



SUDBURY SELECT BOARD
MONDAY JANUARY 30, 2023
8:00 PM, ZOOM

Item #	Time	Action	Item
	8:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments on items not on agenda
MISCELLANEOUS			
1.		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 additional funding requests for audio/visual equipment for the Fairbank Community Center, and other warrant article requests.
2.			Public Comments (cont)
3.		VOTE	Vote to review and possibly approve the open session minutes of 9/27/22 and 11/1/22.
4.			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.

**SUDBURY SELECT BOARD**

Monday, January 30, 2023

MISCELLANEOUS (UNTIMED)**1: 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 additional funding requests for audio/visual equipment for the Fairbank Community Center, 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 additional funding requests for audio/visual equipment for the Fairbank Community Center, 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

01/30/2023 8:00 PM

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

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Town of Sudbury

Facilities Department

275 Old Lancaster Road
Sudbury, MA 01776
978-440-5466; Fax 978-440-5404
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 or 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 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 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.

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

From: Jack Ryan <ryan.john.jr@gmail.com>
Sent: Thursday, January 19, 2023 6:39 PM
To: Russo, Charlie
Cc: kaybell@mail.com; 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>
Date: Thursday, January 19, 2023
Subject: Fairbank CC Town Meeting article
To: Jack Ryan <ryan.john.jr@gmail.com>
Cc: Select Board <SelectBoard@sudbury.ma.us>, "jenkpincus@gmail.com" <Jenkpincus@gmail.com>, "Duran, Sandra" <DuranS@sudbury.ma.us>, "kaybell@mail.com" <kaybell@mail.com>, "Galloway, Debra" <GallowayD@sudbury.ma.us>, "jallaw@verizon.net" <jallaw@verizon.net>, "Jones, Elaine" <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](#)
[Sudbury MA 01776](#)
 Phone: (978) 639-3385
 Fax: (978) 443-0756

Attachment1.d: JRyan_email (5715 : 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>

Sent: Thursday, January 19, 2023 3:04 PM

To: Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>

Cc: Select Board <SelectBoard@sudbury.ma.us>; Jennifer Pincus <Jenkpincus@gmail.com>; Duran, Sandra <DuranS@sudbury.ma.us>; kaybell@mail.com; Galloway, Debra <GallowayD@sudbury.ma.us>; jallow@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

Attachment1.d: JRyan_email (5715 : Discussion on ATM warrant articles)

From: Jennifer Pincus <jenkpincus@gmail.com>
 Date: 1/28/23 6:43 PM (GMT-05:00)
 To: "Bilodeau, Maryanne" <BilodeauM@sudbury.ma.us>
 Cc: "Duran, Sandra" <DuranS@sudbury.ma.us>, "Jones, Elaine" <JonesE@sudbury.ma.us>, craig blake <craighedwardblake@comcast.net>
 Subject: Response to Charlie's questions re FCC AV article

Hi Maryanne,

Here is my response to the questions Charlie raised at/after the Select Board meeting on Tuesday, along with the attachments you wanted to accompany it and some additional info from Kay. I am answering Charlie's questions in this email, but if I can watch the meeting on Sudbury TV I will try to address some of the other board members' concerns as well at Monday's meeting.

There was a very helpful response from Chris regarding the bidding options, which I incorporated into the response to question 1 below. Sandra said you wanted his email to be an attachment, so as not to muddy the response, but I can't find it! If you are OK with it in the body of the email, great. If you still want to attach it perhaps you can attach it before forwarding on to the board members? I have attached a previous email from him regarding schedule impact from delaying AV decisions.

Dear Select Board members,

First of all thank you all for your very thorough and considerate discussion regarding the proposed SB article for TM 2023 for additional AV at the Fairbank Community Center. Coming in at the 11th hour as it did, I totally understand your need for additional information. Your concerns are ALL valid and show a depth of review that will serve to clarify the details of this article whether it is included in the warrant by the SB or by citizen petition.

Below are responses to Charlie's questions to the best of my knowledge. I am answering them out of order because I think it explains things better.

Per Charlie: the three main questions I hope get addressed ASAP are:

- 1. Would funding AV upgrades at the FCC using Town Meeting money, hypothetically first available May 3, cause any construction schedule delays?
- 1b. What is the last date this decision could be made without affecting schedule?
- 2. What is the anticipated population size of ALS users for the building?
- 3. Could this equipment be added later in a subsequent phase?

The two follow ups for Town Meeting would be:

- 4. Detailed list of "upgrade/additional equipment" proposed, and the difference between this and what was proposed with the \$350k base package
- 5. Add/Alt list for AV package(s)

4. Detailed list of "upgrade/additional equipment" proposed, and the difference between this and what was proposed with the \$350k base package

We don't yet have a confirmed revised design with an itemized list of the systems and equipment that is to be included, as the AV designer has not yet begun the redesign nor completed the current design to that level of detail. Without funding any additional design services now the town would be relying on BH+A and their consultant's good will to get these answers. However, at our meeting on Thursday night the PBC decided not to fund the design using contingency monies, as it is still early in the construction process for which contingency dollars may be necessary. (More discussion of this is provided below with the response to question 1.) That said, Sandra's memo did include a general description, room by room, of what is currently funded from the TM 2022 article vs. what this redesign will address. (Note that she missed a couple of rooms - Program rooms 5 and 6 should both be marked to add both speech reinforcement and ALS. This has been corrected in the attached spreadsheet.)

I might also add, in an even more generalized explanation of the difference between the 2022 article and this one, the following:

The SB report for the 2022 article stated thus: *This request is submitted to meet the user group and professional staff needs for enhanced audio-visual equipment to address new methods of delivery of Fairbank Community Center services that rely more heavily on audio-visual technology, developed in response to the pandemic and not foreseen in the feasibility study phase of the project.* I guess it must have been part of the presentation where, as Dan noted, there was reference to ALS and remote/hybrid learning capabilities specifically. These capabilities were not able to be provided within the \$50k budget put forth by the outdated feasibility study. **The basic difference between last year's article and this one is the NUMBER OF ROOMS that will have the AV technology that allows for both ALS and speech enhancement as well as remote learning.**

The 2022 article was to fund the equipment outlined in the 11/30/21 AV narrative (provided to you along with Sandra's memo), which met the MAAB and ADA codes but generally kept to the working AV budget of \$350,000. This budget had been updated to \$350,000 (from the \$50,000 budgeted by the feasibility study) by the OPM when the architect came on board and noted the deficiency in the budget. The narrative does have SOME rooms that are fully outfitted for both ALS and speech enhancement, but this group (and previously the user groups that we initially met with) has requested EVERY room used for programming to be outfitted with these capabilities, providing the flexibility to present a program, in person OR via remote learning, from any of these rooms as well as to allow any patron of the center to hear presentations in these rooms. The upgrades are different for each room, based on what is currently proposed for each room. This could mean simply adding ALS to a room that is already planned to have most of the necessary equipment to support it, or a completely outfitted speech enhancement/ALS system and remote learning media setup in rooms that are currently slated

for a simple TV and soundbar. This request will also need to be coordinated with the programming needs of the staff.

3. Could this equipment be added later in a subsequent phase?

It has been suggested to this group that they wait and see after they move in how these rooms are used, but that may not be wise if it can be avoided. If the funds are made available, through whatever means, it does make sense to outfit the rooms as desired before they are in use (when an equipment update would be disruptive) and before equipment is purchased that will be unusable if these enhancements were to be installed later. That said, as this was the desired AV program of the users, the infrastructure has been included in the construction contract, so conduit and boxes will be in the building when it opens; however, the conduits will only have wires for IT and NOT for AV components. Given that the pathways will be established for the enhanced AV package as part of the original scope of work, if some or all of the additional program spaces are not outfitted fully at this time, wiring and equipment *can* be phased in.

1. Would funding AV upgrades at the FCC using Town Meeting money, hypothetically first available May 3, cause any construction schedule delays?

At this time, the AV consultant is in the midst of completing the design that is within the budget (i.e. the one that TM 2022 helped fund). This is what he has been contracted to produce, and putting this article on the warrant will not change that. As noted above, the infrastructure for previously requested AV upgrades is already included in the construction contract, though any *additional* infrastructure for unanticipated upgrades that may arise from a new design are not yet known. There is a chance of additional power, data or other accommodations for an enhanced system, but that would not be known until a design was completed, and would be resolved by retrofitting the installed construction at additional cost. Additionally, waiting for a vote at TM 2023 for an enhanced AV design will have other impacts, such as costs and occupancy, dependent on the procurement option chosen from the following, as explained by Chris Eberly, our OPM:

Essentially we have four options:

1. **Release a bid of equipment now *for rooms we don't expect to change* (such as the multi-purpose room). Then bid a second package after town meeting based on what is approved (i.e. program rooms).** If funding for the enhanced equipment is *not* provided by Town Meeting, or soon thereafter by grant approval or fundraising, decisions will need to be made at that time regarding the equipment to be included in this second package. The risk here is that there may be cost impacts to breaking up the package into separate bids as there are savings in purchasing and shipping in larger quantities. Waiting to purchase even some of the AV equipment runs the risk it will not be available in time for occupancy of the building in the fall, and prices could go up in the meantime.
2. **Wait until Town Meeting to bid *the entire package*.** This means the earliest bid docs likely would go out in June after redesign, and lead times for delivery and install would be dependent on the market availability. With this option there is the same risk noted in option 1 above regarding availability and price increases, but it would apply to *all* of the AV equipment in this case.

3. **Bid *what we can afford* now (i.e. the design that is presented in the narrative from 11/30/22 which meets codes), and then supplement later if the enhanced design funding is approved.** The risk with this option is that we might buy something now that ends up being either changed, discarded later or you pay for a service for a second time after the enhancements are designed.
4. **Obtain funds now for the additional *design* (from any currently available source), so we could understand the differences between the two designs and could craft an RFP or IFB that priced to two levels on a total project or individual room basis.** Chapter 30B procurement doesn't have the same restrictions on alternates as Chapter 149 for construction so we have a little more flexibility to craft the bid package (extended decision dates, standard and enhanced per room pricing, etc.). This would give the Town the most cost certainty at Town meeting. This option is only viable if the design costs can be funded separately, regardless of the outcome of funding the procurement and installation of the enhanced package..

If option 4 is pursued, the funds for designing the enhanced package would need to be sourced soon to begin the redesign as soon as possible once the current design package is completed (projected to be completed within the next 4 weeks). We will discuss this with the group that is proposing this article, as they will likely need more specific information as well for their fundraising and grant proposal efforts. **We have received the attached proposal from the architect for these services in the amount of \$13,460.**

The center CAN open with none of this enhanced equipment. It would mean the new building spaces are very similar to the existing (rooms for meeting in person). ALS is only required if there is an amplified source. If no one is amplified it isn't *required*. And though hybrid learning and speech enhancement are desirable for a new construction building, they are not required. However, delayed equipment delivery means delayed install and interruption to rooms after the Center opens AND has likely cost and supply chain impacts as noted above.

5. Add/Alt list for AV package(s)

The answer to this question is covered under option 4 above.

2. What is the anticipated population size of ALS users for the building?

Kay Bell has provided some data on this question, which is attached to this response.

From: [Christopher Eberly](#)
To: [Duran, Sandra](#)
Cc: jenkpincus@gmail.com; [Jeffrey D"Amico](#)
Subject: Impact of the delay in AV decisions
Date: Tuesday, January 24, 2023 3:33:15 PM

Sandra,

In response to your request for a description of the effects of delaying AV until May Town Meeting, the following is what we see as the impact of delaying the AV decision:

Based on our most recent discussions, it appears that the higher end scheme of enhanced AV is being considered for program rooms 1, 4, 5, 6, the multipurpose room, fitness room and arts and craft room. At present, in wall conduit, power and data is already accommodated in the contract documents for these rooms. Potential construction changes based on what is being considered would relate mainly to space requirements that the final considered systems would require. This would be most reasonably accommodated by additional furniture based AV rack solutions purchased at the time of the AV package as opposed to built-in the closets, such as those provided for the multipurpose room and fitness room currently. Potential changes resulting from this are most likely reducing the numbers of tables and chairs that these rooms could accommodate, also this could still vary based on final configuration and requested equipment. Those tables and chairs are most likely to be ordered in advance of the AV so that would result on a surplus that could be utilized elsewhere. There is a chance of additional power, data or other accommodations for an enhanced system, but that would not be known until a design was completed, and would be resolved by retrofitting the installed construction at additional cost.

The greater impact that would be expected relates to the procurement of the AV equipment and associated wiring itself. Currently the 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 could be procured now, and what should wait to avoid purchase of equipment, wiring or services that would become unnecessary if the enhanced design is ultimately installed. The current base scope may need to be reduced or deferred in certain areas considered for upgrades to avoid this duplication. If the design proposal is delayed until May, that would further delay when those decisions could be made, or the Town would need to make those decisions on their own of which spaces can move forward and which should wait until they are redesigned. The latter option has potential minimal costs for a second required procurement effort.

The equipment is varied enough that a single lead time for procurement is difficult to determine. Recent market wide fluctuations over the last few years have shown that early purchasing is generally the right strategy in this challenging procurement market to receive products on schedule. If the entire purchase is delayed by the above decision the Town would likely face 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.

If you have any additional questions please let me know.

CHRISTOPHER D. EBERLY

SENIOR PROJECT MANAGER

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Compass Project Management is fully integrating with our parent company, [The Vertex Companies, LLC](#). Beginning December 1st, all email correspondence will come from The Vertex Companies, LLC. Please revise my contact information (you can do this anytime) as new emails sent by me will come from ceberly@vertexeng.com. Any emails sent to ceberly@compasspminc.com will be received and responded to by ceberly@vertexeng.com. If you have questions or concerns, please contact info@vertexeng.com or call 888.298.5162.

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proposal

to: Chris Eberly, Vertex PM
from: Joel Bargmann
date: January 27, 2023
project name & number: Sudbury Fairbank Community Center (#3452)
subject: AV Additional Services

The audio visual components have increased primarily as a result of Senior Center re-programming and inclusion of additional assisted listening and speech enhancement systems in the program rooms. Our audio-visual consultant requests an additional service fee of \$5,820 for design plus \$740 for meetings. We anticipate additional architectural coordination and drawings such as reflected ceiling and/or interior elevations. Additional cabinets and racks may also be required for components of the assisted listening systems.

We anticipate 30 additional hours of time at \$130 per hour and 30 additional hours at \$100 per hour. The total request is as follows.

PRO AV Design	\$5,820
PRO AV Meeting	\$740
BH+A Design and Coordination	\$6,900
TOTAL	\$13,460

Please acknowledge below if this is acceptable. Should you have any questions or comments, please do not hesitate to call.



Submitted by

January 27, 2023

Date

Accepted

Date

Massachusetts
Population over 18

5,661,648



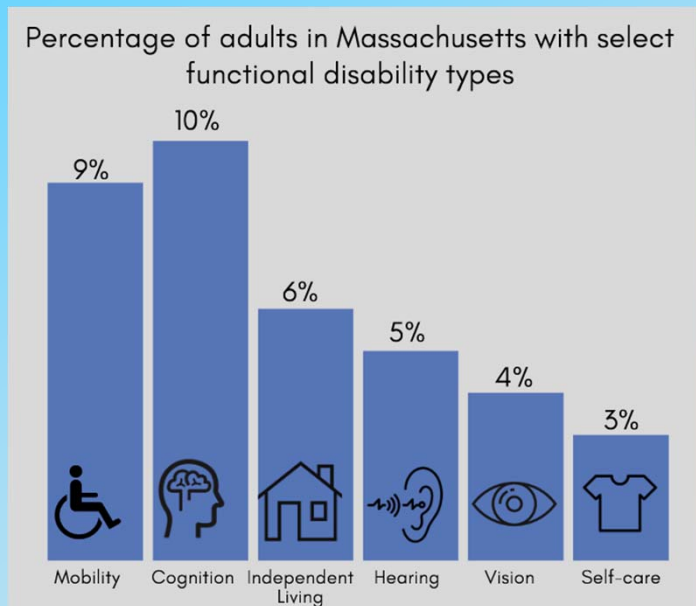
source: Behavioral Risk Factor Surveillance System Data – BRFSS 2020
Centers for Disease Control and Prevention

US Census Bureau July 2021

Sudbury Total 19,059
70.1% over 18 13,360

Impairment Type Extrapolation
among adults of all ages

5% Hearing 668



source: Behavioral Risk Factor Surveillance System Data – BRFSS 2020
Centers for Disease Control and Prevention

Approximately 15% of American adults (37.5 million) aged 18 and over report some **trouble hearing**.

Age is the strongest predictor of hearing loss among adults aged 20-69, with the greatest amount of hearing loss in the 60 to 69 age group.

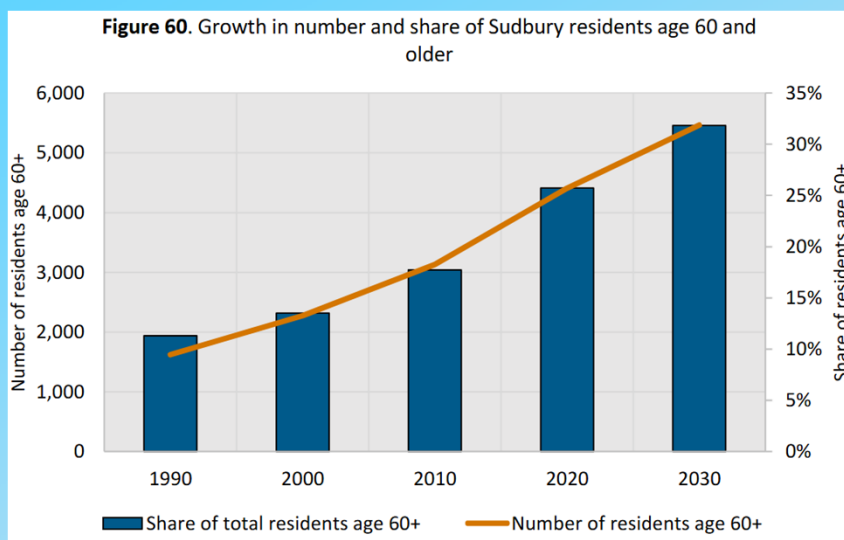
Men are almost twice as likely as women to have hearing loss among adults aged 20-69.

Among adults aged 70 and older with hearing loss who could benefit from them, one in three (30 %) has **never used hearing aids**.

Even fewer adults aged 20 to 69 (approximately 16 %) who could benefit from wearing hearing aids **have ever used them**.



Last Updated Date: March 25, 2021



source: Livable Sudbury: A Community Needs Assessment, January 2019

- Isolation and Belonging

The many participation opportunities available in Sudbury,...suggest that the infrastructure to promote involvement and avoid isolation is good in Sudbury. Yet some individuals are socially disconnected and isolated. This is a significant concern, and **isolation has been identified as a top public health issue with numerous negative consequences.**

source: Livable Sudbury: A Community Needs Assessment, January 2019

REVISED 1.27.2025

Rooms addressed in Article TM-2022 Article 22	Add Speech Reinforcement	Add Assisted Listening System (ALS)	Additional Notes
Natatorium (Pool)		X	Swim meets broadcasted through youtube live streaming/outside entity
Viewing Room (Pool)	X	X	Closed captioning interface with swim meet software request
Gymnasium		X	Gymnasium has a local speech reinforcement specific
Lobby 198 & Lobby 157	N/A	N/A	No additions to AV scope requested
Conference room 198	N/A	N/A	No additions to AV scope requested
Program Room 1 (Park & Rec)	X		Room 1 has a RF-based ALS system specific
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 specific
Program Room 5 (Senior Center)	X	X	Carts specified - Seniors do not want to use carts
Program Room 6 (Senior Center)	X	X	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 205	N/A	N/A	No additions to AV scope requested
Huddle Room 221	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
Corridor 221	N/A	N/A	No additions to AV scope requested

Data that the Census Bureau Population Estimates Program produces and disseminates for official use are based on data from the c. The information below is taken from the 2013-2017 American Community Survey 5-Year Estimates. The total for all six categories of disability is 1,804 in 2017.

With a 1.8% increase in population from 2017 to 2022 the estimated total is **likely to be closer to 1836**. And that figure is just under 10% of our total population so may be too conservative.

DISABILITY TYPE BY AGE GROUP IN SUDBURY	est.	margin
With hearing difficulty	499	+/-0.8
Under 18	11	
18-64	167	
65 and over	321	
With vision difficulty	179	+/-0.4
Under 18	27	
18-64	78	
65 and over	74	
With cognitive difficulty	336	+/-0.8
Under 18	89	
18-64	168	
65 and over	79	
With an ambulatory difficulty	400	+/-0.6
Under 18	9	
18-64	114	
65 and over	277	
With a self-care difficulty	161	+/-0.4
Under 18	22	
18-64	87	
65 and over	52	
With an independent living difficulty	229	+/-0.8
18-64	109	
65 and over	120	



Quick Statistics About Hearing

Last Updated Date: March 25, 2021

- About 2 to 3 out of every 1,000 children in the United States are born with a detectable level of hearing loss in one or both ears.¹
- More than 90 percent of deaf children are born to hearing parents.²
- Approximately 15% of American adults (37.5 million) aged 18 and over report some trouble hearing.³
- Among adults aged 20-69, the overall annual prevalence of hearing loss dropped slightly from 16 percent (28.0 million) in the 1999-2004 period to 14 percent (27.7 million) in the 2011–2012 period.⁴
- Age is the strongest predictor of hearing loss among adults aged 20-69, with the greatest amount of hearing loss in the 60 to 69 age group.⁴
- Men are almost twice as likely as women to have hearing loss among adults aged 20-69.⁴
- Non-Hispanic white adults are more likely than adults in other racial/ethnic groups to have hearing loss; non-Hispanic black adults have the lowest prevalence of hearing loss among adults aged 20-69.⁴
- About 18 percent of adults aged 20-69 have speech-frequency hearing loss in both ears from among those who report 5 or more years of exposure to very loud noise at work, as compared to 5.5 percent of adults with speech-frequency hearing loss in both ears who report no occupational noise exposure.⁴
- One in eight people in the United States (13 percent, or 30 million) aged 12 years or older has hearing loss in both ears, based on standard hearing examinations.⁵
- About 2 percent of adults aged 45 to 54 have disabling hearing loss. The rate increases to 8.5 percent for adults aged 55 to 64. Nearly 25 percent of those aged 65 to 74 and 50 percent of those who are 75 and older have disabling hearing loss.⁶
- Roughly 10 percent of the U.S. adult population, or about 25 million Americans, has experienced tinnitus lasting at least five minutes in the past year.⁷
- About 28.8 million U.S. adults could benefit from using hearing aids.⁸

- Among adults aged 70 and older with hearing loss who could benefit from hearing aids, fewer than one in three (30 percent) has ever used them. Even fewer adults aged 20 to 69 (approximately 16 percent) who could benefit from wearing hearing aids have ever used them.⁹
- As of December 2019, approximately 736,900 cochlear implants have been implanted worldwide. In the United States, roughly 118,100 devices have been implanted in adults and 65,000 in children.¹⁰
- Five out of 6 children experience ear infection (otitis media) by the time they are 3 years old.¹¹

Sources

1. Centers for Disease Control and Prevention (CDC). [Identifying infants with hearing loss - United States, 1999-2007](#). MMWR Morb Mortal Wkly Rep. 59(8): 220-223.
Vohr B. [Overview: infants and children with hearing loss—part I](#). Ment Retard Dev Disabil Res Rev. 2003;9:62–64.
 2. Mitchell RE, Karchmer MA. [Chasing the mythical ten percent: Parental hearing status of deaf and hard of hearing students in the United States](#).
- 📄 (PDF) Sign Language Studies. 2004;4(2):138-163.
- 📄 Blackwell DL, Lucas JW, Clarke TC. [Summary health statistics for U.S. adults: National Health Interview Survey, 2012](#) (PDF). National Center for Health Statistics. Vital Health Stat 10(260). 2014.
- 📄 Hoffman HJ, Dobie RA, Losonczy KG, Themann CL, Flamme GA. [Declining Prevalence of Hearing Loss in US Adults Aged 20 to 69 Years](#)
- 📄 . JAMA Otolaryngology – Head & Neck Surgery. December 2016 online.
- 📄 Lin FR, Niparko JK, Ferrucci L. [Hearing loss prevalence in the United States](#).
5. [Letter] Arch Intern Med. 2011 Nov 14; 171(20): 1851-1852.
 6. Based on calculations performed by NIDCD Epidemiology and Statistics Program staff: (1) using data from the 1999-2010 National Health and Nutrition Examination Survey (NHANES); (2) applying the definition of disabling hearing loss used by the 2010 Global Burden of Disease Expert Hearing Loss Team (hearing loss of 35 decibels or more in the better ear, the level at which adults could generally benefit from hearing aids).
 7. Based on calculations performed by NIDCD Epidemiology and Statistics Program staff: (1) tinnitus prevalence was obtained from the 2008 National Health

- Interview Survey (NHIS); (2) the estimated number of American adults reporting tinnitus was calculated by multiplying the prevalence of tinnitus by the 2013 U.S. Census population estimate for the number of adults (18+ years of age).
8. NIDCD Epidemiology and Statistics Program, based on December 2015 Census Bureau estimates of the noninstitutionalized U.S. population, personal communication; May 2016.
 9. Based on calculations by NIDCD Epidemiology and Statistics Program staff using data collected by (1) the National Health Interview Survey (NHIS) annually for number of persons who have ever used a hearing aid [numerator], and (2) periodic NHANES hearing exams for representative samples of the U.S. adult and older adult population [denominator]; these statistics are also used for tracking Healthy People 2010 and 2020 objectives. See also [Use of Hearing Aids by Adults with Hearing Loss \(chart\)](#).
 10. Estimates based on manufacturers' voluntary reports of registered devices to the U.S. Food and Drug Administration, December 2019.
 11. Teele DW, Klein JO, Rosner B. [Epidemiology of otitis media during the first seven years of life in children in greater Boston: a prospective, cohort study](#). J Infect Dis. 1989 Jul;160(1):83-94.

Last Updated Date:
March 25, 2021

From: [Duchesneau, Adam](#)
To: [Bilodeau, Maryanne](#); [David Maxson](#)
Subject: Planning Board Comments on Small Wireless General Bylaw
Date: Wednesday, January 25, 2023 9:59:21 PM

Hello Maryanne and David,

At their meeting on Wednesday, January 25, 2023, the Planning Board reviewed the latest version of the proposed General Bylaw regarding Small Wireless Facilities and they had the following comments for consideration:

- In Section 3 (or perhaps elsewhere), with regard to Replacement Poles, they hoped some language could be worked into the definition or elsewhere in the bylaw ensuring that when existing poles are replaced, the number of wires and poles can be reduced.
- In Section 11.P., please reference AASHTO with regard to sight lines in the diagram and how it is described in the section, as opposed to “state highway regulations”.
- In Section 14, the language appears to indicate underground installations are being discouraged. Is this correct? It would seem the Town would want to encourage underground installations.
- In Section 14.B, should the word “predisturbance” be “existing” or “original”?

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

Adam

Adam L. Duchesneau, AICP (he/him/his)
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www.sudbury.ma.us

ARTICLE GENERAL BYLAW FOR THE PLACEMENT OF SMALL WIRELESS FACILITIES IN THE PUBLIC WAYS

To see if the Town will vote to amend the Town of Sudbury General Bylaws by inserting a new article, to be numbered by the Town Clerk, for the placement of Small Wireless Facilities in the public ways as set forth below:

1. **Purpose.** The purpose and intent of this Article of the General Bylaws of the Town of Sudbury (the "Article") is to provide a uniform and comprehensive set of requirements and standards for the permitting, development, siting, installation, design, operation and maintenance of small wireless facilities ("SWF") as defined in 47 C.F.R s.1.6002 in public ways of the Town of Sudbury. The Town's authority for this Article, includes, among others, 47 USC s.332 et seq. ("Except as provided in this paragraph, nothing in this chapter shall limit or affect the authority of State or local government or instrumentality thereof over decisions regarding the placement, construction, and modification of personal wireless service facilities"). In addition, and importantly, because of the cumulative impact of incremental decisions regarding SWFs, this Section instructs the permit applicant as to the Town's minimally acceptable standards for SWFs and directs the applicant to the Town's preferences for the design and installation of these facilities.
2. **SWFs** (including antennas, transceivers, mounting structures and enclosures, if any) may be installed in the public ways of the Town of Sudbury, subject to the limitations established herein.

3. Definitions

New Pole: A Substitution Pole or any pole or other structure that is installed without the removal of an existing pole.

Replacement Pole: To enable the installation of a SWF, a utility pole that takes the place of an existing utility pole, provided the resulting pole with attachments is no more than 5 feet higher than the existing pole with attachments.

Small Wireless Facilities (SWFs) are facilities that meet each of the following conditions as established by the FCC:

- (1) The facilities:
 - a) Are mounted on structures 50 feet or less in height including their antennas as defined in 47 CFR § 1.1320(d); or
 - b) Are mounted on structures no more than 10 percent taller than other adjacent structures; or
 - c) Do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;

- (2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of antenna in 47 CFR § 1.1320(d)), is no more than three cubic feet in volume;
- (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
- (4) The facilities do not require antenna structure registration under part 17 of 47 CFR;
- (5) The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and
- (6) The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in 47 CFR § 1.1307(b).

Substitution Pole: To enable the installation of a SWF, a utility pole that takes the place of an existing utility pole, wherein the resulting pole with attachments is more than 5 feet higher than the existing pole with attachments.

4. **Goals.** The goals of this Section are to:

- A. Preserve and promote harmonious land uses within the Town, including its public rights-of-way;
- B. Promote and protect public health and safety, community welfare, visual resources, and the aesthetic quality of the Town;
- C. Provide for the orderly, managed, and efficient development of SWFs in accordance with federal and state laws, rules, and regulations and within defined locations within the Town; and
- D. Encourage new and more efficient technology in the provision of SWFs.

5. **Intent.** This Article is not intended to apply to, nor shall it be interpreted to apply to:

- A. Prohibit or effectively prohibit any personal wireless service provider's ability to provide personal wireless services;
- B. Prohibit or effectively prohibit any entity's ability to provide any interstate or intrastate telecommunications service, subject to any competitively neutral and nondiscriminatory rules or regulation for rights-of-way management;
- C. Unreasonably discriminate among providers of functionally equivalent services;
- D. Deny any request for authorization to place, construct or modify personal wireless service facilities based on environmental effects of radio frequency emissions to the extent that such wireless facilities comply with the FCC's regulations concerning such emissions;

- E. Otherwise authorize the Town to preempt any applicable federal or state law or
- F. To conflict with 42 USC s.332 et seq.

6. **Application procedures.**

- A. **Fees.** The dollar amounts of all fees that are established pursuant to this Article shall be recorded in the Town of Sudbury Select Board Fee Schedule.
- B. **Filing.** Applications shall be submitted to the Select Board by filing with the Town Clerk's office in accordance with this Article, accompanied by an SWF Application Fee. The SWF Application Fee will cover up to five locations per application. Each application for more than five installations is subject to an SWF Supplemental Application Fee per additional installation. Each New Pole (including Substitution Poles as established herein) is subject to a SWF New Pole Application Fee per New Pole applied for.
- C. **Public hearing notices.** Pursuant to G.L. c.166 s. 22, the Select Board shall hold a public hearing on all applications for SWFs pursuant to G.L. c.166, s.22 and the costs of the legal notices shall be paid by the applicant, including the costs of mailing notice of the public hearing to property owners within a radius of five (500) hundred feet from the location where the pole for the proposed SWF is or is proposed to be.
- D. **Application completeness verification by the Department of Public Works ("DPW").** No application will be deemed complete unless and until the DPW shall have first verified that the applicant has assembled all the application contents listed in Section 5 below; the same shall constitute a "complete application". To protect the Town's rights under the federal SWF shot clock, the DPW should make a determination of completeness in such time that the Town can inform the applicant of an incomplete application within ten days of original filing.
- E. **Payment of application filing fees and number of application copies.** The applicant shall pay all application filing fees to the Town Clerk's office and shall file the following number of sets of application materials at the offices set forth below:

<u>Number of Sets</u>	<u>Office</u>
1	Town Clerk's office
5	Select Board office

One electronic original copy shall be submitted to the Select Board office. It shall be a PDF document of the original material, with text copy capability, no scanned pages and in color.

- F. **Contents of a Complete Application.** Applications shall include the following information:

- (1) Applicant's name, address, telephone number and e-mail address.
- (2) Names, addresses, telephone numbers, and e-mail addresses of anyone acting on behalf of the applicant with respect to the application.
- (3) Detailed drawings and descriptions of the equipment to be mounted on the pole(s), including:
 - i. Type of equipment;
 - ii. Specifications of equipment (including but not limited to dimensions and weight);
 - iii. Equipment mount type and material;
 - iv. Power source or sources for equipment, including necessary wires, cables, and conduit;
 - v. Expected life of equipment;
 - vi. Configuration of the antenna equipment, including:
 1. Number of antennas.
 2. Antenna model.
 3. Antenna length.
 4. Antenna height.
 5. Antenna mounting scheme
 - vii. Hardening, including:
 1. If there is a battery backup;
 2. If there is a generator backup;
 3. Proposed measures to prevent vandalism and accidental damage.
- (4) Renderings/photo simulations and elevation drawing of the equipment installation.
- (5) A detailed explanation comparing the characteristics of each proposed SWF with the criteria in the FCC definition of an SWF demonstrating the application is for bona fide SWFs, including without limitation, totals of equipment volumes, antenna volumes, and antenna heights, based on the information above
- (6) A radio frequency emissions analysis consistent with FCC OET Bulletin 65 procedures demonstrating compliance of each proposed SWF with FCC requirements limiting human exposure to radio frequency energy.
- (7) A noise assessment by a competent party demonstrating compliance with Massachusetts Department of Environmental Protection guidelines for noise pollution and with any Sudbury noise regulations. If the proposed SWF has no noise-generating apparatus, the applicant shall certify the

- same with supporting evidence in the application materials and may provide such certification in lieu of a noise assessment.
- (8) Detailed map with locations of the poles on which equipment is to be located, including specific pole identification number, if applicable, and the geographic areas the equipment will service.
 - (9) Detailed map showing existing and proposed small cell installations within 500 feet of the application site.
 - (10) Certification by a registered professional engineer that the pole will safely support the proposed equipment.
 - (11) Written consent by the pole owner to the proposed installation. If the proposal is for a New Pole that will be owned by a utility, the SWF application shall be accompanied by an application for construction approval per the Select Board regulation contained in its Policies and Procedures.
 - (12) Affidavit from a radio frequency engineer outlining the network/network service requirements in Sudbury and how each installation addresses that need in Sudbury. Such affidavit should characterize, through or with coverage maps, the current level of coverage and how the desired installation(s) will change the current level of coverage, including current and proposed coverage, and include any information the applicant considers relevant to the need, such as evidence supporting any capacity claims regarding the need for the SWF.
 - (13) Liability insurance certificate, naming the Town of Sudbury as an additional insured.
 - (14) Description as to why the desired location is superior to other similar locations, from a community perspective, including but not limited to:
 - i. Visual aspects;
 - ii. Proximity to single-family residences.
 - iii. Impact on public safety, including without limitation, pedestrian or vehicular traffic during operation and during construction/maintenance activity
 - (15) Description of efforts to locate the equipment on existing poles which currently exist or are under construction. A good faith effort to locate on such poles is required and evidence of such efforts must be included within the application.
 - (16) An affidavit from the applicant which certifies that it will maintain the installations in good repair and according to FCC standards and will remove any installation not in such good repair, or not in use, within 60 days of being no longer in good repair or no longer in use.

G. Public Hearing. Placement of application on agenda. Once a complete application has been submitted and all filing fees required herein or elsewhere

have been paid, the Select Board will schedule and hold a public hearing and thereafter, render a decision on the application.

7. **Time for Rendering a Decision (“shot clock”).** Pursuant to federal regulation, the Select Board shall have sixty (60) days from the filing of a complete application for collocation of a SWF using an existing pole, and 90 days for attachment of a SWF proposing a New Pole (see definitions). The “shot clock” may be extended by mutual written agreement of the Select Board and the applicant.
8. **Select Board decision.** The Select Board may grant, grant with conditions, or deny the application based on inadequate capacity of the pole or mounting structure, safety concerns, reliability concerns, failure to meet applicable engineering standards, and/or failure to meet applicable design and aesthetic requirements all as set forth in this Article.
9. **Annual recertification and affidavit.** Each year on July 1, the SWF owner shall submit an affidavit which shall list, by location, all SWF installations it owns within the Town of Sudbury and shall certify:
 - A. each such installation that remains in use,
 - B. that such in-use installations remain covered by liability insurance naming the Town as an additional insured, and
 - C. the dates of disuse and removal of any disused equipment.

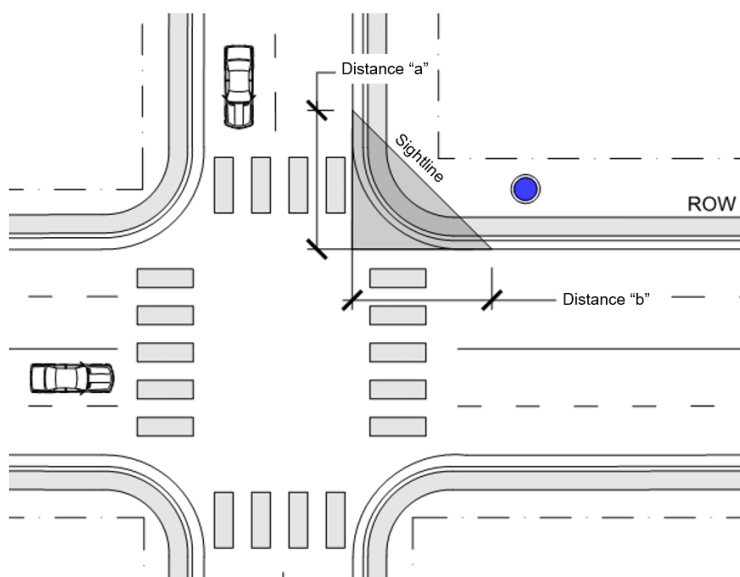
The equipment owner shall pay to the Town of Sudbury an SWF Annual Recertification Fee per installation which remains in place, whether in use or not.
10. **Disuse.** Any SWF which is no longer in use shall be removed by the owner, at the owner's expense, within 60 days of disuse.
 - A. *Nonremoval of SWF no longer in use.* Any SWF installation which is not removed by the owner, at the owner's expense, within sixty (60) days of disuse shall be subject to an SWF Abandonment Fee (fine) for each day after being listed in the annual recertification affidavit as no longer in use until such installation is removed by the owner.
 - B. *Prohibition on new applications.* Where such annual recertification has not been timely submitted, or equipment no longer in use has not been removed within the sixty-day (60) period, no further applications for small cell wireless installations will be accepted by the Town Clerk's office until such time as the annual recertification has been submitted and all fees and fines have been paid.
11. **Design Guidelines and Aesthetic Requirements.**

- A. No SWF equipment shall be installed at locations with double poles, provided that the doubling of poles is permitted for Replacement and Substitution Poles only for the reasonable time necessary to move utilities to the Replacement or Substitution Pole, which time shall not exceed 120 days. If a double-pole condition remains more than 120 days after such an installation, the SWF must cease operation until the double-pole is removed.
- B. Within the public right-of-way, only pole-mounted antennas shall be permitted, provided that at its sole discretion the Select Board may consider other street furniture, such as decorative lamp posts, to provide an appearance that may be more compatible with the location. The Select Board may require new structures in the public way to be of a concealed design that is compatible with the locus of the proposed installation (e.g. a concealed SWF lamp post).
- C. Absent Select Board permission and compliance with this Article, no New Poles are permitted within the public right-of-way that are not Substitution Poles. If an applicant proposes to replace a pole in order to accommodate the SWF, the pole shall match the appearance of the original pole to the extent feasible, including size, height, color, materials and style, unless another design better accomplishes the objectives of this Article as determined by the Select Board.
- D. If a New Pole is permitted by the Select Board to be placed within the public right-of-way, including a Substitution Pole, the New Pole shall be designed to resemble existing poles in the right-of-way, including size, height, color, materials and style, unless another design better accomplishes the objectives of this section as determined by the Select Board. Such New Poles that are not Replacement Poles or Substitution Poles shall be located no closer than 90 feet to an existing pole on the same side of the street. A Substitution Pole shall be placed within 3 feet of the pole that it is substituting for.
- E. SWF installation equipment (meters, enclosures, etc.) shall be mounted on the pole in a manner that preserves pedestrian and vehicular traffic safety and flow.
- F. No SWF installation equipment shall be replaced or altered on a pole without a reapplication, hearing and approval from the Select Board, unless the equipment is being replaced with the same or substantially similar equipment and there is no increase in total equipment volume or antenna volume from that which was previously approved.
- G. Not more than one SWF shall be mounted per pole unless it is a neutral host installation with shared antennas and all equipment meets the standard volume for a single SWF.
- H. The owner of a SWF shall remove all graffiti and repair any other damage on any portion of the SWF and any related equipment no later than ten (10) days from the date the owner receives notice from the Select Board or the Select Board's agent(s).
- I. Each component part of a SWF shall be located so as not to cause any physical or visual obstruction to pedestrian or vehicular traffic, inconvenience to the public's use of the right-of-way, or safety hazards to pedestrians and motorists.

- J. A SWF shall not be located within any portion of the public right-of-way interfering with access to fire hydrants, fire stations, fire escapes, water valves, underground vaults, valve housing structures, or any other vital public health and safety infrastructure.
- K. Unless collocated to the satisfaction of the Select Board, each pole-mounted SWF must be separated from other SWFs in the public way in such a manner as to prevent blight or other undesirable conditions resulting from closely spaced SWFs.
- L. All wires and cables needed to service the SWF must be installed in a neat and workmanlike manner and to prevent substantially increasing the visual mass and clutter of the pole. Any existing attachments that will remain or be restored after construction of the SWF shall be improved in appearance to the extent practicable, in consideration of the additional cables and equipment required for the new SWF.
- M. *Americans with Disabilities Act Compliance.* All SWF installations shall be built and maintained in compliance with the Americans with Disabilities Act (ADA).
- N. The SWF shall be color coordinated to best minimize the visual impact of the facility. To the extent practicable, cabling shall be enclosed in conduit or covers, and exposed cabling shall be neat and workmanlike.
- O. *New Poles - Screening.* New Poles shall be located so as to be well screened and hidden to the maximum extent practicable from public and residential view such as depicted below:



- P. *New Poles – Intersections.* New Poles shall be located to comply with the minimum sight line requirements pursuant to state highway regulations such as in the manner depicted below (see Mass DOT Highway Division development and design guidelines, referring to AASHTO policy on geometric design):



- Q. *SWF Orientation with Residential Buildings.* SWFs, whether on New Poles or not, shall be located to prevent cluttering residential views, including but not limited to views up driveways and walkways and views to/from residence windows, doors, porches, etc.
- R. If an applicant seeks to place a SWF in a residentially zoned neighborhood, a neighborhood that contains residential structures or otherwise adjacent to an area of Sudbury that contains residential structures the applicant:
- (1) Shall avoid attaching to poles that are within 20 feet of an existing driveway to enable the property owner to take advantage of trees or other screening that could shield the wireless equipment from view; and
 - (2) Shall avoid attaching to poles where the installation and/or ongoing maintenance will require
 - (a) significant tree trimming that could expose the SWF to view, or
 - (b) obstructing access to driveways or walkways
- S. In the following locations, SWFs are subject to additional criteria:

- (1) SWFs located on public ways within or abutting an Historic District must be reviewed and approved by the Historic District Commission and such SWFs shall conform to any federal, state and local requirements regarding the impacts of the SWF on such districts.
 - (2) At locations where utilities are required to be underground in the public way, no poles or other structures may be added for mounting an SWF unless the applicant has demonstrated to the Select Board that the service objective cannot be provided by any other means. Such demonstration may include coverage maps, drive/walk tests of potential coverage from the proposed and alternative locations and other technical information as necessary to support the claim of need for the SWF as proposed.
 - (3) SWFs proposed for designated Scenic Roads must, singly and in the aggregate, be of limited visibility to people using the Scenic Road, using such techniques as streamlining equipment to the maximum extent practicable, painting all equipment a single color, and selecting existing pole locations that limit such visibility such as in a manner consistent with the requirements for new poles as described in paragraph O. above. To be approved for installation on a Scenic Road, the applicant shall demonstrate to the Select Board that the service objective cannot be provided by any other means. Such demonstration may include coverage maps, drive/walk tests of potential coverage from the proposed and alternative locations and other technical information as necessary to support the claim of need for the SWF as proposed.
12. **Public health, safety and welfare.** The SWF shall be of such material and construction, and all installation and maintenance work shall be done in such manner, as to be satisfactory to the Select Board. No SWF shall be approved if the Select Board determines that such material, construction and/or work is or will:
- A. pose an actual risk to the public health, safety, and welfare,
 - B. interfere with pedestrian and/or vehicular traffic,
 - C. be difficult to maintain a neat and workmanlike appearance for the life of the facility, and/or cause damage to the public right-of-way or any property adjacent to the location of the pole.
13. **Indemnification.** The applicant shall indemnify and hold harmless the Town against all damages, injuries, costs, expenses, and all claims, demands and liabilities whatsoever of every name and nature, both in law and equity, allegedly caused by the acts or neglect of the applicant, its employees, agents and servants, in any manner arising out of the rights and privileges granted herein to the applicant for its SWF. Such indemnification shall not be limited by the amount of the applicant's liability insurance naming the Town as an additional insured.

14. **Town streets and/or sidewalks.** ~~The board may determine on a case-by-case basis whether any new horizontal cable runs or other installations shall be overhead or underground, taking into account aesthetics, reliability and safety.~~ All cutting of and/or digging into Town ways, including pavement and sidewalks, by or on behalf of an applicant in conjunction with its SWF ~~shall be limited to that which is necessary and approved, provided;~~

- A. The installation minimizes the area of disturbance; and
- B. The applicant restores any paved and unpaved surfaces to the satisfaction of the DPW.

15. **Repair of damage.** The applicant shall repair, at its sole cost and expense, any damage, including, but not limited to, subsidence, cracking, erosion, collapse, weakening, or loss of lateral support to Town streets, sidewalks, walks, curbs, gutters, trees, parkways, streetlights, traffic signals, improvements of any kind or nature, or utility lines and systems, underground utility line and systems, or sewer systems and sewer lines that result from any activities performed in connection with the installation or maintenance of an SWF in the public right-of-way. The applicant shall restore such areas, structures and systems to the condition in which they existed prior to the installation or maintenance that necessitated the repairs.

16. **Side of pole on which to mount equipment.** The SWF's equipment, including cabinets, electrical and telecommunication panels, meter and the like, shall be mounted on the side of the pole facing away from the roadway, unless a result more appealing to the Select Board is obtained by a different configuration.

17. **Future road reconstruction repair.** Any future road reconstruction or repair project by the Town and/or the Commonwealth requiring the relocation of the pole shall result in the applicant's moving its SWF to another pole in a timely fashion after any necessary electric and telecommunications wiring/infrastructure has been moved to the new location; provided, however, that any such relocation shall require further Select Board approval.

18. **Construction and/or installation schedule.** Prior to the commencement of construction and/or installation of the SWF, the applicant shall provide the Select Board with a written construction and/or installation schedule satisfactory to Select Board. The applicant shall provide all notice and obtain all necessary permissions for working in the public way.

19. **Removal bond.** Prior to the commencement of construction and/or installation of its SWF or an SWF on a new pole, the applicant shall provide the Select Board with a bond from a surety authorized to do business in Massachusetts and satisfactory to the Select

Deleted: /or

Deleted: is strongly discouraged, as is all underground installation associated with the SWF; provided, however, that certain necessary work such as boring an adjacent new hole for a replacement or Substitution Pole or installation of a ground-rod with sub-surface term

Deleted: is permitted if

Deleted: (e.g. street or sidewalk)

Deleted: their predisturbance condition to

Board in an amount equal to the cost of removal of the SWF from the pole in question, and/or new pole, and for the repair and/or restoration of the public way, in the vicinity of the pole in question, to the condition the public way was in as of the date when the relevant application was submitted to the Town Clerk's office. Said amount of the bond shall be determined by the Select Board. The amount of the bond shall be the total of the estimate by DPW plus an annual increase of 3% for the operating life of the SWF. The applicant shall notify the DPW of any cancellation of, or change in the terms or conditions in, the bond.

20. **Failure to comply with conditions.** An applicant's failure to comply with any of the conditions imposed as a condition of approving an application filed pursuant to this Article shall at the Select Board's discretion, require the removal of the facility and appurtenances within the time period set forth by the Select Board.
21. **Fees.** The schedule of fees to be charged under this section shall be those established by the Select Board after a public hearing. A copy of the schedule of fees so adopted shall be available in the office of the Select Board and in the office of the Town Clerk.
22. **Conflict.** Notwithstanding any conflicting provisions between this bylaw and any other section of the general bylaw or the zoning bylaws, the provisions of this bylaw shall apply.

;and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the general bylaws; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

**SUDBURY SELECT BOARD**

Monday, January 30, 2023

MISCELLANEOUS (UNTIMED)**2: 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

01/30/2023 8:00 PM

**SUDBURY SELECT BOARD**

Monday, January 30, 2023

MISCELLANEOUS (UNTIMED)**3: 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

01/30/2023 8:00 PM

SUDBURY SELECT BOARD

TUESDAY, SEPTEMBER 27, 2022

(Meeting can be viewed at www.sudburytv.org)

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:01 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. 17th – 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 7th 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 13th, sponsored by the Commission on Disability, the Sudbury Cooperative Preschool and the Goodnow Library; and another event on October 23rd, “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 15th, 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 11th 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)

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
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- 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 7th and 9th, 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
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- 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.

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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.

Attachment3.b: SB_draft_11.01.22_min_for_review (5712 : Minutes Review)

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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

Attachment3.b: SB_draft_11.01.22_min_for_review (5712 : Minutes Review)

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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.

**SUDBURY SELECT BOARD**

Monday, January 30, 2023

MISCELLANEOUS (UNTIMED)**4: 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

01/30/2023 8:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Feb. 7	Discussion of potential Special Town Meeting Ballot Question (Invite Town Clerk Beth Klein & Lauren Goldberg KP Law) - tentative
	Vote to accept 2023 Annual Town Meeting articles submitted by 1/31/23. Also vote on order of articles, and designate articles for the consent calendar. Also vote to refer any Zoning Bylaw amendments and street acceptance articles to the Planning Board.
	ARPA discussions (Fairbank, Rescue Boat, Fire Station 2)
	DEI update
	Interview CIAC candidate (tentative)
	Sudbury Farms Change of Manager Hearing
	Discuss amendment to Financial Policies (tentative)
	Initiate process to redraft mission for BFRT ATF (tentative)
Feb. 13	Joint meeting (Capital Night) with FinCom and CIAC to discuss Capital articles
Feb. 28	SB Newsletter articles approval
	Discussion on ATM Warrant articles
	Eversource Update
High priority items	First Parish License
	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: next steps
	Hybrid meeting update from Mark Thompson
	Official statement re: Eversource Transmission Line
	Official vote on extension of Town Counsel contract with KP Law
	Sewataro discussion – 50% design of Liberty Ledge
Date to be determined	Remote Meeting Policy (Lisa K.)
	Capital Process
	Citizen Leadership Forum (Govt and how it works)
	Climate Emergency declaration & sustainability director
	Discussion on 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)

Attachment 4.a: Upcoming items TO UPDATE 01.30.23 (5714 : Upcoming agenda items)

	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	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
Standing Items for All Meetings	Select Board requests for future agenda items at end of meeting
	Public Comments, continued (if necessary)