept the resignation of Mark Sevier, 14 Arborwood Road, from the Energy and Sustainability Committee, and send a thank you letter for his service to the Town.
12.		<i>VOTE</i>	Vote to accept the resignation of Susan Scotti, 26 Longfellow Road, from the Sudbury Housing Trust, and send her a thank you letter for her service to the Town.
13.		<i>VOTE</i>	Vote to approve the minimum wage increase from the current 14.25/hour to 15.00 hour for participants in the Property Tax Work-off program. This is consistent with Massachusetts State Minimum wage increase as of 1/1/23; AND vote to approve that the 68 Tax Work-off positions be available to any resident 60 or older, and to veterans of any age, as needed. (This is a change from 60 slots for 60+ and 8 slots for veterans.) This was requested by Debra Galloway, Senior Center Director.

*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, January 24, 2023

**MISCELLANEOUS (UNTIMED)****1: Sewataro update****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Update on Sewataro Financials and Infrastructure/ADA improvement plans. Camp Operator Scott Brody to attend.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Scott Brody

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

01/24/2023 7:00 PM

**THIRD AMENDMENT TO  
CONTRACT FOR DAY CAMP OPERATOR AND  
MANAGEMENT OF REAL PROPERTY**

This Third Amendment to Contract for Day Camp Operator and Management of Real Property (this “Amendment”) is entered into as of the 12th day of April, 2022, by and between the TOWN OF SUDBURY, a Massachusetts municipal corporation, acting by and through its Select Board, having an address of 278 Old Sudbury Road, Sudbury, MA 01776, (the “Town”), and CAMP SEWATARO, LLC, a Massachusetts limited liability company, with its principal place of business at 239 Moose Hill Street, Sharon, MA 02067 (the “Manager”). The Town and the Manager together may be referred to herein as the “Parties” and are each referred to as a “Party”.

Reference is hereby made to that certain Contract for Day Camp Operator and Management Of Real Property dated as of September 10, 2019, as amended by that certain First Amendment to Contract for Day Camp Operator and Management of Real Property dated February 18, 2020, as further amended by a Second Amendment to Contract for Day Camp Operator and Management of Real Property dated June 9, 2020 (as amended, the “Agreement”) by and between the Parties.

Capitalized terms used but not defined in this Amendment will have the meanings ascribed to them in the Agreement.

The Parties desire to extend the Term of the Agreement and to make certain other modifications to the Agreement.

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Term. Pursuant to Section 2.2 of the Agreement, the Term shall be extended for a period of five (5) years (the “Extension Term”) commencing on September 10, 2022 and expiring on September 9, 2027. Each Party shall continue to have the right to deliver a notice of intent to the other Party to further extend the Term for up to one (1) additional five (5) year period pursuant to Section 2.2 of the Agreement, provided however, that no such notice of intent to further extend the Term shall be delivered or be effective prior to January 1, 2027. As used in the Agreement, the term “Term” shall mean the initial Term as extended by the Extension Term.

2. Increase to Annual Fee. Section 3.1 (A) of the Agreement is hereby amended as follows:

Commencing on the first day of the Extension Term, the Annual Fee shall be Two Hundred Thousand Dollars and 00/100 (\$200,000) per year to be paid in equal installments of One Hundred Thousand Dollars and 00/100 (\$100,000) each, due and payable on the following dates: May 1, 2023, December 1, 2023, May 1, 2024, December 1, 2024, May 1, 2025, December 1, 2025, May 1, 2026, December 1, 2026, May 1, 2027 and December 1, 2027. Beginning with the payment due May 1, 2024, the



Annual Fee shall be increased annually by three percent (3%) per year. Exhibit 4 to the Agreement is hereby deleted in its entirety and replaced with **Exhibit A** attached hereto. The terms and provisions of this Section 2 shall survive the expiration or earlier termination of the Agreement.

3. Increase to Revenue Share Payment. Section 3.1 (B) of the Agreement is hereby amended as follows:

Commencing on the first day of the Extension Term, for the 2023 Camp Season and thereafter, the Revenue Share Payment shall be:

- a. Twenty-Five percent (25%) of the first One Million Dollars (\$1,000,000) of Manager's Net Revenue; plus
- b. Thirty-Three and Thirty-Three One Hundredths percent (33.33%) of all of Manager's Net Revenue in excess of One Million Dollars (\$1,000,000).

The Revenue Share Payment shall be due on or before December 15 of each year of the Extension Term.

The terms and provisions of this Section 3 shall survive the expiration or earlier termination of the Agreement.

4. Number of Campers. Manager intends to seek an amendment to the existing special permit for the Property (or a new special permit) from the Sudbury Planning Board to increase the number of allowed campers at the Property from 650 campers to 700 campers (the "New Special Permit"). The Town, acting by and through its Select Board, agrees to support in good faith Manager's application for the New Special Permit, including writing a letter of support to the Planning Board. Manager shall continue to prioritize Sudbury residents for available camper slots consistent with its existing procedures. Manager further expects that if it receives the New Special Permit for 700 campers, approximately 15 campers will be "counselors in training", approximately 5 campers will be in the youngest age group of campers, and approximately 30 campers will be dispersed throughout the camper population groups. The number of scholarships to be made available by the Manager shall remain at 50 during the Extension Term.

5. Public Access Area. Section 1.2.2 of the Agreement is hereby amended by adding the following:

- a. During the Extension Term, the Camp Season Public Access Area shall be expanded to include certain additional activity spaces proximate to the back gate of the property as specified in **Exhibit B** attached hereto (the "Expanded Camp Season Public Access Area"). The hours for the Expanded Camp Season Public Access Area shall be the hours specified in Section 1.2.4 of the Agreement, except that the Town's use of the Expanded Camp Season Public Access Area during each day of the Camp Season shall not commence until the last camper has left the Property for the applicable day, as it is proximate to the areas on the Property used by campers in the extended day program. Manager may require that the Town's access to the Expanded Camp Season Public Access Area be through the gate located on Greystone Lane.

Because of the proximity of the Expanded Camp Season Public Access Area to the buildings and facilities used on a daily basis by Manager during the Camp Season, Manager may, in its discretion, elect to staff the Expanded Camp Season Public Access Area during the hours of Town access during the Camp Season, and the cost of such staffing shall be included in Operating Expenses, however, such allocation of Operating Expenses shall be limited to a maximum of two thousand five hundred dollars (\$2,500.00) per year unless otherwise mutually agreed by the Parties in writing. Management and oversight of the use of the Public Access Area shall be the responsibility of the Manager.

b. Section 1.2.7 of the Agreement is hereby deleted in its entirety and replaced with the following :

Excluding only pets belonging to residents of the Residences or service animals, at no time during the Camp Season or at any time prior to the commencement of the Extension Term shall any dogs or other domestic animals be permitted on the Property. Commencing on the first day of the Extension Term, domestic animals on a leash and service animals shall be permitted on the Property during the time periods outside of the Camp Season, and any Town residents accessing the Property with their domestic animals on a leash or service animals shall clean up and properly dispose of any waste and droppings from their domestic animals on a leash or service animals in receptacles located at the Property, and the Town shall reasonably cooperate with Manager to ensure compliance with this requirement, including posting notices on the Town's webpage, through the posting of signs at the Property, and through other public notices reasonably acceptable to the Town and Manager. For purposes of this section, horses on the Property in connection with day camp operations shall not be considered to be domestic animals or pets.

6. Public Events. Clauses (i) and (ii) of Section 1.2.5 of the Agreement are hereby deleted in their entirety and replaced with the following: “(i) one (1) Spring/Summer event and (ii) one (1) Fall event”.

7. Operating Expenses. The second paragraph of Section 3.1.1 of the Agreement is hereby amended by adding the following at the end of the first sentence:

Beginning in the first year of the Extension Term, Operating Expenses also shall include only amounts paid by Manager to consultants retained by Manager to advise on Sewataro camp operations and the operation and management of the Property, in an amount not to exceed Seventy Thousand Dollars (\$70,000), which such amount, beginning in 2024, shall be increased by three percent (3%) per annum.

8. Water Quality Enhancements. Manager has filed a Notice of Intent with the Sudbury Conservation Commission, which is scheduled for initial hearing by the Sudbury Conservation Commission on April 11, 2022, for certain water quality enhancements to the ponds located at the Property. Manager agrees to implement any measures required by the

Sudbury Conservation Commission in any Order of Conditions issued with respect to such Notice of Intent. The cost to implement such measures shall be included in Operating Expenses.

9. Public Access Disability Enhancements. Commencing in 2022, Manager agrees to undertake the accessibility improvements described on **Exhibit C** attached hereto, including retaining consultants to advise on such improvements (the “Accessibility Improvements”). In connection with Section 6.2 of the Agreement, the Accessibility Improvements shall not be deemed to be improvements or modifications required solely because of use of such buildings or facilities in connection with activities programmed by the Town, or for public use generally. Manager may undertake the Accessibility Improvements as separate segments of work over time. To the extent the cost of any segment of work exceeds \$20,000, Manager and the Town shall mutually agree on the cost allocation of such segment of work and the procurement of such work. Otherwise, the cost of the Accessibility Improvements shall be included in Operating Expenses for the year in which they are incurred and shall be capitalized over the useful life of the applicable Accessibility Improvement in accordance with GAAP.

10. Public Swimming.

a. Beginning in the 2023 Camp Season, Manager agrees to use commercially reasonable efforts to make available to the Town and its residents the use of the swimming pond and one (1) of the swimming pools at the Property (such swimming pool to be selected by Manager) for public swimming (the “Public Swimming Facilities”). In the event that permitting the use of the swimming pond cannot be accomplished with commercially reasonable efforts, then the Manager shall make available all four swimming pools as Public Swimming Facilities. The Public Swimming Facilities shall be operated, staffed, equipped, supplied, managed, maintained and scheduled (including any registration or collection of fees, if applicable) solely by the Manager. The dates and hours for the use of the Public Swimming Facilities for 2023 are those dates and hours specified on **Exhibit D** attached hereto. Manager shall update such calendar during each subsequent year of the Extension Term with the dates and hours of the availability of the Public Swimming Facilities during the Camp Season for that particular year, however, Manager shall not decrease in any year the number of days that the Public Swimming Facilities will be available for use by the Town to be less than the number of days of availability set forth on **Exhibit D** attached hereto with respect to 2023. Management and oversight of the use of the Public Swimming Facilities shall be the responsibility of the Manager.

b. The costs and expenses incurred by Manager to operate, staff, equip, supply, and manage the Public Swimming Facilities shall be included in Operating Expenses.

c. Manager shall operate the Public Swimming Facilities in accordance with all applicable laws, regulations and rules, including complying with any water quality testing requirements of the Sudbury Board of Health or any other entities having jurisdiction thereof.

d. The terms and provisions of Section 9.6 (i), (ii), and (iv) shall not apply to the use of the Public Swimming Facilities by the Town, the residents of the Town, or the general public.

e. Manager may establish rules concerning the use of the Public Swimming Facilities that each person using the Public Swimming Facilities shall be required to follow.

11. No Further Modifications. Except as amended by this Amendment, the Agreement remains unmodified and in full force and effect.

12. Miscellaneous. The captions herein are used only as a matter of convenience and are not to be considered as part of this Amendment or to be used in determining the intent of the parties to it. The terms of the Agreement, as amended by this Amendment, constitute the entire agreement between the parties hereto and no statements made whether orally or in writing, by anyone with regard to the transaction which is the subject of the Agreement shall be construed as a part hereof unless the same be incorporated herein by writing and signed by the Town and Manager. For all purposes in this Amendment, the word “including” shall be construed to include the words “without limitation”. All exhibits to this Amendment are a part of this Agreement and are hereby incorporated herein by reference. This Amendment may be executed by electronic signatures, each of which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, in addition to electronically produced signatures, “electronic signature” shall include electronically scanned and transmitted versions (e.g., via PDF and/or DocuSign) of an original signature. This Amendment may be executed in multiple counterparts (which counterparts may be executed and delivered by PDF, DocuSign, or another file sent by email) which shall together constitute a single document. Any executed counterpart of this Amendment delivered by PDF, DocuSign or another file sent by email shall be equally effective as an original counterpart for all purposes.

*[Signature Page Follows]*

EXECUTED under seal as of the date first written above.

TOWN:

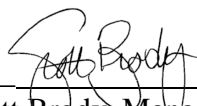
TOWN OF SUDBURY

By its Select Board



MANAGER:

CAMP SEWATARO, LLC

By:   
Scott Brody, Manager

Attachment1.a: Sewataro\_Contract\_Amendment\_3- Executed (5700 : Sewataro update)

**CAMP SEWATARO, LLC**  
FINANCIAL STATEMENTS  
AS OF SEPTEMBER 30, 2022  
TOGETHER WITH  
INDEPENDENT ACCOUNTANTS' REVIEW REPORT



## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To Management  
Camp Sewataro, LLC  
Sudbury, Massachusetts

We have reviewed the accompanying financial statements of Camp Sewataro, LLC (a sole member limited liability company), which comprise the statement of assets and liabilities—contractual basis as of September 30, 2022, and the related statements of revenues and expenses—contractual basis and cash flows—contractual basis for the twelve months then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract between the Town of Sudbury, Massachusetts (a municipal corporation) and Camp Sewataro, LLC dated September 10, 2019 (the contract). Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract.

### Basis of Accounting

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the financial reporting provisions of the contract referred to above. Our conclusion is not modified with respect to this matter.

### Restriction on Use

Our report is intended solely for the information and use of the managements of Camp Sewataro, LLC and the Article 3 paragraph 3.2 of the contract with the Town of Sudbury, Massachusetts through its Board of Selectmen and is not intended to be, and should not be, used by anyone other than these specified parties.

*Korbey Lague, PLLP*

November 14, 2022

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**CAMP SEWATARO, LLC****TABLE OF CONTENTS****SEPTEMBER 30, 2022**

INDEPENDENT ACCOUNTANTS' REVIEW REPORT_____	1
FINANCIAL STATEMENTS:	
Statement of Assets and Liabilities _____	3
Statements of Revenues and Expenses _____	5
Statements of Cash Flows_____	6
Notes to Financial Statements_____	7
SUPPLEMENTARY INFORMATION:	
Schedules of Selling, General and Administrative Expense _____	14



## CAMP SEWATARO LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS  
AS OF SEPTEMBER 30, 2022

## ASSETS

	<u>2022</u>
<b>Current Assets</b>	
Cash	\$ 1,228,416
<b>Total Current Assets</b>	<u>1,228,416</u>
 <b>Property &amp; Equipment</b>	
Office Furniture	7,697
Equipment	72,489
Vehicles	<u>81,978</u>
<b>Total Property &amp; Equipment</b>	162,164
Less: Accumulated Depreciation	<u>(76,627)</u>
<b>Net Property &amp; Equipment</b>	<u>85,537</u>
 <b>Other Assets</b>	
Intangible Assets	<u>7,136</u>
<b>Total Other Assets</b>	<u>7,136</u>
 <b>Total Assets</b>	 <u><u>\$ 1,321,089</u></u>

See accompanying notes and independent accountants' review report.

## CAMP SEWATARO LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS  
AS OF SEPTEMBER 30, 2022

## LIABILITIES AND MEMBER EQUITY

	<u>2022</u>
<b>Current Liabilities</b>	
Accounts Payable	7,319
Accrued Expenses	<u>3,052</u>
<b>Total Current Liabilities</b>	10,371
 <b>Long Term Liabilities</b>	
PPP Loan	
<b>Total Long Term Liabilities</b>	<u>0</u>
 <b>Total Liabilities</b>	<u>10,371</u>
 <b>Members' Capital</b>	
Members' Capital and retained equity	1,608,924
Member Draws	(1,118,740)
Net Income	<u>820,534</u>
<b>Total Members Capital and Retained Equity (Deficit)</b>	<u>1,310,718</u>
 <b>Total Liabilities and Members' Equity</b>	 <u><u>\$ 1,321,089</u></u>

See accompanying notes and independent accountants' review report.

## CAMP SEWATARO LLC

**STATEMENT OF REVENUE AND EXPENSES - CONTRACTUAL BASIS  
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2021  
THROUGH SEPTEMBER 30, 2022**

	<u>2022</u>
<b>Revenue</b>	
Tuition Revenue	\$ 3,554,062
Refunds	<u>(5,899)</u>
<b>Net Tuition Revenue</b>	3,548,163
 <b>Selling, General and Administrative Expenses</b>	 <u>3,263,040</u>
 <b>Income (Loss) from Operations</b>	 <u>285,123</u>
 <b>Other Income (Expense)</b>	
PPP Loan - Round 2	535,410
Interest Income	1
<b>Total Other Income (Expense)</b>	<u>535,411</u>
 <b>Net Income (Loss) Before Taxes</b>	 820,534
 <b>Net Income (Loss)</b>	 <u><u>\$ 820,534</u></u>

See accompanying notes and independent accountants' review report.

## CAMP SEWATARO LLC

**STATEMENT OF CASH FLOWS**  
**FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2021**  
**THROUGH SEPTEMBER 30, 2022**

	<u>2022</u>
<b>Cash Flows from Operating Activities</b>	
Net Income (Loss)	\$ 820,534
<i>Adjustments to Reconcile Net Income to</i>	
<i>Net Cash Provided by (Used in) Operating Activities:</i>	
Depreciation	51,399
<b>(Increase) Decrease in:</b>	
Prepaid Expenses	-
<b>Increase (Decrease) in:</b>	
Accounts Payable	(4,491)
Accrued Expenses	(68,611)
Cares Act Payroll Protection Program Forgiveness	(535,410)
	-
<b>Net Cash Provided by (Used in) Operating Activities</b>	<u>263,421</u>
<b>Cash Flows from Investing Activities</b>	
Purchases of Property and Equipment	(56,456)
Increase in Intangible Assets	3,937
<b>Net Cash Provided by (Used in) Investing Activities</b>	<u>(52,519)</u>
<b>Cash Flows from Financing Activities</b>	
Owners Draws	(448,480)
<b>Net Cash Provided by (Used in) Financing Activities</b>	<u>(448,480)</u>
<b>Net Increase (Decrease) in Cash</b>	(237,578)
<b>Cash, at Beginning of Year</b>	1,465,994
<b>Cash, at End of Year</b>	<u><u>\$ 1,228,416</u></u>

See accompanying notes and independent accountants' review report.

CAMP SEWATARO, L.L.C.  
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2021 through September 30, 2022  
(See Accountants' Review Report)

1.b

**Note A - Summary of Significant Accounting Policies**

This summary of significant accounting policies of Camp Sewataro, LLC (the Company) is presented to assist in understanding the Company's financial statements. The financial statements and notes are representations of the Company's management who are responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

Business Activity

The Company is a Massachusetts, seasonal day camp for children in preschool through 8<sup>th</sup> grade. The camp provides diverse, structured outdoor-focused programming to foster social, and emotional learning, develop authentic friendships and exposure to nature.

Cash and Cash Equivalents

On September 30, 2022, cash consists of deposits in bank checking accounts; there are no cash equivalents.

Basis of Accounting

The Company has prepared the accompanying financial statements to present the assets, liabilities, revenues, expenses, and cash flows of Camp Sewataro, LLC pursuant to the provisions of Article 3 paragraph 3.2 of the contract dated September 10, 2019, between Camp Sewataro, LLC and the Town of Sudbury Massachusetts. The contract specifies that Camp Sewataro, LLC prepare financial statements in which all assets are presented in accordance with accounting principles generally accepted in the United States of America and defines certain limitations expenditures to be used in the determination of Net Revenue to be used in the calculation of the management fee, and revenue share payments due to the Town of Sudbury.

Inventories

The company has no inventory.

Property and Equipment

Property and equipment are carried at cost. Depreciation of property and equipment is computed using straight-line and accelerated methods for financial reporting purposes at rates based on the following estimated useful lives:

	<u>Years</u>
Motor Vehicles	5
Machinery and Equipment	3 - 10
Furniture and Fixtures	3 - 10
Engineering Equipment	3 - 10
Buildings and Improvements	20 – 39

**Note A - Summary of Significant Accounting Policies (Continued)**

Property and Equipment (Continued)

For federal income tax purposes, depreciation is computed using the accelerated cost recovery system and the modified accelerated cost recovery system. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising

The Company follows the policy of charging the costs of advertising to expense as incurred.

Limited Liability Company / Income Taxes

The financial statements include only those assets, liabilities, and results of operations which relate to the business of the Company. The financial statements do not include any assets, liabilities, revenue, or expenses attributable to the members' individual activities. The Company files its income tax returns on the accrual basis as a schedule -C for federal and state income tax purposes. As such, the Company will not pay any federal income taxes, as any income or loss will be included in the federal tax returns of the individual member. Accordingly, no provision is made for federal income taxes in the financial statements.

Fair Values of Financial Instruments

The Company is required to disclose estimated fair values for its financial instruments. The carrying amounts of financial instruments including cash, and accounts payable and deferred revenue approximated fair value as of September 30, 2022.

Compensated Absences

The company does not accrue for compensated absences due to the seasonal nature of its employment and operations.

For the 12 Month Period October 1, 2021 through September 30, 2022  
(See Accountants' Review Report)

**Note A - Summary of Significant Accounting Policies (Continued)**

Concentration of Credit Risk

The Company maintains cash balances at local financial institutions. The balances at times may exceed federally insured limits. Accounts that are held at local financial institutions are insured by the Federal Deposit Insurance Corporations (FDIC) up to \$250,000. As of September 30, 2022, Cash exceeded the FDIC insured limit by \$978,416.

Revenue Recognition

The Company adopted Accounting Standards Update (ASU) No 2014-09, Revenue from Contracts with Customers (Topic 606) as of September 30, 2021. The ASU provides a single principles-based revenue recognition model with a five-step analysis of transactions to determine when and how revenue is recognized. The adoption of the ASU did not have an impact on the Company's results of operations.

Accounts Receivable

The Company's registration policy requires that all tuition be paid in full prior to the camper's attendance at the camp.

Subsequent Events

The Company's management has evaluated the subsequent through November 14, 2022 the date on which the financial statements were available to be issued and found no significant events requiring disclosure.

**Note B- Intangible Assets**

As of September 30, 2022, intangible assets comprised of legal fees associated with securing a trademark.

**Note C – Accounts Payable**

Accounts payable consist of trade accounts payable due under normal payment terms.

**Note D – Accrued Expenses**

The Company has the following accrued expenses on September 30, 2022:

Credit Card	<u>\$ 3,052</u>
<b>Total Accrued Expenses</b>	<u><b>\$ 3,052</b></u>

For the 12 Month Period October 1, 2021 through September 30, 2022  
(See Accountants' Review Report)

**Note E – Long Term Debt**  
**Payroll Protection Loan**

The Company received a second loan with proceeds in the amount of \$535,410 under the Paycheck Protection Program ("PPP"). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loans and accrued interest are forgivable after eight weeks if the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the 24-week period measurement period.

Any unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months. The Company intends to use the proceeds for purposes consistent with the PPP. While the Company currently believes that its use of the loan proceeds will meet the conditions for forgiveness of the loan, we cannot be assured that actions that could cause the Company to be ineligible for forgiveness of the loan, in whole or in part. As of the date of these financial statements the PPP loan has been forgiven.

**Note G – Long Term Contracts**

On September 10, 2019, the company entered a long-term contract with the Town of Sudbury, a Massachusetts municipal corporation for a day camp operator and management of real property. Under the terms of this agreement Camp Sewataro, LLC will manage the property located at 1 Liberty Ledge, Sudbury Massachusetts. The property consists of approximately 44.3 acres, various structures used for day camp purposes, together with tennis courts, basketball courts, swimming pool, a swimming pond, playing fields, horse riding stables and various other facilities used for day camp purposes.

Control of the property will remain under the custody and control of the Town, acting by and through the Board of Selectmen. The term of the agreement is for three years beginning on September 10, 2019. The initial term may be extended for up to two (2) additional terms of five (5) years each by mutual written agreement of the Parties provided the Manger has substantially complied with all material terms and conditions of the agreement.

Under the terms of the agreement a management fee will be paid to the Town of Sudbury comprised on an annual fee and a variable revenue share payment as follows:

**Annual Fee**

An annual fee of \$120,000 per each year of the initial term paid in equal installments of \$60,000 on each due on or before May 1<sup>st</sup> and December 1<sup>st</sup> of each year of the initial term.

**Revenue Share**

The revenue share payment is due on December 15<sup>th</sup> of each year and is calculated for the contract year ending September 30,2022 follows:

- 20.00% of the first \$500,000 of Net Revenue
- 25.00% of the next \$500,000 of Net Revenue
- 33.33% of all net revenue more than \$1,000,000



CAMP SEWATARO, L.L.C.  
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2021 through September 30, 2022  
(See Accountants' Review Report)

1.b

**Note F – Long Term Contracts (continued)**

**Revenue Share (continued)**

On April 12, 2022, The Town of Sudbury and Camp Sewataro, LLC entered into the third amendment to the original contract dated October 10, 2019. The significant modifications to the agreement follow:

- Extending the contract period commencing on September 10, 2022, and terminating on September 9, 2027 an additional 5 year term.
- The annual fee increased to \$200,000 per year to be paid in two equal installments of \$100,000 each, due on May 1, 2023 and December 1, 2023 and on the same due dates for the subsequent extension period years.
- The annual fee will increase annually by 3% for each year after the first extension contract year ends September 30, 2023.
- The Revenue Share formula has changed to the following schedule commencing for the 2023 Camp Season as follows:
  - 25% of the first \$1,000,000 of Manager's Net Revenue; plus
  - 33% of all Managers Net Revenue in excess of \$1,000,000

Other operational amendments were made to increase the number of campers allowed, expansion of the public access areas, expanded camp season, public events, water quality enhancements, public swimming and limitations on the deductible amount of fees paid to professional consultants to advise on camp operations.

Net revenue for purposes of calculating the revenue share calculation is defined as all revenues and receipts received during the fiscal year minus reasonable, usual, and customary operating expenses associated with day camp operations, programmatic activities on the property or other events on the property. There are specific restrictive provisions on compensation to the sole member and other expenditures. As of September 30, 2022, the restrictive covenants of the contract have been met.

**The revenue share calculation**

<b>Net Income (Loss) From Operations</b>	\$ 285,123
<b>Adjustments</b>	
Paycheck protection program forgiven loan	535,410
Revenue Share Fiscal Year End 9/30/2021	338,940
<b>Less:</b>	
Manager Compensation Limitation	<u>(159,135)</u>
<b>Net Income Available to Revenue Sharing</b>	<u>\$1,000,338</u>

**Revenue Share Factor**

20% of First \$500,000	\$100,000
25% of Next \$500,000	125,000
33% of excess over \$1,000,000	<u>112</u>
<b>Total Revenue Share Payment</b>	<u>\$ 225,112</u>

CAMP SEWATARO, L.L.C.  
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2021 through September 30, 2022  
(See Accountants' Review Report)

1.b

**Note G – Retirement Plan**

The Company, by a Joinder Agreement with K & E Camp Corporation has elected to provide 401(k) safe harbor plan benefits that allow employees to defer up to elective deferral limits established each year by the Internal Revenue Service. The Company's matching contribution shall be allocated to eligible participants except for the manager. The matching formula is one of two rates as follows:

**Rate One:**

100% of the Participant's matched employee contributions that are not more than 3% of the Participant's compensation; plus

**Rate Two:**

50% of the amount of the Participant's Matched employee contributions that exceed 3% of the participant's contributions but that do not exceed 5% of the participant's compensation.

As of September 30, 2022, the company's profit-sharing contributions related to the plan was \$17,847.

Attachment 1.b: Sewataro Financial Statement Sept 2022\_ INDEPENDENT ACCOUNTANTS' REVIEW REPORT (5700 : Sewataro update)

## SUPPLEMENTARY INFORMATION

## CAMP SEWATARO LLC

**SCHEDULES OF SELLING, GENERAL AND ADMINISTRATIVE EXPENSES**  
**FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2021**  
**THROUGH SEPTEMBER 30, 2022**

	<u>2022</u>
<b>Selling, General and Administrative Expenses</b>	
Advertising	\$ 28,193
Auto Expense	15,248
Bank Charges	35
Camp Activities	119,876
Contract Services	11,851
Credit Card Processing	103,988
Depreciation	51,399
Dues & Subscriptions	75,069
Employee Benefits	25,041
Insurance Expense	110,922
Rent & Revenue Share Paid to Sudbury	398,940
Office Expense	25,944
Pension Expense	17,847
Ponds and Pools	41,306
Professional Fees	56,723
Repairs & Maintenance	187,595
Salaries & Wages - Staff	1,507,901
Taxes - Other	116
Taxes - Payroll	148,650
Town Events	13,312
Transportation	235,703
Utilities	87,381
<b>Total Selling, General and Administrative Expenses</b>	<u><u>\$ 3,263,040</u></u>

See accompanying notes and independent accountants' review report.

## EXHIBIT A

Schedule of Annual Fee to be Paid to the Town During Extension Term

<u>Camp Year</u>	<u>Fee</u>
2023	\$200,000
2024	\$206,000
2025	\$212,180
2026	\$218,545
2027	\$225,102
2028	\$231,855
2029	\$238,810
2030	\$245,975
2031	\$253,354
2032	\$260,955

## EXHIBIT B

Expanded Camp Season Public Access Area



## EXHIBIT C

Accessibility Improvements

Starting in 2022, we will begin work on the phase 1 upgrades recommended by the Institute for Human Centered Design. These upgrades consist of handicapped parking areas at the Haynes Rd. and Greystone Lane entrances, year-round accessible (portable) restrooms, accessible seating areas on both ends of the property, and an accessible entrance ramp to Liberty Lodge. Additionally, we are also currently planning to make the Fox Den, another structure on property that is close to the paved road and open fields, accessible by pouring a cement floor and pathway. This would allow us to provide accessible program space to two groups simultaneously. Per IHCD's recommendation, we will also provide information at both property entrances for accessible opportunities for recreation at other sites in Sudbury.

The chart below includes a cost estimate for the accessibility upgrade.\*

<b>ADA Consultants &amp; Engineering</b>	<b>\$40,000</b>
<b>Parking</b>	
Haynes Rd. Lot	\$8,260
Upper Lot	\$8,260
<b>Buildings &amp; Grounds</b>	
Bathrooms	\$5,760
Benches	\$2,885
Liberty Lodge Ramp	\$9,500
Fox Den Compliance Upgrades	\$10,000

*\* Please note that these values are estimates only, and may change between the date estimates were provided and the beginning of work.*

## EXHIBIT D

Public Swimming Facilities 2023 Calendar

June, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sounds of Summer at Sewataro Kick-Off Event

Resident Swim 9am-12pm &amp; 1pm-4pm

Property Closed for Camp Training/Open House

Sounds of Summer at Sewataro Kick-Off Event

Resident Swim 9am-12pm &amp; 1pm-4pm

Property Closed for Camp Training/Open House



# Sewataro Summer of 2023



Resident Swim Program

# Alternatives:

1. Resident Swimming (a **or** b)
  - a. Semi-Public Beach with one Pool available for guests with physical limitations.
  - b. Four Pools\*

*\*In the event that the use of the swimming pond by residents cannot be accomplished with commercially reasonable efforts*

# 2023 Swim Calendar

June, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	9	19	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sounds of Summer at Sewatara Kick-Off Event
Resident Swim 9am-12pm & 1pm-4pm
Property Closed for Camp Training/Open House

July, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# Swimming & Staffing Logistics

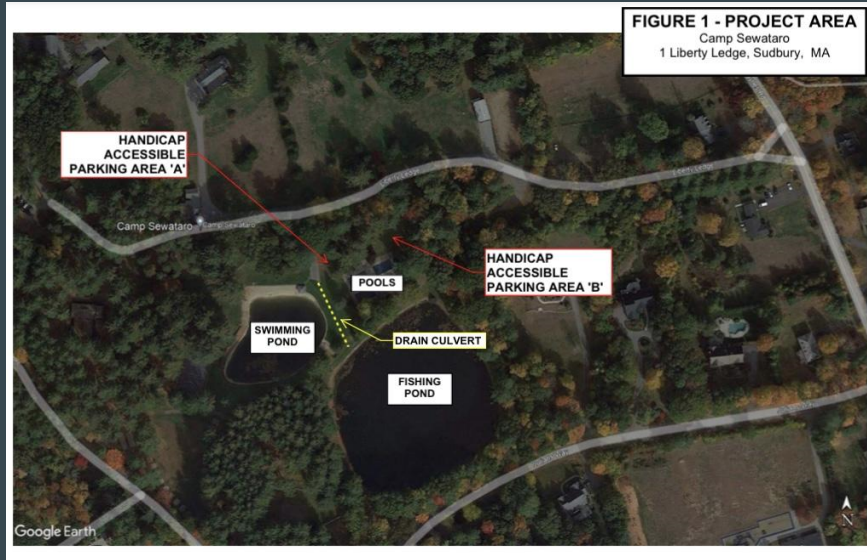
## Swimming:

- Sign-up online in advance
- 9am-12pm & 1pm-4pm
- 100 swimmers / 3-hour window
- Residents would indicate a need for an accessible alternative at registration and be assigned to pool equipped with a lift

## Staffing

- Head lifeguard
- 4 On Duty Guards
- Check in / Security Person
- Additional Groundskeeping

# Accessibility Upgrades



1. Parking at one of two proposed locations, providing access to swim areas for those with mobility concerns
  - a. 3 accessible parking spaces (1 van-sized)
  - b. Paved pathway to pool entrance
2. Automated lift in 3.5-foot pool
3. Restrooms (1 accessible, 1 standard)
4. Accessible picnic tables

\* Diagram courtesy of Michael Andrade, GRAVES Engineering

# Other Considerations / Expenses

## Option 1.a Pond Swimming

- Reclassification of the pond as a semi-public beach
- Installation of automatic chlorination system in 1 pool
- Weekly set up and removal of temporary fencing to delineate open section of property



## Option 1.b Pool Swimming

- Installation of automatic chlorination systems in 4 pools
- Weekly set up and removal of temporary fencing to delineate open section of property



# Estimated Swim Program Costs

	Swim Proposals	
	A - Pond & 1 Pool	B - 4 Pools
<b>Staffing</b>		
Waterfront Head	\$4,000	\$4,000
Lifeguards (4)	\$11,840	\$11,840
Check-In/Security	\$6,400	\$6,400
Grounds	\$4,800	\$4,800
<b>Maintenance and Grounds</b>		
Lot Engineering & Permitting	\$20,200	\$20,200
Lot Construction*	\$20,000	\$20,000
Pool Lift	\$5,000	\$5,000
Picnic Tables	\$2,200	\$2,200
Automatic Chlorinator	\$7,000	\$28,000
Pond Treatments	\$2,145	\$0
Temporary Fencing	\$2,500	\$2,500
Bathrooms	\$720	\$720
First Year Costs	\$56,900	\$77,900
Annual Costs	\$29,905	\$27,760
Total Cost 2023	\$86,805	\$105,660
One-Time Cost		
Per Summer Cost		
Accessibility Upgrades		

1.d

Attachment1.d: 2023\_Swimming\_Exhibit (5700 : Sewataro

**From:** [Bilodeau, Maryanne](#)  
**To:** [Carty, Daniel](#); [Russo, Charlie](#)  
**Subject:** RE: ConCom Licenses  
**Date:** Monday, January 9, 2023 2:36:00 PM

---

Dan,  
 From what I am told Verrill Farms owns their property. Lori also apologizes. She spoke too soon.  
 There are 4 licenses not 5; and it's not \$25/acre. It's actually \$50/acre for Sienna, \$100/acre for Cavicchios.  
 She doesn't know why it's different. Below is a corrected version of the response to you so you can look at one version and not a whole email thread.  
 If there are still more questions please let us know.  
 Thx.

Conservation has 4 License Agreements with farmers for:  
     Sienna Farms licenses: Barton Farm, Davis Farm, and Poor Farm Meadow.  
     Cavicchios licenses Lincoln Meadows

We take in \$2,950 per year that gets deposited into the Conservation Trails Maintenance Revolving account.

The Conservation Commission does have License Agreements with farmers to farm some of the Conservation Lands. We charge \$50/acre for Sienna, \$100/acre for Cavicchios for the area farmed. The property remains open to the public and the farmers are required to provide for public access, such as maintaining a walking path around their fields. They also help us maintain farm roads, mow areas of conservation land, and help with the community garden. At Davis, there is a gate to keep motorized vehicles from accessing the land while allowing the farmers to get their trucks and equipment in. It should remain locked at all other times but last week when I was out there, I noticed that someone has hit the bollard so the gate cannot currently be locked. Walking access is permitting around these gates.

Maryanne

Maryanne Bilodeau  
 Interim Town Manager  
 \*Pronouns: She - Her - Hers\*  
 Town of Sudbury  
 278 Old Sudbury Road  
 Sudbury MA 01776  
 Phone: (978) 639-3385  
 Fax: (978) 443-0756

Attachment1.e: RE\_ ConCom Licenses (5700 : Sewataro update)



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.

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**From:** Carty, Daniel <cartyd@sudbury.ma.us>

**Sent:** Monday, January 9, 2023 2:23 PM

**To:** Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>; Russo, Charlie <RussoC@sudbury.ma.us>

**Subject:** Re: ConCom Licenses

This is great. Doing the arithmetic that comes to 118 acres of land that we license out ( $2950/25 = 118$ )

Not to nit pick but this says Cons has 5 agreements but only 4 are called out. Perhaps one of those are under 2 licenses? Or for some reason I thought Verrill licensed some property too? Then again he owns a bunch of property in town so I'm likely mistaken there.

Thanks again. Exactly what I was looking for.

Dan

---

**From:** Bilodeau, Maryanne

**Sent:** Monday, January 9, 2023 2:08 PM

**To:** Carty, Daniel; Russo, Charlie

**Subject:** ConCom Licenses

I did a little more digging on this since Dennis didn't see anything as revenues.

It appears that there are Licenses with ConCom. Here are the comments from Lori Capone:

Attachment1.e: RE\_ ConCom Licenses (5700 : Sewataro update)

Conservation has 5 License Agreements with farmers for:

Sienna Farms licenses: Barton Farm, Davis Farm, and Poor Farm Meadow.

Cavicchios licenses Lincoln Meadows

We take in \$2,950 per year that gets deposited into the Conservation Trails Maintenance Revolving account.

The Conservation Commission does have License Agreements with farmers to farm some of the Conservation Lands. We charge \$25/acre for the area farmed. The property remains open to the public and the farmers are required to provide for public access, such as maintaining a walking path around their fields. They also help us maintain farm roads, mow areas of conservation land, and help with the community garden. At Davis, there is a gate to keep motorized vehicles from accessing the land while allowing the farmers to get their trucks and equipment in. It should remain locked at all other times but last week when I was out there, I noticed that someone has hit the bollard so the gate cannot currently be locked. Walking access is permitting around these gates.

Dan, I think this answers your questions, but if I'm missing something please let me know so I can dig deeper.

Maryanne

Maryanne Bilodeau

Interim Town Manager

\*Pronouns: She - Her - Hers\*

Town of Sudbury

278 Old Sudbury Road

Sudbury MA 01776

Phone: (978) 639-3385

Fax: (978) 443-0756

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**From:** Carty, Daniel <[cartyd@sudbury.ma.us](mailto:cartyd@sudbury.ma.us)>  
**Sent:** Monday, January 9, 2023 10:20 AM  
**To:** Russo, Charlie <[RussoC@sudbury.ma.us](mailto:RussoC@sudbury.ma.us)>; Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>  
**Subject:** Re: SB meeting packet 1.10.23

Good morning - For agenda item #8 (Sewataro) recently whenever this has come up in future agenda items I have also asked that we talk about other public/private partnerships i.e. where private business operate on town owner property. In particular I think a good frame of reference would be Siena Farms, Verrill Farms, or other private businesses operating on Poor Farms Meadow, Davis Farms, Barton Farms, or others. How much does the town get for these businesses operating on these properties? Is the public allowed on these properties? I recall there being locked gates on Davis Farm - is that still the case?

I am not looking for any extensive research or supporting information. This should be reportable in about 2 minutes or so.

Thank you

Attachment1.e: RE\_ ConCom Licenses (5700 : Sewataro update)

---

**From:** Golden, Patricia  
**Sent:** Friday, January 6, 2023 12:04 PM  
**To:** Russo, Charlie; Dretler, Janie; Kouchakdjian, Lisa; Roberts, Jennifer; Carty, Daniel; Takacs, Debra  
**Cc:** Bilodeau, Maryanne  
**Subject:** SB meeting packet 1.10.23

Good afternoon,

Attached is your packet for the Jan. 10 meeting - 170 pages.

Have a good weekend.

Patty Golden

Senior Admin. Assistant to the Town Manager

Town of Sudbury

278 Old Sudbury Road

Sudbury, MA 01776

Ph: 978-639-3382

Fax: 978-443-0756

[www.sudbury.ma.us](http://www.sudbury.ma.us)

Office Hours:

Mon, Wed, Thur 8:30 am – 5:00 pm

Tues 8:30 am – 7:00 pm

Fri 8:30 am – 12:30 pm

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

Attachment1.e: RE\_ ConCom Licenses (5700 : Sewataro update)



January 19, 2022

While it feels like the winter weather has really just begun, our calendar is filling up with groups interested in booking pavilions for spring gatherings and events. We have seen residents maximizing their enjoyment of what little snow has fallen, cross country skiing and snowshoeing, and we continue to have many canine visitors to the property.

We have received the 50% design plan for stage 1 of our ADA compliance upgrades. Plans have been shared with Sudbury's Shared Facilities Director Sandra Duran, and we have a meeting scheduled with Engineer Micheal Andrade, Ms. Duran, and the Sewataro team this week.

The Sudbury Maynard Stow Hockey Board reached out in September to discuss constructing the Toland Memorial Skating rink on property. The program has constructed an outdoor hockey rink next to Atkinson Pool since 2015 in honor of a long-time Sudbury hockey coach John Toland who passed away leaving a wife and 4 children who still live in Sudbury. COVID and now construction on the Atkinson site have stalled installation at Atkinson the past few years, and the SMS Board was looking for a new home. We have worked closely with the SMS board, Interim Town Manager Maryanne Bilodeau, and our insurance agency to work out the details to construct the rink on property. The rink will be open daily, dawn to dusk, weather permitting. The article linked below is about the opening of the rink in 2015.



<https://www.wickedlocal.com/story/sudbury-town-crier/2015/01/12/youth-hockey-inaugurates-outdoor-rink/35551027007/>

We are continuing to accept scholarship applications on a rolling basis. As part of our effort to share information as broadly as possible, we have added a direct permanent

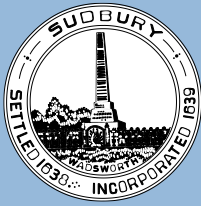


link to the Scholarship Application to the Town Website. As our Jan 15th deposit deadline approaches and adjustments are made to families' schedules, we are continuing to work to prioritize enrolling as many Sudbury families as possible .

Staffing season is in full swing, with many returning staff members already signed on, and new applicants coming in every day. Job fair season has also begun, and we have already signed up for the L-S job fair in March, among others. We're hoping to add even more Sudbury students to our 2023 staff! We will continue to work with the METCO program, and hope to bring more Boston area students (ages 16+) to work with us this summer.

In addition, we are planning to hire 10 international staff members this year, through the Department of State's J-1 Exchange Visitors visa program. Diversity, Equity, and Inclusion are a big part of our mission and values. The presence of international counselors will expose our campers to people from other cultures, and provide a tremendous benefit for our camp community.

We hope that your year is off to a wonderful start,  
The Sewataro Team

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**MISCELLANEOUS (UNTIMED)****2: Solar Panels discussion****REQUESTOR SECTION**

Date of request:

Requestor: Rami Alwan of Energy Committee

Formal Title: Solar Panels discussion - potential Town Meeting articles. Rami Alwan, chair of the Energy and Sustainability Committee, to attend.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

01/24/2023 7:00 PM

**From:** [Rami Alwan](#)  
**To:** [Select Board](#)  
**Cc:** [Bilodeau, Maryanne](#); [Duran, Sandra](#); [Keohane, Dennis](#); [Jones, Elaine](#)  
**Subject:** Proposal to put solar panels on the Fairbanks Center upon completion  
**Date:** Thursday, January 12, 2023 1:34:43 PM

---

Select Board,

I realize that this is last minute and I will apologize in advance. Once I realized that the completion date for the new Fairbanks Community Center was October 2023, I felt that to avoid unexpected electricity costs we need to have Town Meeting and the Select Board approve a lease agreement, a PILOT and an expansion of the Solar revolving fund. This will allow us to quickly put solar panels on the roof, that is solar ready, to defray the anticipated electrical energy cost.

The back story here is that when the new LS Regional High School building came on line no one had the expertise on how to run an all electric "green" building. When we got the first year's electric bill it was many times what we had paid in the past or had expected to pay - \$1.2 million. The school had to draw on Emergency and Deficiency fund to cover the costs. To the school's credit by putting energy savings measures in place our current electric bill is \$650K. If you account for inflation in energy costs the saving here is amazing.

It is my hope that we can learn from this experience and have everything in place to install solar panels and as I said before avoid heightened electrical costs.

Today I met with Maryanne Bilodeau, Elaine Jones, Dennis Keohane and Sandra Duran, to review what articles/steps are necessary to meet the requirements.

They are:

1. Approval by Town Meeting for the Select Board to enter into a lease agreement with a third party to put solar panels on the Fairbanks Roof.
2. A vote by the Select Board for enter into a lease agreement with a third party vendor to put solar panels on the Fairbanks Roof.
3. Approval by Town Meeting to accept a payment in lieu of taxes (PILOT) on the lease.
4. Approval by Town Meeting to expand the use of the current Solar Revolving Fund to receive fund and pay bills associated with this new solar installation.

This weekend, I will be writing articles to address 1 and 3. Dennis and Elaine will be working on an article to address 4. All of the articles will be complete and ready by Jan 20 for inclusion in the year's warrant. 1, 3 and 4 need to happen before 2.

I realize that the last Select Board meeting before the warrant is 1/24. I am available to come to the meeting and address any question that you have. Additionally please feel free to email me any questions or concerns that you have directly and I will do my best to respond in a timely manner.

Again I apologize for the last minuteness of this proposal. I am just trying my best to address the needs our town.

Respectfully,

Rami Alwan  
 Chair - Sudbury Sustainable Energy Committee



## ARTICLE XX.2. PILOT AGREEMENT – SOLAR PROJECT AT THE DPW BUILDING SITE

To see if the Town will vote to authorize and approve an agreement for payment in lieu of taxes (PILOT Agreement), as negotiated by the Town Manager and the Energy and Sustainability Committee with the selected solar project developer for the planned solar electric generating facilities to be located at the DPW Facility on Old Lancaster Rd., and to authorize the Select Board to submit a Special Act therefore to the Great and General Court if enabling legislation is necessary; or act on anything relative thereto.

Submitted by the Sudbury Energy and Sustainability Committee. (Majority vote required)

ENERGY AND SUSTAINABILITY COMMITTEE REPORT: An approximately 287.5 kW solar generating facility is proposed to be constructed on the roof of the Lancaster Rd DPW Facility under a Power Purchase Agreement (PPA) with a third party developer yet to be identified. Under this agreement the Developer installs, owns, operates, maintains, and decommissions the facility at its sole expense. Sudbury purchases electricity from the Developer at pre-set rates, and receives Net Metering Credits from Eversource (the local distribution company) for supplying the purchased electricity to the grid. There is no cost to the Town associated with the construction, operation, maintenance or removal of the facility. At present, solar generating facilities on municipal property that are owned and operated by a taxable entity are considered by DOER to be subject to personal property tax under M.G.L. c. 59, §2B, even if their operation is for municipal purposes. In this situation, the municipality is in effect taxing itself because any ongoing payments by the facility owner to the host municipality are typically recovered in the price of the electricity supplied. According to DOER guidance, a PILOT (Payment In Lieu of Taxes) can be negotiated by a municipality as an alternative to personal property tax with approval of its governing body. The

benefits of a PILOT are:

1. A known and constant expense to the facility owner
2. Lower electricity prices for the host municipality
3. Simplified administration

The goal of this project was to generate electricity cost savings rather than tax revenue. To meet that end and comply with present Massachusetts General Laws on taxation, a PILOT will be negotiated, subject to approval by Town Meeting. The

financial value to the Town from the sale of the electricity produced to the grid far exceeds any prospective tax revenue. The PILOT does not add to the pre-tax electricity price, and so provides a small additional benefit to the Town from this use of an otherwise non-producing property.

## ARTICLE XX.1. PILOT AGREEMENT – SOLAR PROJECT AT THE FAIRBANKS COMMUNITY CENTER SITE

To see if the Town will vote to authorize and approve an agreement for payment in lieu of taxes (PILOT Agreement), as negotiated by the Town Manager and the Energy and Sustainability Committee with the selected solar project developer for the planned solar electric generating facilities to be located at the Fairbanks Community Center on Fairbanks Rd., and to authorize the Select Board to submit a Special Act therefore to the Great and General Court if enabling legislation is necessary; or act on anything relative there to.

Submitted by the Sudbury Energy and Sustainability Committee. (Majority vote required)

ENERGY AND SUSTAINABILITY REPORT: A 270 kW solar generating facility is proposed to be constructed on the roof of the Fairbanks Community Center under a Power Purchase Agreement (PPA) with a third party developer yet to be identified. Under this agreement the Developer installs, owns, operates, maintains, and decommissions the facility at its sole expense. Sudbury purchases electricity from the Developer at pre-set rates, and receives Net Metering Credits from Eversource (the local distribution company) for supplying the purchased electricity to the grid. There is no cost to the Town associated with the construction, operation, maintenance or removal of the facility. At present, solar generating facilities on municipal property that are owned and operated by a taxable entity are considered by DOER to be subject to personal property tax under M.G.L. c. 59, §2B, even if their operation is for municipal purposes. In this situation, the municipality is in effect taxing itself because any ongoing payments by the facility owner to the host municipality are typically recovered in the price of the electricity supplied. According to DOER guidance, a PILOT (Payment In Lieu of Taxes) can be negotiated by a municipality as an alternative to personal property tax with approval of its governing body. The benefits of a PILOT are:

1. A known and constant expense to the facility owner
2. Lower electricity prices for the host municipality
3. Simplified administration

The goal of this project was to generate electricity cost savings rather than tax revenue. To meet that end and comply with present Massachusetts General Laws on taxation, a PILOT will be negotiated, subject to approval by Town Meeting. The financial value to the Town from the sale of the electricity produced to the grid far

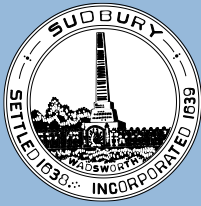
exceeds any prospective tax revenue. The PILOT does not add to the pre-tax electricity price, and so provides a small additional benefit to the Town from this use of an otherwise non-producing property.

## ARTICLE XX. RENEWABLE ENERGY DEVELOPMENT FACILITIES

To see if the Town will vote to allow for the siting of renewable or alternative energy generating facilities, including but not limited to solar or wind; renewable or alternative energy research and development facilities, including but not limited to solar or wind; and authorize and direct the Town Manager and Select Board to negotiate and/or contract with a company or companies to provide energy facilities on available Town properties and/or to authorize the Town to take whatever steps are necessary to enter into long-term leases of twenty-years or greater with qualified companies capable of providing the foregoing; and/or to amend the Town Bylaws to accommodate such facilities.

Submitted by the Sudbury Energy and Sustainability Committee. (Majority vote required)

ENERGY AND SUSTAINABILITY REPORT: This article will allow the Select Board and Town Manager to take whatever steps necessary, including the submittal of a Home Rule Petition (Special Act), to permit the Select Board and Town Manager to negotiate or enter into long-term agreements and/or leases or interests in Town properties with a renewable energy developer. The Town is interested in developing sources of renewable energy to lower its energy costs by taking advantage of available Federal, State and private incentives, and to meaningfully address the climate emergency ratified in 2022. One measure under consideration is to place a roof mounted solar array (approximately 270 kW) on the soon to be completed Fairbanks Community Center. Because of the incentives available, such an array may have an attractive payback in the form of savings on future energy costs, but will require a significant upfront investment. Since private enterprises can accrue tax credits not available to municipalities, one attractive mechanism to capture the advantages of renewable energy generation while limiting the upfront capital required is to enter into a PPA (Power Purchase Agreement). Under such an agreement, a municipality leases land to an energy developer who installs and maintains the energy generating facilities and sells the power back to the municipality at a price competitive with the prevailing commercial rate.

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**MISCELLANEOUS (UNTIMED)****3: Transportation update****REQUESTOR SECTION**

Date of request:

Requestor: Member Carty

Formal Title: Discussion/Vote on Select Board Transportation Goal and Funding for FY24, to include a possible warrant article. Adam Duchesneau, Director of Planning & Community Development, to attend.

Recommendations/Suggested Motion/Vote: Discussion/Vote on Select Board Transportation Goal and Funding for FY24, to include a possible warrant article. Adam Duchesneau, Director of Planning & Community Development, to attend.

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

01/24/2023 7:00 PM

**TOWN OF SUDBURY WARRANT ARTICLE FORM****ARTICLE \_\_\_\_****Instructions:**

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX.            FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2024**

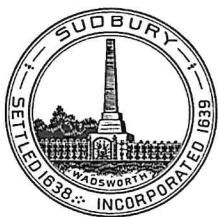
To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$150,000, or any other sum or sums, for the purposes of the continued operations of the Go Sudbury! Taxi and Uber Transportation Programs, including all incidental and related expenses; or act on anything relative thereto.

**SELECT BOARD REPORT:** The Go Sudbury! Taxi program started in 2020 and Go Sudbury! Uber in 2021 and has been funded with grants and mitigation fund appropriations. Through the end of 2022 the program has provided thousands of rides to Sudbury's financially vulnerable, residents with a disability, those aged 50+, essential workers, and military veterans to and from healthcare and social service appointments, shopping, community resources, and places of employment. Approval of this article will provide funds to continue the operation of the Go Sudbury! Taxi and Uber Transportation programs into and through fiscal year 2024.

By: Select Board \_\_\_\_\_

Approved by: \_\_\_\_\_  
Town Counsel





# Town of Sudbury

Planning & Community Development Department

pcd@sudbury.ma.us

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

December 19, 2022

Select Board  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

RE: Go Sudbury! Transportation Program FY24 Funding Request Summary

Members of the Select Board,

On behalf of the Transportation Committee, I would like to provide the following summary of the Committee's May 2023 Annual Town Meeting funding request for the Go Sudbury! Transportation Program.

The Transportation Committee is requesting the May 2023 Annual Town Meeting allocate \$150,000 of free cash to maintain the existing services of the Go Sudbury! Transportation Program during FY24. The funding would support the taxi, Uber, and wheelchair accessible vehicle rides which are provided under this program. The Go Sudbury! Program provides rides for non-urgent healthcare appointments, work, shopping, and access to community resources to qualifying participants. Eligible participants for the program include those 60 years of age or older; those who are 18 years of age or older with a disability that limits driving; active duty military, Reserves, National Guard, or veterans of the armed forces; and those who are 18 years of age or older with financial need.

As was noted and discussed as part of the May 2022 Annual Town Meeting funding request, this program cannot continue to operate without a stable funding source from the Town of Sudbury. For almost two years, the Go Sudbury! Transportation Program was operating in a limited capacity using only grant funds. These funding sources are finite and require an extensive amount of Town staff and volunteer time to manage them (compiling grant applications, tracking data, submitting reports back to the state, etc.). More importantly, there is no guarantee how much funding the Town would be awarded or when this money will dry up entirely.

The May 2022 Annual Town Meeting overwhelming voted to award \$100,000 of funding to the Go Sudbury! Program, which helped to stabilize the program for the better part of FY23. However, interest in the program has increased, participants are using the service more frequently, and the costs to provide these rides has increased along with all other commodities in our society in the last few years. As such, it is unlikely the \$100,000 worth of funding from the May 2022 Annual Town Meeting will be able to support the program for the entirety of FY23. Thankfully, the Transportation Committee was able to secure an \$87,000 MassDevelopment



Grant, which should allow the program to continue throughout FY23 and perhaps beyond. However, unfortunately, this funding can only be applied to the Taxi Rides Program portion of Go Sudbury! (not to the Uber Rides Program).

After analyzing ride numbers and costs from the last two years, the Transportation Committee would like to request the May 2023 Annual Town Meeting provide \$150,000 of funding to support the program in FY24. Again, this amount of funding would only allow for the current level of services to continue and there are no plans to expand the program during the coming fiscal year. Furthermore, the Transportation Committee continues to explore other means to help offset the costs of these rides via potentially increasing copayments and pursuing other possible grant funding opportunities.

Beyond FY24, the Transportation Committee would like to make the Go Sudbury! Transportation Program a permanent fixture in the community. In order to do this, not only would an operational funding request need to be brought to the May 2024 Annual Town Meeting for FY25, but this cost would likely be greater because it would include some type of Town staff position. The initial ideas behind this proposed position is that it would take on all forms of transportation activities in the community (pursuing grant funding, day-to-day operations, participant registration and management, reporting updates, invoice processing, organizational representation (ex. MWRTA, etc.), and other activities. This new transportation position would assist in relieving the current over programming of existing Town staff by removing all transportation responsibilities from their workload. While this larger funding request is at least one year away, we wanted to provide you with a window into the long-term plan.

We respectfully request you send this \$150,000 funding request to the May 2023 Annual Town Meeting to let the voters decide the future of the Go Sudbury! Transportation Program.

Please let me know if you have any questions and I am happy to speak further to this funding request at your December 20, 2022 meeting. Thank you.



Adam L. Duchesneau, AICP  
Director of Planning & Community Development  
[DuchesneauA@Sudbury.MA.us](mailto:DuchesneauA@Sudbury.MA.us)

					# Rides Taxi	# unique riders, Taxi	Avg \$/ride Taxi	# Rides Uber	# unique riders, Taxi	Avg \$/ride Uber	# riders using both modes	Running 12 mo Avg, Total	Running 12 mo Avg, Taxi	Running 12 mo Avg, Uber
	TAXI	UBER	TOTAL											
Sep-20	\$2,261.50	\$0.00	\$2,261.50											
Oct-20	\$6,810.30	\$0.00	\$6,810.30											
Nov-20	\$6,119.60	\$0.00	\$6,119.60											
Dec-20	\$11,144.60	\$0.00	\$11,144.60											
Jan-21	\$10,971.50	\$0.00	\$10,971.50											
Feb-21	\$6,218.00	\$73.10	\$6,291.10					4		\$18.28				
Mar-21	\$406.50	\$218.64	\$625.14					14		\$15.62				
Apr-21	\$714.00	\$476.11	\$1,190.11					42		\$11.34				
May-21	\$2,043.00	\$598.13	\$2,641.13	FY22 TOTAL	21		\$97.29	39		\$15.34				
Jun-21	<u>\$5,170.30</u>	<u>\$1,618.72</u>	<u>\$6,789.02</u>	\$54,844.00	79		\$65.45	225		\$7.19				
Jul-21	\$3,724.50	\$2,388.37	\$6,112.87		51		\$73.03	129		\$18.51				
Aug-21	\$4,617.50	\$3,017.75	\$7,635.25		77		\$59.97	135		\$22.35		\$5,716.01	\$5,016.78	
Sep-21	\$5,056.50	\$3,774.34	\$8,830.84		73		\$69.27	171		\$22.07		\$6,263.46	\$5,249.69	
Oct-21	\$5,300.30	\$3,492.27	\$8,792.57		79		\$67.09	154		\$22.68		\$6,428.64	\$5,123.86	
Nov-21	\$4,323.30	\$2,147.85	\$6,471.15		58		\$74.54	103		\$20.85		\$6,457.94	\$4,974.17	
Dec-21	\$5,040.00	\$3,032.66	\$8,072.66		64		\$78.75	151		\$20.08		\$6,201.95	\$4,465.45	
Jan-22	\$4,973.90	\$2,426.53	\$7,400.43		63		\$78.95	130		\$18.67		\$5,904.36	\$3,965.65	\$1,938.71
Feb-22	\$7,755.50	\$2,872.53	\$10,628.03		86		\$90.18	138		\$20.82		\$6,265.77	\$4,093.78	\$2,171.99
Mar-22	\$7,691.30	\$4,590.11	\$12,281.41		102		\$75.40	223		\$20.58		\$7,237.12	\$4,700.84	\$2,536.28
Apr-22	\$6,230.50	\$5,282.77	\$11,513.27		77		\$80.92	249		\$21.22		\$8,097.39	\$5,160.55	\$2,936.84
May-22	\$6,246.10	\$6,185.38	\$12,431.48	FY22 TOTAL	63		\$99.14	259		\$23.88		\$8,913.25	\$5,510.81	\$3,402.44
Jun-22	<u>\$6,277.00</u>	<u>\$4,243.07</u>	<u>\$10,520.07</u>	\$110,690.03	75		\$83.69	193		\$21.98		\$9,224.17	\$5,603.03	\$3,621.14
Jul-22	\$4,549.40	\$4,798.18	\$9,347.58		57	16	\$79.81	245	22	\$19.58	2	\$9,493.73	\$5,671.78	\$3,821.95
Aug-22	\$6,995.95	\$4,578.69	\$11,574.64		98	27	\$71.39	213	30	\$21.50	3	\$9,822.01	\$5,869.98	\$3,952.03
Sep-22	\$8,047.45	\$3,598.24	\$11,645.69		105	35	\$76.64	201	30	\$17.90	5	\$10,056.58	\$6,119.23	\$3,937.36
Oct-22	\$8,576.00	\$3,921.32	\$12,497.32	\$46,277.63 ATM 2022 Funds Remaining	105		\$81.68	220	32	\$17.82		\$10,365.31	\$6,392.20	\$3,973.11
Nov-22	\$8,000.00	\$4,000.00	\$12,000.00									\$10,826.05	\$6,698.59	\$4,127.46
Dec-22	\$8,000.00	\$4,000.00	\$12,000.00									\$11,153.33	\$6,945.26	\$4,208.07
Jan-23	\$8,000.00	\$4,000.00	\$12,000.00	\$87,000.00 MassDev Taxi Grant Antipated								\$11,536.62	\$7,197.43	\$4,339.19
Feb-23	\$8,000.00	\$4,000.00	\$12,000.00									\$11,650.96	\$7,217.81	\$4,433.15
Mar-23	\$8,000.00	\$4,000.00	\$12,000.00									\$11,627.50	\$7,243.53	\$4,383.97
Apr-23	\$8,000.00	\$4,000.00	\$12,000.00									\$11,668.07	\$7,390.99	\$4,277.07
May-23	\$8,000.00	\$4,000.00	\$12,000.00	FY22 TOTAL								\$11,632.11	\$7,537.15	\$4,094.96
Jun-23	\$8,000.00	\$4,000.00	\$12,000.00	\$141,065.23								\$11,755.44	\$7,680.73	\$4,074.70
				-\$1,722.37 ATM 2022 Funds Remaining										
	Projected			\$39,000.00 MassDev Taxi Grant Remaining										
FY2024 Projected Spend			\$144,000.00											
FY2023 Projected funds remaining			\$37,277.63											
FY2024 Required Funding			\$106,722.37	--->\$125,000										

October Uber  
220 rides  
Adults 60+ years, 22%  
Limited financial means, 28%  
Limiting driving ability, 46%  
Veterans, 4%  
32 unique riders  
Average cost /trip \$17.82  
Cost to Sudbury \$3,921 (copay contribution: \$1,898)

**Attachment3.c: Go Sudbury! 11292022SB spend actual and projected (5666 : Transportation update)**

## Technical Assistance for Sudbury Transit: Response From Sudbury

### Background

The Town of Sudbury has expressed interest in having CTPS 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. The town seeks ideas for **proof-of-concept** programs **involving additional communities and regional transit authorities, among others**, to help provide transportation access in areas with limited options beyond the private automobile.

### Objectives

The objective of this project is to **identify proof-of-concept pilot options, taking into account** existing conditions of transit service, population, and employment in the **MAGIC region, focusing first on the town of Sudbury and collaborating towns**, and **determine where there** are unserved or underserved areas where new demand response or shuttle services could provide new or improved transit connections. **Also included in “existing conditions” are the identified systemic issues affecting collaboration: municipal staffing, and RTA and Home Rule policies.**

### Task 1 Identify Proof-of-Concept Issues Relevant to Strategic Goals

As part of this task, CTPS will **review** existing employment hubs within **a selected area (e.g., within MAGIC region)** and the density and demographics of the resident population, primarily using the U.S. Census American Community Survey and Longitudinal Household Dynamics data. **More recent and detailed inputs to the latter data, such as the following available materials, will provide input to this task:**

- **MAGIC livability and 495 Partnership economic data,**
- **Outcomes of current regional transportation pilots: Urgent Taxi/Livery initiatives (two pilots) and Making the Connections (Community Compact initiative).**
- **Individual town needs assessments (e.g., Livable Sudbury, 2019) and surveys relevant to transportation,**
- **Regional transportation survey of towns collaborating in the Making the Connections initiative, conducted by Nelson/Nygaard (2021),**
- **Recent demographic data from town housing production plans and census data, showing aging-in-place and in-migration trends and outcomes,**
- **Stakeholder feedback on transportation challenges (e.g., Public Safety, Boards of Health, social service organizations, etc.).**

**In the first stage,** CTPS will also examine present travel patterns between locations in the town of Sudbury, and to other locations in the service area of the MWRTA and MBTA transit networks. This will include travel by all modes combined—**such as Council on Again and similar modes**—and transit shares of this travel. **Ridership and route data from Sudbury’s taxi and Uber programs will inform the travel pattern data.** Information sources for work journeys

will include the U.S. Census American Community Survey and Longitudinal Household Dynamics data; information for both work journeys and non-work journeys will include passenger counts and passenger surveys for existing MWRTA services, and other information such as taxi ridership data and ridesharing data that Sudbury planners may have available.

Because the taxi and Uber initiatives noted above include regions served by additional transit providers (Lowell RTA and Montachusett RTA), travel patterns affected by the latter RTAs may be part of a next stage of effort.

#### Task 2 Identify Potential New Transportation Services Involving Sudbury and Collaborating Towns

The information collected in Task 1 will show present and potential demand for transit by residents of a designated MAGIC area including Sudbury. In Task 2, CTPS will use this information to formulate potential strategies for serving this demand. Changes could include recommendations for a new town-sponsored fixed-route service, expansion to the existing MWRTA fixed route network, or a new municipally subsidized on-demand service by ride-share companies.

For each suggested strategy, CTPS will utilize peer comparisons to estimate the potential ridership and cost. Staff will also describe potential implementation strategies, such as possible funding sources, types of vehicles, and operator(s).

CTPS will document the results of Tasks 1 and 2 in a technical memorandum and provide suggested follow-on strategy and tasks, such as appropriate sources of funding.





## UBER SURVEY: VERBATIM COMMENTS



NOTE: Survey usable response rate = 48%. Forced choice response satisfaction for very/extremely satisfied included: (1) ease of scheduling (88%), driver (91%), compliance with safety regulations (94%), punctuality (90%), overall satisfaction (88%).

100% of usable responses also include verbatim comments; of these, 57%% are positive (see above Word Cloud). Negative comments include need for more drivers; one-third negative comments referred to copay and/or cap on rides.

# MATERIALS FROM 9/13/22 SB MEETING IN THE FOLLOWING PAGES

## SELECT BOARD SCENARIOS

### Prepared by the Sudbury Transportation Committee

#### Introduction

On 19 October 2021, the Sudbury Transportation Committee presented an update of transportation services to the Select Board. This included a summary of initiatives to date, provided background on transportation in the town and MAGIC region, and concluded with questions about sustaining services beyond current *ad hoc* funding opportunities (e.g., MAPC emergency taxi grant program).

In response, the Select Board requested that the committee provide a business plan for sustainability, to be reviewed in the context of 2023 budget cycle.

We want to make clear that the GoSudbury! programs were designed as pilot initiatives. They are heavily subsidized in order to provide maximum data on as many transportation variables as possible for the most needy riders (e.g., destinations, heavily traveled routes, times of requests). Uber program copays are based primarily on CoA fees that, in turn, are subsidized by the MetroWest Regional Transit Authority (MWRTA). The taxi program, because of the funding agency's (MAPC) goal, is entirely free to riders. The Metropolitan Area Planning Council and MassDevelopment awards require 95% of their total to support taxi, hackney, and livery companies, with no funds going to TNCs.

We understand that rider fees will not support the cost of transportation and that additional funding will be necessary. Thus, the Transportation Committee has already undertaken a number of steps to prepare for the imposition of rider fees, although subsidies will always be available for residents with financial limitations. These steps include:

- Informing all program registrants that fees will be increased (and, in the case of taxis, levied) in the future.
- Designing a brief survey to ascertain the price elasticity of demand, under several fee scenarios based on distance from Sudbury.
- Examining fee structures used in area communities (Weston, Newton, Lexington, etc.) and, where available, what proportion of total costs they cover.
- Assessing contribution from fees to Sudbury transportation options, based on several demand assumptions (reduced, same, increased) and fee structures, in order to identify likely overall costs to the Town and the size of the gap to be covered by outside funding.

#### Purpose

The purpose of this document is to describe three scenarios based on different measures of ride volume and cost, acknowledging the uncertainty of co-payment impacts:



1. LOW: e.g., continuing with current (or reduced) services;
2. MEDIUM: e.g., modest expansion of services (additional target riders, additional destinations); and
3. HIGH: e.g., expanding transportation to meet needs identified by the Livable Sudbury research.

Each scenario includes assumptions relevant to the above measures. However, certain assumptions apply to all scenarios. These include:

- The overarching goal is *mobility as a service*—this means primary emphasis on *coverage* (including social goals, such as equity and environmental stewardship) rather than *patronage* (only numerical size of ridership). Affordable, reliable, accessible options will be a hallmark. To ensure equity, subareas with special needs (e.g., food deserts, employment and shift constraints, etc.) will receive priority.<sup>1</sup>
- Service coverage by a transit authority is economically infeasible. Partnering with these authorities and supplementing with microtransit, as well as regionalizing Council on Aging vehicles, should be part of service design.
- Strong and continuous marketing is required, as is continuous quality improvement processes.
- Although all scenarios should include smartphone app(s), some concierge service must be part of the system, for residents unable to use smartphone/app.
- All scenarios must address environmental concerns, including increase in electric vehicles and *reduction of single-occupancy vehicles (SOV)*.<sup>2</sup> Of course, providing multi-passenger service is contingent on the pandemic situation.

The scenarios are described below. Attachments provide background material and additional detail.

### **Scenario 1 (Low Volume/Cost): Do Nothing, Low Option 1, Low Option 2**

Assumptions specific to Scenario 1 are the following:

- Elimination of the GoSudbury! programs (*do nothing*) will result in hardships for residents who have relied on them for transportation to medical care and work. Elimination will also increase the likelihood of social isolation for residents who cannot drive or who do not have access to cars (or individuals to drive them).
- Low options 1 and 2 presume no change in number of riders, types of destinations, and pricing of contracted services; however, adding fees, capping services, and/or increasing co-payments will alter the use of services.
- Existing Town staff and Transportation Committee volunteers will be able and willing to oversee and manage the services.

Sapienza, DBA; 3.21.22

**Do Nothing.** With a do-nothing approach, it is reasonable to expect that the GoSudbury! Taxi and Uber programs would be discontinued. Keeping skeleton versions may be possible with various grants, but as such would be subject to stopping with little to no notice. Any services provided would have to be managed by Transportation Committee volunteer and staff time, assuming Transportation Committee is extended by the Select Board beyond its current sunset date (Spring 2022).

Transportation options would include only Sudbury Connection Vans and the MWRTA Dial-a-Ride, limited to those aged 60+ or 18+ with a disability verified by a doctor's note. Services provided are summarized below.

Service	Sudbury Connection Van	MWRTA Dial-a-Ride = MWRide
<b>Service Summary</b>	<ul style="list-style-type: none"> <li>· Door to door rides</li> <li>· Weekdays, 8:30 AM to 4:00 PM</li> <li>· Wheelchair accessible</li> </ul>	<ul style="list-style-type: none"> <li>· Door to door rides</li> <li>· T &amp; TH 4:00 PM to 6:30 PM</li> <li>· Wheelchair accessible</li> <li>· MWRTA is MetroWest Regional Transit Authority</li> </ul>
<b>Where do rides go?</b>	· Local & 4 nearby towns: Concord, Wayland, Framingham, Marlborough	Local, Marlborough, Wayland, Framingham, Natick, Southborough, Ashland, Hopkinton, Holliston
<b>How much is the fare?</b>	<ul style="list-style-type: none"> <li>· \$ 1 in town, one-way ride</li> <li>· \$ 2 out of town, one-way ride</li> <li>· Personal Care Assistant (PCA) free</li> </ul> <p>No cash: set up account with MWRTA (<i>see Other Notes, below</i>)</p>	<ul style="list-style-type: none"> <li>· \$ 2 out of town, one-way ride</li> <li>· Personal Care Assistant (PCA) free</li> <li>· No cash: set up account with MWRTA (<i>see Other Notes, below</i>)</li> </ul>
<b>What purposes for rides?</b>	<ul style="list-style-type: none"> <li>· Medical/dental appointments</li> <li>· Grocery shopping</li> <li>· Pharmacy/errands</li> <li>· Social/community events</li> </ul>	<ul style="list-style-type: none"> <li>· Medical/dental appointments</li> <li>· Grocery shopping</li> <li>· Pharmacy &amp; errands</li> <li>· Social/community events</li> </ul>
<b>Who is eligible?</b>	<ul style="list-style-type: none"> <li>· Sudbury resident</li> <li>· 60+ years</li> <li>· 18+ with disability verified by doctor's note</li> </ul>	<ul style="list-style-type: none"> <li>· Sudbury resident</li> <li>· 60+ years</li> <li>· 18+ with disability verified by doctor's note</li> </ul>
<b>Reservation necessary?</b>	Reservations must be made at least 48 business hours in advance of the ride	Reservations must be made at least 48 business hours in advance of the ride

Attachment3.g: MATERIALS FROM 9.13 (5666 : Transportation update)

**Low Option 1: \$50,000/yr.** A low-cost option funded at \$50,000/yr would likely yield significantly limited Taxi and Uber services. Between May through December 2021, the average taxi ride cost was \$68. During 7 months of taxi usage (after one month of startup), the two companies provided an average of 69 rides/month. Annualized, this results in 828 rides at \$68/ride or \$56,304 (assuming no copay). Between February and December 2021, Uber average ride cost was \$18. During 7 months of Uber usage after an earlier beta test, the company provided an average of 153 rides/month. Annualized, this results in 1,836 rides at \$18/ride or \$33,048 cost (assuming no change in rider co-pays). Total cost under these assumptions—no change in number of riders or in copayments where applicable—would be \$89,352.

Hence, at \$50,000/yr funding under the above assumption, the current service would have to be reduced by a little more than half. However, limitations on riders could extend the service. These include capping the numbers of Uber and Taxi rides users could take per month, increasing co-pays for Uber and levying copays for the taxi, or imposing both. Note that providing partially subsidized Uber services without offering at least JFK taxi transport is not an option under ADA, because Uber does not provide wheelchair accessible vehicles.

Like the prior do-nothing option, existing Town staff and Transportation Committee volunteers would be relied on to sustain the program as they do currently.

This option is independent of the Sudbury Connection Van and MWRTA Dial-A-Ride services, as they are funded by the regional transit authority.

**Low Option 2: \$100,000/yr.** Given the extrapolation above, the current service level **might** be possible for \$100,000/yr under the same assumptions. However, it would still be prudent to cap rides and/or increase/levy co-pays to ensure funds do not run out before the year is over. Again, no new dedicated staff would be available to manage this scenario beyond existing Town staff and Transportation Committee volunteers.

This option is also independent of the Sudbury Connection Van and MWRTA Dial-A-Ride services for the same reason.

## **Scenario 2 (Medium Volume/Cost)**

Assumptions specific to Scenario 2 are the following:

- Eligible participants in the Go Sudbury! Program will still be restricted to the following categories:
  - 50 years of age or older
  - 18 years of age or older with a disability that limits driving
  - Active duty military or veteran
  - Resident with financial need
  - Essential worker requiring transportation for work.

- Expanding the purposes for which Program transportation can be used and keeping fares the same (free taxi, heavily subsidized Uber) will have a modest impact on service volume.
- Under Option 1, existing Town staff and Transportation Committee volunteers will be able and willing to oversee and manage the expanded services.
- Under Option 2, ARPA funds are allocated to a part-time staff person, and that is sufficient to oversee and manage expanded services.

**Medium Option 1: \$138,000.** This option expands the purposes of rides for the above residents but keeps co-pays the same for Uber and free fare for taxis (see table below):

Service	Taxi Rides Current	Uber Rides Current	Taxi Rides Proposed	Uber Rides Proposed
<b>Service Summary</b>	<ul style="list-style-type: none"> <li>• Door to door rides</li> <li>• Sunday to Thursday, 5:00 AM to 1:00 AM; Friday and Saturday 5:00 AM to 2:00 AM</li> <li>• Wheelchair accessible, but limited Monday to Friday to early mornings and afternoons</li> </ul>	<ul style="list-style-type: none"> <li>• Door to door rides</li> <li>• 24 hours a day/7 days a week (subject to driver availability)</li> </ul>	<ul style="list-style-type: none"> <li>• Door to door rides</li> <li>• Sunday to Thursday, 5:00 AM to 1:00 AM; Friday and Saturday 5:00 AM to 2:00 AM</li> <li>• Wheelchair accessible, but limited Monday to Friday to early mornings and afternoons</li> </ul>	<ul style="list-style-type: none"> <li>• Door to door rides</li> <li>• 24 hours a day/7 days a week (subject to driver availability)</li> </ul>
<b>Where do rides go?</b>	<ul style="list-style-type: none"> <li>• Within Sudbury and up to 25 miles outside of Sudbury</li> <li>• All rides must begin or end in Sudbury</li> <li>• No access to Logan Airport</li> </ul>	<ul style="list-style-type: none"> <li>• Within Sudbury and up to 25 miles outside of Sudbury</li> <li>• All rides must begin or end in Sudbury</li> <li>• No access to Logan Airport</li> </ul>	<ul style="list-style-type: none"> <li>• Within Sudbury and up to 25 miles outside of Sudbury</li> <li>• All rides must begin or end in Sudbury</li> <li>• No access to Logan Airport</li> </ul>	<ul style="list-style-type: none"> <li>• Within Sudbury and up to 25 miles outside of Sudbury</li> <li>• All rides must begin or end in Sudbury</li> <li>• No access to Logan Airport</li> </ul>
<b>How much is the fare?</b>	<ul style="list-style-type: none"> <li>• Free (currently as part of grant stipulation)</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 1 within Sudbury</li> <li>• \$ 2 to/from neighboring towns</li> <li>• \$ 10 to/from location up to 25 miles outside Sudbury</li> </ul>	<ul style="list-style-type: none"> <li>• Free (currently as part of grant stipulation)</li> <li>Co-pays are likely to be added</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 1 within Sudbury</li> <li>• \$ 2 to/from neighboring towns</li> <li>• \$ 10 to/from location up to 25 miles outside Sudbury</li> </ul>

<b>What purposes for rides?</b>	<ul style="list-style-type: none"> <li>• Non-urgent healthcare appointments only</li> </ul>	<ul style="list-style-type: none"> <li>• Non-urgent healthcare appointments</li> <li>• Work</li> <li>• Shopping</li> <li>• Get to community resources</li> </ul>	<ul style="list-style-type: none"> <li>• Non-urgent healthcare appointments</li> <li>• Work</li> <li>• Shopping</li> <li>• Get to community resources</li> </ul>	<ul style="list-style-type: none"> <li>• Any purpose</li> </ul>
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Within the last 12 months, the Go Sudbury! Program expended over \$78,000 providing taxi and Uber rides. This amount includes a pause on taxi rides in March and April of 2021, and only 10 months of Uber rides since that portion of the program got underway. Over the last six months, the program has expended over \$45,000 with an average of \$7,569 in expenditures each month. This is a more accurate reflection of the per month charges for the Go Sudbury! Program in its current state, which extrapolates to almost \$91,000 in expenditures for rides over a 12-month period. On top of this, the yearly fee for dispatching taxi rides by CrossTown Connect is \$4,950. This brings the approximate total yearly cost to operate the Go Sudbury! Program at its current service level to \$96,000.

In the proposed increased service level, options for taxi rides would expand from only non-urgent healthcare appointments to allowing work, shopping, and community resource trips as well. Additionally, the types of permissible Uber rides would be expanded to allow rides for any purpose to eligible Go Sudbury! Program participants.

This proposed broadening of permissible types of taxi and Uber rides will likely increase the number of overall rides by at least 33% due to the following. First, by broadening the permissible types of Uber rides, there will be instances where program participants will take rides for purposes beyond minimal services. This might include rides to educational classes for themselves or family members, child care drop off/pickup, or even an occasional recreational activity. Second, pickup times for taxi rides can be scheduled in advance, while Uber rides (“on-demand”) cannot. As such, program participants may find taxi service easier to coordinate with their schedules. By expanding the types of permissible taxi rides, the fact that taxi rides are completely free of charge under the Go Sudbury! Program, and the probability that participants who may have been taking other forms of transportation to some of these destinations would now use a taxi ride instead, the number of taxi rides would increase an estimated 33% under this proposed scenario. Estimated total annual cost for rides would be \$127,680.

No new dedicated staff would be added to manage this option; however, due to the increased number of rides, this would likely raise the CrossTown Connect dispatching fee one level which would cost an additional \$5,000 per year (approximately \$10,000 in total). Existing Town staff and Transportation Committee volunteers might be able to sustain other aspects of the program as they do currently for a lower volume.

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Based on the above assumption—*only* a 33% increase in ride volume and no increase in staff to manage the programs—the cost per year of this increased level of service would be \$138,000.

This proposed scenario is independent of the Sudbury Connection Van and MWRTA Dial-A-Ride services, as they are managed outside of the Go Sudbury! Taxi and Uber Rides programs.

### **Medium Option 2: \$188,000**

Medium Option 2 assumes one year of ARPA funding (\$50,000) for a part-time Transportation Coordinator, in addition to the cost of expanded services identified in Medium Option 1 (\$138,000).

One segment of the October 2021 presentation by the Transportation Committee to the Select Board described transportation responsibilities. As discussed above, these are currently handled by several Town staff as well as volunteers on the Transportation Committee, with the addition of a paid dispatch service for taxis provided by TransAction Associates (available to Sudbury as member of the TMA, CrossTown Connect). Attachment 3 provides some of these examples.

Given any increase in transportation services, additional part-time staff will be required. Most of the area municipalities with which Sudbury might be compared employ such staff. Thus, in November 2021, the Transportation Committee requested \$150,000 in ARPA funds for transition support of a part-time Transportation Coordinator for 3 years: “A point person to oversee transportation services, and to identify, apply for and manage grant funds to expand services. This person would also be Sudbury’s representative to regional meetings on transportation.” Full details can be found in the formal ARPA request letter to the Town Manager.

### **Scenario 3 (High Volume/Cost): Addressing Livable Sudbury Needs**

Scenario 3 addresses three priority needs from the Livable Sudbury report. Attachment 1 provides background on the Livable Sudbury research, and Attachment 2 shows results of a question about transportation from the research. The priority needs are as follows:

- (1) Special populations (seniors, people with disabilities, veterans, financially vulnerable): reliable, efficient, and attractive on-demand, door-to-door service both within Sudbury and to specific destinations, with subsidies for those meeting affordability criteria;
- (2) Commuters: reduction in single-occupancy vehicle traffic in and through Sudbury by means of reliable, efficient, and attractive multi-passenger commuter connections to public transit links;
- (3) All residents (including children/youth, age TBD): reliable, efficient, and attractive multi-passenger options within Sudbury, to specific destinations, including evenings and weekends.

In addition to assumptions relevant to all scenarios, the following are particular to Scenario 3.



- **Scale.** Given the comparatively small size of Sudbury, provision of transportation services that are affordable implies scale economies achieved by (a) collaboration of multiple towns, (b) regionalization of some common services (e.g., CoA vans), and (c) software appropriate to the desired system (reliable, efficient, attractive). Fortunately, examples of these are readily available.
- **Multiple service providers.** Meeting the three priority needs described above will entail state (e.g., MBTA), regional transit authorities, transportation management, and microtransit providers. From an environmental perspective, partnerships with bike- and car-share companies (as well as incentives for pooled trips and electric vehicles<sup>3</sup>) should also be considered.
- **Smart applications for riders and providers.** The more complex a system, the greater the efficiencies gained by decentralized software allowing real-time coordination among providers and riders. Again, examples are readily available.
- **Sustainability.** Even with scale economies, rider fees will fund only a small portion of the cost of the desired system. Funds from collaborating towns, transit authorities, and grants, along with intelligent negotiation of rates with microtransit providers, and rider co-pays/fares must sustain the system. Examples are readily available.

### Elements of System Design

*Caveat:* Because of the scale and inherent complexity of this scenario, the total cost is likely to be around \$1M per year. The table below shows estimated cost for each participating community on a population pro rata basis:

<i>Town</i>	<i>Population Est.</i>	<i>Percentage Total</i>	<i>Pro Rata Cost</i>
<i>Sudbury</i>	<i>19,000</i>	<i>22%</i>	<i>\$220,000</i>
<i>Acton</i>	<i>24,000</i>	<i>28%</i>	<i>\$280,000</i>
<i>Concord</i>	<i>18,500</i>	<i>21%</i>	<i>\$210,000</i>
<i>Lincoln</i>	<i>7,000</i>	<i>8%</i>	<i>\$80,000</i>
<i>Maynard</i>	<i>11,000</i>	<i>13%</i>	<i>\$130,000</i>
<i>Stow</i>	<i>7,200</i>	<i>8%</i>	<i>\$80,000</i>
	<i>86,700</i>	<i>100%</i>	<i>\$1,000,000</i>

*Note that the likely cost of this option for Sudbury is only about \$30,000 more than Medium Option 2. The reason for the small increment is, of course, economies of scale: multiple towns serve as a more powerful buyer; involvement of regional transit authorities provides additional services at minimal cost; and centralized management (possibly through the vendor contracted to supply microtransit services) relieves financial pressure on participating municipalities.*

*The total of \$1M is based on Newton's recent annual operating cost. A brief summary of the evolution of Newton's transportation system is provided later in this discussion, because it is the*

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*basis for the Committee's proposal here. In addition, planning and system design for this scenario will require professional consultant input.*

Currently, in the Making the Connections initiative, five towns in the MAGIC region are collaborating: Sudbury (lead), Acton, Concord, Maynard, and Stow. If we add Lincoln to this group, we have a total population of about 85,000 people (Newton's is 89,000), as well as:

- Four commuter rail stations (Fitchburg line to North Station) in three towns (Acton, Concord [two], and Lincoln) and close proximity of Sudbury to the Framingham-Worcester to South Station rail. Stow is about the same distance to Acton and Framingham commuter rail stations.
- The CrossTown Connect shuttle system for Maynard and Acton (vehicles are CoA vans), with service to South Acton commuter rail.
- The MWRTA bus service in Wellesley and Newton, providing connections to the MBTA. Connecting transit to that service is possible from Marlborough and Framingham.
- Potential for regionalizing all CoA vans in the collaboration.

Challenges, of course, are the rural nature of these communities and the very large geographic area they represent—about six times the size of Newton for about the same population.<sup>4</sup> For this reason, the following types of transportation will be required: public transportation (including regional transit authority and Council on Aging vehicles) and private microtransit in the form of taxis, livery, TNCs, and firms providing vehicles, such as Via.<sup>5</sup>

Types of routing in a system such as this could involve:

- *Spoke to hub* (pick up at residences and drop off at transit authority hub for further service; e.g., to bike share, car share, commuter rail)
- *Shuttle* (from designated parking lots to specific destinations, including work sites as well as transit hubs)
- *Predictable on-demand* (non-commute multi-passenger service to shared destinations, such as library, bank, etc.)
- *Loop* (similar to shuttle; short, fixed route, multi-passenger vehicles traveling high-use corridors)
- *Unexpected on-demand* (for single-passenger service to meet unexpected needs that cannot be provided by the above).

For a scenario of this complexity, only the following matrix of potential sources and uses of funds is provided (estimated costs for each would be required, once a potential design is agreed upon):



Source of Funds	Examples	Use of Funds
Collaborating communities	Sudbury, Stow, Maynard, Acton, Concord, Lincoln	Tax levy assigned to subsidies for resident transportation services
Regional Transit Authorities <sup>6</sup>	MWRTA, LRTA, MART	Vehicles and drivers, operating costs, etc., for fixed route and “loop” services
State Transit Authority	MBTA	Public mass transit hubs (commuter rail, etc.) and paratransit within area (RIDE)
Transportation Management Association	CrossTown Connect	Regionalizing CoA vans for commute and other services
Federal grants	ARPA, US DOT, etc.	Transit authority support for above uses, including smart software
State grants	MPO, Community Transit, CCC, etc.	Community support (pilots, subsidies, etc.), including smart software
System software	Spare Labs, TransLoc, Uber, etc.	Route optimizing and rider matching system software (app based)
Demonstration grant agencies	RW Johnson, Ford, etc.	Targeted transportation pilots (health care, reducing social isolation, developing workforce, smartphone education, etc.)
Rider co-pays	Geofence co-pays within and beyond communities; targeted destinations, etc.	Partial support for services
Donations, gift vouchers, etc.	Community residents	Partial support for individuals and/or services

Attachment 4 contains information on Marin County’s transportation services and illustrates the elements likely to be included in this scenario’s proposed design.<sup>7</sup> Because it is relevant to the above proposal, Newton’s transportation system is summarized below:

#### **Newton Example: *NewMo***

Newton’s current system has evolved in three stages:

**Stage 1, 2010-2019.** Initially, Newton provided subsidized taxi service for seniors, for medical, social, and shopping purposes. This averaged 25,000 trips/year:

Sapienza, DBA; 3.21.22

- Pre-COVID Trips 400+/week
- Shared trips 30%
- ETA 14 min
- On time 82%
- Phone booking 80%

**Stage 2, 2019-2021 (*NewMo for seniors*).** An RFP was announced in 2018 by Newton for a microtransit initiative serving senior residents. After reviewing the proposals, the city chose Via and announced the decision:<sup>8</sup>

...The city of 89,000 signed a three-year contract with New York transportation company Via, which provides four Mercedes-Benz Metris vans sporting the NewMo logo. The vans hold up to six passengers, and one vehicle is wheelchair accessible. The service runs on weekdays, 8 a.m. to 5 p.m., and from 9 a.m. to noon on weekends.

In this first year [2019], the city will pay Via \$489,000 to run the service, with \$350,000 coming from the city's senior services budget [70%], \$25,000 from a Community Compact grant, \$25,000 from a formula grant for councils on aging [10%] and the remainder from rider fares [\$89K, <20%]. Freedman [Director of Transportation Planning] has also applied for a community transit grant from the Massachusetts Department of Transportation.

Jayne Colino, Newton's senior services director, said that 40 percent of Newton's households now have a person over 60 years of age. The city's previous taxi-voucher system had suffered as the taxi industry struggled to compete against the ride-share companies, she said. 'We knew that we had to take a new approach because the traditional providers were not there in the way that we needed them to be,' Colino said.... Under a former taxi-voucher system, the city provided 25,000 trips a year. In NewMo's first three weeks, 401 seniors had signed up, with 804 trips made.

*NewMo for seniors*, as described above, provided subsidized (\$0.50-\$5 fare) services to select Newton and outside Newton locations.

**Stage 3, Fall 2021 - present (*NewMo for everyone*).** Based on their experience with NewMo for seniors, and aligned with their strategic plan for transportation, the city expanded to a sponsored ridesharing service for all residents. This service is smartphone-enabled, allowing riders to book rides "straight from your phone, get picked up in minutes, and travel anywhere in Newton without needing a car."

The most recent data for the above service (NewMo for seniors operates separately) are:

- Microtransit
- Service area –everywhere Newton+

Sapienza, DBA; 3.21.22

- 7 vehicles
- M-F 7:00 AM -6 PM
- \$2/trip
- Corner-to-corner
- High ridership ~ 175 trips per weekday
- Preschedule any medical appointment.

Since inception of this latest expansion, the following types of rides have been provided: 43% to/from jobs or school, 30% to/from transit, and 28% trips to school. More than one-third of riders are receiving public assistance. It should also be noted that Uber has been used as a safety-net provider.

Annualized costs and sources of funding for both programs, seniors, and all residents, are as follows:

- ~ \$980,000 annual operations fee
- \$58.11 per vehicle-service hour

#### FY 22 Funding Sources

- CTGP (MassDOT Community Transit Grant Program, senior service) ~\$125,000
- Workforce Transportation \$175,000
- MPO Community Connections \$240,000
- UMass @ Mt Ida \$60,000
- Dept of Senior Services \$275,000
- Developer.

More information is available on the city website: <https://www.newtonma.gov/government/seniors/transportation>

### Attachment 1: The Livable Sudbury Needs Assessment

Transportation is the second of eight domains of community attributes that the World Health Organization characterized as vital to population health and quality of life: physical, social, economic, psychological, etc. During 2018, researchers from UMass Boston's John W. McCormack Graduate School of Policy and Global Studies conducted an assessment of the livability of Sudbury. The final report published in 2019 noted:

...In this study, transportation issues relating to driving barriers, traffic, walkability, and overall satisfaction with available transit options emerged as significant issues.... Expanding transportation options for specific segments of the community, such as supported options for those with mobility limitations, was also desirable.

Results from the research showed the following:

- **Transportation is identified as crucial by a wide range of stakeholders:**
  - Families with children under 18 years
  - Residents age 60+
  - Residents of all ages with a participation limitation
  - Residents of all ages who are not financially secure.
- **The range of specific transportation needs identified implies a variety of options to meet them**
  - After-school transportation for children and youth (fixed route, vans)
  - Transportation to medical appointments, social service appointments, respite opportunities such as adult day care, etc. (scheduled and on-demand)
  - Transportation to shopping, appointments, evening, and weekend services, meetings, and socialization opportunities (shuttles, vans, etc.)
  - Affordable transportation to employment venues, childcare facilities, commuter rail, MBTA routes, as well as services similar to the preceding.
- **A number of the transportation options must be both affordable and accessible**
  - 42% of residents with a participation limitation reported they “had missed, canceled, or rescheduled a medical appointment due to lack of transportation.”
  - More than a third of residents who are not financially secure are not satisfied with their “ability to get where they want to go.”
  - Nearly half of residents 60+ are not satisfied with their “ability to get where they want to go.”
- **Transportation gaps affect all livable domains, reducing the overall “livability” and long-term attractiveness of the town**
  - Lack of transportation limits *social participation*
  - Lack of transportation affects overall well-being (*domain of community and health services*)
  - Lack of transportation affects *housing* options and limits access to *outdoor spaces*

Sapienza, DBA; 3.21.22

- Lack of transportation limits *civic participation and employment*
- Lack of transportation can result in segments of the town population “not feeling welcomed” (*respect and social inclusion*).

**Attachment 2: Details on Transportation From the Needs Assessment****Table 4.** “Which of the following would you use for trips in Sudbury or surrounding communities, if they were available?”

Groups reporting lower interest	Type of transportation	Groups reporting higher interest
	Ride-sharing: 50%	Not financially secure (41%) With a participation limitation (32%)
Age 60+ (1%) With a participation limitation (11%)	Afterschool transportation: 35%	With children under 18 at home (61%)
With children under 18 at home (26%)	Fixed-route, fixed-schedule local bus: 31%	Not financially secure (43%) With a participation limitation (47%)
With children under 18 at home (18%)	On-demand local bus/van: 25%	Age 60+ (38%) Not financially secure (31%) With a participation limitation (63%)
	Taxi service: 20%	With a participation limitation (26%)
With children under 18 at home (6%)	Transportation to medical appointments: 14%	Age 60+ (33%) Not financially secure (33%) With a participation limitation (58%)

Attachment3.g: MATERIALS FROM 9.13 (5666 : Transportation update)

### **Attachment 3: Examples of Transportation Staff Responsibilities**

#### General Fundraising:

- Grant, foundation proposal writing
- Oversight of grants (tactical and financial performance)
- Relationships/communications with vendors, grant providers, other collaborating towns
- Data gathering and reporting on services provided

#### Coordination:

- Day to day work with participants in the program
- Technical assistance with registration, application, use of service (CrossTown Connect, taxi dispatch, Uber smartphone app)
- Education of users about all transportation options
- Referral to Tech help, volunteers
- Troubleshooting issues

#### Current Grant Responsibilities

- Regional meetings organized by Sudbury as lead of 6 towns
- Communication with other town leadership/planning
- Implementation of RFP for consultants, etc.
- Communication with Program Manager consulting firm
- Reporting to town and other entities on services provided
- Taxi company relations
- Creation of online application and database
- Management of online database
- Client relations and tech assistance
- Uber contract management
- Creation of online application and database
- Management of online database
- Client relations and tech assistance
- Uber user contact re: technical assistance, trouble shooting, access for visual or other impairment issues
- Education about transportation options

#### Attachment 4: Marin County, CA, Illustration

<https://www.tam.ca.gov/overview/>

“The Transportation Authority of Marin (TAM) plays a major role in improving the quality of life for Marin County residents and developing and maintaining the economic viability of our local region by funding transportation projects and programs that improve mobility, reduce congestion, and provide a transportation system with more options for those living, working, visiting and traveling in Marin County.

Thanks to Marin County voter support of transportation funding, we have two revenue sources that are dedicated to transportation projects and programs in Marin County. TAM administers the expenditure plans for Measure A, the ½ cent sales tax measure passed in 2004, renewed as Measure AA in 2018, and Measure B, the \$10 Vehicle Registration Fee passed in 2010. TAM also serves as Marin’s Congestion Management Agency and is responsible for coordinating funding for many of the transportation projects and programs in the County.

Marin Transit and TAM partner with Uber to launch integrated on-demand Connect2Transit Program: TAM, Marin Transit and Uber launched a new program, Connect2Transit, the next phase of TAM’s first/last mile program and the expansion of Marin Transit Connect, Marin Transit’s fully accessible, on-demand service. Beginning July 1, 2020, people in Marin County will have access to a range of new on-demand services. Uber users will now see shared ride transit options and will have access to vouchers for up-to \$5 off shared-ride trips to and from Sonoma Marin Area Rail Transit (SMART) stations in Marin County, major bus stops, and the Larkspur Ferry Terminal.

The program is designed to support transit ridership and encourage shared mobility options that reduce congestion and pollution. UberPool is an affordable option that matches passengers taking a similar route. The technology provides an effective, real-time way to encourage and enable carpooling for first and last-mile access to trips to and from Sonoma Marin Area Rail Transit (SMART) stations in Marin County, major bus stops, and the Larkspur Ferry Terminal.”

**CONNECT2TRANSIT FAQs** <https://connect2transit.com/faq>

“Simple! Just download the Uber app on your smartphone and use this voucher link. You’ll unlock discounts for shared rides to and from select high-ridership bus, rail, and ferry terminals in Marin County. Sign into your existing Uber account or download and create an Uber account.

You will be prompted to “Accept voucher.” After accepting the voucher, you will be able to enter a destination. If the trip is covered by the voucher, the discount will appear above the “confirm” button. In addition, when older adult riders or individuals with disabilities qualify for Marin Access services, they receive additional discounts on rides booked in the Uber app.



**What is Marin Connect?** Marin Connect is an accessible, on-demand microtransit service provided by Marin Transit. Rides can be booked directly through the Uber app.

Marin Connect started its initial pilot service in 2018 and has continued to grow and change since. Previously, Marin Connect could only be found in the Marin Connect app. Now, Uber has partnered with Marin Transit to bring Marin Connect into the Uber app.

**What types of rides are eligible with Marin Connect?** Marin Connect is an accessible van ride, operated by Marin Transit and open to the general public. Riders can take Marin Connect rides for trips that start and end within the Marin Connect zone. All vans are accessible and can accommodate riders with mobility devices such as wheelchairs. Each van can also carry up to two bikes!

**How can I book a ride on Marin Connect?** As long as you are in the service area and requesting between 6:00 am to 7:00 pm (Monday - Friday), Marin Connect will be available in the carousel of options seen in addition to offerings from Uber. This service is available for all members of the public but offers additional discounts for older adults and those with disabilities that qualify for Marin Transit's Marin Access services. Rides booked in the Uber app for Marin Connect are completely on-demand; there is no prescheduling. Riders that cannot book in the app, can call (415) 454-0902 to speak to a Travel Navigator to learn about the program, register for Marin Access, or schedule a ride over the phone. Rides booked over the phone can be prescheduled and require cash payment on-board.

**What will I see once I select Marin Connect?** Once Marin Connect is selected, you will see a 5-minute countdown clock in order to look for other riders who may be traveling the same direction. You will receive confirmation once you are matched with a Marin Connect vehicle and driver. Please make sure notifications for the Uber app are enabled in the settings on your phone to receive updates.

**Who operates the Marin Connect vehicles?** Marin Connect services are provided by Marin Transit and operated under contract by Marin Senior Coordinating Council (Whistlestop Wheels). Operators are well trained and monitored by the local transit district. Vehicles used in operation are accessible, Ford Transit vans owned by Marin Transit and maintained by Whistlestop.

**How much does a Marin Connect ride cost?** A Marin Connect ride is priced based a per mile cost and the distance of the trip for the general public. For riders who are part of the Marin Access program, run by Marin Transit, rides cost \$3.00 per trip. Adding an additional rider to your trip costs another \$1.00. You can see the estimated price of your trip in the app before you request a pickup.

**What vehicles are available with Marin Connect?** All vehicles operated under the Marin Connect service are Ford Transit passenger vans. Each van can accommodate 5 passengers plus 1

wheelchair and up to two bikes. Since vans look similar, colors are used to differentiate rides for pickups at high traffic locations. The app will tell you the color of the van after booking your ride.

**How much of a discount is offered, and which rides are eligible for the discount?** For eligible trips, riders pay the first \$4.00, and TAM covers the next \$5 on Marin Connect, UberPool, or Uber WAV trips. UberX service is eligible for discounts where UberPool is unavailable.

**Are discounts available for riders with disabilities or older adults?** Yes, riders who are eligible for [Marin Access](#) services receive a discounted fare (\$3.00) on all Marin Connect trips. To activate this discount or apply for Marin Access services, call a Marin Access Travel Navigator at (415) 454-0902.

**Are monthly passes available?** The initial launch of the program will not include a monthly pass option. Options are currently being explored to implement this at a later date.

**Does my employer cover the cost of my trip?** TAM has partnered with the County of Marin and Kaiser Permanente to provide additional discounts for employees who use transit to travel to work. For employees or employers who would like to set up a similar partnership, please [contact TAM](#).”

<sup>1</sup> Based on input from Metropolitan Area Planning Council (MAPC), 2.11.22.

<sup>2</sup> Boston Region Metropolitan Planning Organization noted: “There is a ... direct relationship between policies that manage parking supply and policies that manage vehicle trip generation [i.e., parking availability increases SOV use].” Other incentives may be necessary to increase use of pooled ride services.

<sup>33</sup> MAPC, 2.11.22.

<sup>4</sup> Newton also has a larger industrial/retail tax base than the collaborating towns. However, partnerships are still possible from business, health care/social service, and educational organizations in the collaboration.

<sup>5</sup> MAPC, 2.11.22.

<sup>6</sup> These collaborating towns face a complex “transportation authority” challenge—there are at least three regional and one state transportation authorities that will need to collaborate as well. CrossTown Connect, a transportation management association, was established to facilitate cross-authority designs for regional transportation systems.

<sup>7</sup> MAPC, 2.11.22..

<sup>8</sup> <https://www.mma.org/newton-launches-on-demand-subsidized-ride-service-for-seniors/>



## GoSudbury! *Transportation Programs*

Update to Select Board, 13 September  
2022

1



## Agenda

- Review of last update (4/5/2022)
- Since last update
- Recommendation
- Stakeholder review
- Ties to Sudbury Master Plan
- Five year+ vision
- Conclusion / Next Steps

2

## Review of last update (4/5/2022)

The Sudbury Transportation Committee was created by the Select Board to address a key feature of livable communities: transportation. A livable community is defined as

*...one that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. ... Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages.*

<http://www.aarp.org/livable-communities/net-work-agefriendly-communities/info-2014/an-introduction.html>

3

## Review of last update (4/5/2022)

- **Focus was on the GoSudbury! “what”**
- **Product of Livable Sudbury Assessment**
- **Request was for:**
  - Recommendation from high/medium/low options
  - Commitment level from other towns for regionalized approach
  - Picture of grants landscape
- **Today’s focus more on the “who”, “why”, “how” and “when”**

4

## Since last update

- **Article 14 at TM2022 passed nearly unanimously**
- **# rides provided April 2022 – August 2022**
  - Uber: 1,159 (avg cost \$19)
  - Taxi: 370 (avg cost **\$76**)
- **Changes made to program**
  - Increased Uber co-pay modestly
  - # rides/month capped per user of Uber and taxi

5

## Since last update

- **Engaged Annex Transit in effort to increase WAV (wheelchair accessible vehicles)**
- **Brand and logo established for nearly half of MAGIC region**
  - Sudbury, Acton, Bolton, Concord, Maynard, Stow
  - via Community Compact pilot: Making the Connections

GO  SUDBURYGO  CONCORDGO  ACTONGO  STOWGO  BOLTON

6

## Grant Landscape

- **Making The Connections**
  - Full report due to state EOY2022
- **MassDevelopment**
  - Regional application (4 towns)
  - Continuation of MAPC taxi grant
- **MPO technical assistance application**
  - Possibility for grant dollars as well
- **Sudbury Foundation**
  - Application sent March 2022, request was to resend in next funding round

7

## Commitment Level of other towns

- **Strong appetite to proceed, but Sudbury has a three year “head start”**
- **Challenges:**
  - Home Rule
  - Sudbury “playbook” not easily transferable because of head start
  - Town staffing capacity
- **Accomplishments**
  - Brand and logo accepted across towns (GOTown)
  - Consultant-run multi-town survey shows needs
  - Staff of multiple towns actively participate in bimonthly meetings
  - Sudbury example widely acknowledged (MAPC focus group, MPO proposal, MassDOT connections, etc.)

8

### Recommendation

- **Scenario 3 – regionalized option**
- **Ramp up of 5+ years**
- **Continue with GoSudbury! current level of service and augment**
- **Proof of concept initiatives, medium & long-term initiatives**
- **Transition to program features as warranted**

9

### Stakeholder Review (the “who” for Sudbury)

The diagram illustrates the stakeholders involved in the GoSudbury! program. At the center is a purple oval labeled "GO SUDBURY!". Surrounding it are several other ovals, each representing a stakeholder group. Double-headed arrows connect "GO SUDBURY!" to each of these groups, indicating a two-way relationship. The groups are: "PERSON NEEDING RIDE" (top, blue), "PROVIDERS OF RIDE SERVICES" (bottom, red), "SUDBURY VOTERS AND TAXPAYERS" (top right, purple), "SUDBURY DEPARTMENTS AND COMMITTEES" (middle right, purple), "NEIGHBORING TOWNS IN REGION" (bottom right, purple), "LEGISLATORS" (bottom left, green), and "ORGANIZATIONS WITH FUNDS AND TECHNICAL ASSISTANCE" (top left, green). A green arrow points from the "ORGANIZATIONS WITH FUNDS AND TECHNICAL ASSISTANCE" oval to the "GO SUDBURY!" oval.

10

## Ties to Sudbury Master Plan (the “why”)

- **Master Plan Action Matrix**

<https://sudbury.ma.us/planning/wp-content/uploads/sites/328/2021/10/Action-Plan.pdf?version=bb570f61cd5a9e6ca4ffa9cbe705a6e9>

- **Direct** ties to multiple action items (and indirect to many more)

- ROUTE 20 CORRIDOR **A7, B1, B4**
- TRANSPORTATION AND CONNECTIVITY **A2, A3, E1, E4, E5, E6**
- TOWN FACILITIES SERVICES, INFRASTRUCTURE **A1, D5**
- RESILIENCY **C3**
- PUBLIC HEALTH AND SOCIAL WELL BEING **D1, D2**

11

## Five Year+ Vision (the “how” and “when”)

Type of Initiative	FY22-3	FY23-4
Services Provided	GoSudbury! Uber and Taxi (current)	GoSudbury! Connecting (to RTA/MBTA)
Proof of concept	<ul style="list-style-type: none"> <li>• In-town short fixed routes</li> <li>• Destination fixed routes</li> <li>• Microtransit spoke-to-(few) hubs</li> </ul>	<ul style="list-style-type: none"> <li>• In-town short fixed routes</li> <li>• Destination fixed routes</li> <li>• In-town fixed routes to RTA connections</li> <li>• Microtransit spoke-to-(multiple) hubs</li> </ul>
Medium-term		<ul style="list-style-type: none"> <li>• Incorporation of (few) employer transit partners</li> <li>• Incorporation of (few) social service org. partners</li> </ul>
Long-term		<ul style="list-style-type: none"> <li>• In-town and destination fixed routes to RTA, MBTA, commuter rail connections</li> <li>• Microtransit spoke-to-fixed route hubs to RTA, MBTA, commuter rail connections</li> </ul>
Resource's req'd for Sudbury	n/a	Level funding from FY23; \$100,000
Engage with:	Planning Board/Dept-Master Plan MWRTA - CatchConnect? Partner towns	DEI, Energy (MPO "Destination 2040 Vision, Goals, and Objectives"), partner towns
Help Needed (e.g. legislators)	MPO/CTPS Tech Assistance (feedback due Oct 1)	State MPO / State DOT Select Board / Town Manager State Legislators
Challenges	Sudbury "head start" over other towns, CTC role, municipal home rule issues, MWRTA change in leadership, cross-RTA travel, town staffing challenges	Municipal home rule issues, RTA collaboration, town staffing challenges

12



### Five Year+ Vision (the “how” and “when”)

Type of Initiative	FY24-5	FY25-6
Services Provided	GoSudbury! Connecting (to RTA/MBTA)	GoMAGIC! (similar services with regionalization across MAGIC Communities)
Proof of concept	<ul style="list-style-type: none"> <li>• Throughtown fixed routes</li> <li>• Throughtown microtransit spoke-to-hubs</li> <li>• Workforce development routes (transit for employees)</li> </ul>	<ul style="list-style-type: none"> <li>• Throughtowns fixed routes</li> <li>• Throughtowns microtransit spoke-to-hubs</li> <li>• Workforce development routes include day (child, adult) care</li> </ul>
Medium-term	<ul style="list-style-type: none"> <li>• Incorporation of (multiple) employer transit partners</li> <li>• Incorporation of (multiple) social service org. partners</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation system infrastructure determined</li> </ul>
Long-term	<ul style="list-style-type: none"> <li>• Regional workforce development transportation system ID'd</li> <li>• Multiple employer/social service org. incorporated in system planning, design</li> </ul>	<ul style="list-style-type: none"> <li>• Regional workforce development transportation system designed, planned, spec'd</li> <li>• Multiple employer/social service org. partner with transit providers</li> </ul>
Resource's req'd for Sudbury	\$150,000 (FY23 NPV) + Addition of part time staff	\$175,000 (FY23 NPV) + Additional services
Engage with:	RTAs, Commercial/Healthcare partners, partner towns	RTAs, Commercial/Healthcare partners
Help Needed (e.g. legislators)	State MPO / State DOT Select Board State Legislators	State DOT Federal (FTA)
Challenges	Municipal home rule issues, partner town staffing challenges	

13

### Five Year+ Vision (the “how” and “when”)

Type of Initiative	FY26-7 and beyond	
Services Provided	GoMAGIC! (similar services with regionalization across MAGIC Communities)	
Proof of concept	<ul style="list-style-type: none"> <li>• Regional fixed routes</li> <li>• Regional micro-transit spoke-to-hubs</li> <li>• Workforce development routes include day (child, adult) care, education, training, etc.</li> </ul>	
Medium-term	<ul style="list-style-type: none"> <li>• Transportation system infrastructure designed, planned, spec'd</li> </ul>	
Long-term	<ul style="list-style-type: none"> <li>• Portions of region pilot system and follow plan, do, study, act (CQI process)</li> </ul>	
Resource's req'd for Sudbury	\$220,000 (FY23 NPV) + Additional services	
Engage with:	TBD	
Help Needed (e.g. legislators)	State DOT Federal (FTA)	
Challenges	TBD	

14

## Conclusion / Next Steps

- Request level funding for FY23/24  
i.e. \$100,000
- Feedback from Select Board to  
Transportation Committee to  
proceed and attempt to grow  
program (?)

15

## Appendix

16

## Stakeholder Review (more who's who)

### **MAPC: Metropolitan Area Planning Council**

- A state regional planning agency
- Its transportation department promotes sustainable transportation & infrastructure
- Boston region MAPC has 101 muni's including Sudbury
- Sudbury's **MAPC** sub-region of 13 towns is Minuteman Advisory Group on Interlocal Collaboration - MAGIC

### **MPO: Metropolitan Planning Organization**

- Federally required
- Transportation policy-making
- Boston region MPO has 97 muni's, including Sudbury
- 22 MPO's work with MassDOT under Executive Office of Transportation
- Similar boundaries as Regional Transit Authority areas

17

## Stakeholder Review (more who's who)

### **MassDOT Rail and Transit Division**

- Oversees 15 MA Regional Transit Authorities (RTAs) and commuter rail
- Works with Massachusetts Bay **Transportation** Authority – MBTA
- Created RTA Council to share info on best practices, etc.
- Runs Community Transit Grant Program

### **MWRTA: MetroWest Regional Transit Authority**

- Serves 32-town, I-495/MetroWest corridor including Sudbury
- Funds from federal and state agencies, local assessments and fare box recovery
- RTAs are in both state and federal organizational and funding structures

18

## GoSudbury! Narrative Use Cases

- The goal of the 5-year Go Sudbury! plan is to create a regional GoSudbury program for Sudbury and collaborating towns' eligible residents who need transportation. Eligible residents will be able to register for a program that provides varied transportation options to an expanded geographic area with extended operating hours. Transportation will be available for the many needs we all have, including transportation to medical, social, educational, work, civic and other purposes. Destinations will include local, regional and extended locations. And, our goal is to connect to commuter rail, MBTA, and regional transit authority services.
- The regional collaboration will offer more convenient, on-demand, transportation options for residents in the participating towns. Towns will have a financial commitment to support the program and will benefit from the cost savings of a larger service area and more central coordination. The plan is to ensure that transportation companies utilized for the service will be able to scale up staff and vehicles to more efficiently meet the needs of a larger area.
- Below are five fictional, but likely, scenarios of individuals who could access the current GoSudbury program and who would benefit from a sustainable, resilient regional "GoSudbury" or "GoMagic" or similar program going forward.


19

## GoSudbury! Narrative Use Case I

Mary lives in a single-family home in Sudbury. She is 69 years old and has been active, working until last year, but is now retired. She has enjoyed getting to know her neighbors and community since retiring and has been driving to the library to volunteer, as well as driving to attend a local crafters group in the evening once a week. Unfortunately, Mary needed surgery for an eye problem and is unable to drive herself for 6 weeks. Mary is widowed and her family does not live nearby.

Fortunately, Mary found out about the GoSudbury program. She is eligible for the Sudbury Connection Senior Center van service, as well as the GoSudbury Uber and Taxi programs. She will use the Taxi program to get to her follow-up surgeon appointments in Boston during her convalescence. Because the GoSudbury Uber program is available 24 hours a day, Mary will use Uber to continue to attend her crafts group meetings in the evening. During the day, she will use the Sudbury Connection van from the Senior Center to get to her volunteer work at the library. Since Mary is living with a small Social Security payment as her only income, she is thankful that these transportation options will allow her to continue her activities and get to appointments without an exorbitant cost.


20



## GoSudbury! Narrative Use Case 2

Jacob lives with his family in Sudbury. He is a young adult with a medical condition that prohibits driving. Jacob recently found a job in Wayland. His shift starts at 8:00 AM and ends at 4:00 PM. His parents both work and have difficulty getting him to work every day of the week. Jacob will be able to use the GoSudbury Uber program to get to work and back home for about two weeks each month. (The program allows for 20 one-way rides (or 10 round trips) per month.) This allows Jacob the independence to schedule some of his transportation by himself, and also provides a financial savings for him and his family.

21



## GoSudbury! Narrative Use Case 3

Mrs. Smith lives in Sudbury and has chronic medical conditions that affect her ability to perform her activities of daily living such as preparing meals, doing laundry, cleaning house and bathing. Her at-home independence, health and safety are maintained by the services of her home health aide Anna 5 days each week.

Anna is a resident of Maynard. She works as a home health aide for older adults in Sudbury, including Mrs. Smith. Her car needs work and won't be ready for two weeks. Anna is financially eligible for the GoSudbury program. Because Anna works in Sudbury, she is eligible to use the GoSudbury Uber program for the two weeks that her car is not in service. This will enable her to continue to meet the needs of Mrs. Smith as well as her other Sudbury clients during this period of time.

22

## GoSudbury! Narrative Use Case 4

Mr. Eliot lives in Sudbury and is a frequent shopper at Sudbury Farms. He enjoys chatting with the cashier, Marvin, while paying for his groceries. Marvin lives in Wayland but travels to Sudbury several days each week to work at Sudbury Farms. Because of his varying schedule, Marvin has been paying for Uber rides to work. This has been quite expensive and Marvin has considered leaving his position. Sudbury Farms Store Manager Ms. Jones is concerned that she will lose a valuable employee.

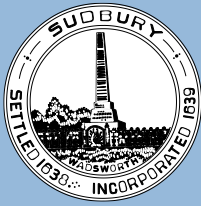
Recently, Marvin learned from town of Wayland that they have joined with the town of Sudbury and other towns to start a new regional transportation program. Marvin will be eligible to utilize the new transportation service to get to work. Mr. Eliot was pleased to hear this from Marvin as he enjoys talking with him. Store Manager Jones was very happy to find out that Marvin will be continuing to work at Sudbury Farms and she will not need to hire and train someone new.

23

## GoSudbury! Narrative Use Case 5

Ms. Green lives in Stow and works in Boston. When her car was out of service last, she felt stranded and had trouble using Microtransit because there were not enough drivers. She recently learned from a friend who lives in Maynard about the new regional transportation service. Ms. Green will be able to use a shuttle to get to her commuter rail station instead of driving and paying to park. She also was happy to hear about the availability of a Microtransit, like Lyft, that will have drivers available because of regional demand. She can use this to get to the supermarket, visit a friend or go to the library in Stow or surrounding towns when her car is being serviced.

24



## SUDBURY SELECT BOARD

Tuesday, January 24, 2023

4

### MISCELLANEOUS (UNTIMED)

#### 4: Discussion on ATM warrant articles

##### REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on potential 2023 Annual Town Meeting Articles to be submitted by the Select Board, and also authorize the Interim Town Manager to submit articles on behalf of the Select Board.

Topics could include reversion of the Eversource litigation money, additional funding requests for audio/visual equipment for the Fairbank Community Center, status of check out bag legislation (Article 56 of 9/20/20 ATM), and other warrant article requests.

Recommendations/Suggested Motion/Vote: Discussion on potential 2023 Annual Town Meeting Articles to be submitted by the Select Board, and also authorize the Interim Town Manager to submit articles on behalf of the Select Board. Topics could include reversion of the Eversource litigation money, additional funding requests for audio/visual equipment for the Fairbank Community Center, status of check out bag legislation (Article 56 of 9/20/20 ATM), and other warrant article requests.

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

01/24/2023 7:00 PM

**From:** Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>  
**Sent:** Wednesday, January 18, 2023 3:39 PM  
**To:** [bella\\_wong@lsrhs.net](mailto:bella_wong@lsrhs.net); Board of Health <[BOH@sudbury.ma.us](mailto:BOH@sudbury.ma.us)>; Select Board <[SelectBoard@sudbury.ma.us](mailto:SelectBoard@sudbury.ma.us)>  
**Cc:** Jones, Elaine <[JonesE@sudbury.ma.us](mailto:JonesE@sudbury.ma.us)>; Select Board's Office <[selectboardsoffice@sudbury.ma.us](mailto:selectboardsoffice@sudbury.ma.us)>  
**Subject:** FW: Checkout bag fee legislation

Hi everyone.

Beth Klein let me know that that the attached article was passed at the September 12, 2020 ATM and then filed with the legislature. She checked with Carmine and he said that it was never approved by the legislature.

See email below: The House Clerk's office confirmed with us that Sudbury's checkout bag fee home rule petition will need to go back to Town Meeting for renewed local approval before we can refile.

H.4091 - An Act authorizing the town of Sudbury to establish a fee for checkout bags  
<https://malegislature.gov/Bills/192/H4091>

This was a citizens petition for the LS Students. I've included Bella on this email so that she is aware.

Take care.

Maryanne

Maryanne Bilodeau  
 Interim Town Manager  
 \*Pronouns: She - Her - Hers\*  
 Town of Sudbury  
278 Old Sudbury Road  
Sudbury MA 01776  
 Phone: (978) 639-3385  
 Fax: (978) 443-0756

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.

Attachment4.a: Art56\_email (5663 : Discussion on ATM warrant articles)



**From:** [Bella Wong](#)  
**To:** [Bilodeau, Maryanne](#)  
**Cc:** [Golden, Patricia](#)  
**Subject:** Re: FW: Checkout bag fee legislation  
**Date:** Thursday, January 19, 2023 3:16:26 PM

---

The students involved were Class of '21. The primary leader was a parent and the students supported the effort. It was more of a town, not a school project. However, I've shared the information with our new Environmental Club leader. The students will need to decide on their own if they want to restart this effort anew.

Thanks again,  
Bella

On Wed, Jan 18, 2023 at 4:30 PM Bella Wong <[bella\\_wong@lsrhs.net](mailto:bella_wong@lsrhs.net)> wrote:

Thank you. I have a feeling the students have graduated. But at least I can figure out where to go once I have the names. Bella

On Wed, Jan 18, 2023 at 4:26 PM Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)> wrote:

Bella,

The link is to the legislative tracking. I'm not sure who submitted them. Patty, is it possible to send the original citizen's petition to Bella.

See email below.  
Maryanne

Maryanne Bilodeau

Interim Town Manager

\*Pronouns: She - Her - Hers\*

Town of Sudbury

278 Old Sudbury Road

Sudbury MA 01776

Phone: (978) 639-3385

Fax: (978) 443-0756

Attachment4.b: Email from Bella Wong Re\_ FW\_ Checkout bag fee legislation (5663 : Discussion on ATM warrant articles)

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

**From:** Bella Wong <[bella\\_wong@lsrhs.net](mailto:bella_wong@lsrhs.net)>  
**Sent:** Wednesday, January 18, 2023 4:21 PM  
**To:** Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>  
**Subject:** Re: FW: Checkout bag fee legislation

Hi Maryanne,

I am having trouble opening the link you included. I am looking for any student names attached to the bill so I can follow up with them?

Thanks,

Bella

On Wed, Jan 18, 2023 at 3:39 PM Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)> wrote:

Hi everyone.

Beth Klein let me know that that the attached article was passed at the September 12, 2020 ATM and then filed with the legislature. She checked with Carmine and he said that it was never approved by the legislature.

See email below: The House Clerk's office confirmed with us that Sudbury's checkout bag fee home rule petition will need to go back to Town Meeting for renewed local approval before we can refile.

Attachment4.b: Email from Bella Wong Re\_ FW\_ Checkout bag fee legislation (5663 : Discussion on ATM warrant articles)

H.4091 - An Act authorizing the town of Sudbury to establish a fee for checkout bags

<https://malegislature.gov/Bills/192/H4091>

This was a citizens petition for the LS Students. I've included Bella on this email so that she is aware.

Take care.

Maryanne

Maryanne Bilodeau

Interim Town Manager

\*Pronouns: She - Her - Hers\*

Town of Sudbury

278 Old Sudbury Road

Sudbury MA 01776

Phone: (978) 639-3385

Fax: (978) 443-0756

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

**From:** Simon, Ravi (HOU) <[Ravi.Simon@mahouse.gov](mailto:Ravi.Simon@mahouse.gov)>  
**Sent:** Tuesday, January 17, 2023 4:18 PM  
**To:** Klein, Beth <[KleinB@sudbury.ma.us](mailto:KleinB@sudbury.ma.us)>  
**Cc:** Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>  
**Subject:** Checkout bag fee legislation

Hi Beth,

I just wanted to follow up on our conversation over the phone last week. The House Clerk's office confirmed with us that Sudbury's checkout bag fee home rule petition will need to go back to Town Meeting for renewed local approval before we can refile.

H.4091 - An Act authorizing the town of Sudbury to establish a fee for checkout bags

<https://malegislature.gov/Bills/192/H4091>

Thanks,

Ravi

**Ravi Simon**

Legislative Aide

Representative Carmine L. Gentile

State House, Room 167 | Boston, MA 02133  
Office: 617-722-2810, Press 8

[ravi.simon@mahouse.gov](mailto:ravi.simon@mahouse.gov)

Pronouns: He/Him/His

--

Bella T. Wong

Attachment4.b: Email from Bella Wong Re\_ FW\_ Checkout bag fee legislation (5663 : Discussion on ATM warrant articles)

Superintendent/Principal

Lincoln Sudbury Regional School District

--

Bella T. Wong

Superintendent/Principal

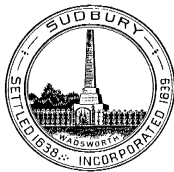
Lincoln Sudbury Regional School District

--

Bella T. Wong

Superintendent/Principal

Lincoln Sudbury Regional School District



At a legal meeting of the qualified voters of the Town of Sudbury,  
held September 12, 2020 the following business was transacted under

**ARTICLE 56. AUTHORIZE BOARD OF SELECTMEN TO PETITION THE  
GENERAL COURT TO ADOPT LEGISLATION – AN ACT  
AUTHORIZING THE TOWN TO ESTABLISH A FEE FOR A  
CHECKOUT BAG CHARGE**

MODERATOR DECLARED VOTED BY WELL MORE THAN A MAJORITY:

To authorize the Board of Selectmen to petition the General Court to adopt legislation, as set forth below, to implement a minimum charge of \$0.10 for all new checkout bags distributed in the Town of Sudbury, which legislation would have the underlying purposes of 1) incentivizing consumers to reuse checkout bags, the most environmentally sustainable and economical option, 2) allowing consumers to have the choice of not paying for unwanted or unneeded new checkout bags, 3) allowing collected money to be retained by the retailer so as to help businesses defray the costs of switching to more environmentally sustainable checkout bag options, and 4) reducing the generation of waste and associated costs of disposal and recycling that must be borne by the Town and its residents; provided, however, that the General Court may make clerical and editorial changes of form only to said bill, unless the Select Board approves amendments to the bill prior to enactment by the General Court; and provided further that the Select Board shall be authorized to approve any such amendments which shall be within the scope of the general public purposes of this petition; or to take any other action relative thereto.

**AN ACT AUTHORIZING THE TOWN OF SUDBURY TO ESTABLISH A FEE  
FOR CHECKOUT BAGS**

SECTION 1. The following words, unless the context clearly requires otherwise, shall have the following meanings:

“Checkout Bag” shall mean a bag provided by a retail establishment to a customer at the point of sale. Checkout bags shall not include: (i) bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store; (ii) a paper bag provided by a pharmacy to a customer purchasing a prescription medication; (iii) a non-handled bag used to protect items from damaging or contaminating other purchased items; or (iv) a non-handled bag that is designed to be placed over articles of clothing on a hanger.

“Retail Establishment” shall mean any business facility that sells goods directly to the consumer whether for or not for profit, including but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, and seasonal and temporary businesses.

SECTION 2. (a) Notwithstanding any general or special law to the contrary, any retail establishment which makes available checkout bags in the Town of Sudbury shall charge for each such bag equal to or greater than \$0.10 per checkout bag, as established by regulations to be duly promulgated by the Sudbury Board of Health.

(b) All monies collected pursuant to this section shall be retained by the retail establishment.

(c) Any charge for a checkout bag shall be separately stated on a receipt provided to the customer at the time of sale and shall be identified as the “checkout bag charge” thereon.


SECTION 3. (a) The Health Agent for the Sudbury Board of Health or his/her designee shall have authority to enforce this law and any regulations promulgated thereunder. This law may be enforced through any lawful means in law or in equity, including but not limited to, noncriminal disposition pursuant to G.L. c. 40 § 21D and Article VI of the Town of Sudbury General Bylaws.

(b) The Sudbury Board of Health may adopt and amend rules and regulations to effectuate the purposes of this law.

SECTION 4. If any provision of this law is declared to be invalid or unenforceable, the other provisions shall be severable and shall not be affected thereby.

SECTION 5. This act shall take effect three months after its passage.

A true copy, Attest:



Beth R. Klein  
Town Clerk

HOUSE DOCKET, NO. 4436 FILED ON: 8/19/2021

**HOUSE . . . . . No. 4091****The Commonwealth of Massachusetts**

PRESENTED BY:

***Carmine Lawrence Gentile and Michael J. Barrett****To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:*

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act authorizing the town of Sudbury to establish a fee for checkout bags.

PETITION OF:

NAME:	DISTRICT/ADDRESS:	DATE ADDED:
<i>Carmine Lawrence Gentile</i>	<i>13th Middlesex</i>	<i>8/19/2021</i>
<i>Michael J. Barrett</i>	<i>Third Middlesex</i>	<i>8/19/2021</i>

Attachment4.d: H4091 (5663 : Discussion on ATM warrant articles)



**HOUSE . . . . . No. 4091**

By Representative Gentile of Sudbury and Senator Barrett, a joint petition (accompanied by bill, House, No. 4091) of Carmine Lawrence Gentile and Michael J. Barrett (by vote of the town) that the town of Sudbury be authorized to establish a fee for retail establishment checkout bags in said town. Municipalities and Regional Government. [Local Approval Received.]

**The Commonwealth of Massachusetts**

\_\_\_\_\_  
**In the One Hundred and Ninety-Second General Court**  
**(2021-2022)**  
 \_\_\_\_\_

An Act authorizing the town of Sudbury to establish a fee for checkout bags.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1           SECTION 1. The following words, unless the context clearly requires otherwise, shall  
 2     have the following meanings:

3           “Checkout Bag” shall mean a bag provided by a retail establishment to a customer at the  
 4     point of sale. Checkout bags shall not include: (i) bags, whether plastic or not, in which loose  
 5     produce or products are placed by the consumer to deliver such items to the point of sale or  
 6     check out area of the store; (ii) a paper bag provided by a pharmacy to a customer purchasing a  
 7     prescription medication; (iii) a non-handled bag used to protect items from damaging or  
 8     contaminating other purchased items; or (iv) a non-handled bag that is designed to be placed  
 9     over articles of clothing on a hanger.

10          “Retail Establishment” shall mean any business facility that sells goods directly to the  
 11     consumer whether for or not for profit, including but not limited to, retail stores, restaurants,

pharmacies, convenience and grocery stores, liquor stores, and seasonal and temporary businesses.

SECTION 2. (a) Notwithstanding any general or special law to the contrary, any retail establishment which makes available checkout bags in the Town of Sudbury shall charge for each such bag equal to or greater than \$0.10 per checkout bag, as established by regulations to be duly promulgated by the Sudbury Board of Health.

(b) All monies collected pursuant to this section shall be retained by the retail establishment.

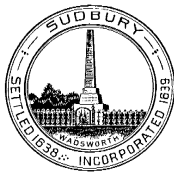
(c) Any charge for a checkout bag shall be separately stated on a receipt provided to the customer at the time of sale and shall be identified as the “checkout bag charge” thereon.

SECTION 3. (a) The Health Agent for the Sudbury Board of Health or his/her designee shall have authority to enforce this law and any regulations promulgated thereunder. This law may be enforced through any lawful means in law or in equity, including but not limited to, noncriminal disposition pursuant to G.L. c. 40 § 21D and Article VI of the Town of Sudbury General Bylaws.

(b) The Sudbury Board of Health may adopt and amend rules and regulations to effectuate the purposes of this law.

SECTION 4. If any provision of this law is declared to be invalid or unenforceable, the other provisions shall be severable and shall not be affected thereby.

SECTION 5. This act shall take effect three months after its passage.



At a legal meeting of the qualified voters of the Town of Sudbury,  
held May 22, 2021 the following business was transacted under

**ARTICLE 14      FUND LITIGATION COSTS – EVERSOURCE**

MODERATOR DECLARED VOTED BY MORE THAN A MAJORITY:

To vote to transfer from Free Cash, the sum of \$150,000 to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all costs incidental and related to litigation of the Eversource/Hudson reliability project.

A true copy, Attest:

Beth R. Klein  
Town Clerk

**From:** Jack Ryan <[ryan.john.jr@gmail.com](mailto:ryan.john.jr@gmail.com)>  
**Sent:** Thursday, January 19, 2023 6:39 PM  
**To:** Russo, Charlie  
**Cc:** [kaybell@mail.com](mailto:kaybell@mail.com); [jallaw@verizon.net](mailto:jallaw@verizon.net)  
**Subject:** Fairbank CC Town Meeting article

Hi Charlie,

Pursuant to Maryanne's email below, could you put the issue of a town meeting warrant article for additional funds for AV design and construction for the Fairbank Community Center on the Select Board agenda for the next SB meeting or fold it into an existing agenda item. I believe Sandra Duran can draft the appropriate article but just needs direction to do so.

Please let me know if you need anything else.

Thank you,

Jack Ryan

----- Forwarded message -----

**From:** Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>  
**Date:** Thursday, January 19, 2023  
**Subject:** Fairbank CC Town Meeting article  
**To:** Jack Ryan <[ryan.john.jr@gmail.com](mailto:ryan.john.jr@gmail.com)>  
**Cc:** Select Board <[SelectBoard@sudbury.ma.us](mailto:SelectBoard@sudbury.ma.us)>, "jenkpincus@gmail.com" <[Jenkpincus@gmail.com](mailto:Jenkpincus@gmail.com)>, "Duran, Sandra" <[DuranS@sudbury.ma.us](mailto:DuranS@sudbury.ma.us)>, "[kaybell@mail.com](mailto:kaybell@mail.com)" <[kaybell@mail.com](mailto:kaybell@mail.com)>, "Galloway, Debra" <[GallowayD@sudbury.ma.us](mailto:GallowayD@sudbury.ma.us)>, "[jallaw@verizon.net](mailto:jallaw@verizon.net)" <[jallaw@verizon.net](mailto:jallaw@verizon.net)>, "Jones, Elaine" <[JonesE@sudbury.ma.us](mailto:JonesE@sudbury.ma.us)>

Hi Jack,

I hope you are well. I'm glad that you copied the SB on this. I have also added Elaine Jones from the PBC.

This article request should be considered/submitted by either the Select Board or the PBC. Last year the FB articles for additional money were submitted by the Select Board. The SB will be discussing potential warrant articles at their meeting on Tuesday, 1/24, so you may want to talk with Charlie Russo, the Chair, about adding a draft warrant article from you to the packet for the discussion/consideration by the SB. Or possibly the PBC may want to discuss.

Another option might be a Citizen's Petition but you should start with talking to Charlie Russo for SB and Jennifer Pincus/Elaine Jones on the PBC.

Maryanne

Maryanne Bilodeau  
 Interim Town Manager  
 \*Pronouns: She - Her - Hers\*  
 Town of Sudbury  
[278 Old Sudbury Road](https://www.townofsudbury.com/278-Old-Sudbury-Road)  
[Sudbury MA 01776](https://www.townofsudbury.com/Sudbury-MA-01776)  
 Phone: (978) 639-3385  
 Fax: (978) 443-0756

Attachment4.f: JRyan\_email (5663 : Discussion on ATM warrant articles)

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

**From:** Jack Ryan <[ryan.john.jr@gmail.com](mailto:ryan.john.jr@gmail.com)>  
**Sent:** Thursday, January 19, 2023 3:04 PM  
**To:** Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>  
**Cc:** Select Board <[SelectBoard@sudbury.ma.us](mailto:SelectBoard@sudbury.ma.us)>; Jennifer Pincus <[Jenkpincus@gmail.com](mailto:Jenkpincus@gmail.com)>; Duran, Sandra <[DuranS@sudbury.ma.us](mailto:DuranS@sudbury.ma.us)>; [kaybell@mail.com](mailto:kaybell@mail.com); Galloway, Debra <[GallowayD@sudbury.ma.us](mailto:GallowayD@sudbury.ma.us)>; [jallaw@verizon.net](mailto:jallaw@verizon.net)  
**Subject:** Fairbank CC Town Meeting article

Hi Maryanne,

At a Fairbank Community Center project meeting today with the architect, AV design engineer, owners project manager, PBC representative, Facilities Director, Senior Center Director, COD chair, COA chair and other disabled residents it became clear that the amount of funds currently available for audiovisual infrastructure and equipment for the FCC is significantly insufficient to provide for the needs of Sudbury's visually impaired/blind and hearing impaired/deaf residents who will be using the new Community Center and Senior Center. Obviously the ideal goal would be to raise the necessary funds privately. However, that is never guaranteed. Therefore we would ask that a placeholder article be prepared for the May town meeting that would give the residents of Sudbury an opportunity to fund the amount necessary to provide for the town's disabled citizens. We do not at this time know the amount of funds needed, but it could be in the range of \$200,000 to \$300,000. On behalf of Sudbury's disabled residents could you please request that such an article be prepared. Obviously we want to obtain the necessary funds by other means, but due to the specific time constraints involved with town meeting articles, it would be important to have a placeholder article ready.

Thank you for addressing this unique and critical issue.

Jack Ryan

155 Ford Road

Attachment4.f: JRyan\_email (5663 : Discussion on ATM warrant articles)

ARTICLE \_\_\_\_ FAIRBANK COMMUNITY CENTER AUDIO-VISUAL  
EQUIPMENT AND ASSOCIATED FUNDING

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$200,000, or any other sum or sums, to be expended under the direction of the Town Manager, for the purchase of audio-visual and related equipment, and associated design services, and installation services for the Fairbank Community Center project to address needs and associated costs therefor; or to act on anything relative thereto.

Submitted by the Select Board.

Deleted: DESIGN

Deleted: purpose of

Deleted: ing

Deleted: ,

Deleted: , budget challenges

## Memorandum

January 23, 2023

To: Maryanne Bilodeau

RE: Proposed FY24 Town Article XX.1. Pilot Agreement – Solar Project Fairbank Community Center Site  
Proposed FY24 Town Article XX.2. Pilot Agreement – Solar Project Department of Public Works Building Site  
Proposed FY24 Town Article XX. Renewable Energy Development Facilities

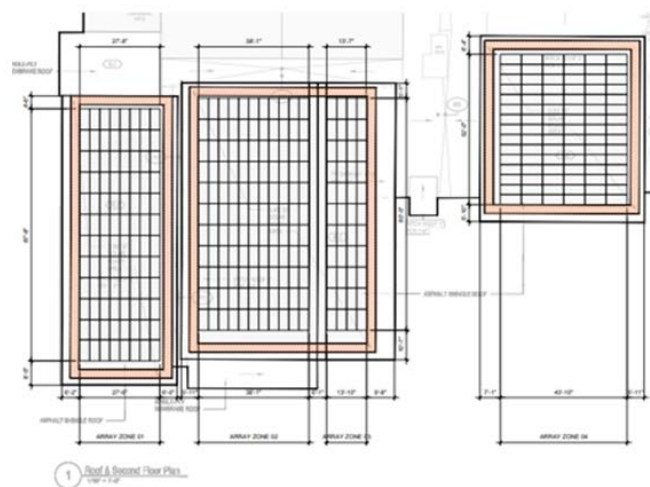
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For your use and information, I offer the following.

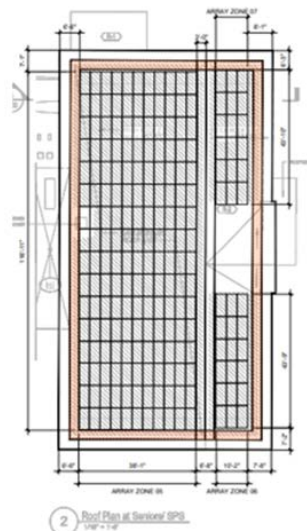
Regarding Proposed FY24 Town Article XX.1. Pilot Agreement – Solar Project Fairbank Community Center Site

- The facilities department has worked with the Energy and Sustainability Committee to explore solar roof panels on sections of the Fairbank roof.
- The project has been designed to support the structural requirements of the proposed solar panel design.
- The initial designs indicate the solar system would produce approximately 270kW.
- The facilities department is supportive of this project.
- The proposed layout of the solar the panels is below.

Roof #1 – 168.48kW (DC)



Roof #2 – 101.7kW (DC)

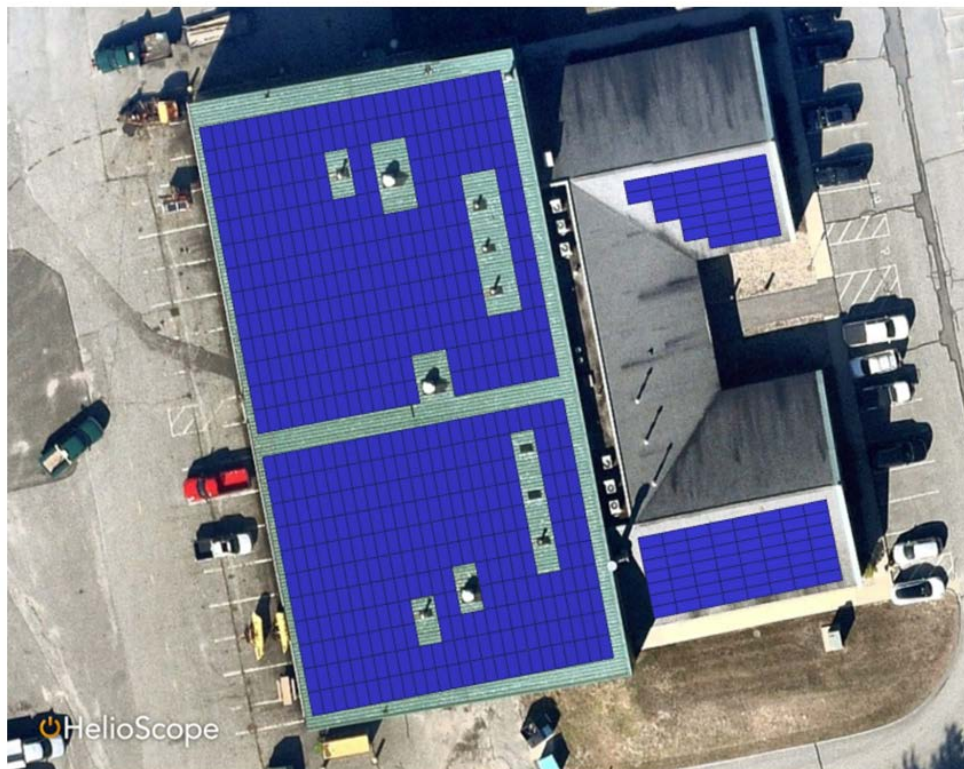


### Fairbank Community Center Solar Panel Proposed Layout

### Proposed FY24 Town Article XX.2. Pilot Agreement – Solar Project Department of Public Works Building Site

- The facilities department has worked with the Energy and Sustainability Committee to explore and contract to install solar roof panels on top of the DPW roof.
- Approximate annual production of 309,245 kwh
- The Town must provide a solar ready roof that has a warranty of 25 years. A roof designer will be solicited to prepare the roof specifications and bid documents as well as assist with the Request for Proposals documents.
- The Town is reviewing the Purchase Power Agreement.
- Because this system will exceed the building's consumption by over 125%, an annual PILOT payment will be required.
- The facilities department is supportive of this project.
- The proposed layout of solar the panels is below.





DPW Solar Panel Layout

Proposed FY24 Town Article XX. Renewable Energy Development Facilities

- The Facilities Department is supportive of this proposed article for use with future renewable energy projects.

Please let me know if there is any other information that would be useful to you or others as it relates to these articles.

Sandra



## Town of Sudbury

### Facilities Department

275 Old Lancaster Road  
Sudbury, MA 01776  
978-440-5466; Fax 978-440-5404  
[facilities@sudbury.ma.us](mailto:facilities@sudbury.ma.us)

Sandra R. Duran, Combined Facilities Director

## Memorandum

January 23, 2023

To: Charlie Russo, Select Board Chair

Cc: Maryanne, Bilodeau, Interim Town Manager

From: Sandra Duran, Combined Facility Director

RE: TM-2022 Article 22 Fairbank Community Center Audio-Visual Equipment Funding and the Proposed FY24 Town Article Fairbank Community Center Audio-Visual Equipment and Associated Design Funding

---

Dear Charlie,

As requested, for your use and information, I offer the following.

### TM-2022 Article 22 Fairbank Community Center Audio-Visual Equipment Funding

With the approved funding of \$350,000 provided by this article in addition to the original budget of \$50,000, an AV design is in progress that speaks to the AV Narrative used to support the request of the approved article. At the time this article was brought forth, it was known that the narrative provided ADA and MAAB Compliance as well as enhanced the experience of the patrons; however, it did not address all of the requests of the users (e.g., Assisted Listening Systems, Speech Enhancement and hybrid remote learning AV systems that interact with said systems) in all rooms that support programming. Please note that staff and user groups were consulted to provide for the narrative that was brought forth to last year's Town Meeting.

Since that time, representatives from the COA and members of the disability community have reached out to the design team, the Interim Town Manager, the PBC as well as myself to request specific equipment and cost information to support their intended fundraising efforts for a further enhanced AV package

The items requested from the user group will further enhance the community center by adding speech reinforcement and assisted listening system to the following rooms. As the system that is requested is vastly different than the Narrative, a re-design effort would need to occur to understand the equipment differences needed to achieve the group's request. An estimate of \$200,000+ was provided by the AV Engineer for the enhanced AV package. Below is an overly simplified summary of the specific additional systems requested on a per room basis. All rooms listed are part of Article TM-2022 Article 22.

Rooms addressed in Article TM-2022 Article 22	Add Speech Reinforcement	Add Assisted Listening System (ALS)	Additional Notes
Natorium (Pool)		X	Swim meets broadcasted through youtube live streaming/outside entity
Viewing Room (Pool)	X	X	Closed captioning interface with swim meet software requested
Gymnasium		X	Gymnasium has a local speech reinforcement specified
Lobby 198 & Lobby 157	N/A	N/A	No additions to AV scope requested
Conference room 193	N/A	N/A	No additions to AV scope requested
Program Room 1 (Park & Rec)	X		Room 1 has a RF-based ALS system specified
Program Room 2 (Park & Rec)	X	X	Carts specified
Program Room 3 (Park & Rec)	X	X	Carts specified
Program Room 4 (Senior Center)	X		Room 4 has a RF-Based ALS system specified
Program Room 5 (Senior Center)			Carts specified - Seniors do not want to use carts
Program Room 6 (Senior Center)			Carts specified - Seniors do not want to use carts
Multipurpose Room	N/A	N/A	Multipurpose Room is fully fitted out with local sound system, local speech reinforcement and Rf-Based ALS system
Fitness Room	N/A	N/A	Fitness Room is fully fitted out with local sound system, local speech reinforcement and Rf-Based ALS system
Arts & Crafts Room	X	X	Carts specified - Seniors do not want to use carts
Lounge	N/A	N/A	No additions to AV scope requested. Closed captioning available on display
Small Meeting Room	N/A	N/A	No additions to AV scope requested
Workstations 209	N/A	N/A	No additions to AV scope requested
Huddle Room 226	N/A	N/A	No additions to AV scope requested
Office 216	N/A	N/A	No additions to AV scope requested
Office 217	N/A	N/A	No additions to AV scope requested
Cooridor 225	N/A	N/A	No additions to AV scope requested

Pathways and blocking for future AV systems have been incorporated into the current construction design. There will be conduit, but no wiring for the AV systems, so this cost is included in the estimated costs above.

Currently, none of the current AV budget of \$350,000 has been expended. This portion of the project is in the design phase. The AV designer will use the narrative as the guiding document which will be used as the basis of design along with associated ADA and MAAB requirements. Once completed, a Request for Proposals will be advertised and a vendor will be selected for the project. The actual cost of the AV package will be known once bids are received.

In terms of efficiencies; purchasing a larger AV package may leverage savings in a bulk bidding setting. Additionally, costs continue to rise and purchasing the additional systems now and installing as part of the construction project may provide a cost avoidance opportunity.

If funds were not available; then it is possible that systems and/or system components included with the current project design would be replaced with different systems in the future to achieve the desired outcome of the user group.

Timeline impacts to the procurement of the AV equipment and associated wiring is difficult to determine as the equipment is varied enough that a single lead time for all is not yet known. Currently, our designer is preparing a bid set for the procurement of equipment under the originally discussed scope. Deferring design of the potential additional scope would require decisions to be made about what can be procured now, and what equipment and wiring/services should be delayed so as not to purchase these items and they become unnecessary with a new design. The current base scope may need to be reduced or deferred in certain areas considered for upgrades to avoid duplication. If the design proposal is delayed until May, that would further delay when those decisions could be made.

The Town can also make decisions as to which spaces can move forward and which should wait until they are redesigned. This option has the potential for minimal costs for a second required design and procurement effort.

If the entire AV design and purchase is delayed; then the Town would have two main concerns.

- First, there is the potential of price inflation. While this risk has recently been receding in many markets, it remains likely that procurement beginning 5-6 months from now will be more expensive than procurement now.
- The second concern would be a delayed delivery and installation of the new AV equipment, likely having it unavailable on the initial opening day in October 2023, and potentially not available when interior building construction completes in January 2024. This delayed install is likely to require disruption to programming for the install to take place.

AV equipment as planned provides enhanced functions to spaces, such as digital signage in some locations, or availability of multimedia or remote meeting accommodation in multiple rooms, but it is not a requirement for the facility to operate as would be the case with a delay in life safety or building systems.

I hope this information is helpful to you. Please let me know if you have any further questions or require more information on the above.

*Sandra*

Encl: AV Narrative dated 11/30/2021

# PRO AV SYSTEMS, INC. FAIRBANK COMMUNITY CENTER

11/30/2021

## AV NARRATIVE

### 1. Natatorium (Pool) \$35,000

**i** This location will feature a local sound system utilizing four installed point-source (cabinet) speakers mounted on the northeast wall. The speakers will be aimed to cover the majority of the pool area and the viewing benches. The audio will also overflow into the viewing area so that whatever is being played in the pool area will also be heard in the viewing area. A user will be able to select between the direct audio ( audio from speakers) or the ambient microphone audio.

A single channel wireless microphone will be available to provide local speech reinforcement for events and announcements. A user can select between using a handheld microphone of headworn microphone depending on requirements, but only one can be used at a time. There will also be provisions for a hardwired microphone to be connected at the installed wallplate. These microphones can be mixed with music playback from a local user device. This device can be connected to the system via Bluetooth or hardwired to the installed wallplate. All wallplates will be protected with a security cover.

A variety of sources and device inputs will be made available.

- Input plate located on the wall with RCA and headphone jack
- Bluetooth for wireless playback
- XLR microphone input plate
- Line level output plate
- Paging input from paging system

A touchpanel will be installed at the AV rack to control the system and adjust levels. This will also control preset camera positions.

A single PTZ camera will be installed in an outdoor rated enclosure to provide a IP-based stream on the building network which can be viewed in a variety of areas throughout the facility. An ambient microphone will be installed to capture the pool area audio, however this is an incredibly reflective (echo) environment so there will be the ability to turn this microphone off and mirror the audio that is being played through the speakers instead (direct audio feed). This camera feed will be available in the viewing area.

## 2. Viewing Room (Pool) \$28,000

**i** This location will feature a local overhead sound system with installed ceiling speakers distributed throughout the space. This will provide even and consistent coverage without the need to have the volume turned up loudly where conversations can't easily be had.

A variety of sources will be available for playback.

- Cable TV
- HDMI Input plate
- Digital Signage Player (Can be used for event info)
- Pool camera (includes audio)

A 55" display will be mounted on the east and south walls. There will be a local HDMI input plate available for a local device (laptop) can be plugged in for presentations. This could be used for game consoles, laptops, etc.

A touch panel controller will be installed at the front desk to control the system functions. This will allow users to route video sources to the displays which could be the same source (mirrored) or two independent sources, select the audio source and control volume level, change channels and power on/off system. This panel should be password protected.

All headend equipment will share the AV rack with the pool area.

## 3. Gymnasium \$60,000

**i** This location will feature local sound system utilizing ceiling mounted speakers distributed throughout the space. It will be separated into two zones so that the space can be divided or combined as required.

A single channel wireless microphone will be available to provide local speech reinforcement for events and announcements. A user can select between using a handheld microphone or a headworn microphone depending on requirements, but only one can be used at a time. There will also be provisions for a hardwired microphone to be connected at the installed wallplate. These microphones can be mixed with music playback from a local user device. This device can be connected to the system via Bluetooth or hardwired to the installed wallplate.

A variety of sources and device inputs will be made available.

- Input plate located on the wall with RCA and headphone jack
- Bluetooth for wireless playback
- XLR microphone input plate
- Line level output plate
- Paging input from paging system
- Pool area audio overflow



A touchpanel will be installed on the wall and in a protective enclosure. This will provide the user with the ability to easily control the system and adjust levels.

There will be no installed video system in this location. A portable 8000 lumens projection system will be provided which includes a large 167" screen that can be assembled easily by 2 people in about 15 minutes. The screen is height adjustable and is supported by aluminum legs. A portable IP decoder will be provided and can be connected to one of the many network plates. This decoder will be setup to pull the stream from the pool camera so that the gym can be used for event overflow.

A portable active PA system consisting of two pole mounted speakers will be provided. This can be used for movie nights or events when the local audio system isn't desirable. This system can move anywhere throughout the facility.

All headend equipment will be mounted in an AV rack, located in the gym storage. A wall rack can be provided instead if the storage closet is not an ideal location.

#### 4. Lobby 198 & Lobby 157 \$3,500 ea.

**i** A large 65" display will be installed on the wall so that it can easily be seen as people enter the facility. A web-based signage player will be connected and act as the main source. This will easily be controlled through any web browser. This will have the ability to use templates to create messaging and show media content.

No audio systems will be installed in this location.

#### 5. Conference Room 193 \$5,000

**i** A large 65" display will be mounted on the west wall with a UC soundbar mounted below. The soundbar will include built in microphones, speakers and an auto-framing camera. Users will be able to connect their laptop at the table via HDMI and USB for presentations, web conferencing, etc.

If cable TV is required, a small form factor cable box can be mounted behind the display and connected to the second HDMI port.

The included display remote will be used for system control.

#### 6. Program Room 1 \$22,000

**i** This location will feature a large 75" display, mounted at the front of the room. A local HDMI input plate will be installed so that a user's device can easily be connected. Cable TV will also be an available source.

A local sound system will be installed which will consist of ceiling speakers. A single ceiling mounted mic array will be installed and will be used for hybrid meetings/learning. The mic

array will provide the ability to pick up the entire room so that remote participants can clearly hear the in-room participants. An RF-Based ALS system will be installed and will provide in-ear reinforcement for the hard of hearing.

A wide-angle camera will be mounted above the main display and will allow a connected laptop/computer to use this to capture the in-room participants when web conferencing is desired. A computer is required for web conferencing and will need to connect to the HDMI/USB plate in the room.

Remote control will be used to control the display, select source and channel selection.

A small AV rack will be mounted on the wall to house all necessary components.

## 7. Program Room 2 \$5,000

**i** A portable cart with a 65" display and a soundbar mounted above will be available. The soundbar includes a microphone, speakers and camera which can be connected to a laptop via USB. This will allow an end user to use web conferencing software as needed to bring in remote participants.

A shelf will be available, below the display, so that a gaming console can be easily connected.

## 8. Program Room 3 \$5,000

**i** A portable cart with a 65" display and a soundbar mounted above will be available. The soundbar includes a microphone, speakers and camera which can be connected to a laptop via USB. This will allow an end user to use web conferencing software as needed to bring in remote participants.

A shelf will be available, below the display, so that a gaming console can be easily connected.

## 9. Program Room 4 \$12,000

**i** This location will feature a large 75" display mounted on the wall. A local HDMI input plate will be installed so that a user's device can easily be connected. Cable TV will also be an available source.

A soundbar will be mounted below the display, which includes a microphone, speaker, and wide-angle camera. This will allow a connected laptop/computer to use this to capture the in-room participants when web conferencing is desired. A computer is required for web



conferencing and will need to connect to the HDMI/USB plate in the room. The soundbar has a distance limitation of 12'-15'.

An RF-Based ALS system will be installed and will provide in-ear reinforcement for the hard of hearing.

Remote control will be used to control the display, select source and channel selection.

## 10. Program Room 5 & 6 \$5,000 ea.

- i** A portable cart with a 65" display and a soundbar mounted above will be available. The soundbar includes a microphone, speakers and camera which can be connected to a laptop via USB. This will allow an end user to use web conferencing software as needed to bring in remote participants.

## 11. Multipurpose Room \$85,000

- i** This is a divisible space that will be able to operate as two independent spaces or combined to make one large room.

The larger space will include an installed ceiling projector and motorized screen. The smaller space will include a 98" display mounted on the wall. These systems can be used to show independent content when divided. When the room is combined ceiling mounted projector and screen will act as the main display. Each display/projector will have an HDMI input plate installed on the same wall as the respective system. A variety of sources will be available.

- Cable box (shared)
- HDMI input plates
- Bluetooth in each space
- Microphone input plates
- RCA and headphone input plates.

A local sound system will be installed and consists of ceiling speakers evenly distributed throughout the space. There will be 2 zones that divide and combine as required. Two Wireless microphones per room will be available (lapel, headworn, handheld TBD) to provide local speech reinforcement for events and announcements. These can be mixed with music playback from a source device. The antennas will be extended from the AV rack and mounted on a wall/ceiling surface in the area so that there is adequate coverage.

An RF-Based ALS system will be installed in each space and will provide in-ear reinforcement for the hard of hearing.

A line output plate (press feed) will be available along should a broadcast or production company require access to the audio feed.

Each space will have a wall mounted touch screen to control the room functions. A partition sensor will be installed that will be able to automate room functions and setups based upon the wall state.

AV rack will be located in the local storage closet.

## 12. Fitness Room \$28,000

**i** A large 86" display will be mounted on the wall with a camera mounted above. The camera can be used for remote instructor's, providing them the ability to see the in-room participants. A local HDMI input plate will be available for user's to connect their device.

A local sound system, consisting of a stereo pair of high-output speakers will be wall mounted to provide in-room reinforcement. A local input plate for RCA, headphone and Bluetooth will be installed for music playback.

A single headworn wireless microphone will be provided for speech reinforcement, along with a single mic array mounted in the ceiling to pickup the in-room participants. The ceiling microphone will be required for a remote instructor to be able to hear the in-room participants.

An RF-Based ALS system will be installed and will provide in-ear reinforcement for the hard of hearing

Remote control will be used to control the display functions..

## 13. Arts & Crafts

**i** Serviced by mobile cart.

## 14. Lounge \$5,000

**i** This location will have one 50" display installed. This display will have cable TV and an HDMI plate below so user's can connect a personal device. (one display is in reception)

Audio will be through the display's internal speakers.

Control will be the included TV remote.

## 15. Small Meeting Room \$5,000

- i** A large 65" display will be mounted on the wall with a UC soundbar mounted below. The soundbar will include built in microphones, speakers and an auto-framing camera. Users will be able to connect their laptop at the table via HDMI and USB for presentations, web conferencing, etc.

If cable TV is required, a small form factor cable box can be mounted behind the display and connected to the second HDMI port.

The included display remote will be used for system control.

## 16. Conference Room 213 & 214 \$30,000

- i** This large divisible conference room will have two interactive displays mounted on opposing walls. The larger of the two rooms will act as the main room when combined and will have an 86" interactive display available for local presentations and web conferencing. A PTZ camera will be mounted above to capture the in-room participants when video conferencing. The smaller room will include a 75" interactive display which will only be used standalone and when the room is divided. A meeting owl will be available should web conferencing be desired.

Overhead ceiling mic arrays will be installed to provide even and adequate pickup throughout the space. Two will be installed in the large space with a third being installed in the smaller space. When the room is combined, all three will be used, but when divided only two will be used. The in-ceiling speakers will work in a similar fashion, where speaker zones will combine and divide based on room configuration. The combine/divide functions will be automated through a partition sensor.

All connections will be extended to the floor box in the large space where a laptop can be connected via HDMI and USB. Web conferencing will only be available at the table connections as the apps on the display will not have this capability. The smaller space will have an HDMI connection on the wall below the display.

A small furniture rack will house all the necessary components.

## 17. Workstations 209 \$1,500

- i** A small 43" display will be mounted on the wall to display transportation data and touchview display.  
*Connections TBD*

## 18. Huddle Room 226 \$5,000

- i** A large 65" display will be mounted on the west wall with a UC soundbar mounted below. The soundbar will include built in microphones, speakers and an auto-framing camera.

Users will be able to connect their laptop at the table via HDMI and USB for presentations, web conferencing, etc.

If cable TV is required, a small form factor cable box can be mounted behind the display and connected to the second HDMI port.

The included display remote will be used for system control.

#### **19. Office 216 \$1,500**

- i** A 55" smart TV with a Chromecast will be mounted on the wall with an HDMI connection plate below.

#### **20. Office 217 \$1,500**

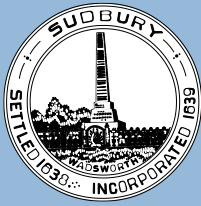
- i** A 55" smart TV with a Chromecast will be mounted on the wall with an HDMI connection plate below.

#### **21. Corridor 225 \$1,500**

A 55" smart TV will be mounted on the wall with an HDMI connection plate below.

Total Estimate

**\$353,000**

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**MISCELLANEOUS (UNTIMED)****5: Follow up discussion SPS****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Follow up discussion from Select Board's 1/23 meeting with School Committee

Recommendations/Suggested Motion/Vote: Follow up discussion from Select Board's 1/23 meeting with School Committee

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

01/24/2023 7:00 PM



January 9, 2023

Dear Sudbury Select Board,

On December 22, 2022, the Sudbury School Committee unanimously voted to approve the Superintendent's recommended budget of \$43,976,163. This exceeds the Town Manager guidance by \$745,460. The School Committee has completed a lengthy and thorough budget process which included reviewing District-wide academic and mental health data. The Committee is in full agreement that this budget and the resources it provides are necessary to address academic recovery and the critical mental health needs of our students. There are also several additional budget pressures we are facing. The District absorbed a 20% increase in transportation costs which continues to rise each year at a rate of 5% (\$275,000), a 14% increase in Out-Of-District tuition rates which are set by the State (\$200,00), and we are looking at approximately \$300,000 in increased utility expenses.

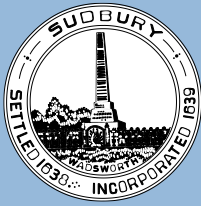
We respect the Town's decision not to fund our request to increase the budget guidance for Sudbury Public Schools. If that were to change in any way, the School Committee, on behalf of the students, would be incredibly grateful. Outside of an overall increase to the operating budget, we are left with an override being the only option to meet the critical needs of the students in front of us today. It is with the best interest of our students at the forefront of this request that we ask that you vote to approve the addition of a \$745,460 override to be placed on the ballot following the 2023 Annual Town Meeting.

The School Committee's number one priority is the students and we also take our fiduciary responsibility to the community very seriously. We have exhausted all avenues and funding sources available to us to reduce the budget gap and burden to the taxpayers. With that said, we ask that the override for Sudbury Public Schools is a stand-alone and remains independent on the ballot of any override requests that may be made by the Town.

We thank you for your time and consideration. It is our hope that you will join us in also supporting the students and the schools in the community in which you serve.

Sincerely,  
 Sudbury School Committee  
 Silvia Nerssessian, Chair  
 Meredith Gerson, Vice Chair  
 Nicole Burnard  
 Mandy Sim  
 Sarah Troiano

Attachment 5.a: SSC Budget Letter to Select Board 1.9.23 (5711 : Follow up discussion SPS)

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**MISCELLANEOUS (UNTIMED)****6: Vocational Education discussion****REQUESTOR SECTION**

Date of request:

Requestor: Lisa K

Formal Title: Vocational Education discussion. Member Kouchakdjian to lead discussion.

Recommendations/Suggested Motion/Vote: Vocational Education discussion. Member Kouchakdjian to lead discussion.

Background Information:

See attached correspondence from Minuteman and Keefe Tech.

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

01/24/2023 7:00 PM



# Town of Sudbury

Office of the Select Board

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

[selectboard@sudbury.ma.us](mailto:selectboard@sudbury.ma.us)

December 14, 2022

Ms. Pam Nourse  
Minuteman High School  
758 Marrett Road  
Lexington, MA 02421

Dear Ms. Nourse:

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 district. The Sudbury Select Board has chosen admission to a vocational school district as a priority goal for the Town, with the objective of putting forward a Town Meeting article by early 2024. We have 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 recognize this process may take some time and are eager to collaborate with your school district on our shared objective of providing high quality vocational education to students. We would like to know whether your school has made a decision on whether it can offer potential membership to the Town of Sudbury, or if there is any other information you need from us.

Please share your response with Select Board Member Kouchakdjian at [kouchakdjianl@sudbury.ma.us](mailto:kouchakdjianl@sudbury.ma.us). We thank you for your attention to this matter.

With gratitude,

Sudbury Select Board

*Charles G. Russo*

*Jaime W. Butler*

*Daniel E. Day*

*Lisa V. Kouchakdjian*

*Jennifer Roberts*

Attachment6.a: Letter to Minuteman12 22 (5676 : Vocational Education discussion)



----- Original message -----

From: "Kouchakdjian, Lisa" <[KouchakdjianL@sudbury.ma.us](mailto:KouchakdjianL@sudbury.ma.us)>

Date: 12/22/22 8:51 PM (GMT-05:00)

To: "Bilodeau, Maryanne" <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>, "Russo, Charlie" <[RussoC@sudbury.ma.us](mailto:RussoC@sudbury.ma.us)>

Subject: Fwd: Correspondence from the Town of Sudbury

Maryanne and Charlie, Below please find a communication I received from Dr. Dawson and my response.

Thank you!

Lisa

Sent from my iPhone

Begin forwarded message:

**From:** "Kouchakdjian, Lisa" <[KouchakdjianL@sudbury.ma.us](mailto:KouchakdjianL@sudbury.ma.us)>

**Date:** December 22, 2022 at 8:48:17 PM EST

**To:** "Kathleen A. Dawson" <[KDawson@minuteman.org](mailto:KDawson@minuteman.org)>

**Cc:** "Pisegna, Julia" <[JPisegna@minuteman.org](mailto:JPisegna@minuteman.org)>

**Subject:** Re: Correspondence from the Town of Sudbury

Dr. Dawson, Thank you so much for this great news! We will await additional communication regarding a meeting in January. I will forward your communication to our interim Town Manager and our Select Board.

Wishing you and all of your colleagues at Minuteman Happy Holidays and a joyous New Year!

Best regards,

Lisa

Sent from my iPhone

On Dec 22, 2022, at 6:14 PM, Kathleen A. Dawson <[KDawson@minuteman.org](mailto:KDawson@minuteman.org)> wrote:

Good evening, Ms. Kouchakdjian.

I hope this email finds you well. It was perfect timing to receive this communication from the Town of Sudbury.

The Minuteman team has been working diligently to determine the possibility of adding a new town member or two and we'd like to meet with interested towns in January to share our progress and possibilities. Please be on the lookout for an invite early in the new year for a meeting in late January.

Wishing you and yours happy holidays and some well-deserved rest!

**Dr. Kathleen A. Dawson** (She/Her)

**Superintendent-Director**

**Minuteman Regional Technical School District**

758 Marrett Road, Lexington MA 02421

T 781.861-6500

F 781.863-1747

[www.minuteman.org](http://www.minuteman.org)

Attachment6.b: Minuteman\_email.12.22 (5676 : Vocational Education discussion)

**From:** Kouchakdjian, Lisa <[KouchakdjianL@sudbury.ma.us](mailto:KouchakdjianL@sudbury.ma.us)>  
**Sent:** Friday, January 13, 2023 2:06 PM  
**To:** Bilodeau, Maryanne <[BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us)>; Russo, Charlie <[RussoC@sudbury.ma.us](mailto:RussoC@sudbury.ma.us)>  
**Subject:** Fw: Correspondence from the Town of Sudbury

Maryanne and Charlie

Below please find a message from Dr. Kathleen Dawson and my brief acknowledgement of her email. In light of Dr. Dawson's email, I think we should still keep Vocational Education on the Agenda for our next meeting. I would like to just provide an update to the community regarding our most recent communications from Minuteman.

Thank you.

Lisa

---

**From:** Kouchakdjian, Lisa  
**Sent:** Friday, January 13, 2023 2:03 PM  
**To:** Kathleen A. Dawson  
**Cc:** Pisegna, Julia  
**Subject:** Re: Correspondence from the Town of Sudbury

Kathleen,  
Happy New Year to you as well. Thank you so much for your email. We will look forward to hearing from you later this year. In the interim, I will forward your communication to our Interim Town Manager and the Chair of our Select Board.

With warmest regards,

Lisa

---

**From:** Kathleen A. Dawson <[KDawson@minuteman.org](mailto:KDawson@minuteman.org)>  
**Sent:** Friday, January 13, 2023 1:55:00 PM  
**To:** Kouchakdjian, Lisa  
**Cc:** Pisegna, Julia  
**Subject:** RE: Correspondence from the Town of Sudbury

Good afternoon, Ms. Kouchakdjian.

Happy New Year!

I wanted to follow up on my previous email.

Our subcommittee met yesterday and determined that we need more time to work through the intricacies of such a complex process as outlined by our Regional Agreement.

We are still very interested in discussing the option of having Sudbury rejoin our district and we hope to connect with you early this spring. I hope this delay will not deter your town's consideration of rejoining the Minuteman

community. Please let me know if you have any questions or if there is anything we can do to support your efforts in the meantime.

Respectfully,

Kathleen

**Dr. Kathleen A. Dawson (She/Her)**  
**Superintendent-Director**  
**Minuteman Regional Technical School District**  
 758 Marrett Road, Lexington MA 02421  
 T 781.861-6500  
 F 781.863-1747  
[www.minuteman.org](http://www.minuteman.org)



[Public Records Law and Privacy Disclaimer](#)

**From:** Kathleen A. Dawson  
**Sent:** Thursday, December 22, 2022 6:15 PM  
**To:** Kouchakdjian, Lisa <[KouchakdjianL@sudbury.ma.us](mailto:KouchakdjianL@sudbury.ma.us)>  
**Cc:** Pisegna, Julia <[JPisegna@minuteman.org](mailto:JPisegna@minuteman.org)>  
**Subject:** FW: Correspondence from the Town of Sudbury

Good evening, Ms. Kouchakdjian.

I hope this email finds you well. It was perfect timing to receive this communication from the Town of Sudbury.

The Minuteman team has been working diligently to determine the possibility of adding a new town member or two and we'd like to meet with interested towns in January to share our progress and possibilities. Please be on the lookout for an invite early in the new year for a meeting in late January.

Wishing you and yours happy holidays and some well-deserved rest!

**Dr. Kathleen A. Dawson (She/Her)**  
**Superintendent-Director**  
**Minuteman Regional Technical School District**  
 758 Marrett Road, Lexington MA 02421  
 T 781.861-6500  
 F 781.863-1747  
[www.minuteman.org](http://www.minuteman.org)

Attachment6.c: Minuteman\_email\_update.1.13 (5676 : Vocational Education discussion)



[Public Records Law and Privacy Disclaimer](#)

**From:** Pisegna, Julia <[JPisegna@minuteman.org](mailto:JPisegna@minuteman.org)>  
**Sent:** Thursday, December 22, 2022 10:01 AM  
**To:** Kathleen A. Dawson <[KDawson@minuteman.org](mailto:KDawson@minuteman.org)>  
**Subject:** Correspondence from the Town of Sudbury

Dr. Dawson,

Please find attached a copy of the correspondence received from the Town of Sudbury.

**Julia M. Pisegna**  
Chief Executive Assistant to the Superintendent

MINUTEMAN

**A REVOLUTION IN LEARNING**

Minuteman Regional Vocational Technical School District

758 Marrett Road, Lexington, MA 02421

Phone: (781) 274-1021

Facsimile: (781) 538-6703

[JPisegna@minuteman.org](mailto:JPisegna@minuteman.org) [www.minuteman.org](http://www.minuteman.org)

[Privacy Disclaimer](#)

Attachment6.c: Minuteman\_email\_update.1.13 (5676 : Vocational Education discussion)

# KEEFE REGIONAL TECHNICAL SCHOOL

750 WINTER STREET · FRAMINGHAM, MA 01702

KEEFETECH.ORG · 508.416.2276 · FAX 508.416.2234

**Jonathan Evans**  
Superintendent  
jevans@jpkeefehs.org

**Ed Burman, Chair**  
Keefe Regional Technical  
School Committee  
eburman@jpkeefehs.org

January 17, 2023

Select Board Member Kouchakdjian,

This correspondence is being provided in response to the Town of Sudbury Select Board's request regarding membership of the Town of Sudbury into the Keefe Regional Technical School District.

At a meeting on January 9, 2023, the School Committee voted against supporting the addition of another member at this time. The primary reason for this recommendation is our capacity-based waiting list that is already impacting our five member municipalities.

As you know, the decision whether to admit another member municipality to the District belongs to the five member municipalities. However, you asked the Keefe Technical School Committee whether it would support offering membership to the Town of Sudbury.

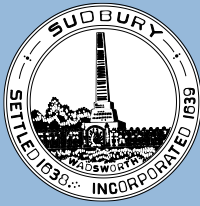
I wish you the best on your town's search for career and technical education options.

Sincerely,



Ed Burman  
Chair

Attachment6.d: Chair Burman Sudbury Letter (5676 : Vocational Education discussion)

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**MISCELLANEOUS (UNTIMED)****7: Minutes Review****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Vote to review and possibly approve the open session minutes of 9/27/22 and 11/1/22.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 9/27/22 and 11/1/22.

Background Information:  
attached drafts

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

## Review:

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

01/24/2023 7:00 PM

## SUDBURY SELECT BOARD

TUESDAY, SEPTEMBER 27, 2022

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

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:01 P.M., via Zoom telecommunication mode.

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

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

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

### **Opening Remarks by Chair**

- Successful and well-attended Fall Fest on Sept. 17<sup>th</sup> – kudos to the Park & Recreation Department, the Sudbury Foundation, and employees from participating Town departments
- In the midst of National Hispanic Heritage Month (September 15 to October 15)
- Goodnow Library hosting a Climate Preparedness session this week
- Disability Awareness Month coming up in October; Goodnow Library sponsoring several events; check the Town website
- Flu Clinics scheduled in Town
- CPC (Community Preservation Committee) applications are due 12:30 PM, Friday, October 7, 2022
- Much construction and road work going on throughout Town; refer to the Town website
- Potential help with payment of heating bills - check Social Workers resources on Town webpage

### **Reports from Town Manager**

- CPC Application submissions for FY24 funding are due by Friday, October 7<sup>th</sup> at 12:30 PM.
- Sudbury Flu Clinic information is on the Town website

### **Reports from Select Board**

#### **Board Member Lisa Kouchakdjian:**

- During Disability Awareness Month, the “Unlearning Ableism” event will take place at the Goodnow Library on October 13<sup>th</sup>, sponsored by the Commission on Disability, the Sudbury Cooperative Preschool and the Goodnow Library; and another event on October 23<sup>rd</sup>, “Together we Play.”

#### **Board Member Dan Carty:**

- Small Wireless Subcommittee (he and Vice-Chair Dretler) will meet in early October
- Possibility that the MWRA is expanding its membership and will reach out to communities such as Sudbury; Sudbury Water District Members will attend a related meeting on October 6



Vice-Chair Janie Dretler:

- Wished all in the Jewish community a sweet New Year – Shina Tova!
- Attended the Fall Fest with her son and worked at one of the activity tables; many families and children in attendance

Board Member Jennifer Roberts:

- Thinking of all affected by the recent hurricane; especially in Puerto Rico, Cuba, and Florida
- Great Fall Fest event; she helped with the Bouncing House – good way to welcome newcomers
- Looking forward to attending Disability month activities; invited others to attend as well

**Public comments on items not on agenda**

Resident Manish Sharma, 77 Colonial Road, wished everyone in the Jewish community a happy new year; and expressed his concern about those who have friends and family affected by the current hurricane.

Mr. Sharma highlighted the importance of National Hispanic Heritage Month and suggested mention be made on the Town website. He thanked the Spanish teachers in Town and inclusion of a great curriculum with instruction by various teachers as mentioned. He advocated for diversity within the Select Board.

Mr. Sharma echoed the comments made by Board Member Roberts regarding the Fall Fest, one of the greatest Town events.

**Discussion on Sustainability Coordinator**

Present: Sandra Duran, Combined Facilities Director

Interim Town Manager Bilodeau confirmed the Sustainability Coordinator position was being posted until October 19. She thanked the Energy and Sustainability Committee for helping fund the Coordinator position for FY24, FY25 and FY26. Interim Town Manager Bilodeau also recognized funding assistance from Representative Carmine Gentile.

Ms. Duran conducted the first Coordinator interview yesterday, and was scheduling several more interviews.

Resident and COD (Commission on Disability) Chair Kay Bell, 348 Old Lancaster Road, speaking as a bike rider, asked if a bike rack/stand could be installed at the Senior Center. Ms. Duran said she would look into that.

Resident and Sudbury Climate Emergency Working Group Member, Alex Vai, 5 Wadsworth Road, thanked all who worked on the Energy and Sustainability Coordinator process. Chair Russo acknowledged that Mr. Vai was very helpful in this effort.

Select Board Members thanked Interim Town Manager Bilodeau, Facilities Director Duran, the Energy and Sustainability Committee, Representative Gentile, and many others who worked to make the posted position a reality.

**Key Performance Indicators (KPI) quarterly update on major projects**

Present: Director of Planning and Community Development Adam Duchesneau; Combined Facilities Director Sandra Duran; DPW Director Dan Nason; Fire Chief John Whalen



Interim Town Manager Bilodeau provided overview regarding the KPI quarterly updates on major Town projects including:

Fairbank Community Center:

Ms. Duran stated the construction delay was being addressed due to old construction debris found in the soil.

Eversource

Interim Town Manager Bilodeau confirmed that biweekly meetings with Eversource representatives was continuing and going well. She stated that Eversource representatives would be meeting with the Board by the end of October.

BFRT

Interim Town Manager Bilodeau acknowledged the BFRT process was awaiting MassDOT selection of a project contractor. She indicated such selection would likely not occur until the end of December.

Mr. Duchesneau concurred that the project was on hold until MassDOT selected a project coordinator, and confirmed the advertising period had been completed on schedule.

CSX Extension

Mr. Duchesneau noted that the BFRT consulting company Fuss and O'Neil will finish their related data collection regarding the CSX extension by December 1.

Interim Town Manager Bilodeau noted that CSX project funding could be TIP funded or Town-budgeted. Mr. Duchesneau added that such funding might depend on how quickly the Town might want to advance this construction project.

Mr. Duchesneau estimated another CSX update might be presented to the Select Board in late December.

Town Hall Restoration

Interim Town Manager Bilodeau stated that such restoration is currently on hold, as the focus has been on the construction of the Fairbank Community Center and the major addition at the Fire Station.

Both Vice-Chair Dretler and Chair Russo indicated that Town Hall Restoration consideration and improvement must be kept in active discussion.

ADA Self-Assessment and Transition Plan

Interim Town Manager Bilodeau stated accessible pathways at the Noyes and Nixon Schools have been constructed, as well as installation of accessible sinks and cabinets for physically challenged students at all Sudbury public schools.

Ms. Duran presented pictures of ADA improvements at various Town buildings.

CWMP (Comprehensive Wastewater Management Plan)

Mr. Nason confirmed that the Plan was near completion and MA DEP had minimal comments/concerns. He would be presenting all results to the Select Board in the near future.

### ARPA

Interim Town Manager Bilodeau confirmed that there was an unspent ARPA balance of \$309,013.78.

Board discussion regarding the accessible Park and Recreation van was discussed. Interim Town Manager Bilodeau recommended having Mr. Mannone and Ms. Huston provide related update for the Board. Board Members were in agreement.

### Fire Station 2

Interim Town Manager Bilodeau confirmed that associated bids were received, and preconstruction approval was received on September 15<sup>th</sup>, but construction has not begun.

Chief Whalen was hopeful that construction would commence sometime in October.

Resident Kevin Lahaise, 195 Horse Pond Road, stated the KPI update was great, and thanked Staff for their work.

### **Discussion and update on the Diversity, Equity & Inclusion (DEI) Commission, and possible vote on changes to the mission statement**

Present: DEI Co-Chair Nalini Luthra, 941 Concord Road; DEI Member Janine Taylor, 386 Maynard Road

Board Member Roberts presented edits made on the DEI Mission Statement by the Commissioners and reviewed with edits proposed by Town Counsel Lee Smith. She stated the goal was to start the revised Commission (13 voting members) and to finalize the mission statement tonight. She suggested that DEI candidates be interviewed in November, and to consider staggering memberships.

Board Member Roberts explained that some six members would remain on the newly formed Commission.

Both Ms. Luthra and Ms. Taylor understood that any Human Resources topic was outside the realm of the Commission, and required the expertise of the Human Resources Department.

Board Members provided suggestions and recommendations regarding procedural matters, and confirmed the DEI Commission was not a policy-making committee.

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

VOTED: To approve the DEI Mission Statement, as edited

Resident Manish Sharma, 77 Colonial Drive, stated the DEI conversation was a great one, and suggested that LSRHS students could undertake municipal opportunities/internships in Town and perhaps help the Select Board putting documents together and record keeping. They could put in a couple of hours per week. Chair Russo responded the Board would consider the idea.

### **Recess**

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

VOTED: To recess and come back to the meeting at 10:23 PM

**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**

Members explained various sentiments and expressed their thoughts.

Chair Dretler detailed the updating of the Statement could help Select Board Members define goals.

Chair Russo stated the discussion would continue in two weeks at the October 11<sup>th</sup> meeting, and all edits should be submitted by noon on October 5, 2022.

**Vocational Education Update**

Board Member Kouchakdjian presented an update highlighting the fact that she communicated with officials at several vocational schools, as discussed, and would be interested in touring the schools.

Chair Russo recommended the Board revisit the topic at the end of October or before Thanksgiving.

Board Member Kouchakdjian agreed to send related letters/correspondence to Interim Town Manager Bilodeau and Chair Russo to determine next steps.

**Bruce Freeman Rail Trail "Community Summit" report back**

Chair Russo provided update and noted that "Community Summit" topics focused on consistent signage, speed limits and e-bikes.

Related discussion took place; Board Members agreed to continue the discussion at a future meeting.

Vice-Chair Dretler motioned that the BFRT Advisory Task Force schedule a meeting within the next 30 days to discuss items mentioned and provide recommendations to the Select Board. Board Member Roberts seconded the motion.

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

VOTED: That the BFRT Advisory Task Force schedule a meeting in the next 30 days with the Select Board, to provided related recommendations.

**Public Comments (cont.)**

No Public Comments

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

Chair Russo postponed review and vote of the open session minutes of 7/12/22.

**Upcoming agenda items:**

**10/11/22 Meeting:**

- Executive Session at 6:00 PM

- Joint meeting with Planning Board regarding Master Plan Update and MBTA Communities Deadlines
- Town Manager Search Update
- Goal Setting Meeting Preparations
- Continued discussion of Select Board Statement
- Housing Trust Bylaw - document from Attorney Lee Smith
- Bike Rack installation
- LSRHS Agreement Update

Future Meeting:

- Discuss and revisit the Vocational Education topic at the end of October or before Thanksgiving
- Update with Energy and Sustainability Committee

Consent Calendar

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

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

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

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

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

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

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

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

**Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday November 19, 2022, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.**

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 Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday November 19, 2022, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

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

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

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

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: On allocation and distribution of \$4000 of FY23 Discretionary Funds, as requested by the Town Social Worker.

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

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

### **Adjourn**

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

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

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting was adjourned at 11:59 PM

# SUDBURY SELECT BOARD

TUESDAY, NOVEMBER 1, 2022

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

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:01 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, Dretler-present, Roberts-present, Carty-present, Russo-present

## **Opening Remarks by Chair**

- Halloween event was great
- Indicated he felt relief, excitement, and gratitude for progress being made with the Town Manager search process

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

Interim Town Manager Bilodeau had nothing to add.

## **Reports from Select Board**

### **Vice-Chair Dretler:**

Nothing to add; wished to focus on agenda items for tonight's meeting.

### **Board Member Kouchakdjian:**

Nothing to add; wished to proceed with tonight's agenda items.

### **Board Member Roberts:**

- Great Halloween event in Town
- Mentioned compositing of pumpkins in other neighboring communities; Sudbury might consider this program
- DEI Commission "Lived Experiences" project submittals continue through November; Town website has additional information

### **Board Member Carty:**

- Saturday, November 5; "Sudbury Doing Good" event at the Goodnow Library from 11:00 AM to 2:00 PM
- HOPEsudbury Telethon and Auction starts Saturday, November 5



SUDBURY SELECT BOARD  
TUESDAY, NOVEMBER 1, 2022  
PAGE 2

- Transportation Committee receiving a grant from Mass Development – Taxi & Livery Support; Sudbury will share the \$220,000 grant award with Acton, Bolton, and Stow

**Public Comment**

No comments

**Community Paradigm Associates to present Town Manager finalist candidates. Also any further discussion needed related to the process**

Present: Bernard Lynch and Sharon Flaherty, CPA (Community Paradigm Associates)

Mr. Lynch reviewed the selection process to include a Town Manager Select Forum on November 7<sup>th</sup> and 9<sup>th</sup>, and Town Manager Candidate Interviews with the Select Board on Saturday, November 12, 2022.

Mr. Lynch detailed that 26 applicant responses were received, and three candidates (Michael McCall, Andrew Sheehan, and Gregory Johnson) would be interviewed by the Select Board.

Board Members concurred that November 19, 2022 would be the alternative interview date, should there be illness on November 12.

**Goal setting discussion and vote**

Present: Mel Klechner, UMass Collins Center

Mr. Klechner highlighted the top 15 Select Board goals, as voted on by the Board at the Goal Setting Meeting on October 24, 2022. He outlined the top five Select Board Goals:

- Investigation of Vocational Education Access Options
- Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations
- Conduct a comprehensive ADA Transition Plan
- Determine funding options for construction of Phase 3A-CSX/Rte 20 of the Bruce Freeman Rail Trail
- Sustainability and Climate Change initiatives; including hiring a Sustainability Coordinator and creation of Climate Mobilization Action Plan

Board Member Carty motioned to approve the top five Select Board goals reflective of FY22 to FY23, as listed in the Select Board packet for November 1, 2022. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the top five Select Board goals for FY22, as listed in the Select Board packet for November 1, 2022

Chair Russo recommended the assignment of Select Board liaisons to each Select Board Goal. Members assigned the following liaisons:

- Board Member Carty – Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations



SUDBURY SELECT BOARD  
TUESDAY, NOVEMBER 1, 2022  
PAGE 3

- Board Member Roberts - Sustainability and Climate Change initiatives; including hiring a Sustainability Coordinator and creation of Climate Mobilization Action Plan
- Board Member Kouchakdjian - Investigation of Vocational Education Access Options
- Vice-Chair Dretler - Determine funding options for construction of Phase 3A-CSX/Rte 20 of the Bruce Freeman Rail Trail
- Chair Russo - Conduct a comprehensive ADA Transition Plan

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

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

VOTED: To approve the Select Board liaison assignments, as discussed

**Discussion and vote whether to approve letter of support for Sudbury Youth Soccer Association to include in their grant proposal, Expanding Adaptive Soccer Programming and Enrichment in Sudbury, Mass, to The Sudbury Foundation for the January 1, 2023 grant cycle deadline**

Present: Karyn Vostok, 27 Pendleton Road, advocate for TOPSoccer Program; Benjamin Quinto, 15 Pendleton Road, Coordinator for TOPSoccer; Steve O'Keefe, 30 Paddock Way, TOPSoccer advocate and President of Sudbury Youth Soccer.

Board Member Kouchakdjian recused herself.

Mr. O'Keefe explained that the Sudbury Youth Soccer program had been in Sudbury for some 40 years, adding he has been one of the adaptive coach/instructors with the Expanded Adaptive Soccer Program.

The PowerPoint about the Expanded Adaptive Soccer Program was presented to the Select Board.

Ms. Vostok narrated the piece "Adaptive Programs Go Beyond Inclusion," and explained distinctions between adaptive and sport inclusion, and her experience with her son. She stated the program was a way for her son to meet other children with disabilities who want to actively participate in sports such as soccer.

Mr. Quinto stated that soccer was the perfect sport for this type of adaptive inclusion, and Cutting Field has a turf surface which allows for better mobility with a wheelchair. He stressed that children like his son were able to practice sportsmanship, have fun, and learn from their TOPSoccer buddies. Mr. Quinto explained the Program for those 3 to 18 years of age has grown from 7 to 25 athletes with 35 buddies (high school students) and 5 adult volunteers.

Board Members indicated their support of the program, and concurred that letters/communications from the Park & Recreation Department, Conservation Department, Commission on Disability, and other Staff members would be important.

Chair Russo confirmed that related discussion would continue once the letters of support were submitted. He stated that the completed Expanding Adaptive Soccer Programming and Enrichment Application would have to be submitted to the Sudbury Foundation by January 1, 2023.

**Public Comment**

Resident Manish Sharma, 77 Colonial Road, asked if all appropriate fees had been submitted, and agreed the Select Board had to take a careful approach.

**Provide an update to the Select Board on the FINAL Comprehensive Wastewater Management Plan (CWMP) and Single Environmental Impact Report (SEIR) and to announce the award of a \$250,000 Housing Choice Grant to the Town of Sudbury to continue groundwater discharge permitting efforts, Mass Historical investigations and additional public outreach for this important wastewater project**

Present: Rosemary Blacquier, Woodward and Curran; Scott Medeiros, Woodard & Curran; Jack Troidl, Woodard & Curran; Dan Nason, DPW Director.

Final Comprehensive Wastewater Management Plan (CWMP) and the Single Environmental Impact Report (SEIR) updates were provided to the Select Board.

Mr. Nason confirmed a \$250,000 Housing Choice State grant was awarded. Mr. Medeiros confirmed additional funding would help keep the project going with the Rte. 20 Corridor being addressed most immediately. Ms. Blacquier mentioned various forms of funding, and that the team would be presented to the Board in December, when the MEPA Certificate comes in.

Mr. Troidl explained the implementation aspects in a phased approach. He emphasized the importance of continued investigations and public outreach regarding CWMP.

Chair Russo reiterated that the CWMP goal was included in the Master Plan.

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

Interim Town Manager Bilodeau confirmed that additional Bylaw information had been included in this evening's Select Board packet. She noted the Bylaw would be presented to Legislators and Town Meeting.

Vice-Chair Dretler motioned to approve the Housing Trust Bylaw, as written in the Packet, and move it forward to the Warrant for 2023 Annual Town Meeting. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the Housing Trust Bylaw, as written in the Packet, and move it forward to the Warrant for 2023 Annual Town Meeting

**Vote to NOT exercise the Town's right of first refusal to purchase the deed restricted affordable dwelling unit at 4 Longfellow Road, and to inform the Department of Housing and Community Development**

Chair Russo announced the item was withdrawn.

Interim Town Manager Bilodeau confirmed the item was withdrawn; the seller decided to withdraw the selling option.

**Vote to review and possibly approve the open session minutes of 8/2/22 and 8/3/22**

**8/2/22 Minutes**

Board Member Kouchakdjian motioned to approve the Minutes of 8/2/22, as edited. Vice-Chair Dretler seconded the motion.

SUDBURY SELECT BOARD  
TUESDAY, NOVEMBER 1, 2022  
PAGE 5

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

VOTED: To approve the Minutes of 8/2/22, as edited

8/3/22 Minutes

Board Member Kouchakdjian motioned to approve the Minutes of 8/3/22, as edited. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the Minutes of 8/3/22, as edited

**Public Comments (Cont.)**

No comments

**Upcoming Agenda Items**

November 15, 2022

- Interviews with DEI members wishing to continue
- Select Board Town Manager Subcommittee to be chosen
- Sustainability Coordinator Update

November 29, 2022

- Executive Session regarding Town Manager negotiations with Select Board Town Manager Subcommittee

December 6, 2022

- Financial Condition of the Town
- Executive Session

December 20, 2022

- Quarterly KPI Update
- Eversource Update
- Executive Session

**Consent Calendar**

**Vote to Grant a Special Permit to Pete Gottlieb to hold the "Bowker Neighborhood Turkey Trot" on Thursday, November 24, 2022, from 8 AM through approximately 9 AM, 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 motion. Vice-Chair Dretler moved in the words of the Chair. Board Member Roberts seconded the motion.

Attachment 7.b: SB\_draft\_11.01.22\_min\_for\_review (5655 : Minutes Review)

SUDBURY SELECT BOARD  
TUESDAY, NOVEMBER 1, 2022  
PAGE 6

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

VOTED: To Grant a Special Permit to Pete Gottlieb to hold the "Bowker Neighborhood Turkey Trot" on Thursday, November 24, 2022, from 8 AM through approximately 9 AM, 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

**To approve award of contract and execution thereof by the Interim Town Manager for independent contractor dog/animal control services pursuant to the Request for Proposals and evaluation of said proposals received, said contract to be for an initial period of eleven months with renewal in each of the following two full years at the Town's option, said option to be determined and contracted by the Interim Town Manager or Town Manager; and further, to appoint said contractor as Dog/Animal Control Officer for the Town of Sudbury**

Chair Russo read in the words of 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, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To award contract and execution thereof by the Interim Town Manager for independent contractor dog/animal control services pursuant to the Request for Proposals and evaluation of said proposals received, said contract to be for an initial period of eleven months with renewal in each of the following two full years at the Town's option, said option to be determined and contracted by the Interim Town Manager or Town Manager; and further, to appoint said contractor as Dog/Animal Control Officer for the Town of Sudbury

**Vote to accept the resignation of Karl Pops, 74 Bay Drive, from the Sudbury Housing Trust and send a letter of thanks for his service to the Town**

Chair Russo read in the words of 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, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept the resignation of Karl Pops, 74 Bay Drive, from the Sudbury Housing Trust and send a letter of thanks for his service to the Town

**Ratify the vote taken on 10/11/22 and sign the Memorandum of Agreement between the Town of Sudbury and the Sudbury Public Employee Committee (PEC) to provide health insurance through the Group Insurance Commission for another three-year period from July 1, 2023 to June 30, 2026.**

Chair Russo read in the words of 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, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To ratify the vote taken on 10/11/22 and sign the Memorandum of Agreement between the Town of Sudbury and the Sudbury Public Employee Committee (PEC) to provide health insurance

Attachment7.b: SB\_draft\_11.01.22\_min\_for\_review (5655 : Minutes Review)

SUDBURY SELECT BOARD  
TUESDAY, NOVEMBER 1, 2022  
PAGE 7

through the Group Insurance Commission for another three-year period from July 1, 2023 to June 30, 2026

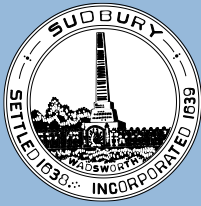
**Adjourn**

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting ended at 10:07 PM.



## MISCELLANEOUS (UNTIMED)

### 8: 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:

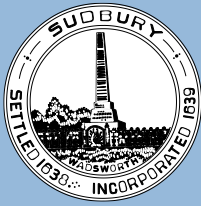
Approximate agenda time requested:

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

01/24/2023 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**MISCELLANEOUS (UNTIMED)****9: Upcoming agenda items****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

**Review:**

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

01/24/2023 7:00 PM

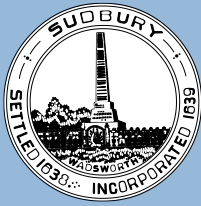
## POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
<b>Feb. 7 (changed from Jan. 31)</b>	Accept all ATM articles submitted by 1/31/23
	DEI update
	Goal setting update
	Sudbury Farms change of manager – alcohol hearing
<b>Feb. 13</b>	Joint meeting (Capital Night) with FinCom and CIAC to discuss Capital articles
	First Parish License
	MBTA communities discussion
<b>Feb. 28</b>	SB Newsletter articles approval
	Discussion on ATM Warrant articles
	Eversource Update
<b>High priority items</b>	Discussion of potential Special Town Meeting Ballot Question
	Policy of interviewing for every committee (Carty)
	LS agreement
	Discussion on recent Board/Committee resignations
	MBTA communities discussion (with Planning Board)
	BFRT Advisory Task Force – possibly change name
	Voc Ed update (Lisa K.)
	Mass Central Rail Trail/DCR
	MWRA discussion
	Broadacres Property: CPC item and another with Park & Rec Commission
	Hybrid meeting update from Mark Thompson
	Official statement re: Eversource Transmission Line
	Official vote on extension of Town Counsel contract with KP Law
<b>Date to be determined</b>	Remote Meeting Policy (Lisa K.)
	Capital Process
	Citizen Leadership Forum (Govt and how it works)
	Climate Emergency declaration & sustainability director
	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
	Investment Advisory Committee
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review (Chair Russo)
	Bi-monthly update from Eversource (Oct, Dec, Feb, Apr, June, Aug)
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)

Attachment 9.a: Upcoming items 01.24.23 (5658 : Upcoming agenda items)



	Quarterly update on Key Performance Indicators (KPIs) projects to track (December, March, June, September)
	Solar Panels
	Subcommittee discussion (Executive)
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training
<b>Standing Items for All Meetings</b>	Select Board requests for future agenda items at end of meeting
	Public Comments, continued (if necessary)



## SUDBURY SELECT BOARD

Tuesday, January 24, 2023

**CONSENT CALENDAR ITEM****10: Approve Small Wireless Subcommittee minutes****REQUESTOR SECTION**

Date of request:

Requestor: Vice Chair Dretler

Formal Title: Vote to approve Small Wireless Subcommittee minutes of 11/16/22 and 12/5/22.

Recommendations/Suggested Motion/Vote:

Background Information:  
attached drafts

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

01/24/2023 7:00 PM

**Small Wireless Facility Committee  
Meeting Minutes  
Monday, December 5, 2022 at 12:00 PM  
Virtual Meeting**

**Members Present:**

Daniel Carty, Select Board Member  
Janie Dretler, Select Board Vice Chair

**Also Present:**

Maryanne Bilodeau, Interim Town Manager  
Adam Duchesneau, Director of Planning and Community Development  
David Maxson, Consultant and CEO, Isotrope, LLC

**Confirmation of Quorum:**

The statutory requirements as to notice having been compiled with, the meeting was convened at 12:03 P.M. via Zoom telecommunication mode. Select Board Vice Chair Janie Dretler announced the recording of the meeting and other procedural aspects included in the meeting. Ms. Dretler took a roll call and all members were present. Ms. Dretler volunteered to take minutes.

**1. Review and discuss policy draft document and materials**

Dan Carty provided a recap of the previous meeting. Maryanne Bilodeau provided the group with a draft of David Maxson's draft bylaw document for review. Ms. Dretler read through the suggested edits with the group. Ms. Dretler asked Adam Duchesneau to provide a summary of the Planning Board's November 30 discussion about the proposed draft bylaw.

Mr. Duchesneau stated the Planning Board was generally supportive of what this subcommittee has been discussing regarding the creation of a small wireless facility general bylaw. The Planning Board thought it made sense to amend the existing wireless services overlay district bylaw and to have a separate general bylaw for the public rights of way. The Planning Board will need to adjust the wireless services overlay district so that there is not a conflict between the two bylaws. Further, Mr. Duchesneau stated that the Planning Board would not be ready to bring a revised wireless services overlay bylaw forward to the May 2023 Annual Town Meeting and that a date beyond May of 2023 would be preferable. The Board preferred to have the two bylaws presented at the same Town Meeting to avoid any confusion by the public. In addition, the Planning Board wanted to make sure that no new additional poles could be installed for small wireless facilities and suggested that the bylaw should be written so that facilities were only placed on existing poles or replacement poles.

Ms. Dretler summarized that the Planning Board is asking the Select Board not to move forward with the general bylaw at the 2023 Annual Town Meeting and the Planning Board's preference is to present both the general bylaw and the amended zoning bylaw at the same Town Meeting, possibly in 2024. Mr. Carty stated this was his understanding of the Planning Board's request as well.

David Maxson joined the meeting at 12:27 PM.

Mr. Carty stated that he was still unclear about the jurisdiction of Route 20, a state highway and whether a general bylaw would have any power. David Maxson stated that a bylaw provides additional controls for the Town and that the Select Board could apply conditions to the grant of the application. Ms. Dretler stated that the applicant could accept the Select Board's conditions, or they could appeal them. Mr. Carty stated that approach sounded reasonable to him on the surface.

Ms. Bilodeau stated the Select Board could create a regulation as a stop gap measure until a general bylaw was presented at a future Town Meeting. She stated that Attorney Jon Witten had previously been concerned that a regulation would not be as strong as a bylaw. Ms. Bilodeau asked for clarification as to whether a regulation could be modified to a bylaw and stated, if so, then it could possibly be ready for a 2023 Fall Town Meeting. Consensus of the subcommittee members was affirmative. Mr. Maxson stated that the draft document could stand as a regulation rather than a bylaw and that other towns he has worked with have implemented regulations.

The group reviewed Mr. Maxon's suggested edits to the bylaw document and agreed that the document should be revised to be a regulation and sent for legal review.

**2. Discuss next steps:**

David Maxon will make edits to document and submit to Maryanne for submission to Town Counsel for review. The SWF subcommittee will request time on an upcoming Select Board agenda.

**3. Review timeline for 2023 Annual Town Meeting Warrant submission**

There was no discussion on this item.

**4. Public comment:**

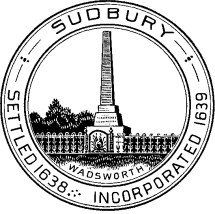
No members of the public were present.

**5. Upcoming agenda items/next meeting planning:**

Discussion with full Select Board possibly on December 20.

**Adjournment:**

Ms. Dretler asked for a motion to adjourn. Mr. Carty motioned, and Ms. Dretler seconded. The meeting was adjourned at 1:30 PM by roll call vote.



# Town of Sudbury

<https://sudbury.ma.us/transportation/>

**Sudbury Select Board  
Small Wireless Facility Subcommittee  
Minutes  
Wednesday, November 16, 2022  
12:00 PM  
Via Town Zoom Conference Call**

Core Members Present: Daniel Carty, Janie Dretler

Guests: Interim Town Manager Maryanne Bilodeau, David Maxson (Consultant, Isotrope LLC), Town Planner Adam Duscheaneu (arrived 12:20)

## Confirmation of Quorum

The statutory requirements as to notice having been complied with, Dan Carty as convened the meeting at 12:02 PM. Dan Carty made an announcement that this was a public meeting, and the meeting was being recorded and shared live via Zoom. He took roll call and noted a quorum or members were present.

## Selection of Clerk

Dan volunteered to take meeting minutes.

## Goals and Deliverables

Members Dretler and Carty agreed that the goal was to deliver a draft bylaw to the Select Board for review in time to make the 2023 Annual Town Meeting. Maryanne Bilodeau noted that materials had been sent to the subcommittee in advance for review today. David Maxson asked if the bylaw would be strictly for the for the public way or broader. He then noted that some towns include a clause regarding small wireless facilities so that they can do it under a special permit process. Janie stated it was her understanding that this was about the public right of way and that we leave the private parcels to the Zoning or Planning Boards. Dan asked if we currently have coverage on private parcels and what would happen now if a provider wanted to drop one in on a private parcel. David stated it was a small wireless facility and would be covered under out current bylaws – a small wireless facility that meets the twenty-watt criterion is as of right in any zoning district. Dan questioned if this approach left any gaps in coverage and why we were not involving the Planning Board. Maryanne stated she had discussed with Adam and that the Planning Board should be involved.

Janie shared her screen which displayed a document from KP Law marked up with comments from David Maxson. David noted that we had the opportunity to create a small wireless overlay district. He also noted that the Planning Board was working on a zoning bylaw. Janie clarified that this bylaw would give guidance on where small wireless facilities would be visible in the public way. David stated that carve-outs could be made for historic districts, for example. Janie replied with one way would be all or nothing in a public way or else an overlay district which would carve out specific areas in town. David noted there would be potential conflict that if you wanted this by law to cover zoning as well as public ways and suggested that we stick with just public ways.

Discussion ensued about free standing structures vs. shared structures. Janie asked what poles we had in right of ways that currently were not utilized by utilities. David stated that utilities must allow wireless companies to attach to their utility poles, it doesn't say towns must allow wireless companies to attach to their lamp posts.

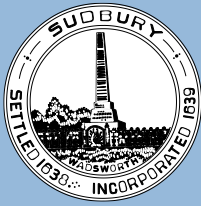
Adam joined the meeting at approximately 12:20pm. Janie told him that we were trying to get a handle on whether this should be coverage for public ways or an overlay district. Adam stated that David and his team are working on the planning board to examine the current wireless overlay district by law, and there may be changes coming out of that, specifically the removal of the public rights of way. The permitting regulation would fall entirely to the Select board as he thought would be odd to have two different boards regulating small cell wireless within public right away throughout town, in different locations. Janie agreed and stated that it makes it cleaner if we just deal with the public right of way.

Adam and David then discussed specifics of wording in the draft bylaw. Dan asked about how the work this subcommittee, and thus the Select Board, related to that being done by Planning, and would Planning's work be ready for Spring town meeting. Adam stated it would not be ready for this coming town meeting. Discussion ensued, and Adam then noted that the current bylaws only reference properties and not rights-of-way. The discussion then pivoted to the existing bylaw that states that new developments must put wires underground. Dan questioned how we can enforce if our bylaws applied to properties and not rights of way. David thought that we would be pretty well protected in areas where you already have undergrounding.

Janie asked the group what we wanted to accomplish in the next 15 minutes as our time was expiring. Dan asked that we come to consensus on what problem we were trying to solve. Specific locations were discussed as examples of whether our current bylaws covered or not. David reminded the group that utility infrastructure was subject to a different set of rules. Janie noted that our time was expiring. David offered to clean up the document for further discussion in our next meeting. Maryanne stated she would forward to legal council for review. Adam thought this public rights of way approach and not just route 20 was appropriate but would review with the Planning Board. Janie asked that we refer to a fee schedule rather than actual dollar amounts within the bylaw text. David discussed aspects of existing poles vs replacement poles as well as pole height. Dan asked that this be written to accommodate changes in technology so that this did not become obsolete in the short term.

### **Next Meeting, Adjournment**

Janie stated that we should work to have this complete by mid-December. The next meeting was schedule for noon on Monday, December 5. Janie volunteered to draft an agenda. She called for public comment and there was none. Janie asked for a motion to adjourn. Dan motioned, Janie seconded, and the meeting was adjourned at 1:06PM by roll call vote.

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**CONSENT CALENDAR ITEM****11: Accept resignation from Energy Committee****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Mark Sevier, 14 Arborwood Road, from the Energy and Sustainability Committee, and send a thank you letter for his service to the Town.

Recommendations/Suggested Motion/Vote:

Background Information:  
attached resignation email

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

01/24/2023 7:00 PM

**From:** Mark Sevier <[m\\_sev@yahoo.com](mailto:m_sev@yahoo.com)>

**Sent:** Tuesday, January 17, 2023 8:13 AM

**To:** Energy and Sustainability Green Ribbon Committee <[energy@sudbury.ma.us](mailto:energy@sudbury.ma.us)>

**Subject:** Apology, Perspective, & Energy Committee Resignation Confirmation

I want to apologize for my frustrated tone and abrupt departure from last week's energy committee meeting, especially if it made anyone uncomfortable.

A summary of my perspective:

I attempted to provide support for the first iteration of the Solect solar roofs project with Bill Barletta, but was primarily left out of the loop, only hearing about the failed meeting with the school committee after the fact. It was disappointing to later find that financial apples were compared to oranges, and that Bill hadn't involved other town committees before going to the school committee to 'pitch' the projects.

A couple weeks after Sandra started, I again offered assistance in making the case for solar roof projects starting with DPW, but again found myself left out of the loop. Then, at last week's energy comm meeting, Sandra described a 'rush' plan, which had not previously been discussed at either energy or permanent building committees, to pitch the DPW project to town meeting using 'free' cash for re-roofing, seemingly without a clear idea of electricity or roofing costs. Beyond that, she described her plan as the only option, and initially did not want to take to time to discuss it.

At that moment, I realized further discussion would be wasting everyone's time, since it is the facility director's decision whether or not to involve the energy committee in town affairs, something the interim town manager recently pointed out to me.

As the last original energy committee member, I now realize Jim Kelly's interest in hearing and acting on advice from energy committee volunteers when making energy related decisions for the town was the anomaly, and what made me feel like it was worth spending time volunteering on the energy committee. Since Jim left, the scheme seems to reverted to one where the facilities director somewhat sporadically includes the energy committee, and where it probably does make sense that only issues where agreement is expected are discussed. I'm not one to sit quietly through a discussion that doesn't make sense to me, and given my extensive background in energy related issues, I don't see sitting quietly through meetings as a worthwhile use of my time spent volunteering.

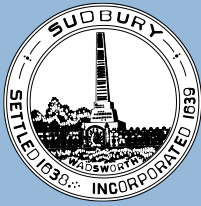
So, this message confirms my resignation from Sudbury's Energy committee effective at the last meeting on 1/11/23.

Mark Sevier

[Sent from Yahoo Mail on Android](#)

Attachment11.a: Sevier resignation (5703 : Accept resignation from Energy Committee)





## SUDBURY SELECT BOARD

Tuesday, January 24, 2023

**CONSENT CALENDAR ITEM****12: Accept resignation from Sudbury Housing Trust**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Susan Scotti, 26 Longfellow Road, from the Sudbury Housing Trust, and send her a thank you letter for her service to the Town.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

01/24/2023 7:00 PM

**From:** Susan Scotti <[susanscott@mac.com](mailto:susanscott@mac.com)>  
**Subject: Re: Housing Trust Meeting**  
**Date:** January 11, 2023 at 2:54:28 PM EST  
**To:** Carmine Gentile <[cgentile33@gmail.com](mailto:cgentile33@gmail.com)>  
**Cc:** "Poteat, Ryan" <[PoteatR@sudbury.ma.us](mailto:PoteatR@sudbury.ma.us)>, "Duchesneau, Adam" <[DuchesneauA@sudbury.ma.us](mailto:DuchesneauA@sudbury.ma.us)>

Hello Carmine, Ryan, and Adam,

I hope you are all doing well and happy new year.

Carmine, thank you for letting me know the policies around emailing the trust regarding a quorum. On that note, I was finally hit with Covid for the first time and have not yet recovered and will be unable to attend this week.

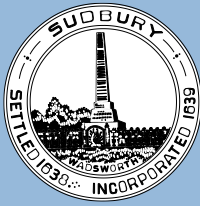
I would also like to let you know that I must resign from the Committee. I have been promoted at Berklee to a director's position and will be on campus regularly, which means I will not be able to attend meetings during the time allotted.

I have been grateful to have served on the committee and been part of its vital work. I wish I had time to do stay on, but the promotion I received is something I have worked very hard towards. I am sorry to end my commitment prematurely, and am wishing everyone on the committee all the best with future endeavors.

Thank you again for the opportunity.

Best,  
Susan

Attachment12.a: Scotti\_resignation (5706 : Accept resignation from Sudbury Housing Trust)

**SUDBURY SELECT BOARD**

Tuesday, January 24, 2023

**CONSENT CALENDAR ITEM****13: Senior Tax Work off program****REQUESTOR SECTION**

Date of request:

Requestor: Debra Galloway Senior Center Director

Formal Title: Vote to approve the minimum wage increase from the current 14.25/hour to 15.00 hour for participants in the Property Tax Work-off program. This is consistent with Massachusetts State Minimum wage increase as of 1/1/23; AND vote to approve that the 68 Tax Work-off positions be available to any resident 60 or older, and to veterans of any age, as needed. (This is a change from 60 slots for 60+ and 8 slots for veterans.) This was requested by Debra Galloway, Senior Center Director.

Recommendations/Suggested Motion/Vote: Vote to approve the minimum wage increase from the current 14.25/hour to 15.00 hour for participants in the Property Tax Work-off program. This is consistent with Massachusetts State Minimum wage increase as of 1/1/23; AND vote to approve that the 68 Tax Work-off positions be available to any resident 60 or older, and to veterans of any age, as needed. (This is a change from 60 slots for 60+ and 8 slots for veterans.) This was requested by Debra Galloway, Senior Center Director.

**Background Information:**

This request was on the 1/10 agenda; however, only the annual increase from \$1425 to \$1500 was voted.

These two items are to complete Debra Galloway's request.

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

01/24/2023 7:00 PM



# Sudbury Senior Center

## Council on Aging

### Town of Sudbury, Massachusetts

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

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#### MEMORANDUM

Date: December 16, 2022

To: Sudbury Select Board  
 Sudbury Board of Assessors

From: Debra Galloway, Director, Sudbury Senior Center for the Sudbury Council on Aging

RE: Sudbury Property Tax Work-off Program

At the Sudbury Council on Aging meeting of December 12, 2022, the Council on Aging Board voted unanimously to request an increase in the maximum amount of the tax abatement available to participants in the Property Tax Work-off Program. The proposal would allow for an increase from the current \$14.25/hour or \$1,425 per year to \$15.00/hour or \$1,500 per year, consistent with the Massachusetts State Minimum wage increase as of January 1, 2023.

The Sudbury Property Tax Work-off Program offers residents 60 years of age and older, as well as veterans of any age, an opportunity to apply to work for Sudbury Town Departments. Hours worked during the calendar year are received as a property tax credit in the following calendar year. The Council on Aging is requesting that the Sudbury Select Board increase the annual maximum abatement allowance to \$1,500 which will accommodate 100 work hours at the new State minimum wage rate of \$15.00 per hour (as of January 1, 2023).

This year, the Sudbury Council on Aging requests that the Select Board allow for an increase to the Property Tax-work Off program tax abatement rate to match the Mass. Minimum Wage and ***automatically increase*** each year that the Mass. Minimum wage is increased. This request is made subject to the Board of Assessors estimation that there is sufficient funding in the overlay account for your consideration of our request.

The Sudbury Council on Aging also recommends to the Sudbury Select Board that the Tax Work-off slots be available for Adults 60 and older, and to Veterans of any age, as needed, rather than designated for one or the other. This would amount to a total of 68 slots be available to either adults 60+ or veterans, depending on applications and need.

The funding for the property tax credit generated by this local option abatement program is budgeted and paid for through the Town's Abatement/Exemption Overlay Account<sup>1</sup>. The current program allocation is \$85,500 for 60 slots for seniors and \$11,400 for 8 slots for veterans (2022), and would, with approval of the requested increase to \$15.00 per hour worked, be raised to a total of \$102,000 for the program (incorporating both applicants who are adults 60+ and veterans), as of January 1, 2023.

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<sup>1</sup> The Town also pays for mandated OBRA and FICA amounts for each participant; these costs are recorded elsewhere as operating expenditures rather than reductions (write-offs) to tax revenues.