

SUDBURY SELECT BOARD

TUESDAY MAY 30, 2023

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

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

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

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

Call to Order/Roll Call

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

Opening Remarks by Chair

- Thanked all who participated in the Bruce Freeman Rail Trail groundbreaking event
- Thanked all participants and volunteers who put together the Memorial Day Parade; she attended the Memorial Day ceremony at Grinnell Park
- Mentioned agenda modifications commencing with tonight's meeting; mainly addressing Consent Calendar items at the beginning.

Reports from Town Manager

- Fairbank Community Center update – the playground continues to be closed to the public; summer camp running from July 7 to August 11 will take place at the Haskell Field as it was last year
- State will release updated calculations regarding subsidized housing requirements for each MA community; Sudbury will likely remain over 10%

Reports from Select Board

Member Dan Carty:

- Congratulated the graduating class at LSRHS
- BFRT Groundbreaking ceremony was well-attended
- Viewed the new electric Police Department pickup truck
- Department of Public Works is hosting a sewer project public meeting on June 17, 2023
- Looking forward to his meeting with Boy Scout Troop 65 this week regarding citizenship in the community

Member Charlie Russo:

- Wished all a good Memorial Day weekend in remembrance of all soldiers who made the ultimate sacrifice

- Thanked the Girl Scouts for planting geraniums at the graves of Town soldiers
- Conducted a civics action activity with 1st graders including a mock voting exercise regarding a splash pad playground and a dog park; splash pad won
- Senator Eldridge and Representative Gentile were in attendance at the Sudbury Commission on Disability (COD) 30th anniversary event

Vice-Chair Lisa Kouchakdjian:

- Echoed comments made by other Board Members

Board Member Roberts:

- Acknowledged an especially great and moving Memorial Day celebration in Town yesterday in remembrance of all those who made the ultimate sacrifice for us

Public Comment

Resident and COD Chair Kay Bell, 348 Old Lancaster Road, commented that all COD member viewpoints are embraced and appreciated; she asked the approved COA meeting minutes from 2/2/23 and 3/2/23 be added to the record. Ms. Bell confirmed that six residents applied for the member vacancy most recently.

Resident Manish Sharma, 77 Colonial Road, welcomed Chair Dretler back to the Board as Chair again. Thanked all who attended the BFRT ground-breaking ceremony, and confirmed he had attended and encouraged that pledges/donations to the BFRT be made. Mr. Sharma indicated that donations toward a picnic table would be worthy. He mentioned there are missing revenues for the Town, noting that COA projects had to be delayed for this reason. Mr. Sharma hoped that this year such allocations could be made in a timelier fashion in order to accommodate all residents.

Consent Calendar

Board Member Carty requested to pull consent item 1 off. Chair Dretler outlined the new process for consent calendar items and the Board will address item 1 at the end of the meeting.

Vote to approve sale of Bond Anticipation Notes (BANS) as requested by Dennis Keohane, Finance Director

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

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

VOTED: To approve sale of Bond Anticipation Notes (BANS) as requested by Dennis Keohane, Finance Director

Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the “Sudbury July 4th Road Race” on Tuesday, July 4, 2023 from 7:00 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 Dretler read in the words of the motion. Vice-Chair Kouchakdjian moved in the words of the Chair. Board Member Roberts seconded the motion.

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

VOTED: To Grant a Special Permit to the Sudbury July 4th Road Race, to hold the “Sudbury July 4th Road Race” on Tuesday, July 4, 2023 from 7:00 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 grant a special permit to Bikes Not Bombs to hold the “36th Annual Bike-A-Thon” on Sunday, September 10, 2023, from 11:00 A.M. through approximately 3:00 P.M., with a rain date of Sunday, September 24, 2023, 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 Dretler read in the words of the motion. Vice-Chair Kouchakdjian moved in the words of the Chair. Board Member Roberts seconded the motion.

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

VOTED: To grant a special permit to Bikes Not Bombs to hold the “36th Annual Bike-A-Thon” on Sunday, September 10, 2023, from 11:00 A.M. through approximately 3:00 P.M., with a rain date of Sunday, September 24, 2023, 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 approve execution by the Town Manager of a 3-year contract for web-based Open Government Permitting and Licensing software for use by the Building, Health and DPW Departments.

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

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

VOTED: To approve execution by the Town Manager of a 3-year contract for web-based Open Government Permitting and Licensing software for use by the Building, Health and DPW Departments

Approve award by the Town Manager of a contract between the Town and Lapinski Electric, Inc. for Rte 117 Traffic Signal Improvements to be performed pursuant to Contractor’s bid (Contract# 2023-117TS-1) dated March 30, 2023, in the amount of \$677,246.25 and a contract between the Town and TEC, Inc, for contract administration for the above project in the amount of \$79,200, and further, to execute all documents relative to said contract inclusive of amendments, if any.

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

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

VOTED: To Approve award by the Town Manager of a contract between the Town and Lapinski Electric, Inc. for Route 117 Traffic Signal Improvements to be performed pursuant to Contractor’s bid (Contract# 2023-117TS-1) dated March 30, 2023, in the amount of \$677,246.25 and a contract between the Town and TEC, Inc, for contract administration for the above project in the amount of \$79,200, and further, to execute all documents relative to said contract inclusive of amendments, if any

Vote to appropriate \$100,000 from Meadow Walk mitigation funds to the Park & Recreation Commission for Feeley Field Phase 2 project

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

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

VOTED: To appropriate \$100,000 from Meadow Walk mitigation funds to the Park & Recreation Commission for Feeley Field Phase 2 project

Miscellaneous

Interview candidate for appointment to the Council on Aging (COA). Following interview, vote whether to appoint Patricia Tabloski, 35 Maple Avenue, to the COA for a term expiring 5/30/26

Present: Patricia Tabloski, Candidate

Board Member Russo opined about COA term requirements. Town Manager Sheehan confirmed that regulations dedicated that a COA member could exercise the right to take a year off of the COA, and then be appointed to another term.

Ms. Tabloski presented her related COA experience and suggested that additional COA programs be offered to middle-aged residents during evening hours, in order to help such residents, obtain resources for their elderly parents.

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

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

VOTED: To appoint Patricia Tabloski, 35 Maple Avenue, to the COA for a term expiring 5/30/26

Meet with Senator James B. Eldridge and Representative Carmine L. Gentile for annual legislative update

Present: Senator James B. Eldridge and Representative Carmine L. Gentile

Senator Eldridge addressed questions presented by the Select Board which included:

- State Aid/Funding - Sudbury Public Schools
- MBTA Communities Act - New State Housing Secretary will provide additional advice
- School Transportation - Federal funding for electric school buses
- Municipal Remote Meetings - push to make such meetings permanent
- Vocational Education Planning - millionaires tax beginning to invest in education and transportation
- Regional Transportation aspects
- Rail Trail - associated offerings

- Sudbury Sustainability - Legislation continues to advocate for associated granting; Municipal buildings/clean energy incentives - will update the Board

Representative Gentile addressed topics presented by the Select Board as well as additional related information, and some of his priorities which included:

- Sudbury COD 30th anniversary - seeking to increase Sudbury COD funding
- MBTA Communities Act timelines
- Funding from State Clean Water Act for Sudbury
- Reaching out to the Attorney General regarding SPS bus transportation - Concord/Carlisle School system owns buses, and have purchased three electric buses. He will provide periodic updates to the Board
- Funding of \$120,000 for Sudbury Transportation Program - GO!Sudbury funding secured; recognized Board Member Carty and the Sudbury Transportation Committee for related work. He will be providing updates to the Board
- Consideration of Remote Voting Wayland Pilot Program
- Continuing advocating for Sudbury Sustainability incentives
- Suggested the Town become a member of a vocational school education program again.
- Continued legislation efforts for Sudbury ADA Transition advancements

Discussion on remote policy and discussion on hybrid and in-person meetings

Chair Dretler confirmed that more in-person/hybrid Select Board meetings would take place in the Fall. She suggested that the Board plan to conduct two such hybrid meetings during the Summer (July 25th and August 29).

Board Member Roberts referred to the “Policy on Remote Participation” document as edited by Town Counsel. Chair Dretler recommended the Select Board Policy Subcommittee present the final document version to the Board at an upcoming meeting.

Board Members discussed related aspects under the Remote Participation section: “Minimum Requirements for Remote Participation.”

Discussion and vote whether to create/appoint a Housing Production Plan Working Group consisting of membership to assist in updating the Town of Sudbury’s Housing Production Plan

Present: Jessica Cerullo, Kathleen Precourt, (at-large candidates); Ryan Poteat, Community Preservation Coordinator

Mr. Poteat confirmed that the Housing Production Plan needed updating. Chair Dretler confirmed that COD membership should be included in the Working Group. Mr. Poteat stated he was pleased with the Housing Production Plan consultant selection.

Board Member Russo stressed that all members of the Working Group must be "community driven," and not be represented as “activists.”

Board Members Roberts and Carty volunteered to act as the Select Board designees to the Working Group.

Chair Dretler motioned to nominate Jennifer Roberts as the Select Board designee to the Housing Production Plan Working Group. Vice-Chair Kouchakdjian seconded the motion.

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

VOTED: To appoint Jennifer Roberts as the Select Board designee to the Housing Production Plan Working Group

Working Group Candidates Jessica Cerullo and Kathleen Precourt provided brief background summaries for the Board.

Board Member Carty motioned to appoint Kathleen Precourt as the at-large member to the Housing Production Plan Working Group. Vice-Chair Kouchakdjian seconded the motion.

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

VOTED: To appoint Kathleen Precourt as the at-large member to the Housing Production Plan Working Group

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

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

VOTED: To create the Housing Production Plan Working Group and appoint the members listed on page 118 of the packet; Jennifer Roberts as Select Board designee member; Kathleen Precourt as an at-large member, and inclusion of a COD member to be appointed at a later time

Chair Dretler confirmed that a COD member would be voted at an upcoming Select Board meeting.

Discussion and possible vote on Liaison assignments for 2023-2024

Select Board Liaison assignments were discussed.

Board Member Russo indicated that he would like to be a member of the MWRA group. Chair Dretler confirmed that such discussion about MWRA consideration would take place at a future meeting.

Vice-Chair Kouchakdjian motioned to accept the Sudbury Select Board Liaison and Committee Assignments for 2022-2023, as displayed. Board Member Roberts seconded the motion.

It was on motion: Roberts-aye, Carty-aye, Kouchakdjian-aye, Russo-no, Dretler-aye

VOTED: To accept the Sudbury Select Board Liaison and Committee Assignments for 2022-2023 as displayed

Chair Dretler confirmed that Select Board Membership were not being voted on at this meeting.

Discussion on business & economic development committee

Vice-Chair Kouchakdjian suggested establishing a business and economic development committee; she indicated that the time was right to establish such a committee especially in consideration of two new rail trails and potential opportunities.

Board Members endorsed the idea of a business and economic committee, but felt formation of such a committee should not be established at this time due to insufficient staffing resources, and will be discussed again when a new Director of Planning and Community Development was in place.

Review the Select Board Spring 2023 Newsletter articles and approve for distribution

Board Members mentioned several Newsletter edits.

Vice-Chair Kouchakdjian motioned to approve the Select Board Spring 2023 Newsletter articles, as amended and approve for distribution. Board Member Russo seconded the motion.

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

VOTED: To approve and distribute the Select Board Spring 2023 Newsletter articles, as amended

Review and possibly approve the meeting minutes of 1/10/23, 1/23/23, and 1/24/23

1/10/23 Minutes

Board Members agreed to table the minutes for 1/10/23.

1/23/23 Minutes

Vice-Chair Kouchakdjian motioned to approve the minutes of 1/23/23, as edited. Board Member Russo seconded the motion.

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

VOTED: To approve the minutes of 1/23/23, as edited

1/24/23 Minutes

Vice-Chair Kouchakdjian motioned to approve the minutes of 1/24/23, as edited. Board Member Russo seconded the motion.

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

VOTED: To approve the minutes of 1/24/23, as edited

Upcoming agenda items

- DEI Update
- Establish updated policy regarding social media and Town website
- Update regarding Atkinson Pool leak

- Dissolving of Water Resource Protection Committee
- LS Agreement update
- Town Forum selection
- Select Board policies to be reviewed

The Board voted to continue past 10 pm. Motion by Board Member Carty. Second by Vice-Chair Kouchakdjian.

Vote to accept the resignation of Patricia Brown, 34 Whispering Pine Road, from the Commission on Disability (COD) effective 5/11/23, and send a thank you letter for her service to the Town

Board Member Carty questioned this item. Town Manager Sheehan stated this should not have been on the agenda this evening and further detailed that Patricia Brown would not be seeking re-appointment to COD, and agreed to remain on the Commission until a successor was officially named. Town Manager Sheehan stated no action should be taken tonight.

Adjourn

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

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

VOTED: To adjourn the Select Board meeting

There being no further business, the meeting ended at 10:10 PM.

SB Meeting 5/30/23 - Documents & Exhibits

1. Vote to accept the resignation of Patricia Brown, 34 Whispering Pine Road, from the Commission on Disability (COD) effective 5/11/23, and send a thank you letter for her service to the Town.

Attachments:

- 1.a Pat Brown Resignation Ltr

2. Vote to approve sale of Bond Anticipation Notes (BANS) as requested by Dennis Keohane, Finance Director.

Attachments:

- 2.a Select Board BAN memo 5-25-2023
- 2.b General Obligation BAN - Municipal Purpose Loan of 2023
- 2.c Signature No Litigation and Official Statement Certificate
- 2.d Significant Events Disclosure
- 2.e Tax Certificate
- 2.f Vote of the Select Board

3. Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the “Sudbury July 4th Road Race” on Tuesday, July 4, 2023 from 7:00 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:

- 3.a July 4 Race 2023_application_SB
- 3.b 4th of July Race Approvals 2023

4. Vote to grant a special permit to Bikes Not Bombs to hold the “36th Annual Bike-A-Thon” on Sunday, September 10, 2023, from 11:00 A.M. through approximately 3:00 P.M., with a rain date of Sunday, September 24, 2023, 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:

- 4.a 2023 Bike Not Bombs Application_SB
- 4.b Bike not Bombs Feedback 2023

6. Approve award by the Town Manager of a contract between the Town and Lapinski Electric, Inc. for Rte 117 Traffic Signal Improvements to be performed pursuant to Contractor’s bid (Contract# 2023-117TS-1) dated March 30, 2023, in the amount of \$677,246.25 and a contract between the Town and TEC, Inc, for contract administration for the above project in the amount of \$79,200, and further, to execute all documents relative to said contract inclusive of amendments, if any.

Attachments:

- 6.a 00 50 00 Lapinski Electric Agreement
- 6.b TEC Rt 117 Agreement

7. Vote to appropriate \$100,000 from Meadow Walk mitigation funds to the Park & Recreation Commission for Feeley Field Phase 2 project.

Attachments:

- 7.a Dev Agreemt MeadowWalk2016
- 7.b PRC email
- 7.c DK email

8. Interview candidate for appointment to the Council on Aging (COA). Following interview, vote whether to appoint Patricia Tabloski, Maple Avenue, to the COA for a term expiring 5/30/26.

Attachments:

- 8.a select board letter re board appointee to fill vacancy and renewals 2023
- 8.b Application Pat Tabloski redact 03 14 23

9. Meet with Senator James B. Eldridge and Representative Carmine L. Gentile for annual legislative update with Select Board.

Attachments:

- 9.a SUGGESTED TOPICS FROM SELECT BOARD TO LEGISLATORS

10. Discussion on remote policy and discussion on hybrid and in-person meetings.

Attachments:

- 10.a Proposed dates for Zoom only _ hybrid meetings - Summer meetings
- 10.b Riley email
- 10.c KP-#860116-v1-SUDB_remote_part__policy_4_23

11. Discussion and possible vote on Liaison Assignments for 2023-2024.

Attachments:

- 11.a LIAISON LIST 2022-2023 Draft

12. Discussion and vote whether to create/appoint a Housing Production Plan Working Group consisting of membership to assist in updating the Town of Sudbury's Housing Production Plan.

Attachments:

- 12.a HPP Working Group Charge - Sudbury 230530
- 12.b HPP Working Group - At Large Member Application - Precourt 230324
- 12.c HPP Working Group - At Large Member Application - Cerullo Merrill 230424

14. Review the Select Board Spring 2023 Newsletter articles and approve for distribution.

Attachments:

- 14.a SB Newsletter Section_Spring 2023
- 14.b SB Newsletter 2023 Schedule_approved 12.6.22

15. Review and possibly approve the meeting minutes of 1/10/23, 1/23/23, and 1/24/23.

Attachments:

- 15.a SB_draft1_1.10.23_min_for_review
- 15.b SB_draft1_1.23.23_JOINT MTGmin_for_review
- 15.c SB_draft1_1.24.23_min_for_review

16. Upcoming agenda items

Attachments:

- 16.a Upcoming items 05.30.23