

## SUDBURY SELECT BOARD

TUESDAY, SEPTEMBER 27, 2022

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

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

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

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

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

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

### **Opening Remarks by Chair**

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

### **Reports from Town Manager**

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

### **Reports from Select Board**

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

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

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

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

Vice-Chair Janie Dretler:

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

Board Member Jennifer Roberts:

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

**Public comments on items not on agenda**

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

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

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

**Discussion on Sustainability Coordinator**

Present: Sandra Duran, Combined Facilities Director

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

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

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

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

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

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

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

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

Fairbank Community Center:

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

Eversource

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

BFRT

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

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

CSX Extension

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

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

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

Town Hall Restoration

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

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

ADA Self-Assessment and Transition Plan

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

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

CWMP (Comprehensive Wastewater Management Plan)

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

### ARPA

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

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

### Fire Station 2

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

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

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

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

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

Board Member Roberts presented edits made on the DEI Mission Statement by the Commissioners and reviewed with edits proposed by Town Counsel Lee Smith. She stated the recommendation was to stay at 13 voting members and the goal is 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 six members may remain on the newly formed Commission.

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

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

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

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

VOTED: To approve the DEI Mission Statement, as edited

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

### **Recess**

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

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

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

**Review and possible vote to update and/or accept Sudbury's Board of Selectmen Statement of Mission and Values for Determining Goals, last updated 2005**

Members explained various sentiments and expressed their thoughts.

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

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

**Vocational Education Update**

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

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

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

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

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

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

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

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

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

**Public Comments (cont.)**

No Public Comments

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

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

**Upcoming agenda items:**

**10/11/22 Meeting:**

- Executive Session at 6:00 PM

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

Future Meeting:

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

Consent Calendar

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Adjourn**

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

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

VOTED: To adjourn the Select Board Meeting

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



## **9/27/22 SB Meeting - Documents & Exhibits**

1. Discussion on Sustainability Coordinator. Sandra Duran, Combined Facilities Director, to attend.

**Attachments:**

1.a Sustainability Coordinator Final 9-13-22

2. Key Performance Indicators (KPI) quarterly update on major projects

**Attachments:**

2.a KPI - updated 9-23-22

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

**Attachments:**

3.a DEI Commission Mission Statement redline 09.13.22 DRAFT with DEI Commission edits 09.15.22

3.b KP-#831825-v1-  
DEI\_Commission\_Mission\_Statement\_09\_13\_22\_DRAFT\_with\_DEI\_Commission\_Feedback\_09\_15\_22\_(KP\_comments)

4. Review and possible vote to update and/or accept Sudbury's Board of Selectmen Statement of Mission and Values for Determining Goals, last updated 2005.

**Attachments:**

4.a Mission Statement.LK

4.b Dretler\_Statement of Mission and Values for Determining Goals of the Board of Selectmen Amended 061005

4.c Statement of Mission and Values for Determining Goals of the Board of Selectmen\_CRusso

4.d Statement of Mission and Values for Determining Goals of the Board of Selectmen CARTY 09212022.rev

4.e Statement of Mission and Values for Determining Goals of the Board of Selectmen Amended 061005 Roberts edits 09.22.22

5. Vocational education update

**Attachments:**

5.a Medford Sept 2022\_Draft

6. Bruce Freeman Rail Trail "Community Summit" report back.

**Attachments:**

6.a Follow-up BFRT letter

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

**Attachments:**

8.a SB\_draft1\_7.12.22\_min\_for\_review

9. Upcoming agenda items

**Attachments:**

9.a Upcoming items 09.27.22

**10.** 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.

**Attachments:**

10.a COA resignation Lewis

**11.** 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.

**Attachments:**

11.a DEI resignation Champion

**12.** 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.

**Attachments:**

12.a Fred Taylor HDC resignation

**13.** 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.

**Attachments:**

13.a resign my role on COD

**14.** 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.

**Attachments:**

14.a SMILE Mass Gobble Wobble Application 2022\_SB

14.b Gobble Wobble Dept Feedback 2022

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

**Attachments:**

15.a Memo to Select Board re donation 09 12 22

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

**Attachments:**

16.a Proposal for Discretionary Funds FY 2023

**17.** 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.

**Attachments:**

17.a Harpers Payroll Services Proposal